



SOUTH AFRICA

**PURCHASE OF SUITABLE NATIONAL OFFICE
ACCOMMODATION FOR THE ELECTORAL COMMISSION**

VOLUME 3 OF 3: TECHNICAL OUTPUT SPECIFICATIONS

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1. Definitions

In this Schedule, unless the context indicates otherwise, terms defined in the Offer to Purchase Agreement which are used herein have the meaning given to them in the Offer to Purchase Agreement. The following terms shall have the following meanings:

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Abbreviations/Terms	Definition
"AC"	Alternating Current.
"AV"	Audio-visual.
"Bidder/s"	Has the same meaning as defined in Volume 1: Definitions 1.4
"BMS"	Building monitoring system installed, managed and maintained to monitor the Building.
"BTU"	British Terminal Unit.
"Building" or "Facility"	The premises to be acquired by the Electoral Commission for the purpose of its National office accommodation.
"Building Regulations"	The South African National Building Regulations and Building Standards as amended from time to time.
"CCTV"	Closed circuit television.
"Common Areas"	Are the areas defined as meeting spaces, cafeteria, all access and circulation areas, main entrance, atriums in the Building and auditorium and shared meeting facilities.
"CTMM"	City of Tshwane Metropolitan Municipality.
"Data Sheet"	Any tables in this document that describe a particular section or function in the Building in detail.
"DB"	Electrical Distribution Board.
"DSTV"	Digital Satellite Television.
"ESD"	Environmentally Sustainable Development.
"Facility Operation Plan" (FOP)	The document that outlines how to manage a facility's operations, maintenance, and safety. It's a key part of facility management that helps ensure consistency and efficiency.

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Abbreviations/Terms	Definition
“FFE”	Furniture, Fittings and Equipment. See EE 13 for further details
“Fit Out Period”	The period as defined in Volume 2: Definitions of this Tender.
“GBA”	Gross Building Area is the total area of the Building’s footprint, all enclosed floor space of the Building including basements, garages, mechanical equipment, floors <i>et al</i> are included and specifically includes structural space such as walls and columns.
“GLA”s	Gross Leasable Area is the amount of floor space available to be purchased in a commercial property, which includes the common areas in a Building according to SAPOA. Typically, GLA is measured from the centre of a wall.
“GG Norm”	Space Planning Norms and Standards for Office Accommodation by Organs of State published in the Government Gazette 27985 dated 2 September 2005(No 1665).
“HVAC”	Heating Ventilation and Air –Conditioning.
“ICT”	Information and Communication Technology, including all telephony and network equipment.
“ICT Infrastructure”	Infrastructure for Information and Communication technology, including all telephony and network equipment.
“Internet”	The world wide web.
“ISO”	International Standards Organisation.
“IVR”	Interactive Voice Response unit.
“LAN”	Local Area Network.
“Lux”	The level of intensity of light on the work plane or measured at a particular point.
“LV”	Low Voltage.

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Abbreviations/Terms	Definition
"MV"	Medium Voltage.
"NB requirements"	National Building requirements as contained in various SANS codes.
"NBR"	National Building Regulations of South Africa
"OHS Act"	Occupational Health and Safety Act, of South Africa and its regulations as may be published from time to time including the Construction Regulations.
"Offer to Purchase"	The legal document for the purchase of the national office Building Volume 2 of the Tender.
"Offer to Purchase Agreement"	As defined in the Offer to Purchase agreement. Volume 2 of this tender.
"PBX"	Private Branch Exchange -the central telephony system for management of telephone call requirements.
"Project"	Electoral Commission National Office Building purchase and the fit out as defined in Volume 1 of this tender.
"Project Site"	As offered by the bidder, subject to the acceptance by the Electoral Commission.
"SANS"	South African National Standards.
"SAPOA"	South African Property Owners Association.
"Seller"	As defined in the Offer to Purchase agreement, Volume 2: Definitions 4.1.18 of this Tender.
"Site"	Has the same meaning as Project Site above.
"SOP"	Standard Operating Procedures.
"TAPI"	Telephony Application Programming Interface.
"Technical Output Specification"	This document which sets out the specific requirements for the Electoral Commission national office accommodation.
"TIA/EIA"	Telecommunication Industry Association/Electronic Industry Association.
"UPS"	Uninterrupted Power Supply.

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Abbreviations/Terms	Definition
"VoIP"	Voice Over Internet Protocol.
"WAN"	Wide Area Network.

References to the provisions of any law, document or standard shall include such provisions as amended, re-enacted, or consolidated from time to time in so far as such amendment, re-enactment or consolidation applies or can apply to any right or obligation arising from or contemplated by the Offer to Purchase Agreement.

2. Legislative and Regulatory Requirements

The accommodation must comply with the following:

- a) The National Building Regulations and Standards Act, 1977 (Act 103 of 1977),
- b) All relevant SANS requirements,
- c) The Occupational Health and Safety Act, 1993 (Act 85 of 1993),
- d) Electrical Compliance Certificates for electrical wiring complying with the Fire Regulations and Municipal By-Laws,
- e) Certificate of compliance with the Occupational Health and Safety Act,
- f) Zoning rights according to CTMM requirements,
- g) Servitudes,
- h) All relevant City of Tshwane Municipality requirements,
- i) Environmental and any other related statutory requirements,
- j) Green Building Council of South Africa process and documents for Green star certification; and
- k) Any other relevant legislations, regulations, by-laws, and policies.

Where there are no relevant SANS standards appropriate international standards as defined in the industry concerned should be utilised.

2.1 Introduction

The Electoral Commission seeks to acquire permanent accommodation for its National Office through the purchase of an existing Property. The Electoral Commission has prepared office space requirements for the National Office as set out in this Technical Output Specification document.

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3. The key components of the Property (Project Scope)

3.1 Definition of the Property

3.1.1 Office Building and Parking

The key components of the property to be purchased and fit out include:

- a) A feasibility study was conducted by the Electoral Commission to define their needs and space planning assessment to ensure operational functionality at a national level. The Electoral Commission requires property that should be at least 10 115 m² excluding parking requirements which are detailed in paragraph 10.8.9. of Volume 1. The Electoral Commission has determined a 15% tolerance range for the accommodation needs. The Electoral Commission will only pay for a maximum of 11 633 m² regardless of the size of the building, for any facilities greater in size of the tolerance range.
- b) Grade P or A building with upgrades to a 4-star green building will be considered. The GLA will be measured in accordance with SAPOA Method for Measuring Floor Areas (MOMFA) for Offices. The square meters indicate the intended offices, workspace, support and special areas as provided in the Table 1 and Table 2 for this document.
- c) The office accommodation must cater for a combination of general open plan environment (for staff workstations, filing cabinets and a number of high-density filing cabinets) and enclosed offices for identified persons.
- d) The required Electoral Commission national office should have the capacity to accommodate approximately 295 people including contract workers and temporary staff.
- e) The new Electoral Commission national office require the incorporation of design, construction and operational practices that will significantly reduce or eliminate the negative impact of the development on the environment and people.
- f) The building will have backup power and should be energy efficient, resource efficient, and environmentally responsible.
- g) The property should make allowance for a minimum of three-hundred and sixty-five (365) parking bays and must be broken down approximately as follows: one hundred and fifty (150) safe basement, one hundred and forty-five (145) under cover parking bays for staff, (including pool vehicles) and seventy (70) open or covered visitors parking and be in compliance with the City of Tshwane parking by laws.

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- h) It will be a 4 Star Green Star Building according to the Green Building Council of South Africa criteria or be able to be upgraded to have features commensurate thereto.
- i) Within a 5 km radius of the following coordinates: -25.857811 28.184217, the centre of the Centurion Central.

3.2 Long Stop Date

The Long Stop Date shall apply as defined in Volume 2: Definition 4.1.12 of this Tender.

3.3 Outright Purchase and Legal Mandate of the Bidder

The Property must be available to purchase, and the Bidder must be the owner or have the legal mandate to negotiate the sale and purchase of the Property. A copy of the mandate or proof of ownership should be provided with returnable documents.

3.4 Site and Building Accessibility

The Property on offer must meet the specifications defined in Volume 1: Definition 1.22 and Volume 1: Section 12.

3.5 Definition of the Services

The infrastructure in the building/s should include the following, after the fit out:

- a) HVAC and Mechanical ventilation
- b) Electrical reticulation
- c) Lifts (where applicable)
- d) Plumbing and toilets
- e) Security zones and equipment
- f) Building Fabric
- g) Building Finishes
- h) Fire protection and fire detection
- i) Energy and utilities supply
- j) Overall site landscaping
- k) Building security measures
- l) Waste management and recycling areas

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- m) ICT cabling and other infrastructure
- n) Furniture, fittings and equipment
- o) Audio visual equipment
- p) Corridors, parking, and general building areas.
- q) The Electoral Commission space.

3.6 Facility Operations Plan

The Bidder must develop a Facility Operations Plan during the refurbishment and fit-out. The facility and operations plan should be specified as a line item in the fit-out programme and have a specific payment milestone attached to it. The Facilities Operations Plan must include all contractual, Regulatory, SOP and manuals of all equipment installed during the fit-out process. The Facility Operations Plan should, *inter alia* cover the following:

- a) Issues related to health and safety, fire detection and prevention.
- b) Optimisation of utility consumption.
- c) Parking, visitors' walkways, and immediate precinct to enhance employee and visitor experience.
- d) Occurrence of planned maintenance.
- e) Environmental impact and influences on the property in the long term.
- f) Mechanical, electrical, HVAC, lift (if applicable), roofing, security, and solar/generator.

