



## **Independent Communications Authority of South Africa**

350 Witch-Hazel Avenue, Eco Point Office Park  
Eco Park, Centurion.

Private Bag X10, Highveld Park 0169  
Telephone number: (012) 568 3000/1

### **INVITATION TO QUOTE FOR THE LEASING OF AN OFFICE ACCOMMODATION FOR**

### **ICASA's MPUMALANGA REGIONAL OFFICE IN MBOMBELA, FOR A PERIOD OF NINE (9) YEARS AND ELEVEN (11) MONTHS**

The Independent Communications Authority of South Africa (ICASA) invites suitably qualified service providers to submit proposals for the leasing of an office building for ICASA's Mpumalanga Regional Office, in Mbombela CBD or surrounding areas within the Mbombela Local Municipality. The premises should be grade B or above building, for a period of nine (9) years and eleven (11) months, with beneficial occupation, for a period of three (3) months, commencing 01 September 2023 or earlier. The lease must commence on 01 December 2023.

#### **BID TECHNICAL REQUIREMENTS**

##### **1. KEY INFORMATION**

The building's location and its surrounding areas must, preferably, have no exposure to flooding due to heavy rains, hail and/or hazardous environment, making it difficult to access the building and/or park vehicles.

**Prospective respondents are invited to provide comprehensive information on a newly built or existing building that can be refurbished to suit ICASA's requirements. The proposed building must be ready for beneficial occupation on 01 September 2023 or earlier, to allow for fit-outs and installations.**

Prospective respondents must be prepared to provide a complete office accommodation solution, including fit-out of the premises (turnkey solution) as per ICASA's specific requirements (designs & specifications) at market rates applicable at the time. ICASA



reserves the right to appoint a third party at its own discretion to provide tenant installations and/or refurbishments.

The proposed building must have perimeter fencing or 24/7 physical guarding, electronic access control, CCTV coverage in exterior and common areas of the building and any surrounding areas within the premises (e.g., parking bays), at the landlord's cost. Provide full details of such functional and well-maintained security features (e.g., make and model where applicable). The bidder is expected to supply, install, commission, and maintain these security systems, as per manufacturer's requirements, at landlord's cost, for the duration of the contract. The bidder must ensure that all these costs are included in the total bid price. The overall aspects of the proposed building will be assessed with the physical evaluation of the premises. This physical evaluation is an integral part of the bid process.

Maintenance on the exterior and interior of the building remains the responsibility of the service provider (Landlord). The prospective service provider/Landlord must maintain and repair the exterior and interior of the building (e.g., electrical, plumbing, faulty lighting, carpentry, handyman services, servicing of aircons etc., including supply and installation), as well as installed equipment (e.g., fire detection system, fire extinguishers, lightning/surge protection etc.) on an "as and when required" basis, at prevailing market rates.

**Prospective respondents must submit separate bid responses for each premises offered/proposed, should more than one premises be offered for consideration.**

## **2. BENEFICIAL OCCUPATION**

- 2.1. The premises must be available for **beneficial occupation on 01 September 2023 or earlier**, for a period of three (3) months, allowing for ICASA's fit outs and installations. The **lease commencement date is 01 December 2023**.
- 2.2. **For purposes of this bid, beneficial occupation means a rent-free period provided by the landlord, in order to give ICASA time to do fit outs and installations and ready the premises before moving in.**



### **3. ACCOMMODATION NORMS**

#### **3.1 PROPERTY**

##### **3.1.1. Type of Premises:** - The premises should be:

**3.1.1.1. Green ready or green certified,** well secured, with up-to-date security facilities/technology, natural ventilation whereby the respective building must have both windows and doors that can be opened if necessary. The respective service provider/landlord must ensure that the premises adhere to the Occupational Health and Safety Act requirements, including occupational diseases.

**3.1.1.2.** Suitable for corporate office environment, as well as housing of technical monitoring equipment,

**3.1.1.3.** Suitable for parking of technical and ordinary ICASA vehicles.

**3.1.2. Broadband Infrastructure:** - It would be ideal if the building has fibre from one of the national internet service providers (ISPs). Please provide details of the existing network infrastructure for corporate offices on the proposed building.

**3.1.3. Property/Building:** - The property offered should be able to provide a total lettable area of a minimum of **200m<sup>2</sup> to a maximum of 250m<sup>2</sup>** of office space for lease purposes. The property/building should preferably be scalable to accommodate ICASA's office requirements in terms of volume/size. The proposed office space must be measured according to the latest South African Property Owners Association's (SAPOA) method for measuring floor areas in commercial buildings.

**3.1.4. Space Planner & Interior Designer/Decorator:** - The service provider may be requested to avail a draughtsman, space planner and interior designer/decorator to assist ICASA with office layout planning and execution, at no cost to ICASA.

**3.1.5. Mast & Aerial Antennas:** - The office location must be suitable for the possible erection of a radio mast and/or aerial antennas for monitoring purposes (maximum of 3 metres as described and required by ICASA),



considering the approval required in terms of environmental, municipal and civil aviation regulations.

### **3.2. THE BUILDING**

The building shall comply with local municipal by-laws, National Building Regulations and Building Standards Act, 1977; the South African National Standards (SANS), Occupational Health & Safety Act, 1993; ISO standards and any other relevant legislation/regulations as applicable.

The building design should address lighting, natural ventilation (open windows), indoor environmental pollutants, comfort factor/ergonomics, fire detection/prevention, fibre optic and associated connectivity requirements as well as mitigation of noise levels to ensure a working environment that increases productivity and reduces the occurrence of sick building syndrome. ICASA may make a request to take the identified building "as is" if it fits ICASA's space planning requirements and to save time & costs.

