



Independent Communications Authority of South Africa

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INVITATION TO QUOTE FOR THE LEASING OF AN OFFICE ACCOMMODATION FOR

ICASA's EASTERN CAPE REGIONAL OFFICE, IN GQEBERHA, 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 Eastern Cape Regional Office, in Gqeberha CBD or surrounding areas within the Nelson Mandela Bay Metropolitan 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 August 2023 or earlier. The lease must commence on 01 November 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 occupation on 01 August 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 a perimeter fence, electronic access control, CCTV coverage of the building and any surrounding areas within the premises (e.g., parking bays), at the landlord's cost. Provide full details of such 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 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 August 2023 or earlier**, for a period of three (3) months, allowing for ICASA's fit outs and installations. The **lease commencement date is 01 November 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 COVID-19 protocols – please provide details on COVID-19 measures and protocols implemented by the landlord.

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

3.1.1.3. Suitable for parking of technical and ordinary ICASA vehicles. This clause must be read in conjunction with 3.2.1 below (on access height of 2.4m high,

3.1.1.4. Broadband Infrastructure: - It would be ideal if the building has fibre from one of the national ISPs. Please provide details of the existing network infrastructure for corporate offices.

3.1.2. Property/Building: - The property offered should be able to provide a total lettable area of a minimum of **300m² to a maximum of 350m² of** office space for lease purposes. The property/building should preferably be scalable in order 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.

3.1.3. 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.

3.1.4. 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), taking into account 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 also 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 sixteen (16) dedicated covered parking bays, inclusive of one (1) 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. will 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) and;
- 3.2.1.2. will have the acceptable dimensions/sizes, as per South African parking standards or latest, relevant regulations/legislation/by-laws and;
- 3.2.1.3. will not be available to anyone except ICASA vehicles, staff and
- 3.2.1.4. will not to be shared with residents in mixed use buildings, with offices and apartments and;
- 3.2.1.5. will not have exposure to extreme wind and hail conditions.



NB: Please note that ICASA has technical vehicles, which require parking with an access height of 2.4m high. The landlord must offer secure access control parking and ensure 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. Vertical movements;
- 4.9. Carrying capacity of floors;
- 4.10. Acoustics and noise standards;
- 4.11. Security;
- 4.12. The building must be declared gun free;
- 4.13. Accessibility for persons with disabilities and goods deliveries;
- 4.14. CAD¹ drawings or equivalent of the existing premises;
- 4.15. Full compliance certification must be supplied upon final works completion at the landlord's cost;
- 4.16. Allow ICASA to put up signage in strategic spots within or around building to make ICASA visible to the public;
- 4.17. Rental, operating, fit outs/installation and parking costs should be market related; and
- 4.18. The term of the lease should be (9) years and 11 months

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



The service provider is required to submit, at the service provider cost, the following information:

The below listed documents will be required for submission prior to finalization of the bid.

- a. Proposed building must be a **grade B or above building in the Gqeberha CBD/surrounding areas of Nelson Mandela Bay 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. Natural ventilation through doors and windows that can be opened;
- h. The property offered should be able to provide a total lettable area of a minimum of 300m² to a maximum of 350m²;
- i. The proposed building must have a minimum of sixteen (16) covered parking bays, including one (1) for persons with disabilities and 2.4m height for technical vehicles on the same premises as the proposed building;
- j. 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;
- l. 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
- k. The bidder needs to provide evidence of installed lightning surge protection.
- l. Provide alternative power source and water tanks in case of power disruptions and water supply.

5. IT INFRASTRUCTURE

The building should have an IT infrastructure (server room) should allow tenants to utilise data/voice with an open access fibre-optic network.



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). The building should be fully air-conditioned, with all maintenance, repairs and replacements undertaken by the landlord. 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, preferably with High-Efficiency Particulate Air (HEPA) filters, which is 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 COVID-19 regulations/guidelines should be provided.



7. ABLUTION FACILITIES

The service provider/landlord shall hand over modern, fully functional ablution facilities which are in good condition at beneficial occupation. ICASA will require the service provider to provide modern ablution facilities. The following norm shall be applied:

Sanitary Fixtures for Buildings (SANS 10400-1990)

For a population of up to:	Number of sanitary fixtures to be installed relative to the population				
	Males			Females	
	WC ²	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 washbasin 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 COVID-19 measures and protocols in place.

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 have to be provided according to National Building Regulations, SANS 10400, and any other applicable legislation/regulations.

² WC: a water closet/bathroom



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).

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%³ of normal use. It must be taken into account 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 at landlord's own cost). 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 / site.

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;
- A boardroom must be fitted with sufficient power and data points (e.g., underneath

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



boardroom table, for projector(s) and screens, for refreshment serving areas etc.);

- A kitchen must be fitted with sufficient power points (e.g., kettle, fridge, microwave, water cooler etc.);
- A reception area must be fitted with sufficient power points (e.g., TV area, clients waiting areas etc.);
- Single-phase 15 Amp socket outlets in passages and operational areas shall be provided for cleaning and maintenance task 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 with a mains / isolator switch and 2 x 3-phase 32amp isolators, 1 for the UPS and 1 for the cooling.