3.7 ICT installation

The Electoral Commission will carry out its own installation of computer hardware and software. The Bidder must provide all the infrastructure for the building, including rooms for Internet Service Providers. The building must be equipped with a server room and patch rooms with raised flooring, suspended ceilings and appropriate air-conditioning and electrical installations, gas fire suppression, fire detection and cabling, which will be finalised and signed off in the final design period whilst the transfer is taking place with the Electoral Commission ICT division.

There should also be at least one patch room on each floor (if it's a multistorey building) depending on the size of the floor. Connectivity to any patch room should not be longer than 100m.

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The building must also be supplied with at least a 400 KVA UPS with its batteries and at least a 400 KVA 3-phase silent diesel generator and a solar system with its own batteries for the ICT infrastructure with best practice life spans for all components. The generator may be sized larger for the other requirements of the building.

As part of the submission the Bidder should provide the following:

1. A design document as part of the Technical submission detailing the design of the various components of this system.
2. The design should be carried out by a competent person and presented in the design document.
3. If the building has existing system components, the age and details, specs, model number and manufacturers life/warranty should be specifically included.

The Electoral Commission and the Bidder will undertake to deal with the required interfaces effectively and efficiently between the two parties with reference to the above services and the Bidder will be expected to provide the Electoral Commission with appropriate co-ordination and technical support for liaising and co coordinating and integrating the Project Programmes with the Electoral Commission approved ICT contractors relating to server installation, patch rooms ICT infrastructure fit out, connections with Internet Service Providers.

4. Technical Output Specifications

A. Introduction

These technical output specifications will become the deliverable technical schedule (Annexure B) to the Offer to Purchase Agreement (as a returnable) and provide a description of the Output Specifications for the Building together with all supporting infrastructure, plant and equipment. The bidder must interpret these Output Specifications in conjunction with the Offer to Purchase Agreement (Volume 2 of the Tender), and Instruction to Bidders (Volume 1 of the Tender), to ensure that an integrated approach is achieved and that the Output Specifications are met. The successful Bidder shall be given instructions by or shall report to the Manager: Support Services (Project Manager) or its appointed representative established by the Chief Electoral Officer (CEO).

The Technical Output Specifications are in the following sections:

- B. Architectural and urban environment output specifications.
- C. Space planning and building design layouts.

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- D. ICT specifications.
- E. General data sheets and finishes.
- F. Site specifications and Utilities.
- G. Room data sheets

B. Architectural and Urban Environment Output Specifications

B1 Urban Environment

The Building should be located in an existing urban environment. Close attention should be paid to traffic movement routes, public transport and pedestrian routes, street edges, any nearby historical aspects that may be worth incorporating or acknowledging, surrounding scale and proportion as detailed in paragraph 10 of Volume 1.

B2 Architecture

The design of the Building must have the following elements:

- a) A Building that speaks to the vision of Electoral Commission.
- b) Response to the site constraints, heritage and geological issues.
- c) Compliance with South African National Building regulations.
- d) Demonstration of the design rational and design elements.
- e) Able to accommodate the space planning provided in Table 1 and 2.

B3 Electoral Commission Architectural Output specification

- a) The office facility aims to provide Building occupants, both staff and visitors with safe, reliable and energy efficient office accommodation space in keeping with the Electoral Commission corporate status.
- b) The offices must be well-designed with circulation space for staff and the public.
- c) The design should seek to showcase the Electoral Commission through its form and character. The Building seeks to provide for a conference/meeting facility on the ground floor reinforcing the Electoral Commission's value of partnerships and stakeholder engagement.
- d) The Building may have multiple floors/ multi-stories.
- e) The Building is required to be energy efficiency compliant.

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- f) The facility being offered must either comply with the Green Building Council of South Africa (GBCSA) regulations in terms of all categories for a 4 Star Green Building rating or have the ability to be retrofitted to achieve a similar standard as the Green Star 4 would achieve.
- g) The Building must have basement parking for staff.
- h) The Building is to have accentuated entrance facades.

C. Space Planning & Building Design Layouts

C1 Space Planning and Office Layouts

Apart from the normal office space requirements for staff as indicated in Table 1, the Building must be able to meet the Electoral Commission's functionality requirements which are described in the following Data sheets in more detail as follows:

- a) Multi-functional front office area before the security line which includes:
 - i. a public waiting area;
 - ii. an internet kiosk area;
 - iii. security (access) control area;
 - iv. reception desk; located close to the visitor/public waiting area;
 - v. informal public meeting areas, to double up as a help desk;
- b) A common boardroom/meeting room area with boardrooms and meeting rooms located behind the security line. The kitchen and lounge areas that support this space must accommodate workflow and security to ensure the safety of Electoral Commissions' staff and assets as detailed in datasheets G22 and G23;
- c) Staff kitchens incorporating functional pause areas
- d) A canteen as detailed in data sheet EE12;
- e) Smaller chat pods or pause areas without kitchens to be used by staff for calls and private discussions;
- f) A library as detailed in data sheet G19;
- g) Bulk filing area for archiving as detailed in datasheet G16;
- h) Gymnasium with a shower facility as detailed in datasheet EE10;

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- i) Employee wellness area; as detailed in Data sheet EE11;
- j) A server room and patch rooms as described in Section D that complies with the standards as set out in this document and needs to be equipped with a monitoring system, as part of the BMS that includes 24-hour surveillance of conditions in the server room, with an early warning functionality. Conditions to be monitored are fire detection and suppression, water, temperature, humidity and power;
- k) The Electoral Commission employs outsourced resources in terms of cleaning and security. Separate ablution facilities must be available to outsourced staff to safely lock away valuables, change outfits and take a shower as detailed in datasheet G15;
- l) Adequate provision, over and above the standard storeroom facilities. There must be a dedicated room for cleaning equipment to be stored safely;
- m) Ablution facilities available to staff and clients should preferably be separate or otherwise, located in the public area and easily accessible to staff;
- n) Floor to ceiling heights: A clear floor to ceiling height of as close as possible to 2,7m throughout must be maintained in all general areas. Where a certain function inside a Building necessitates a higher floor to ceiling height, the specific areas will be identified, and the height specified as part of the accommodation particulars. Conduits, water pipes, air ducts and other services must not be visible underneath the ceiling in offices and public areas;
- o) A list of particular data sheets relating to various sections of the Building is contained in Section G of this Volume 3.

C2 Interior finishes

The Building must be able to meet the Electoral Commission Corporate Identity requirements and requirements for interior finishes.

C3 Colour scheme

The application of the colour scheme will be agreed upon once the space planner and interior designer have completed their respective designs.

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C4 Space Planning, Construction and design and layout plans

- a) The Bidder is to provide a Project Charter with clear suggested timelines and deliverables to implement the whole project and an Implementation and Project Plan that would identify activities associated with the implementation of the project.
- b) The Bidder is required to provide draft space planning and details of their programme for design, project management and construction for a fit-out service as part of the Building offer to purchase. They should:
 - i. Produce office layout drawings through any Computer-aided applications.
 - ii. All information is to be supplied to the Electoral Commission both soft and hard copies and all documents must be made available in pdf format.
 - iii. The Bidder is to provide as-built plans after the completion of the fit out.
- c) The Space Planning is to be finalized as a suspensive condition if the Bidder is selected as the Recommended Bidder.
- d) The Bidder will source consultants, professionals, contractors and quotations in line with their SCM Policies and Procedures, appoint and manage the sub-contractors and provide a due process of approval, oversight, site supervision, coordination, payment and Project Management within their organization.
- e) The Bidder will provide professional advice related to any Building controls and regulations and including any professional and technical advice necessary for a project of this nature.
- f) The Bidder will develop a relocation and move management plan for the Electoral Commission at least two months before offices are ready for occupation.
- g) The Bidder will manage the acquisition of office furniture, fittings including filing lockable cabinets (in line with Minimum Information Security Standards- MISS), and delivery thereof.
- h) The Bidder will manage the office fit out in line with the respective corporate identity manual of Electoral Commission.
- i) The Bidder will compile a risk management plan in parallel with the project plan to mitigate all anticipated risks. (Risk register, allocation, impact, likelihood, and priority list, etc.).
- j) The Bidder will manage the proposed methodology and Project Plan in line with the phases and requirements.

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- k) The Bidder will develop and design two (2) mock-up designs for various representative rooms and build them at an appropriate venue as determined by the Recommended Bidder to be visited and approved by the Electoral Commission.
- l) The Bidder must prepare a needs assessment, cost analysis and source contractors on behalf of Electoral Commission for signage after consultations with the Electoral Commission Building committee.

C5 The Electoral Commission Schedule of Accommodation

The Electoral Commissions space needs assessment is contained in the table below:

Table 1: Proposed Electoral Commission Schedule of Accommodation Space Needs.