**Qualifying service providers may be requested to make presentations to ICASA on the proposed building.**

#### **3.2.1. PARKING**

A minimum of ten (10) dedicated covered parking bays (inclusive of 2 for persons with disabilities) must be made available **for exclusive use** for ICASA official vehicles and staff at the premises. The parking bays provided:

- 3.2.1.1. must be made available to ICASA on a daily, 24-hour basis, for the duration of the lease, in a safe and secure environment (e.g., preferably basement or lockable, covered/sheltered parking in the same building offered for office space (not any adjacent or nearby building);
- 3.2.1.2. must have the acceptable dimensions/sizes, as per South African parking standards or latest, relevant regulations/legislation/by-laws;
- 3.2.1.3. will not be available to anyone except ICASA vehicles and staff;
- 3.2.1.4. will not to be shared with other tenants/residents in mixed used buildings, with offices and apartments; and
- 3.2.1.5. must not have exposure to extreme wind and hail conditions.

**NB: Please note that ICASA requires secure access control parking and that vehicles are not exposed to harsh weather conditions.**



#### **4. ACCOMMODATION STANDARDS**

The proposed building must provide for the following, as prescribed by the National Building Regulations:

- 4.1. Heating, Ventilation, Air-Conditioning (HVAC) and Natural Ventilation.
- 4.2. Implementation of smoking by-laws;
- 4.3. Toilet facilities;
- 4.4. Water supply (water tanks in case of municipality water disruptions or supply);
- 4.5. Electrical-supply (solar-panels/generator/power inventors/alternative source of energy);
- 4.6. Fire Risk Management;
- 4.7. Emergency evacuations/exit;
- 4.8. Generator for standby power supply;
- 4.9. Vertical movements;
- 4.10. Carrying capacity of floors;
- 4.11. Acoustics and noise standards;
- 4.12. Security;
- 4.13. The building must be declared gun free;
- 4.14. Accessibility for persons with disabilities and goods deliveries;
- 4.15. CAD<sup>1</sup> drawings or equivalent of the existing premises;
- 4.16. Full compliance certification must be supplied upon final works completion at the landlord's cost;
- 4.17. Allow ICASA to put up signage in strategic spots within or around building to make ICASA visible to the public;
- 4.18. Rental, operating, fit-outs/installation and parking costs should be market related; and
- 4.19. The term of the lease should be nine (9) years and eleven (11) months

<sup>1</sup> CAD drawings refers to computer-aided design of 3D or 2D building drawings, showing overhead views of building floor plans and outdoor landscapes



**The below listed valid documents must be submitted as part of the bid response, failing which prior to finalization of the bid. Failure to submit the documents may result in disqualification of the bidder:**

- a. Proposed building must be a **grade B or above building in the Mbombela CBD/surrounding areas of Mbombela Municipality;**
- b. Zoning certificates;
- c. Electrical approvals;
- d. CAD (building) drawings;
- e. Proof of valid insurance for the proposed building or letter of intent;
- f. Certificate of occupancy;
- g. The property offered should be able to provide a total lettable area of a minimum of 200m<sup>2</sup> to a maximum of 250m<sup>2</sup>.

ICASA reserves the right to ask for a Mechanical Engineer's assessment report on the condition of the air- conditioning installed in the building. The air-conditioning installation and units should at least have a remaining life expectancy of the lease term.

It will be required that a complete Automatic Sprinkler Inspection Bureau (ASIB) report be submitted, along with all other information regarding Fire Compliance, as part of handover documents for this tender; and

The bidder needs to provide evidence of installed lightning surge protection.

Provide alternative source of energy/electricity and water tanks in case of power disruptions and water supply.

## **5. IT INFRASTRUCTURE**

The building should have an IT infrastructure, allowing tenants to utilise data/voice with an open access fibre-optic network, cabling/wiring infrastructure. The design of the required server room should be a 2-hour fire rated/brick wall and optimal air-conditioning, minimum 24 000 BTU, with equivalent back-up units (i.e., 2 aircon units).



The bidder must ensure that the supply, commissioning, and maintenance is incorporated in the total bid price. ICASA will require the building to have a new aircon(s) in the server room or proof must be provided which will assure ICASA that the aircon(s) are not older than 5 years. The aircon(s) in the server room will be the responsibility of the Landlord. In a case of aircon(s) not being functional, the response time by the Landlord should be approximately one (1) hour.

## **6.HEATING, VENTILATION AND AIR CONDITIONING**

The ventilation of the building must be in accordance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and any other applicable legislation, regulations, and standards. The building should be fully air-conditioned and well-maintained, with all maintenance, repairs and replacements undertaken by the landlord. The HVAC system must be from reputable manufacturers and in good operational condition, for the duration of the lease. The ambient temperature required will be 22 degrees Celsius (with a variance of 8 degrees Celsius up or 6 degrees Celsius down).

In this regard, provisioning must be made for the air-conditioning system to:

- be connected to a programmable HVAC building management system (BMS);
- be on a timer for different building zones;
- comply with all SANS and SABS codes and Health and Safety codes;
- be energy efficient (in terms of design and functionality) with heat capture;
- be of a low noise and low vibration type;
- the building must have an effective local extraction ventilation system, where applicable preferably with High-Efficiency Particulate Air (HEPA) filters, which are regularly cleaned and maintained, and its vents do not feedback in through open windows;
- make and model (description) of the aircons should be provided, including the type of filters installed; and
- service intervals as per the manufacturer's recommendations and/or in line with applicable regulations/guidelines at the time.