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, at the service provider's cost. Proof of installed lightning surge protection must be provided as part of building handover.

13. LIGHTING

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.

15. VERTICAL MOVEMENTS

15.1. STAIRS

Non-slippery stairs and accompanying handrails/banisters must be installed 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, HOISTS & 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 shall 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 shall be connected to the control room of the service provider, for purposes of continuous communication in the event of lift stoppages. Please provide COVID-19 measures and protocols in place on the use of lifts.

The breakdown time allowed per lift or hoist per month shall not exceed 6



hours on a monthly basis. 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 (120) 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/m² 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 and outside 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 in the event that 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 for each year of lease. Please specify the tenant installation allowance to be provided to ICASA, and how it was determined/arrived at. ICASA's requirements for tenant installation allowance is one-month rental for each year of lease.

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 10 years 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 include 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 drawings 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 drawings 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
1. Building availability (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 Gqeberha (Nelson Mandela Metropolitan Municipality)			20
1	Available for proposed lease commencement date Available for proposed beneficial occupation date Landlord offering ten (10) months or more tenant allowance	= 5	
2	Available for proposed lease commencement date Available for proposed beneficial occupation date Landlord offering five to nine (5 to 9) months tenant allowance	= 3	
3	The proposal does not meet the minimum specified above	= 1	
2. Parking			10
1	Sixteen (16) exclusively allocated onsite basement or undercover (not carport) parking bays. Included in the sixteen (16) bays are: Access-controlled bays with a 2.4m Height clearance Access to office/lift for persons with disabilities	= 5	
2	Sixteen (16) exclusively allocated carport parking bays. Included in the sixteen (16) bays are: Access controlled bays with a 2.4m Height clearance Access to office/lift for persons with disabilities	= 3	
3	Sixteen (16) open parking bays	= 1	



3. References			5
Bidder to submit formal and valid reference letters on the company letterhead, contactable references in the office lease environment provided):			
1	Minimum 5 references provided in office lease environment	= 5	
2	Minimum 4 references provided in office lease environment	= 4	
3	Minimum 3 references provided in office lease environment	= 3	
4	Minimum 2 references provided in office lease environment	= 2	
5	Minimum of 1 reference provided in office lease environment	= 1	
4. Experience			5
1	15 cumulative years or more in managing office lease environment	= 5	
2	12-14 cumulative years in managing office lease environment	= 4	
3	9-11 cumulative years in managing office lease environment	= 3	
4	6-8 cumulative years in managing office lease environment	= 2	
5	5 cumulative years or less in managing office lease environment	= 1	
Total:			40
FUNCTIONALITY EVALUATION (Sub-total):			40
24. PROPOSED BUILDING SITE INSPECTION/EVALUATION (see below)			60
Total:			100
Minimum cut-off point: 70			



PROPOSED BUILDING SITE INSPECTION EVALUATION					
		Condition Circle Your Score			Comments
	Building has:	Good	Fair	Poor	
a.	Ablution facilities	= 3	= 2	= 1	
<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.	Access for persons with disabilities, with ablution facilities for persons with disabilities	= 3	= 2	= 1	
<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 & ready to use ramps) Poor = does not comply with statement above</p>					
c	Clearly marked and illuminated emergency exits, with no obstructions	= 3	= 2	= 1	
<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>					



d	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	= 3	= 2	= 1	
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					
e	Well ventilated staircases with a safe structure, easy to grip handrails on both sides, acceptable height and width and stair treads in good condition.	= 3	= 2	= 1	
Good = complies with statement above Fair = complies with statement above, with stair treads requiring minimal refinishing/refurbishing Poor = does not comply with statement above					
f	Interior quality finishes in common areas	= 3	= 2	= 1	
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					
g	Exterior quality finishes and structure of the building	= 3	= 2	= 1	
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					



h	Lift(s)	= 3	= 2	= 1	
	<p>An efficiently 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>				
i	Aircons	= 3	= 2	= 1	
	<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>				
j	Fire detection/sprinkler system, with fire alarm and easy access to water hydrant(s) for fighting fires	= 3	= 2	= 1	
	<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>				
k	Fire extinguishers	= 3	= 2	= 1	
	<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>				



l	Ceilings	= 3	= 2	= 1	
	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				
m	Walls	= 3	= 2	= 1	
	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				
n	Window openings	= 3	= 2	= 1	
	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				
o	Alternative source of energy (during power failures or outages)	= 3	= 2	= 1	
	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.				
p	Alternative source of water (water tanks)	= 3	= 2	= 1	
	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				
q	Sufficient parking bays	= 3	= 2	= 1	
	Onsite, safe/secure and lockable basement or undercover (not carport) parking bays, 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				
r	Parking with access height of 2.4 metres	= 3	= 2	= 1	
	Offered parking has 2.4 metres access height, with unhindered vehicles access, with no potential of flooding 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				



s	Security access control system	= 3	= 2	= 1	
	<p>Functional access control system in place, preferably biometrics, in interior and exterior common areas of the building, with visible signs of maintenance.</p> <p>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</p>				
t	CCTV cameras	= 3	= 2	= 1	
	<p>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.</p> <p>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</p>				
u	24/7 (day & night shift) physical guarding services	= 3	= 2	= 1	
	<p>24/7 PSIRA accredited, uniformed physical guards on premises, with patrols and guard monitoring system in place.</p> <p>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</p>				
v	Alarm system with armed response	= 3	= 2	= 1	