NATIONAL OFFICE SPACE NEEDS ASSESSMENT				
MINIMUM REQUIREMENTS SCENARIO				
Workspace Requirements				
Post	Quantity	M² per Norm	Space Estimated	Workspace Support/Core Space/Structure Space
Commissioners	5	25	125	
Chief Electoral Officer	1	25	25	
Deputy Chief Electoral Officers	4	25	100	
General Manager	7	20	140	
Manager	18	20	360	
Deputy Manager	21	16	336	
Assistant Manager	10	12	120	
Senior Administrative Officer	20	10	200	
Administration Officer	27	8	216	
Assistant Administration Officer	4	8	32	
Senior Admin Clerk	4	8	32	
Receptionist	3	8	24	
Admin Clerk	9	8	72	
Drivers	4	8	32	
Housekeepers	7	8	56	

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NATIONAL OFFICE SPACE NEEDS ASSESSMENT				
MINIMUM REQUIREMENTS SCENARIO				
Workspace Requirements				
Post	Quantity	M ² per Norm	Space Estimated	Workspace Support/Core Space/Structure Space
Messenger	1	8	8	
Consultants, and Interns	100	8	800	
Expansion staff	50	8	400	
Nerve Centre	1	-	200	
Library/Knowledge Centre	1	-	160	
Security Room and Control Room	1		30	
Canteen	1	-	150	
Executive Dining	1	-	100	
Gym Area	1	--	200	
Employee Wellness including Sick Bay	1	-	20	
Server Room	1	-	240	
Patch Rooms	Various depending on building layout		75 provisional estimate	
Section Storerooms	01 (to be divided according to the need)	-	280	
Archive	1	-	400	
Uninterrupted Power Supply (UPS) Room	1	-	50	
Training Room	1	-	250	
Press Briefing room	1			40
Interview Room	1			10
Workspace Support: tea kitchen, pause areas, rest rooms, kitchenette, storage, information management,				1846,8

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NATIONAL OFFICE SPACE NEEDS ASSESSMENT				
MINIMUM REQUIREMENTS SCENARIO				
Workspace Requirements				
Post	Quantity	M ² per Norm	Space Estimated	Workspace Support/Core Space/Structure Space
Core Space: Main reception area, circulation, board rooms, meeting rooms, waiting area for Boardrooms, Archive, Registry, ICT workshop				2461,6
Structure Space: 10% of the estimated, workplace and core spaces				523,3
TOTAL			5233	4 882
Total required space				10 115

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D. ICT specifications

D1. Data and telephone cabling

The Building must be fitted with network points for all workstations, specified as follows:

- a) CAT6A fire resistant cables;
- b) Three network points per workstation;

Compatibility with IP-based PABX system;

At least one patch room per floor. The number of such rooms is determined by the layout of the building and the maximum extent of horizontal cabling (90 m);

The patch rooms must have adequate air conditioning to support switches in a 42U Rack unit (~1.8m rack); and

Additional network points to be provided in Boardrooms and other communal areas.

D2. Server room

A server room with the following minimum requirements must be available.

D2.1 Location

- a) The server room must preferably be on the ground floor in a multi-level Building.
- b) The server room must be located in an area that is safe from flooding, fire and other hazards; and have the required acoustics built-in.
- c) The server room must be located in an area where the noise emitted will not adversely affect the office environment.
- d) The server room must be sealed off correctly to prevent dust from entering the room.
- e) Access into the room must not be possible via the ceiling.
- f) Where possible the ceiling must be solid concrete or heavy gauge mesh must be securely fitted to prevent access.
- g) The server room must be situated in an area which is away from the general public and areas used by employees, members of the public and stakeholders.

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D2.2 Space and Structural requirements

- a) Brick and mortar walls (230mm thick);
- b) Walls must be floor to slab, i.e., extend beyond the raised floor and / or dropped ceiling;
- c) The server room must be a minimum of 12 m²;
- d) The server room must be split into two (2) cages;
- e) A fireproof heavy duty lockable security door must be fitted to the external entrance of the room. It must be fitted with access control and an automatic door closing mechanism.
- f) Ideally windows should not be provided but, if so, heavy duty burglar bars must be fitted on the inside.
- g) A burglar alarm system must be fitted.
- h) The minimum floor to ceiling height, including raised floor and dropped ceiling, must be no less than 3 m.
- i) The server room must be able to bear the weight of all systems where applicable (minimum load bearing capacity of 350kg/ m²).
- j) The door frame must be a minimum of 1,10 mm wide and 2,70 mm high to allow for easy movement of equipment.
- k) The ceiling must be fitted with sound absorbing (acoustic) material one (1) hour fire rated.
- l) Anti-static, anti-dust flooring must be fitted in the server room.
- m) The server room must be fitted with raised floors at a minimum height of 62 cm.
- n) The server room must be fitted with fire rated walls and door with a minimum fire rating of one (1) hour.

D2.3 Power

- a) The server room must be fitted with two compartment (UPVC) power skirtings and CAT6A data cabling or latest at the time of the construction.
- b) The server room must be fitted with a separate distribution board.
- c) The Building must be fitted with power skirtings and ICT (CAT6A) cabling in accordance to the latest technical specifications (KRONE Standards) to all workstations, boardrooms and printing stations.

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- d) The server room has to be connected to the emergency power i.e. generator and UPS plant.

D2.4 Temperature and other environmental controls

- a) The design of the server room HVAC should be priced and designed and will be not less than 3 x 11 000 BTU independent air-conditioning units to cater for the computer equipment. The server room must be equipped with an earth bar (one unit to serve as a backup unit).
- b) The air-conditioning units must be connected to the emergency power supply.
- c) The server room temperature must be maintained between 2 to 3 Degrees Celsius.
- d) The server room must be equipped with a monitoring system, as part of the BMS that includes 24-hour surveillance of conditions in the server room, with an early warning functionality and alerts sent to persons as identified by Electoral Commission. Conditions to be monitored are fire, water, temperature, humidity and power.
- e) The server room must be fitted with fire detection and automated gas suppression systems and extinguisher (inside and outside) as per ICT requirements.

D2.5 Access control

- a) The Electoral Commission must be able to add an access control system to the server room.
- b) A commercial type of security gate must be fitted to the outside of the server room with at least a 5-lever lock.
- c) IP based Biometric access control should be fitted. Traffic in and out should be logged. The system should be able to generate access reports.
- d) CCTV monitoring in the server room and patch rooms must be installed.

D3 Cabling and WiFi

- a) The proposed office accommodation network must be fitted with CAT 6A at least or better, network cables to support up to 10 Gbps network speeds.

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- b) The cables must be fire resistant.
- c) The office accommodation must have double tier cable trays in ceiling voids or make allowance for these.
- d) Fibre optic backbone for high-speed data transmission between floors must be installed.
- e) Telephony/data cables will be laid on racks beneath the ceiling and power cables as per the SANS standards.
- f) Wireless Access Points (WAPs) with WiFi 6/6E or WiFi 7 support with centralized management for WiFi devices to ensure coverage and reliability of the entire building.
- g) TIA/EIA standards for cabling and communications
- h) The cabling infrastructure is planned to last up to 15 years before being replaced.

D4 Audio visual & Video Conferencing

- a) Audio Visual cabling and outlets for boardroom. HDMI and power outlets for display screens.
- b) Built-in smart TVs/large format dual mode computers for the boardrooms or similar as per latest the technology available at the time of installation.

Audio visual system enabled offices will be required and the Bidder will be expected to purchase and install built in smart TVs for the Commissioners, CEO, DCEOs, and General Managers.

- c) Managers' offices, should also be installed with smart TVs which should be able to be connected to the WiFi network.
- d) Audio visual system enabled pause areas will be required.

D5 General

- a) Surge Protection for all network components.
- b) Smart Lighting, HVAC and security systems automation.
- c) Centralised BMS system with sensors for temperature, humidity, water/liquids, and air quality integrated with the HVAC systems. The system should be accessible via a mobile app.
- d) Flexible infrastructure for scaling as technology advances.
- e) Preparedness for AI-driven building systems and edge computing.

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- f) Storage room for computer equipment, spares and equipment located on the same floor as the server room.
- g) Support staff room to house up to 12 personnel with two access doors opposite/adjacent to the server room.
- h) Preparation / Testing Work Room – This room will be used to test equipment /unpack new equipment and test before being rolled out. It is more like a work-bench room for support teams. The room will contain a small number of racks for equipment storage, work benches, shelves and some PC workplaces.
- i) HelpDesk and Network Operations Centre (NOC) – A separate room for HelpDesk with smart TVs.
- j) Security Operations Room – A separate room like the NOC room to house security personnel and analysts. It will be fitted with Smart TVs.
- k) All ICT rooms must be planned for a minimum of 15 years' growth potential, i.e. unoccupied space should be set aside in the ICT rooms or adjacent rooms on the same floor plan.
- l) The rooms should be located close to the building's main conduit paths (vertical cable shafts with risers or racks for cable routing and horizontal cable racks).
- m) Because of fan noise from operating equipment the ICT rooms should be located a distance from permanent workplaces.
- n) ICT rooms and conduit paths for IT cables should be located at an appropriate distance from installations which emit electrical fields (water, heating and sanitation motors, transformers, lift motors, large electrical distribution grids, etc.).
- o) All ICT rooms shall be fitted with good work lighting. Light fittings shall be installed so as to illuminate the outsides and insides of racks as well as between racks. Some light fittings should function as emergency lighting in the event of failure of the normal power supply.
- p) All types of water penetration must be avoided. Humidity sensors should be installed in floors close to cooling units (to detect any condensation or water leakage) and near any "forbidden through pipes" and drains.
- q) The proposed office accommodation must be able to be connected to an existing fibre network.
- r) The Building must allow for ICT and security installation.

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- s) A separate Equipment Room to terminate network infrastructure from external service providers. It will also be used for the installation of building systems equipment such as access control and fire alarm panels.
- t) The office location must be suitable for the possible erection of a radio mast and or aerial antennas for monitoring purposes taking into account the approval required in terms of environmental, municipal, and civil aviation regulations.

E General Data Sheets and Finishes

The general and room data sheets specification to the Offer to Purchase Agreement provide the room finishes for each functional space with which this project must comply. It should be read in conjunction with all the particular requirements contained in the text thereafter to ensure an integrated working environment.

E1 Room Data Sheet Specification Matrix

Each functional space has general requirements (i.e. requirements that apply to most spaces in the Building) and specific requirements (i.e. requirements that are unique to that particular functional space). The Specification Matrix lists all the functional spaces envisaged for the Building and indicates which requirements apply to a functional space. The matrix also indicates any unique requirements for each functional space. Further specifics for some rooms are contained in Section G.