## 7. ABLUTION FACILITIES

The service provider/landlord shall provide access to modern, fully functional ablution facilities which are in good condition at beneficial occupation. The following norm shall be applied as a guide:

### Sanitary Fixtures for Buildings (SANS 10400-1990)

	Number of sanitary fixtures to be installed relative to the population				
For a population of up to:	Males			Females	
	WC <sup>2</sup>	Urinals	Washbasins	WC	Washbasins
15	1	1	1	2	1
30	1	2	2	3	2
60	2	3	3	5	3
90	3	5	4	7	4
120	3	6	5	9	5
	For a population in excess of 120 add 1 WC pan, 1 urinal & 1 wash basin for every 100 persons			For a population in excess of 120 add 1 WC pan for every 50 persons	For a population in excess of 120 add 1 washbasin for every 100 persons

ICASA may, under separate contract, install sanitation equipment, toilet roll holders, soap dispensers, paper dispensers and any other hygiene requirements, where the building is for sole use by ICASA. In the event that the ablution facilities are shared with other tenants, the service provider must provide for such hygiene equipment (e.g., modern, functional toilet roll holders, soap dispensers, paper dispensers, etc.) and must state all occupational diseases measures and protocols in place (if any).

## 8. PERSONS WITH DISABILITIES

The building and its facilities must accommodate persons with disabilities, which includes but not limited to access to the building (ramps), lifts, ablution facilities, etc. These facilities must be provided according to National Building Regulations, SANS

<sup>2</sup> WC: a water closet/bathroom





10400 and any other applicable legislation/regulations.

## **9. WATER SUPPLY**

The municipal water supply where applicable shall be metered separately for ICASA. ICASA requires a water pressure of at least 4 Bar, should 4 Bars not be available, ICASA requires the service provider to provide water equipment(s) at own cost to achieve the desired water pressure.

ICASA require standby water tanks with a capacity of 2 000 or more litres, with fully automated booster pumps or equivalent, to provide continuous water supply to ICASA's premises, at the service provider's cost (compulsory), which must form part of the total bid price.

## **10. ELECTRICAL SUPPLY**

The power supply where applicable shall be metered separately and power factor correction and Automatic Voltage Regulator (AVR) equipment shall be installed. The installation is to comply with all relevant regulations and by-laws. Sufficient power supply is to be provided to meet demand at peak times in excess of up to 20%<sup>3</sup> of normal use. It must be considered that all ICASA staff will be equipped with a computer or laptop.

All main electrical supply shall be governed with class one and class two lightning surge protectors. There must be primary continuous emergency power supply (i.e., generators or alternative source of energy at landlord's own cost, incorporated as part of the total bid price). The proposed building must be configured and wired to power or other alternative sources of energy in case of power outages. ICASA will not contribute to any upgrading / provisioning of additional power supply to the building.

## **11. POWER POINTS**

The electrical (or building) design must make provision for power points to be provided as per ICASA requirements with the following guidelines:

- Each person will be equipped with two power points (one red and one white);
- Each third person will have an additional white power point;

<sup>3</sup> The electricity distribution box (DB) installed at the proposed building must have sufficient capacity to cater for this requirement



- A boardroom must be fitted with sufficient power and data points (e.g., underneath boardroom table, for projector(s) and screens), for refreshment serving areas etc.;
- A kitchen must be fitted with sufficient power points (e.g., for kettle, fridge, microwave, water cooler etc.);
- A reception area must be fitted with sufficient power points (e.g., for receptionist, reception/visitor management system(s), TV area, clients waiting areas etc.);
- Single-phase 15 Amp socket outlets in passages and operational areas shall be provided for cleaning and maintenance tasks and shall be wired separately from the power supply to the main operational areas; and
- A separate DB in the server room with feed from the generator/alternative source of energy with a mains/isolator switch and 2 x 3-phase 32amp isolators, 1 for the UPS and 1 for the cooling. Final details to be communicated with appointed service provider.

## **12. LIGHTNING PROTECTION**

The building shall have sufficient lightning/surge protection, which must be inspected regularly to ensure that it is and remain in good working condition, in line with SANS 62305 – all parts or latest applicable standards, at the service provider's cost. Proof of installed lightning surge protection must be provided as part of building handover.

## **13. HEATING, VENTILATION AND AIR CONDITIONING**

**All interior lighting shall be designed and installed to conform to SABS 10114-1:2005 Edition 3 or latest approved standards. A professional lighting design engineer shall certify the design and installation at service provider's own cost.**

The lighting design shall take into consideration the type of work that will be performed which includes high security considerations, sorting, filing, data capturing and computer-based work areas. Each functional area and/or teams shall have independent control of lighting while emergency lights shall comply with National Building Regulations.

## **14. FIRE PROTECTION & RISK MANAGEMENT**

Fire control, safety and risk management shall be in full compliance with the National Building Regulations, SANS 10400 as amended. Provide full details of the fire



detection/system, including features which includes but not limited to the public address system, warning alarms, make and model. **It will be required that a complete Automatic Sprinkler Inspection Bureau (ASIB) report be submitted, along with all other information regarding Fire Compliance, as part of handover documents for this tender.** Provisioning, certification, continuous maintenance of the installations and equipment will be the responsibility of the service provider, for the duration of the lease period. Fire extinguishers will be serviced by the service provider/landlord at intervals stipulated on the fire extinguisher canister. These costs must be incorporated into the total bid price.

## **15. VERTICAL MOVEMENTS**

### **15.1 STAIRS**

Non-slippery stairs and accompanying handrails/banisters installed must be in line with National Building Regulations. They should allow free and safe movement of ICASA staff and clients from one floor to another. They must have dimensions appropriate to its use, as prescribed by SANS 10400 or latest amendments and must be applied in conjunction with several other standards.

### **15.2 LIFTS, HOIST & ESCALATORS**

If the building consists of more than one floor, it must have at least one (1) lift to be utilised as a passenger lift to transport at least eight (8) persons or goods with a minimum payload of 1 000 kg at a given time. This must be in line with the rules contained in SANS 10400 4.44 to 4.47, as set out in the SA Standard Code of Practice for the Application of the National Building Regulations, as issued by the South African Bureau of Standards (SABS).