	<p>Functional alarm system and armed response services with an accredited security service provider.</p> <p>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</p>				
w	Zero to minimal structural defects	= 3	= 2	= 1	
	<p>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.</p> <p>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</p>				
x	Low exposure in surrounding areas, such as flooding and/or hazardous environment	= 3	= 2	= 1	
	<p>Reasonably safe and well-maintained street interface and surrounding areas, with no visible signs of flooding or hazardous environment</p> <p>Good = complies with statement above Fair = complies with some but not all of the statement above Poor = does not comply with the statement above</p>				
		A Sub- Total	B Sub- Total	C Sub- Total	A + B + C Total Score



Grand Total: 72

Minimum cut-off point: 50

Bidders who do not meet the minimum cut-off point of 50 will not be evaluated further (to the next phase)



25. COMPLIANCE

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

25.1 PRE-QUALIFICATION/MANDATORY

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 Gqeberha CBD/Nelson Mandela Bay 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	Attach building			



	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 attached as part of supporting documents	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 300m ² to a maximum of 350m ²	Attach proof			
25.1.9	The proposed building must have minimum of sixteen (16) covered parking bays, including one (1) for persons with disabilities and 2.4m height for technical vehicles	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			
25.1.13	The building should have an IT infrastructure (server room) should allow tenants to utilise data/voice with an open access fibre-optic network.	Attach a building plan showing IT infrastructure in place and a valid letter and or equivalent from the fibre service provider confirming the installation of such a fibre in the proposed building.			





25.2. SITE INSPECTIONS:

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

- 25.2.1. Proximity;
- 25.2.2. Building assessment & OHS compliance;
- 25.2.3. Security & surrounding areas;
- 25.2.4. Visibility & accessibility and
- 25.2.5. Building design, layout & suitability.

25.3. ADDITIONAL INFORMATION

Item	Description	Please indicate or describe	Comply	Not Comply	Comments
25.3.1.	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)				
25.3.2.	Is the lease flexible to accommodate period, expansion, extension, termination and first right of refusal?				
25.3.3.	Air conditioning system remains the responsibility of the service provider (i.e., maintenance, repairs, replacement)				
25.3.4.	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				
25.3.5.	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)				
25.3.6.	Is the building compliant to the national building requirements, Occupational Health & Safety and all other legislative/ building requirements?				
25.3.7.	Service provider/leasing agent, representative & and all/any partners to this offer (e.g., signed agreements/joint ventures, mandate letter)				



25.3.8.	Experience: service provider has more than 5 years in managing lease agreements.				
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25.4. 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 September 2023. The following documents/information must accompany the building handover process:

- 25.4.1. Certificate of occupancy;
- 25.4.2. Installation of lightning surge protection by a reputable service provider;
- 25.4.3. ASIB report & accompanying documents, regarding fire compliance;
- 25.4.4. Building layout drawings (hard copies & CAD format);
- 25.4.5. Lifts certification by a reputable service provider (proof);
- 25.4.6. Certificate/letter confirming carrying capacity of at least 250kg per square metre;
- 25.4.7. Certificate/letter confirming usable, rentable ratio & gross building area;
- 25.4.8. Lighting design certification, with occupancy sensors; and
- 25.4.9. Fully functional fire detection systems and installed generator.

26. 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
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- 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 ²					
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: _____					
Please specify any other additional costs					
Total Cost Incl. VAT (A)					

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

PRICE SCHEDULE "B": YEAR 6, YEAR 7, YEAR 8, YEAR 9 AND YEAR 10

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) Year 10
Upfront Deposit (once off, if required)					
Rand per m ²					
Total square metre (on offer)					
Office Rental per month:					
Annual Escalation rate (Percentage: ____ %)					
Rates					
Security systems i.e., CCTV cameras, biometric (card based/proximity) access control, armed respond etc. costs per month:					
Operating costs per month:					
Lifts					
Parking rent per month:					
Covered parking rent per month: _____					



Please specify any other additional costs					
Total Cost Incl. VAT (B)					

Note: the upfront deposit if required will only be applicable in the first year of this contract.



Description	Cost per year (Including VAT)
Total Cost Including VAT (A)	
Total Cost Including VAT (B)	
Total Bid Price (A+B)	

SERVICE PROVIDER'S CONFIRMATION

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.

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

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



SERVICE PROVIDER 'S CONSENT FORM FOR INSTALLATION OF WIRELESS EQUIPMENT

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)

SERVICE PROVIDER'S CONTACT DETAILS:

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:

Line of Site (LOS) Picture 1



Mounting Position (Picture 2)