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Table 2: Room Data Sheet Specification Matrix

Output Spec room Data Reference No	FUNCTIONAL SPACE		EE 1	EE2			EE3				EE4			EE5	EE6	D			EE7			EE8			EE9		
			Electrical Power Installation	Lighting			HVAC				Fire Detection & Suppression			Security Zone	Disability access	ICT			Noise Control								
		Office(O) / open plan workspace (WS)		Natural	General Artificial	Specialist Lighting	Natural ventilation	Mechanical ventilation	Heating & Air-conditioning	Special climate control	Fire detection system	Fire suppression system	Special fire suppression			Connection to data and telephony system	Audio-visual system enabled	Video-conferencing enabled	Acoustic Privacy	Specialist Noise Control	Suspended floor	Tile Flooring	Carpet tiles or Vinyl flooring	Concrete floor	Suspended Ceilings	No ceilings	
G2	Commissioner	O	•	•	•	•	•		•	•	•	V	•	•	•	•	•					•		•			
G5	CEO	O	•	•	•	•	•		•	•	•	VI	•	•	•	•	•					•		•			
G8	Deputy Electoral Chief Officer	O	•	•	•	•	•		•	•	•	VI	•	•	•	•	•					•		•			
G 10	General Manager	O	•	•	•	•	•		•	•	•	IV	•	•			•					•		•			
G11	Manager	O	•	•	•	•	•		•	•	•	IV	•	•			•					•		•			
G12, G13	All other Staff	WS	•	•	•		•		•	•		IV	•	•			•					•		•			
G14	Administration / Hot desks	WS	•	•	•		•		•	•		IV	•	•			•					•		•			
	CEO Personal assistant and Secretaries	O	•	•	•		•		•	•		VI-V!	•	•			•					•		•			
G15	Space for Non- Workstation Staff	WS	•		•				•			II	•	•								•			•		
G26	Print Station/Support Areas	WS	•		•				•			IV-VI	•	•				•				•			•		
	Tea Kitchen	O	•		•			•	•			III- VI	•									•			•		
	Pause Area		•	•	•		•		•			III	•				•					•			•		
G24, G25	Section Storeroom		•		•			•				IV	•										•		•		
	Rest Room/Ablutions Facilities		•		•		•	•	•			IV	•									•			•		
	Main Reception Area		•	•	•	•	•		•			II	•	•			•					•			•		
G4, G7, G9, G 23	Executive Boardrooms		•	•	•		•		•	•		V-VI	•	•	•	•	•	•				•		•		•	
G22	Meeting Rooms		•	•	•		•		•			II	•	•	•		•	•				•		•		•	
G19	Resource Centre (Library)	O	•	•	•		•		•			IV	•	•				•				•		•		•	
G19	Communications resource room	O	•	•	•		•		•		•	IV	•	•								•		•		•	
G16	Archive	O	•		•				•			IV	•	•										•	•		
G24	Storerooms	O	•	•	•		•		•			IV	•	•										•	•		
	Waste Recycling Area	O	•		•			•				II	•	•												•	

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Output Spec room Data Reference No	FUNCTIONAL SPACE		EE 1	EE2			EE3				EE4			EE5	EE6	D			EE7			EE8			EE9	
			Electrical Power Installation	Lighting			HVAC				Fire Detection & Suppression					ICT			Noise Control							
		Office(O) / open plan workspace (WS)		Natural	General Artificial	Specialist Lighting	Natural ventilation	Mechanical ventilation	Heating & Air-conditioning	Special climate control	Fire detection system	Fire suppression system	Special fire suppression			Connection to data and telephony system	Audio-visual system enabled	Video-conferencing enabled	Acoustic Privacy	Specialist Noise Control	Suspended floor	Tile Flooring	Carpet tiles or Vinyl flooring	Concrete floor	Suspended Ceilings	No ceilings
D2	Server room	O	•		•			•	•	•	•	•	III	•	•	•	•	•		•				•	•	
D2	Patch Room	O	•		•			•	•	•	•	•	III	•	•	•	•	•		•				•	•	
D2	ICT Workshop	O	•		•			•		•	•	•	III	•	•	•	•	•			•			•		
	Delivery Areas		•		•			•	□	□	•	•	I	•	•							•			•	
	Plant Rooms		•		•			•		•□	•	•	V	•					•				•		•	
G1	Circulation Space		•		•			□			•	•	III-V	•	•							•	•		•	
G1	Waiting Area for boardrooms		•	•	•		•	•			•	•	IV-VI	•	•	•	•	•				•	•		•	
G22	Boardrooms	O	•	•	•	•	•	•	•□		•	•	IV-VI	•	•	•	•	•	•				•			
	Basement Parking		•	•	•		•	•		□	•	•	I	•												
	Other Parking			•	•					□		•	I	•												
	Landscaped Areas		•	•	•					□		•	I	•												
EE5	Guardhouse		•	•	•		•	•			•	•	I	•	•							•		•		
EE10	Gym		•	•	•		•	•			•	•	III	•	•								•		•	
EE11	Employee Wellness		•	•	•		•	•			•	•	IV	•	•							•		•		
EE12	Canteen		•	•	•		•	•			•	•	II	•	•							•		•	•	
G27	Press Briefing room and Interview room		•	•	•	•	•	•	•□		•	•	II	•	•	•	•	•	•	•			•		•	

□□To be determined by Bidder based on functional requirement.
● To be provided by the Bidder for the area listed as per this output specification.
Office(O) / open plan workspace (WS).
Security Zone see details in Section EE5

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EE1 Electrical installation

EE1.1	Municipal Power
	<p>The municipal power supply must be connected and proof provided that the account/s are not in arrears since Electoral Commission will not be held accountable for any outstanding amounts.</p> <p>Note: The Electoral Commission will not contribute to any upgrading / provisioning of additional power supply to the Building / site.</p>
EE1.2	Electrical Compliance
	<p>An Electrical Certificate of Compliance (CoC) must be provided to the Electoral Commission after the fit out as proof that all electrical installations in the Building are safe and comply with the rules and regulations set out in the SANS 10142-1. This must also include a certified power surge protection unit after fit out, of which proof must be provided to the Electoral Commission for insurance purposes.</p>
EE1.3	Small Power
	<p>Power points to be provided as per the Electoral Commission requirements with the following guidelines:</p> <ul style="list-style-type: none"> a) The electrical supply to the office accommodation must cater for both normal and clean (dedicated) power. b) Provision must be made for – <ul style="list-style-type: none"> • three (3) small power points per workstation, one (1) clean plug point for every 8 m² of useable office accommodation, • an additional two (2) plug points per 150 m² of usable office accommodation to cater for auxiliary items. c) In addition, normal plugs to be provided in passages to accommodate cleaning machinery. d) Appropriate plugs should be installed for twelve centralised print stations and will be determined based on the layouts. e) For boardrooms, please see the specific room data sheets for requirements.
EE1.4	Emergency power solution

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	<p>a) The Electoral Commission has an 80kVA, APC MGE Galaxy 5000 UPS and the Building must have the facility to house the UPS and battery cabinets; (See ICT Section D). A new UPS is to be provided by the Bidder.</p> <p>b) The Bidder to provide an appropriately sized generator. Also see ICT information as supplementary and complementary to this information.</p>
EE1.5	Alternative power supply
	<p>a) The Electoral Commission currently has an alternative power solution with a capacity of up to 600kVA. This generator is part of the existing building and is old. The generator will not be moved to the new building. The ICT requirement is that the building must be supplied with at least a 400 KVA UPS with its batteries and at least a 400 KVA 3-phase silent diesel generator and a solar system with its own batteries for the ICT infrastructure. The generator and solar may be sized larger for the other requirements of the building and for Green Building Criteria.</p> <p>b) However as highlighted in the ICT introduction paragraph 3.7 and repeated here for clarity, as part of the submission the Bidder should provide the following:</p> <ol style="list-style-type: none"> A design document as part of the Technical submission detailing the design of the various components of this system. The design should be carried out by a competent person and presented in the technical submission document. If the building has existing system components the age and details, specs, model number and manufacturers life/warranty should be specifically included. <p>c) It is the Electoral Commission requirement to have solar power for lights and plugs including panels,</p>

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	<p>inverters, and other items as per a normal commercial installation for business continuity. The Electoral Commission wishes to remain on Eskom/CTMM power for air-conditioning. The Bidder is to provide an optimised solution as part of their Bid submission.</p> <p>d) Bidders are required to determine the needs and make provisions for alternative power supply in accordance with Green Building Standards and best practices. Bidders are required to include details in the pricing schedule.</p>
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EE2 Lighting

EE2.1	Definitions
	<p>The lighting installation covers the following major areas:</p> <ul style="list-style-type: none"> i. General Lighting - for all work units in the Building; ii. Special Lighting - over and above any general lighting requirements; iii. Security Lighting - lighting specifically for security purposes; and iv. Emergency Lighting - a minimum of 10% of the lighting per floor (particularly areas where staff would not be able to work due to lack of natural lighting due to Building design) and 100% of all staircases and emergency exits).
EE2.2	Functional Requirement
	<p>The function of the lighting is to ensure adequate light for staff to execute work and duties, create a safe work environment and enhance the ambience of the Building. The objective is to provide lighting schemes, which enhance the office environment, with the emphasis on natural lighting.</p>
	<p>All interior lighting shall be designed and installed to conform to SANS 10114 approved standards. 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. Particular attention shall be paid to the light layout in public areas and must take the public circulation spaces</p>

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into account. Lighting conforming to the following standards must be provided:

Area	Lux
Reception areas	200 lux
General offices	500 lux
Passages	200 lux
Nerve Centre	500 lux
Boardrooms and rooms	500 lux
Storerooms	200 lux
Parking	100 lux

Should any variations be included in the Bid there are to be specified. The lighting to be provided must be part of the Bid submission.