The minimum clear entrance to the lift shall be of such dimension that it will be accessible for a wheelchair. The minimum recommended lift width and depth should respectively be 1000 mm and 1500 mm. If the building has a basement, the lift shall also serve that area.

All passenger lifts must preferably be equipped with voice sensitizers and braille buttons, as required by national elevator codes and recommended for all elevator applications. These features allow employees, visitors, and clients access to crucial



information in and outside of the elevator for safe use. This is in line with the EN81-70 standard and related standards, which define lift size, interior accessories, and functionality. In addition, the lifts should preferably be connected to the control room of the service provider, for purposes of continuous communication in the event of lift stoppages. Where applicable, please provide occupational diseases measures and protocols in place on the use of lifts.

The bidder shall ensure that every lift, hoist, escalator, or passenger conveyor is inspected and tested in accordance with the relevant health and safety standards, legislation, and regulations, for the duration of the lease agreement. ICASA reserves the right to request proof of inspection and testing at regular intervals.

**The breakdown time allowed per lift or hoist per month shall not exceed 6 hours monthly. The breakdown times shall be recorded, reported, and agreed with ICASA before raising the rental invoice.** In the event of breakdowns exceeding the allowed breakdown time, ICASA shall be entitled to deduct a penalty equal to the monthly maintenance contract cost from the following month's rental payment.

**If the response time for passenger or goods entrapment exceeds sixty (60) minutes per event, ICASA shall be entitled to deduct a penalty equal to 10% of the monthly maintenance contract cost from the following month's rental payment.**

### **15.3 CARRYING CAPACITY OF FLOORS**

The floors should allow a carrying capacity of at least 250kg/m<sup>2</sup> in normal office areas. The service provider shall issue a certificate, during the building handover, signed by an independent professional engineer (registered with Engineering Council of South Africa (ECSA) confirming the carrying capacity of such areas.

## **16. ACOUSTIC AND NOISE**

All outside noises shall be reduced to an acceptable level (between 40 – 60 Decibels) that allows people to perform their functions.

## **17. SECURITY SERVICES**

The proposal should include the service provider's contribution to the physical security



requirements of the proposed building, in terms of Minimum Physical Security Standards (MPSS). The supply of modern, fully functional security systems, installation, commissioning, and testing, inside (common areas) and exterior of the building and basement parking (e.g., perimeter fencing, access control systems, CCTV cameras, beams, alarm & armed response etc.) will be the sole responsibility of the landlord, at landlord's cost. **ICASA shall be entitled to deduct a penalty equal to 10% of the monthly maintenance security systems cost from the following month's rental payment if the access control and/or CCTV systems are not operational for any period longer than 120 minutes per event.**

## **18. ACCESSIBILITY TO THE BUILDING**

The building shall accommodate persons with disabilities and comply with the relevant acts, regulations, and municipal by-laws.

## **19. RATES**

### **19.1. RATES AND MAINTENANCE**

Rental rates and operational charges shall also include all future maintenance required to keep the building operational and shall be adjusted annually on the **adjustment date at the Landlord's cost**. Rates shall also include but not limited to the maintenance of the exterior of the premises such as:

- 19.1.1. Roofs;
- 19.1.2. HVAC including cleaning the diffusers inside;
- 19.1.3. Lightning protection;
- 19.1.4. Plumbing;
- 19.1.5. Electrical supply, up to DB board;
- 19.1.6. Fire Protection & Detection.
- 19.1.7. Common area electrical reticulation;
- 19.1.8. Grounds and gardens;
- 19.1.9. Storm water and drainage;
- 19.1.10. Parking; and
- 19.1.11. Washing the external windows & facades.

### **19.2. ADJUSTMENTS**

Unless otherwise indicated, the annual escalation of the rental and operating charges



shall not exceed the average escalation rates for similar properties in the relevant area, as indicated in the most recent Rode's Report on the SA Property Market, which is published quarterly. The escalations must be CPI-related.

### **19.3. VARIATIONS**

The proposal must indicate all variations to the escalation rate(s), resulting from annual increases and a complete list of Allowances must be provided to ICASA.

### **19.4. TENANT INSTALLATION ALLOWANCE**

The bidder is expected to provide ICASA with a tenant installation allowance, which is standard practice in the commercial property industry (office rentals). For example, some landlord may provide one month's rent for every one year of office rental as tenant installation allowance. ICASA's requirements for tenant installation allowance is one-month rental or more for each year of lease. Please specify the tenant installation allowance to be provided to ICASA, and how it was determined/arrived at.

## **20. INFORMATION REQUIRED**

### **20.1. PROPERTY INFORMATION**

- 20.1.1. Property street address and stand number, as specified in zoning documents;
- 20.1.2. Landlord (lessor) name, address, city, postal code, telephone, and fax numbers;
- 20.1.3. Leasing agent, representative and telephone and fax numbers;
- 20.1.4. Details of all partners to this offer;
- 20.1.5. Detail of proposed rental options, indicating the 9 years and 11 months lease period; and
- 20.1.6. The tenant installation allowance provided by the service provider.

### **20.2. LAYOUT DRAWINGS**

The service provider shall provide detailed layout drawings that includes all areas required for the building to be functional including the usable space listed. (Usable space in terms of South African Property Owners Association (SAPOA)).

The layout drawing shall also indicate major vertical penetrations, column spacing and



sizes, and any other building elements that may impact on the configuration of workstation and surfaces. The layout drawing shall be provided as hard copies and in a CAD format together with your response to this bid.