Lighting control: All interior lights must be fitted with an adjustable lighting control solution that is activated/de-activated through motion/BMS control.

EE3 HVAC (Heat, Ventilation and Air-conditioning)

EE3.1	Definitions
	<p>a) Heating: Heating system provides heat to one room or to multiple rooms which form part of the Building.</p> <p>b) Ventilation: Ventilation is the movement of air from outside a Building to the inside, either naturally or by mechanical means.</p> <p>c) Air-conditioning: Air conditioning refers to the cooling and dehumidification of indoor air for thermal comfort. An air conditioner (also referred to as AC or air-con) is an appliance, system, or mechanism designed to achieve this condition.</p> <p>d) Evaporative cooling: A mechanism whereby air is adiabatically cooled to lower the temperature of the occupied space but with a rise in the space humidity.</p> <p>e) Natural ventilation: Ventilation by non-mechanical means.</p>

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	<p>f) Mechanical ventilation: Ventilation by mechanical means such as fans.</p> <p>g) Special climate control: Some functional spaces require specific environmental conditions. Special climate control refers to a need for climate control measures that are more specific than the general Heating and Air-Conditioning specification.</p>
EE3.2	Functional Requirements
	<ul style="list-style-type: none"> a) The Building must be fitted with an HVAC system that will provide for a comfortable office environment and must allow for the temperature to be controlled per functional area and per office. b) The HVAC system must be a Variant Refrigerant Flow and not a chilled water system. c) The Building must be adequately ventilated, and stale air must be released to the outside of the Building, in compliance with SANS 10400 and all other related legislation. d) The bidder will provide a suitably safe heating, cooling and ventilation system which provides a comfortable environment throughout the Building; e) The system shall include the following, as well as any other requirements deemed necessary by the bidder to provide a satisfactory installation: <ul style="list-style-type: none"> i. Air conditioning system(s) to provide comfort cooling to offices, boardrooms etc. as indicated in the Output Specification Matrix. ii. Specialized air conditioning systems to provide close temperature and humidity-controlled conditions to specialized areas, e.g., computer server rooms as listed in Table 2. iii. Mechanical ventilation systems for areas requiring air movement for the removal of odours and vapors where natural ventilation is inadequate.

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	<ul style="list-style-type: none"> iv. Refrigeration systems to serve kitchen cold rooms and freezer rooms and any other areas requiring controlled low temperature conditions. v. Hot water heating systems, which should incorporate solar heating systems where possible for required rooms. vi. A fully integrated BMS system which allows for the over monitoring and management of the Buildings' HVAC system which includes energy usage monitoring, fault monitoring and reporting, override control of HVAC systems, etc.
--	---

EE3.3	Design Conditions																
	<p>The design of the air-conditioning system shall be based on the following design conditions:</p> <table border="1"> <tr> <td>Outside summer:</td><td>32°C dry bulb, 20°C wet bulb</td></tr> <tr> <td>Outside winter:</td><td>2°C dry bulb</td></tr> <tr> <td>Maximum Air Temperature on Condensers:</td><td>40°C</td></tr> <tr> <td colspan="2">General offices:</td></tr> <tr> <td>Inside summer:</td><td>22°C ± 3°C dry bulb 60% RH max.</td></tr> <tr> <td>Inside winter:</td><td>22°C ± 3°C dry bulb no humidification</td></tr> <tr> <td colspan="2">Specialist Areas:</td></tr> <tr> <td>Inside summer and winter:</td><td>22°C ± 1°C dry bulb, 55% ± 5%RH</td></tr> </table>	Outside summer:	32°C dry bulb, 20°C wet bulb	Outside winter:	2°C dry bulb	Maximum Air Temperature on Condensers:	40°C	General offices:		Inside summer:	22°C ± 3°C dry bulb 60% RH max.	Inside winter:	22°C ± 3°C dry bulb no humidification	Specialist Areas:		Inside summer and winter:	22°C ± 1°C dry bulb, 55% ± 5%RH
Outside summer:	32°C dry bulb, 20°C wet bulb																
Outside winter:	2°C dry bulb																
Maximum Air Temperature on Condensers:	40°C																
General offices:																	
Inside summer:	22°C ± 3°C dry bulb 60% RH max.																
Inside winter:	22°C ± 3°C dry bulb no humidification																
Specialist Areas:																	
Inside summer and winter:	22°C ± 1°C dry bulb, 55% ± 5%RH																
EE3.4	Building Management System and Environmental Control System																
	The proposed Building must be fitted with a BMS and server room control system. The BMS must allow control/management of energy consumption, water, HVAC and lighting.																

EE4 Fire Detection and Suppression

	(i) The Building must be fitted with a fire detection and prevention system. Fire control, safety and risk management must be in full
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	<p>compliance with the National Building Regulations, SANS 10400 as amended. It will be required that a complete ASIB (Automatic Sprinkler and Inspection Bureau) report be submitted, along with all other information regarding Fire Compliance.</p> <p>(ii) The fire protection equipment to be installed must comply with SANS 10400-T.</p> <p>(iii) The Building must be fully compliant with the National Building Regulations and the OHS regulations.</p>
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EE5 Security

EE5.1	Security Systems
	<p>The Bidder shall be required to design and install an integrated security system for the building in accordance with the required security standards. The integrated security systems shall entail and encompasses the external areas of the building to the internal areas. The external areas shall include the coverage of the perimeter fencing features, gate entrances and internal security system arrangements which shall include the various sectional security areas within the building that conform, at minimum, to the requirements and guidelines of prevailing security legislations e.g Implementation of Minimum Information Security Standard (MISS) and Minimum Physical Security Standard (MPSS). Different security areas shall be described in various security control zones and relevant Output Specifications. The security system shall need to be stringent but also be user friendly for the employees to access the building.</p> <p>The integrated security system requirements of different areas of the building are defined in accordance with the prescribed security zones, with each division/ section or area falling into a particular zone. The design of the security and access control system for the Project (both internal and external) shall ensure that it does not compromise the safety and security of both employees and visitors. The security system must be in compliance with access for people living with a disability prescript.</p> <p>Access into the building shall be managed in accordance with the Control of Access to Public Premises and Vehicles Act, 53 of 1985.</p> <p>(iv) The security system must provide maximum flexibility for future expansion and upgrading when need arises;</p>

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	<ul style="list-style-type: none"> (v) All security access control installations will be linked to the security control room where access to different areas of the building can be controlled and monitored; (vi) The security control room must not be located within sight of the entrance of the building; (vii) A contingency and operational plan must be drafted in accordance with security guidelines and be made available at the main security control room and other access control points; (viii) Construction materials and fittings must comply with MPSS requirements; (ix) If the Bidder considers that it can reduce the number of security zones (1 to 6 etc) specified in this Data Sheet, whilst still meeting the minimum security requirements detailed in the output specifications, then a reduced number of security zones may be contemplated; and (x) All movable assets must be managed in accordance with the Asset policy
EE5.2	Functional Requirement
	The provision of an integrated security system to ensure physical and information security within the building and cultivate an environment that renders itself safe and secure to the users thereof. The security system should be a fully integrated system.
EE5.3	Roles and Responsibilities
	<p>All security personnel will be provided and managed by Electoral Commission Security Section.</p> <p>The Electoral Commission will be responsible for the maintenance of all security systems and infrastructure required to maintain the security of the building once the installations are completed and the handover and training of the Electoral Commission security staff is successfully completed. The external security includes all entrances to the buildings, the grounds and parking areas.</p>
EE5.4	Security Configuration
	A horizontal security zoning or vertical zoning may be used within the building, although different security zoning may be applicable within

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	divisions of Electoral Commission offices. The different zoning within divisions should be considered and configured appropriately.
EE5.5	Implementation of the Security System
	<p>The Bidder will provide a detailed operating manual and instructions with the design of the security system. The operating manual must be provided and will define the details of the security system to be provided and how the system will be operated and managed.</p> <p>The proposed security system will be assessed during the evaluation. Should the security reviewer determine that the security system does not comply with the security requirements in this document, the Bidder will be required to rectify.</p>
EE5.6	Security Screening
	<p>During the Development Period: All consultants and contractors, subcontractors, workers as well as directors of the companies working on security sensitive areas of the building such as the Executive Areas and ICT infrastructure networks will be subjected to security screenings as determined and carried out by the Electoral Commission. Additionally, all consultants and contractors, subcontractors, workers will be required to sign a NDA.</p>
EE5.7	Security System Capabilities
	<p>The bidder will design, install, and commission a suitable security finger biometric system for the Electoral Commission's National Office building, including related infrastructure, in accordance with current best practice, The security system must be able to ensure the possible future expansion and upgrading with the functionality as specified in the paragraphs below.</p> <p>The system will provide all the statutory, as well as Electoral Commission driven electronic devices required for protecting and securing the contents of the office.</p> <p><u>Design criteria:</u></p> <ul style="list-style-type: none"> (i) The systems will be designed in such a manner to provide equipment of modular components and to provide the full complement of equipment for the building. (ii) The selection of security systems must be carefully selected to ensure compatibility with the facility requirements. (iii) Establish and control barriers of access on identified various areas of the offices,

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	<ul style="list-style-type: none"> (iv) The biometric system must be able to integrate with other systems, (v) Must have a real time monitoring and reporting, (vi) The finger mode biometric system must have a reasonable storage capability and produce real time log activities of minimum twelve (12) months, (vii) The biometric security system must be able to provide functionality of visitor's management recordings, (viii) The biometric security system must have a capability of operating on an offline-line mode during any possible emergency, (ix) Where possible biometric system must be able to cater for dual mode system, (x) The security system must be able to release all emergency doors during the emergency. <p>Scope of the integrated security system: The integrated Security Systems will consist of at least the following operational features:</p> <ul style="list-style-type: none"> (i) Turnstiles at security control areas or entrances; (ii) Alarm monitoring; (iii) CCTV and network storage -Network Video Recording (NVR); (iv) CCTV camera LED Monitors and CCTV cameras; (v) Smoke detection system; (vi) Evacuation system; (vii) X-Ray Machine for items, bags screening purposes; (viii) Gas extinguisher; (ix) Intercoms; (x) Pedestrian and vehicles barriers (Automated Security Booms); (xi) Perimeter fencing with solid brick wall or steel palisade, (xii) Electric fencing complemented by alarm; (xiii) Security lighting; (xiv) Intruder detection system; (xv) Metal detectors / security screening equipment; (xvi) Lightning and surge protection; (xvii) Suitable back up batteries at all access points; (xviii) Full on-line UPS back-up for at least two (2) hours on full calculated load. (All security related system and equipment shall be back-up by UPS power); and (xix) All UPS power shall be generator backed up and the generator shall at least have a required capacity as designed for the building.
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EE5.8	Security Zones
EE5.8.1	Perimeter Fencing - Zone One (I)
	<ul style="list-style-type: none"> (i) Demarcation of the facility through the perimeter fencing which must be clearly marked. (ii) Perimeter fencing must be solid of nature built with either steel palisade or brick wall and be complemented by the electrical fencing with alarm. (iii) The perimeter fencing must be installed with CCTV Cameras system which shall be monitored in the control room. (iv) Perimeter fencing must have good lighting and illumination.
EE5.8.2	Entrance to the building and Reception - Security Zone Two (II)
	<ul style="list-style-type: none"> (i) Security check points will be located at both the Main Entrance and basement entrance, (ii) Vehicle access control at the entry points to the building, (iii) Control measures is controlled through the security barriers, e.g booms, gates and turnstiles, (iv) Security check points will be suitably designed spatially to cater for routine vehicle searches without unduly impeding traffic flow. (v) Pedestrian access control will be managed by a lockable gate activated through biometric means, or similar. (vi) Visitors will be provided with a temporary access through the security system' The system should provide for the printing or provision of a temporary access through the security system. (vii) Fully equipped X Ray equipment with metal detectors for personnel and goods scanning facilities are to be provided at the entrance and exit to the zone. (viii) Access must be based on security system's best practices. (ix) A guardhouse shall be integrated into the site perimeter security infrastructure. (x) Deliveries will pass through a manned boom / turnstile designated for small deliveries, in order to access delivery area/s. (xi) All entry points to the site or premises must be continuously monitored by cameras integrated to the security control room in the facility. The entry points will be well lit and permanently manned security officers. (xii) Vehicular and pedestrian access requirements are dependent on whether access is directly from external to the building or from security zone 1, i.e. pedestrian entrance from Zone 1 (incl. surface parking areas).

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	(xiii) Vehicular entrance will be controlled by an electronic boom complimented by a lockable gate. Installations of Intercom at this point is necessary.
EE5.8.3	Server Room Zone Three (III)
	<ul style="list-style-type: none"> (i) Access to this zone must be strictly restricted and have lockable doors with that can be used to restrict access through the biometric system. (ii) Access is only granted to employees allowed at this point. (iii) Dome cameras must be installed at the entrance and inside of the server room. (iv) Any windows are to be protected with burglar bars where necessary. Burglar bars are to blend in with the architectural design.
EE5.8.4	Documentation and Offices Zone Four (IV)
	<ul style="list-style-type: none"> (i) All access points to an area are to have lockable doors that restrict access into the area. (ii) Installations of Intercom at points where necessary. (iii) CCTV (Dome) cameras are to monitor at the access point to any areas. <p>Opening ground floor windows are to be protected with burglar bars. Burglar bars are to blend in with the architectural design.</p>
EE5.8.5	Commission Area (Suite) Zone Five (V)
	<ul style="list-style-type: none"> (i) Access points to this point must have lockable and restricted doors that with a restricted access. (ii) Visitors need to be escorted to access the area/ office, (iii) CCTV (Dome) cameras are to be located at the entrance area. (iv) Multi locking system with electronic key cancellation to be installed at this zone. (v) Biometric readers are to be installed at all access points to the zone. (vi) Visitors will be provided with a temporary access at reception or other methodology to gain access to the zone. (vii) Biometric readers are to be installed at all access point areas. (viii) Installations of Intercom at this point is necessary.
EE5.8.6	CEO and Executives Zone Six (VI)
	<ul style="list-style-type: none"> (i) Access points to this point must have lockable and restricted doors with restricted access. (ii) Visitors need to be escorted to access the area/ offices, (iii) CCTV (Dome) cameras are to be located at the entrance area.

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	<ul style="list-style-type: none"> (iv) Multi locking system with electronic key cancellation to be installed at this zone. (v) Biometric readers are to be installed at all access points to the zone. (vi) Visitors will be provided with a temporary biometric at reception to gain access to the zone. (vii) Biometric readers are to be installed at all access point areas. (viii) Installations of Intercom at this point is necessary.
EE5.9	Security System Components Specification
	Highlighted below are specifications for some of the aspects that must be incorporated into the system.
EE5.9.1	Access control system
	<p>The building be provided with an on-line access control system. The access control system control processor will be installed and be housed in the security control room. The access control terminals will conform to the following basic requirements:</p> <ul style="list-style-type: none"> (i) provide access control functions for all security levels with time limitations, validations, visitor's card issue, etc.; (ii) the security control room will communicate with all the required access controllers, controlling all events on-line, allowing authorised access within the user programmable parameters of access levels and time zones; and (iii) transaction recording and management reporting with real time and historical people tracking functionality. (iv) the access control system must be able to operate offline. <p>The following basic features will be provided by the access control system:</p> <ul style="list-style-type: none"> (i) programmable access levels; (ii) programmable time zones; (iii) visitor/host attachment; (iv) anti-pass back; <p>Access control readers will be provided at the following typical points in the buildings:</p> <ul style="list-style-type: none"> (i) access at the main Entrance (Gates); (ii) entrance at main reception;

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	<p>(iii) entrance to parking facilities;</p> <p>(iv) entrance to the specified areas;</p> <p>(v) Provide anti-pass back functionality;</p> <p>(vi) Identified internal security entrances; and</p> <p>(vii) Security identified areas which must be zoned.</p> <p>Access control will provide single token badging and must be provided at all the required locations, controlled by access controllers networked on-line to the central controller to control and record all events required.</p> <p>The central access controller will provide 30-day wrap-around event recording for all transactions recorded at points in the system selected for this feature.</p> <p>All access-controlled doors will be equipped with failsafe locks to secure the doors, allowing egress from controlled areas by means of a reader, and fitted with automatic door closers designed to re-engage the lock. In addition, all external doors will be fitted with mechanical type locks that conform to the security standard. All doors equipped with locks will be fitted with emergency door releases from inside, which will open the locks in the event of an emergency. These will consist of green break-glass units with plastic protective covers, will be key-resettable and should be linked with the alarm if pressed.</p> <p>The access control system will include a door monitoring system with time zone and lockout facilities for all biometric controlled and other designated doors.</p> <p>The following doors in the Facilities will be monitored by the security system:</p> <p>(i) Emergency doors and turnstiles</p> <p>(ii) all access-controlled doors;</p> <p>(iii) fire escapes (with local sounder); and</p> <p>(iv) roof access doors.</p> <p>Door monitoring alarms will be displayed and recorded on the access control system central controller.</p> <p>The access control system control computer will be equipped with a graphics display system for each building, indicating all card reader and door monitor points.</p>
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	<p>Any fence around the building will be provided with an adequate alarm detection system with zoning, alarm and communicator functions provided on the access control computer. Zones will not be more than 30m in length, and each straight portion of the fence and each gate will be a separate zone.</p> <p>Access into the building at the main entrances will be provided by means of pedestrian barriers.</p>
EE5.9.2	<p>Closed Circuit Television Camera System (CCTV) installations</p> <p>The CCTV system will be installed to provide continuous surveillance of vulnerable and considered selected areas of the building and the surrounding areas.</p> <p>All CCTV cameras to be fixed.</p> <p>High-resolution Internet Protocol (IP), Dome Cameras and Pan Tilt Zoom (PTZ) cameras, will be provided to view the following areas. The bidder is to specify appropriate cameras, linked to range and other technical criteria for the system:</p> <ul style="list-style-type: none"> (i) Perimeter fencing, (ii) Main Entrance, gates and security booms, (iii) Vehicle entrances (with zoom functionality), (iv) Basement entrance and exit, (v) Reception entrances to the building (with zoom functionality), (vi) Commission and EXCO entrances and passages (with zoom functionality), (vii) Installations of PTZ cameras must be mainly at the exterior of the building, (viii) Server Room with zoom functionality, (ix) All hallways in front of office areas, (x) Internal passages (with zoom functionality), (xi) Selected high-risk areas (with zoom functionality), (xii) Lift foyer areas of the upper floors, (xiii) Cameras must be motion activated, (xiv) Storage capacity of ninety (90) days, after that it is archived, (xv) Compliance with the Archive Act 43 of 1996 or recent legislation, if amended, (xvi) Provision of back up capabilities must be provided, (xvii) All cameras must have a coverage of 360 degrees for areas, (xviii) All CCT"s must have sixteen (16) megapixels.