The service provider shall also provide ICASA with layout drawings once the premises have been finalised and agreed upon, according to ICASA's requirements, as well as furniture layout drawings once the seating arrangements have been finalised and any other building related plans (e.g., electrical, plumbing, air-conditioning etc.).

### **20.3. BUILDING AREAS**

The service provider shall measure the building space as defined by the South African Property Owners Association Method for measuring floor areas in commercial and industrial buildings, at its own cost. The Gross Building Area (GBA), Rentable and Usable areas must be tabulated, split per floor, and certified by a suitably qualified independent professional and ICASA shall have the right to audit the calculations. The certificate shall be on the professional's letterhead and shall include the Usable/Rentable ratio and Gross Building Area.

### **20.4. BUILDING RUBBLE**

Any building rubble resulting from the demolition and building works/refurbishments must be cleared. The premises must be kept clean by the contractor during the fit-outs and installations, maintenance and/or renovations/refurbishments.

### **20.5. PROPERTY AREA**

The service provider shall provide the stand numbers with size/s.

### **20.6. PROPERTY/BUILDING INSURANCE**

The service provider shall provide proof of valid insurance for the proposed building or letter of intent to provide insurance. On awarding of the bid, the service provider will be expected to provide valid proof of insurance for the proposed building.

### **20.7. MANUFACTURERS' SPECIFICATIONS**

All materials & equipment will be installed to manufacturer's specifications and relevant SABS & Building regulations specifications.



## 21. STANDARD SPECIFICATIONS

### 21.1. SABS SPECIFICATIONS

The building shall comply with all laws, construction service standards, building regulations, which includes, but is not limited to:

21.1.1. Occupational Health and Safety Act 1993 (Act 85 of 1993);

21.1.2. The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises";

21.1.3. Code of practice – Interior Lighting SABS 0114:1996 - Part I;

21.1.4. The National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977) as amended (SANS 10400)

21.1.5. The Municipal by-laws and any special requirements of the local supply authority;

21.1.6. SANS 10400: Part T Fire Protection; and

21.1.7. Building compliance certificates.

## 22. REFERENCES & EXPERIENCE

Client's name	Lease/Contract Period (start & end dates)	Name, title & telephone/contact details of client
Experience: service provider has more than 5 years in managing lease agreements, refurbishments, renovations, and general construction	Number of years managing leases: _____ Number of years managing office refurbishments: _____	Number of years managing renovations: _____ Number of years managing office general construction: _____



## 23. EVALUATION CRITERIA

The following criteria and weightings will be applicable to the evaluation of the Bid received:

FUNCTIONALITY EVALUATION			WEIGHTS
<b>1. Building availability</b> (i.e., physical address & building available for beneficial occupation on 01 August 2023 or earlier, and lease commencement on 01 November 2023) The location for the office is Mbombela			20
1	Available for proposed lease commencement date Available for proposed beneficial occupation date Landlord offering 10 (ten) months or more tenant allowance	= 5	
2	Available for proposed lease commencement date Available for proposed beneficial occupation date Landlord offering 5 - 9 (five to nine) months tenant allowance	= 3	
3	The proposal does not meet the minimum specified above	= 1	
<b>2. Parking</b>			10
1	10 Exclusively allocated onsite basement or undercover (not carport) parking bays. Included in the 10 Bays are: Access-controlled bays Access to office/lift for persons with disabilities 2 parking bays for persons with disabilities	= 5	
2	10 Exclusively allocated carport parking bays. Included in the 10 Bays are: 2 parking bays for persons with disabilities Security access controlled at main gate	= 3	
3	The proposal does not meet the minimum specified above	= 1	



<b>3. References</b>			10
Bidder to submit formal and valid reference letters on the company letterhead, contactable references in the office leasing environment provided):			
1	Minimum 5 references provided in office leasing environment	= 5	
2	Minimum 4 references provided in office leasing environment	= 4	
3	Minimum 3 references provided in office leasing environment	= 3	
4	Minimum 2 references provided in office leasing environment	= 2	
5	Minimum of 1 reference provided in office leasing environment	= 1	
<b>4. Experience</b>			
1	15 cumulative years or more in managing office leasing environment	= 5	
2	12-14 cumulative years in managing office leasing environment	= 4	
3	9-11 cumulative years in managing office leasing environment	= 3	
4	6-8 cumulative years in managing office leasing environment	= 2	
5	5 cumulative years or less in managing office leasing environment	= 1	
<b>FUNCTIONALITY EVALUATION (Sub-total):</b>			40
<b>24. PROPOSED BUILDING SITE INSPECTION/EVALUATION (see below)</b>			60
<b>Total:</b>			100
<b>Minimum cut-off point: 48</b>			



24. PROPOSED BUILDING SITE INSPECTION /EVALUATION					
		Condition Circle Your Score			Comments
		Good	Fair	Poor	
	Building has:				
<b>a.</b>	<b>Ablution facilities</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
<p>Building regulations recommend the number of toilets required is at least 1 toilet per 8 males and 2 toilets per 8 females, with access to washbasins, running water etc.</p> <p>Good = complies with statement above            Fair = complies with statement above, with reasonable adjustments (e.g., unisex facilities)            Poor = does not comply with statement above</p>					
<b>b.</b>	<b>Access for persons with disabilities, with ablution facilities for persons with disabilities</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
<p>All public buildings must be accessible to wheelchair users and must have dedicated ablution facilities for persons with disabilities.</p> <p>Good = complies with statement above            Fair = complies with statement above, with reasonable adjustments to enable disabled access (e.g., safely stored &amp; ready to use ramps)            Poor = does not comply with statement above</p>					
<b>c</b>	<b>Clearly marked and illuminated emergency exits, with no obstructions</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
<p>Emergency routes and exits must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting</p> <p>Good = complies with statement above            Fair = complies with statement above, but uses artificial illumination or equivalent            Poor = does not comply with statement above</p>					



<b>d</b>	<b>Emergency exit doors swing in the direction of exit with emergency push bar/breaker glass or equivalent properly attached/installed and in good working order</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
Good = complies with statement above Fair = complies with statement above, with doors still requiring installation of emergency push bar/breaker glass Poor = does not comply with statement above					
<b>e</b>	<b>Well ventilated staircases with a safe structure, easy to grip handrails on both sides, acceptable height and width and stair treads in good condition.</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
Good = complies with statement above Fair = complies with statement above, with stair treads requiring minimal refinishing/refurbishing Poor = does not comply with statement above					
<b>f</b>	<b>Interior quality finishes in common areas</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
Acceptable and functional basic wall and floor finishes, of modern standards due to refurbishments and/or renovations  Good = complies with statement above Fair = complies with statement above, but with old style finishes Poor = does not comply with statement above					
<b>g</b>	<b>Exterior quality finishes and structure of the building</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
Visible maintenance and/or upgrading of building infrastructure & its facilities  Good = complies with statement above Fair = complies with statement above, but showing signs of ageing and possibly deferred maintenance Poor = does not comply with statement above					



<b>h</b>	<b>Lift(s)</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
	<p>A smoothly operated lift with particulars of a lift such as manufacturer's name, emergency contact details, speed, load capacity, with bright lighting and emergency lighting, and with easy access for wheelchairs and visible signs of good maintenance</p> <p>Good = complies with statement above  Fair = complies with some but not all of the statement above  Poor = slow/old lift that does not comply with statement above</p>				
<b>i</b>	<b>Aircons</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
	<p>Installed aircons are functional and less than 5 years old.</p> <p>Good = complies with statement above  Fair = functional, older than 5 years  Poor = old, with visible signs of ageing</p>				
<b>j</b>	<b>Fire detection/sprinkler system, with fire alarm and easy access to water hydrant(s) for fighting fires</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
	<p>Automatic fire detection system with multi-sensor detectors, using a combination of more than one type of sensor – smoke, heat or carbon monoxide to detect the presence of a fire, with easy access to functional water hydrants</p> <p>Good = complies with statement above  Fair = functional and approved alternative(s) to conventional fire detection system  Poor = old, with visible signs of ageing or none in place</p>				
<b>k</b>	<b>Fire extinguishers</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
	<p>Easily accessible and visible fire extinguishers, with up-to-date service maintenance, fixed by brackets to the wall or attached to a rigid floor stand</p> <p>Good = complies with statement above  Fair = complies with some but not all of the statement above  Poor = old, with visible signs of ageing or none in place</p>				



<b>l</b>	<b>Ceilings</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
	Well maintained, matching ceilings with no visible signs of water spots/leakages  Good = complies with statement above Fair = complies with some but not all of the statement above Poor = visible signs of ageing and/or water spots or none in place				
<b>m</b>	<b>Walls</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
	Well maintained walls with no visible signs of damp walls or paint peeling off due to leakages  Good = complies with statement above Fair = complies with some but not all of the statement above Poor = visible signs of damp walls and/or paint peeling off				
<b>n</b>	<b>Window openings</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
	Secure windows, allowing natural lighting, which can be opened for natural ventilation.  Good = complies with statement above Fair = complies with some but not all of the statement above Poor = does not comply with any of the statement above or none in place				
<b>o</b>	<b>Alternative source of energy (during power failures or outages)</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
	Functional and well-maintained generator, or other alternative sources of energy such as solar panels, invertors etc. in place to enable ICASA's full functionality despite power failures/outages.  Good = complies with statement above Fair = complies with some but not all of the statement above and/or connecting only certain critical areas Poor = old, with visible signs of ageing and lack of maintenance or none in place.				



<b>p</b>	<b>Alternative source of water (water tanks)</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
	Well maintained water tanks available for use during water cuts/disruptions  Good = complies with statement above Fair = complies with some but not all of the statement above Poor = old, with visible signs of ageing or none in place				
<b>q</b>	<b>Sufficient parking bays</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
	Sufficient, safe/secure, lockable parking bays in the same building, preferably in the basement, not to be shared with other tenants.  Good = complies with statement above Fair = complies with some but not all of the statement above Poor = does not comply with the statement above				
<b>r</b>	<b>Security access control system</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
	Functional access control system in place, preferably biometrics, in interior and exterior common areas of the building, with visible signs of maintenance.  Good = complies with statement above Fair = complies with some but not all of the statement above Poor = does not comply with the statement above or none in place				
<b>s</b>	<b>CCTV cameras</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
	Functional CCTV camera system in place in interior and exterior common areas, main entrance and other strategic points of the building, with day and night recording capacity and visible signs of maintenance.  Good = complies with statement above				



	Fair = complies with some but not all of the statement above Poor = does not comply with the statement above or none in place				
<b>t</b>	<b>24/7 physical guarding services</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
	24/7 PSIRA accredited, uniformed physical guards on premises, with patrols and guard monitoring system in place.  Good = complies with statement above Fair = complies with some but not all of the statement above Poor = does not comply with the statement above or none in place				
<b>u</b>	<b>Alarm system with armed response</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	
	Functional alarm system and armed response services for common areas with an accredited security service provider.  Good = complies with statement above Fair = complies with some but not all of the statement above Poor = does not comply with the statement above or none in place				
<b>v</b>	<b>Zero to minimal structural defects</b>	<b>= 3</b>	<b>= 2</b>	<b>= 1</b>	