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	<p>(xix) CCTV must have night vision.</p> <p>(xx) The camera signals will be relayed to the central control system, where the images will be viewed on monitors and recorded in the security control room. The CCTV camera system will be provided with a digital recording and storage system as described above.</p> <p>(xxi) A video receiver unit with a high-resolution monitor, video recorder and camera with microphone will be provided in the main control room. This system will serve as a video transmission system.</p> <p>(xxii) All cameras will be located for optimum coverage and can be changed at the discretion of Electoral Commission and should be movement activated.</p> <p>(xxiii) Cameras will be suitably protected, including weather and dust-proof housings where necessary, and will compensate for varying light levels.</p> <p>(xxiv) All power and signal cabling of cameras will be installed in secure, dedicated wire ways.</p> <p>(xxv) UPS will be provided for all cameras.</p>
EE5.9.3	Biometric Security system
	<p>(i) The Bidder is to provide an infrastructure and biometric components.</p> <p>(ii) The system is to be controlled by the Electoral Commission, but the initial supply of the complete system is the responsibility of the Successful Bidder.</p> <p>(iii) The security screening for the system should be the sole responsibility of Electoral Commission.</p>
EE5.10	Network Video Recording (NVR)
	All Network Video Recording/networked video systems to have sufficient channels, monitors and have ninety (90) days recording with electronic disc and back up functionality
EE5.11	Security System Fire Detection
	The fire is detected either by locating the smoke, flame or heat, and an alarm is sounded to enable emergency evacuation as well as to dispatch the local fire department.
EE5.12	Security system Fire Suppression
	Fire can be controlled or extinguished, either manually (firefighting) or automatically. Manual includes the use of a fire extinguisher or a

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	Standpipe system. Automatic means can include a fire sprinkler system, a gaseous clean agent, or firefighting foam system.
EE5.13	Safes and Documentation Protection
	<ul style="list-style-type: none"> (i) All staff situated in open plan offices will be provided with lock up facilities that can be moved as office layouts change over the concession period. (ii) The Commissioners, CEO, DCEO's, General Managers and Finance and SCM are to be provided with document safes (Approximately 360 x 430 x 695 mm) in their offices. Number of safes required - Twenty (20).
EE5.14	Gun Safes
	The Bidder must provide eight (8) gun safes for both employees and visitors to ensure that there is always prevalence of security when one is in the building. The Bidders should make provision to move the existing gun safes from the Electoral Commission to the new building.
EE5.15	Security Control Room
	<ul style="list-style-type: none"> (i) The security control room must be situated in a high security area in a centralized location. (ii) The layout of the security control room must accommodate the requirements of the security and monitoring equipment provided by the Bidder. (iii) The space configuration for any ancillary offices, pause and meeting space is to be determined and proposed by the bidder, based on the General Output. (iv) The room must be provided with a raised floor to cater for cables and air conditioning system, with a ramp up to raised floor, to be the full width of the double doors. Raised floor should be antistatic and provide easy access to cables. (v) Colours of finishes should comply with the general scheme. (vi) The standard ceiling height is required, wall surfaces should be durable and easy to clean. (vii) The security control room should be access controlled. Access controlled doors must be fitted with magnetic locks, biometric reader to open locks and automatic door closers. The biometric system must be linked to an on-line access control system (if available in the building) or can be stand-alone readers dedicated to the computer room. The security room must be provided with at least at one (1) IP based cameras for security coverage in the security control room area.

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	(viii) There must be ventilation for the security system as well as the counters to accommodate the security systems including the CCTV monitors, access control system as well as evacuation system and fire system. (ix) Zoned public announcement (PA) systems with quality speakers
EE5.16	Guardhouse
	(i) Sufficient space to house at least two (2) security officers to sit at workstations to enable them to perform their function, and for security infrastructure. (ii) Provision of space for ablution facilities. (iii) Plugs for essentials e.g. Kettle, Radio chargers, Heater, Cellphones and CCTV Monitor where possible. (iv) Ventilation. (v) Network cabling. (vi) Lighting. (vii) Counter or small desk for writing purposes.
EE5.17	Flagpoles
	The bidder must provide two (2) permanent aluminium flag poles as per standard government regulations for height, width and thickness at a suitable and visible location within the premises. The Electoral Commission shall provide the relevant flags to be flown on the flagpoles.

EE6 Access for Persons Living with Disabilities

EE6.1	Definitions
	Person living with Disabilities: Any person who has a physical or mental impairment which substantially limits one or more of such person's major life activities. Person living with Disability Access: Is defined for the purposes of this Output Specification as the physical access to the Facilities to be provided to for persons living with disabled persons.
EE6.2	Functional Requirement
	All facilities must be equally and fully accessible, with all the necessary movement facilities (such as chairlifts, elevators, ramps and Braille signage) and ablution facilities etc., to meet all requirements of the SANS 10400:1990 and the provisions of the " <i>Promotion of Equality and the Prevention of Unfair Discrimination Act 2000</i> ".
EE6.3	Specification
EE6.3.1	General

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	<p>As per the National Building Regulations and latest SANS specifications, the building will be equal and fully accessible, with all the necessary movement facilities (such as chairlifts, elevators, and ramps), ablution facilities, signage and working environment etc.</p> <p>Access into outdoor areas must not be impeded and emergency escapes must be taken into account.</p> <p>The Project Site and Building will comply with SANS specifications with regards to access and use for people living with disabilities. The SANS specifications in this regard must be utilised as a guideline. The Bidder will make specific provision for hearing, sight and movement impaired staff.</p>
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EE6.3.2	Evacuation System for Persons with Disabilities
	The emergency evacuation system for the Building should be fully access appropriate for persons living with disabilities.
EE6.3.3	Parking and Transport for Persons living with Disabilities
	Provision for persons living with disabilities regarding parking must be made in accordance with legislation and industry best practice. Access from the parking to the Building must be suitable for persons living with disabilities.
EE6.4	Lifts, Hoists and Escalators
	<p>(i) The <i>National Building Regulations</i> require that if the Building on offer consists of more than two stories, it shall be provided with at least one (1) lift to be utilized as a passenger lift or escalator to transport at least eight (8) persons or goods with a minimum payload of 1 000 kg at a given time. The minimum clear entrance to the car shall be of such dimension that it will be accessible to a wheelchair. If the Building has a basement, the lift shall also serve that area.</p> <p>(ii) If the Building offered consists of more than 1 floor, the Electoral Commission requires at least two passenger lifts for the Building offered or escalator as may be required. The Building must have at least one (1) separate goods lift that can carry a minimum payload of 2 000 kg, for transport of printers, furniture and other goods. The goods lift must link to the goods receiving area.</p>

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	(iii) All lift buttons to have braille and lifts to have voice announcing movements.
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EE7 Acoustics and Noise

(i)	All background outside noises must be reduced to between 40 and 60 decibels, that allows people to perform their functions.
(ii)	The following reverberation times for internal spaces, confirmed by an on-site performance test, are required: <ul style="list-style-type: none"> Boardrooms, cellular offices: ≤ 0.6 seconds; Open plan offices: ≤ 0.5 seconds; Chill areas, kitchen areas: ≤ 0.5 seconds; Reception area; helpdesk, consulting rooms: ≤ 0.5 seconds; and Server Room ≤ 0.5 seconds

EE8 Carpeting or Vinyl and Tiling

(i)	Carpeting or Vinyl: The carpeting or Vinyl flooring will be as per the Table 2 and be durable. Offices and boardrooms can be carpeted with carpet tiles or vinyl. Alternative pricing to be provided for both options at Tender stage.
(ii)	Tiles: Tiles must be non-slip, easy to clean and dirt resistant.
(iii)	Note: Foyers, passages, kitchens bathrooms to be tiled either in a ceramic or porcelain tiles.

EE9 Ceilings

(i)	Definition Ceilings The upper interior of a surface room or material used to cover the surface or the overhead lining of a room.
(ii)	Functional Requirement The necessary ceilings to be provided taking into account the acoustic requirements per Table 2 of this Volume 3.
(iii)	Type of Ceiling

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General suspended ceilings to be utilised in the building. Specialised permanent ceilings in various designated areas.

EE10 Gymnasium

- (i) The Building must offer a gymnasium (preferably on the ground floor).
- (ii) Space allocation (refer to Table 1 of this Volume 3)
- (iii) The specifications and procurement of gymnasium equipment shall be the responsibility of the Electoral Commission. The layout of the gymnasium should allow for the following equipment:
 - i. Treadmills – 2
 - ii. Exercise Bicycles – 2
 - iii. Elliptical machine – 1
 - iv. Chest press machine – 1
 - v. Seated leg curl machine – 2
 - vi. Seated shoulder press machine – 1
 - vii. Adjustable bench – 2
 - viii. Dumbbell rack – 22 dumbbells
 - ix. Cable crossover machine – 1
 - x. Lat pull down machine – 1
- (iv) Wall mounted TV – 1
- (v) Mirrored walls (Not to be moved from the existing Building, to be provided in the new building.)
- (vi) Note: All the above items are at the current building and should be moved as part of the move management.
- (vii) The gymnasium must be fitted with change rooms, one male and one female, each to have the following:
 - i. Shower facility – 1 of each
 - ii. Toilet facility (male bathroom to make allowance for a urinal) – 1 of each
 - iii. Bench to sit -1 of each

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- iv. Rack to hang clothes – 1 of each
- v. Wash basin – 1 of each
- vi. Hand Dryer with disposal bin – 1 of each
- vii. Wall mounted soap dispenser – 1 of each
- (viii) Lockers – 12 off total for both rooms. Can be located outside the change rooms.
- (ix) Sufficient plugs for SMART TV and equipment.