	Has no visible interior and exterior structural defects such as major cracks/dents/damages threatening the structural components of the building, with visible maintenance of building infrastructure.  Good = complies with statement above Fair = complies with some but not all of the statement above, with minor defects not posing any safety risk, which require minimal maintenance Poor = does not comply with the statement above					
<b>w</b>	<b>Low</b> exposure in surrounding areas, such as flooding and/or hazardous environment  Reasonably safe and clean street interface and surrounding areas, with no visible signs of flooding or hazardous environment.  Good = complies with statement above Fair = complies with some but not all of the statements above Poor = does not comply with the statement above	= 3	= 2	= 1		
		A Sub- Total	B Sub- Total	C Sub- Total	A + B + C Total Score	
<b>Grand Total: 69</b> <b>Minimum cut-off point: 48 (i.e., 70%)</b>  <b>Bidders who do not meet the minimum cut-off point of 48 will not be evaluated further (to the next phase)</b>						



## 25. COMPLIANCE OF THE BUILDING/ INFRASTRUCTURE

25.1 The following criteria shall be considered during adjudication of the Bid responses:

Item	Description	Bidder to supply the following	Comply	Do not comply	Comments / further information
25.1.1	Proposed building must be a grade B or above building in the Mbombela CBD/ Mbombela Municipality area	Attach grading certificate and proof of the building location			
25.1.2.	Zoning certificates and proof of attached as part of supporting documents (valid & approved by relevant Municipality)	Attach zoning certificate			
25.1.3.	Building electrical approvals attached as part of supporting documents (valid & approved by relevant Municipality)	Electrical certificate (COC)			
25.1.4.	CAD drawings attached as part of supporting documents	Attach CAD drawings			
25.1.5	Proof of valid insurance for the proposed building or letter of intent to provide insurance. <b>On awarding of the Bid, the service provider will be expected to provide valid proof of insurance for the proposed building attached as part of supporting documents</b>	Attach building insurance/letter of intent			
25.1.6	Certificate of occupancy approvals attached as part of supporting documents (valid & approved by relevant Municipality)	Attach certificate of occupancy			
25.1.7	Natural ventilation (through doors and windows that can be opened)	Attach image of the building (opening doors and windows)			



25.1.8	Property/office size offered is a minimum of 200m <sup>2</sup> to a maximum of 250m <sup>2</sup>	Attach proof			
25.1.9	The proposed building must have minimum of 10 covered parking bays (including 2 for persons with disabilities).	Attach proof			
25.1.10	A Mechanical Engineer's assessment report on the condition of the air- conditioning installed in the building.	Attach report			
25.1.11	It will be required that a complete Automatic Sprinkler Inspection Bureau (ASIB) report be submitted, along with all other information regarding Fire Compliance, as part of handover documents for this tender	Attach report			
25.1.12	The bidder needs to provide evidence of installed lightning surge protection.	Attach report			

## **26. SITE INSPECTIONS:**

### **26.1 Site inspections for the proposed building(s) will be conducted to verify the following:**

- 26.1.1 Proximity;
- 26.1.2 Building assessment & OHS compliance
- 26.1.3 Security & surrounding areas
- 26.1.4 Visibility & accessibility
- 26.1.5 Building design, layout & suitability.



## 26.2 COMPLIANCE TO BUILDING OCCUPATION

The following criteria shall be considered during adjudication of the Bid responses:

Item	Description	Please indicate or describe	Comply	Not Comply	Comments
26.2.1	Provided comprehensive details on the building's access for persons with disabilities, emergency exits, OHS compliance, including signage, interior & exterior of the building finishes, air-conditioning with timers, lighting, floor, wall & ceiling coverings, bathrooms, kitchens, lifts & any other facilities, fixtures & fittings)				
26.2.2	Provided comprehensive details on the security of the building and surrounding areas, which includes but not limited to physical guarding services, features, make and model of electronic security systems, perimeter fencing and any other security features				
26.2.3.	Provided comprehensive details on the building design, layout, suitability, features, make & model of fire detection, provision for alternative source of power and standby water				



	tanks, with fully automated booster pumps or equivalent, energy efficiency such as automated light switching (occupancy sensors)				
--	--	--	--	--	--

### 26.3 ADDITIONAL INFORMATION

Item	Description	Please indicate or describe	Comply	Not Comply	Comments
26.3.1.	Is the lease flexible to accommodate period, expansion, extension, termination and first right of refusal?				
26.3.2	Air conditioning system remains the responsibility of the service provider (i.e., maintenance, repairs, replacement)				
26.3.3	Is the building compliant to the national building requirements, Occupational Health & Safety, and all other legislative/ building requirements?				
26.3.4	Service provider/leasing agent, representative & and all/any partners to this offer (e.g., signed agreements/joint ventures, mandate letter)				



26.3.5	Experience: service provider has more than 5 years in managing lease agreements.				
--------	--	--	--	--	--

#### **26.4. BUILDING HANDOVER DOCUMENTS/INFORMATION: STAGE 4**

For purposes of this Bid, building handover refers to the building being handed over to ICASA prior to lease commencement date of 01 November 2023. The following documents/information must accompany the building handover process:

- 26.4.1. Certificate of occupancy;
- 26.4.2. Installation of lightning surge protection by a reputable service provider;
- 26.4.3. ASIB report & accompanying documents, regarding fire compliance;
- 26.4.4. Building layout drawings (hard copies & CAD format);
- 26.4.5. Lifts certification by a reputable service provider (proof);
- 26.4.6. Certificate/letter confirming carrying capacity of at least 250kg per square metre;
- 26.4.7. Certificate/letter confirming usable, rentable ratio & gross building area;
- 26.4.8. Lighting design certification, with occupancy sensors; and
- 26.4.9. Fully functional fire detection system or equivalent alternative(s) and installed generator/alternative source of energy.

#### **27. PRICING STRUCTURE**

The final Bid price/sum deemed to be fully inclusive (VAT and installation on site). The bid price inserted hereunder is deemed to be a fully inclusive price for the finished work described and is deemed to include *inter alia*:

- Supply of materials;
- Labour costs of everything described including cost incurred in working overtime, weekends, public holidays, etc. to meet stipulated programme dates;
- Temporary works necessary for the due proper performance of the Contract Works;
- Overheads & Profits; and
- All obligations arising out of the Schedule of Works and all costs and charges deemed necessary for complying with the Terms and Conditions herein.

#### **Financials and price structure**

Having read through and examined the bid document, we offer to render these services for the following amount:

C1. Please indicate your total bid price, which include rentals & all related costs here:  
R..... (Compulsory, including VAT)

C2. Please specify if there's any rental deposit to be paid: R..... (VAT incl.)



- C3. Please specify your tenant installation allowances, based on indicated square metres: R..... (Including VAT)
- C4. Important: all the consortium or joint venture partners may be requested to submit a complete set of the latest audited financial statements.
- C5. **Important: It is mandatory to indicate your total bid price as requested above. This price must be the same as the total bid price you submit in your pricing schedule.**
- C6. NB: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).
- C7. Are the rates quoted firm for the full period of the contract? 

YES	NO
-----	----
- C8. **Mandatory: If not firm for the full period, adjustments must be linked to CPI.**



**PRICE SCHEDULE "A": YEAR 1, YEAR 2, YEAR 3, YEAR 4 AND YEAR 5**

Lease/Rental Costs (including disbursements and annual escalations)

Description	Cost (Incl. VAT) Year 1 (12 months)	Cost (Incl. VAT) Year 2 (12 months)	Cost (Incl. VAT) Year 3 (12 months)	Cost (Incl. VAT) Year 4 (12 months)	Cost (Incl. VAT) Year 5 (12 months)
Upfront Deposit (once off, if required)					
Rand per m <sup>2</sup>					
Total square metre (on offer)					
Office Rental per month:					
Annual Escalation rate (Percentage: ____ %)					
Rates & Taxes					
Operating costs per month:					
Parking rent per month:					
Covered parking rent per month: _____					
<b>Please specify any other additional costs</b>					
<b>Total Cost Incl. VAT (A)</b>					

***Note: the upfront deposit if required will only be applicable in the first year of this contract. Bidder to cover all costs they are responsible for e.g., water tanks supply, alternative source of energy, security costs in common areas, lifts etc. Submit a separate excel spreadsheet, equivalent to the total bid price.***

**PRICE SCHEDULE "B": YEAR 6, YEAR 7, YEAR 8, YEAR 9 AND 11 MONTHS**

Lease/Rental Costs (including disbursements and annual escalations)



Description	Cost (Incl. VAT) Year 6	Cost (Incl. VAT) Year 7	Cost (Incl. VAT) Year 8	Cost (Incl. VAT) Year 9	Cost (Incl. VAT) 11 Months
Rand per m <sup>2</sup>					
Total square metre (on offer)					
Office Rental per month:					
Annual Escalation rate (Percentage: ____ %)					
Rates & Taxes					
Parking rent per month:					
Covered parking rent per month: _____					
Rand per m <sup>2</sup>					
Total square metre (on offer)					
<b>Please specify any other additional costs</b>					
<b>Total Cost Incl. VAT (B)</b>					

<b>Description</b>	<b>Cost per year (Including VAT)</b>
Total Cost Including VAT (A)	
Total Cost Including VAT (B)	
Total Bid Price (A+B)	

<b>SERVICE PROVIDER'S CONFIRMATION</b>
--

The service provider confirms that this price covers all activities associated with the project management and consulting service, as called for in the bid document. The service provider confirms that ICASA will incur no additional costs whatsoever over and above this amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 90 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of service when required to do so by the ICASA.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.

We hereby undertake for the period during which this tender remains open for acceptance not to divulge to any persons, other than the persons to which the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid.

<b><u>SIGNED</u></b>		<b><u>DATE</u></b>	
<u>Print name of signatory</u>			
<u>Designation</u>			

<b>FOR AND ON BEHALF OF:</b>	<u>COMPANY</u>	
	<u>Tel No</u>	
	<u>Cell No</u>	



<b>SERVICE PROVIDER 'S CONSENT FORM FOR INSTALLATION OF WIRELESS EQUIPMENT</b>
--

To be completed by the service provider for the installation of wiring/cabling for wireless equipment

I/We,

\_\_\_\_\_

ID No/Company Registration No:

\_\_\_\_\_

In my/our capacity as the registered owner/s, duly authorized representative/s of the registered owner/s of the property known as:

\_\_\_\_\_

\_\_\_\_\_

hereby grant/s the tenant, known as:

\_\_\_\_\_

permission to install wireless equipment and antennas on the premises and for future

usage of the installed equipment for the telecommunication/communication purposes. The Landowner/Customer acknowledges that ownership of the wireless equipment will always remain vested in the Tenant and/or its associated companies. The Landowner/Customer consents not to attach such wireless equipment and relinquishes its right to the "service provider Hypothec".

All equipment has been approved by the Independent Communications Authority of South Africa (ICASA).

service provider Signature\_\_\_\_\_

Signed at \_\_\_\_\_ on this \_\_\_\_\_ day  
of \_\_\_\_\_ 202\_\_ (year)

<b>SERVICE PROVIDER'S CONTACT DETAILS:</b>
--

Full Name: \_\_\_\_\_

Contact Details:

Tel: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Building Name: \_\_\_\_\_

Physical Address:

\_\_\_\_\_

\_\_\_\_\_



Below is an example of the positioning of an antenna on the roof of the premises and the cabling/wiring route:

**LOS Picture**



**Mounting Position (Picture 1)**