EE11 Employee Wellness Area

- (i) The Building must have the wellness area preferably on the ground floor and must incorporate the sick bay. The Electoral Commission will move the current sick bay equipment to the new facility.
- (ii) It must have a private consultation room, within this wellness area.

EE12 Canteen

- (i) A kitchen area, with a serving and display point for employees to view and purchase/order items on the ground floor - to increase viability. The location should be in such a way that it can be accessed without breaching security lines of the Electoral Commission.
- (ii) Space for a fully fitted kitchen is to be provided, to accommodate the following equipment of the Electoral Commission, which should be moved and installed as part of the fit out:
 - i. Electric fryer
 - ii. Sufficient refrigeration including freezers
 - iii. Stoves, grills and ovens
 - iv. Dishwashing equipment
 - v. Other food preparation equipment
 - vi. Efficient extraction system
 - vii. Storage for stock and cleaning materials
 - viii. Smart TV

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- (iii) A seating area for 50 people, and an optional external seating of 30 people.
- (iv) Furnishing from the existing canteen will be moved and the space should be able to be configured and to be multifunctional.
- (v) Enable the area for the Electoral Commission to use their sound system to allow for small functions.

EE13 Furniture, Fittings and Equipment

The Electoral Commission has determined that furniture, fittings, and equipment that should be provided is of an equal or better standard to the existing furniture.

Service providers will be required to:

- i. Source, supply furniture and equipment, listed in the Room data sheets
- ii. Deliver and install such furniture and equipment.
- iii. Perform quality assurance and control until final inspection and handover.
- iv. Provide a detailed inventory of all furniture and equipment installed.

Furniture and equipment offered must comply with the specifications and quantities

The furniture style must be:

- i. standard stylish furniture that is durable and comfortable.
- ii. the furniture and fittings must project the EC's image.
- iii. high quality material and finishes;
- iv. modern, contemporary, aesthetically pleasing;
- v. modular, functional, ergonomically designed;
- vi. uncluttered and easy to use.

Furniture must comply with approved SANS 1286:2017 standards for office furniture, technical specifications or latest (on local content).

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The furniture should have a minimum manufacturer's warranty of 5 years against defects in materials and workmanship.

Where applicable, proposed furniture and equipment must be installed with hidden LAN points and power points, adapters and USB points which accommodates audio-visual equipment and any other necessary points required.

Furniture must be durable, easy to clean and maintain and suitable for local weather conditions.

The Electoral Commission reserves the right to negotiate and select final furniture and equipment.

Pictures of all furniture to be provided must be included in the design document and samples provided in the mockup.

The EC has various photos and portraits/pictures in their existing offices. They also have a mosaic mural in the reception of the national office. The Bidder should cost to do an inventory of all pictures, portraits and photos in the current building, confirm and agree the inventory with the relevant EC official and provide specialist move management services for all pictures, portraits, and photos. The Bidder should take note of the picture, portraits, and photos and how they can be utilized in the new office accommodation. The Bidder should also cost to remove the existing mural from the reception and reconstruct it in the new office accommodation.

F. Site and Utilities

F1. Structural condition

- (i) A visual inspection will be carried out as part of the Technical due diligence.
- (ii) The Building should have no structural defects and if there are minor structural elements to be repaired and there are minor items they should be repaired and costed in the fit out.
- (iii) The items should have been identified and listed in bid submission and costed in fit out as part of the annexures to the Offer to Purchase.
- (iv) The items will be visually inspected during the due diligence.

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F2. Water Supply

(i)	The municipal water supply system must be connected and proof provided that the account is not in arrears since the Electoral Commission will not be held liable for any overdue municipal accounts.
(ii)	The reticulation system must be designed in such a way that water supply can be shut down individually for each functional area to allow for repairs, etc. to avoid that the entire water supply has to be shut down.
(iii)	A 20 000 (twenty thousand) litres alternative water back-up tank(s) must be provided for the Building on offer. The tank must be fitted with a suitably sized pressure pump which is connected to the alternative power back-up system for use in case of power disruption.
(iv)	Water saving taps must be fitted to the ablution facilities.

F3. Wastewater and Toilets

F3.1	Sanitary Finishes
	<p>(i) Taps must be industrial type, chrome colored, self-closing and preferably wall mounted, e.g. industrial range, and must comply with SANS 1808-16, <i>Plumbing Fixtures and Fixture Fittings</i>.</p> <p>(ii) Soap dispensers must be self-dispensing and lockable.</p> <p>(iii) Toilet roll dispensers must be lockable and hold 3 toilet rolls.</p> <p>(iv) Hand driers and hand towel dispensers must be fitted to all bathrooms.</p> <p>(v) Toilets and urinals must be fitted with demand flush sanitizer systems.</p>

F4. Waste Management

(i)	Where municipal waste management is in place, proof must be provided that the account is not in arrears as the Electoral Commission will not be held liable for any outstanding amounts.
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- (ii) The type of waste management solution must be clearly specified e.g., on-site recycling of dry waste, rebates, wet waste method of disposal, etc.
- (iii) A room should be provided for paper recycling.

F5. Gardens

Where a stand-alone Building is offered with a garden area, such garden must be in an acceptable condition and fitted with a fully functional automated irrigation system.

F6. Signage

The Building must allow for the corporate identity/ logo of the Electoral Commission to be enhanced and clearly visible from the street front on signage on the Building and if applicable on the external fencing.

G General Particular Room Data Sheets

G1. General Office Requirements

Definitions
Functional Requirement
To provide information that is applicable to all office types. Refer to individual office datasheets for particular descriptions, space requirements etc. applicable to specific office types.
General Specifications
(a) SANS 10160:1989 (b) SANS 10400-1990 (c) Standard Specification of Materials and Workmanship for Building Contracts. (d) SANS 10114-1:2020 (e) SANS 204:2008 These specifications are to be read in conjunction with the following general datasheets: (i) Security Requirements; (ii) ICT Requirements; (iii) OHS Requirements; (iv) Mechanical & Electrical Requirements; (v) General: <ul style="list-style-type: none"> • Fire; • Lighting; • Small Power; • Ventilation; and (vi) Sustainability Requirements and SANS 204-3:2008.

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Structural, Architectural and Interior Finishing Requirements
<i>Structural Requirements</i>
Structure should be designed and built in accordance with relevant Building Regulations and CTMM Standards.
<i>People with Disabilities Access</i>
As per General Requirement refer to EE6.
<i>Floors, walls and ceilings</i>
Floors to be finished in appropriate flooring coverings, See Table 2 Interior walls to be finished in plaster and painted (No wallpaper). Colours of finishes should be neutral with accent colour where it can easily be maintained or changed. The standard ceiling height required is 2,7m. Wall surfaces should be durable and easy to clean.
Furniture, Fittings and Equipment Requirements
Refer to particular datasheets.
Security Requirements
<i>General</i>
Multi locking system with electronic key cancellation.
ICT Requirements
<i>General</i>
ICT requirements are to be detailed based on the requirements as detailed in ICT specs.
<i>Telecommunication</i>
One telephone and one data point adjacent to each work station as required by the end user or Service Provider.
<i>Computer Networking</i>
Network points as per the General ICT data specification
OHS Requirements
The building is to provide for the health and safety of persons in connection with the use of any of the building facilities; the protection of persons other than persons at work against hazards to health and safety arising out of or in connection with the activities of persons at work and allow EC employees, visitors and all related stakeholders using the facility with a safe working environment.
Mechanical and Electrical Requirements
<i>General</i>

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Mechanical and Electrical requirements are to be detailed based on the requirements as detailed in specific data sheets.
<i>Fire</i>
Fire defense: As per any legal and best practice and CTMM requirements.
<i>Lighting</i>
Natural daylighting is to be provided by providing a minimum area of openings as per Building Control Regulations. Artificial lighting is to provide minimum maintained luminance values as follows: <ul style="list-style-type: none"> • General lighting: 400 Lux average maintained luminance at the working plane; • Reception lounge area: 200 Lux; • Exterior circulation areas: 25 Lux; and • Internal circulation areas: 100 Lux All office lighting is to have sensor control activation.
<i>Small Power</i>
Double for equipment general purposes
<i>Ventilation</i>
Personal user-controlled air conditioning able to maintain room temperature of between 19 and 25° Celsius year-round. Minimum openable areas in each room as per Building Control Regulations.
Specific Sustainability Requirements
<i>General</i>
See building specific sustainability requirements.

G2. Office Suite of the Commissioners

Functional Requirement
To provide a safe, comfortable, and efficient working environment for the Commissioners.
General Specifications
This specification is to be read in conjunction with the following general datasheets: <ul style="list-style-type: none"> (i) Security Requirements; (ii) ICT Requirements; (iii) OHS Requirements; (iv) Mechanical & Electrical Requirements; (v) General: <ul style="list-style-type: none"> • Fire; • Lighting; • Small Power; • Ventilation; and (vi) Sustainability Requirements and SANS 204-3:2008.
Space Requirements

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The Commissioners' office suite is a self-contained area and must consist of at least the following areas:

- (i) The offices of the five commissioners in this self-contained area wherein:
 - a. The office of the Chair of the Commission (25m²) must have an office for a Personal Assistant to the Chair of the Commission, at Senior Admin Officer level (10m²)
 - b. The office of the Vice Chair of the Commission (25m²) must have an office for a Personal Assistant to the Vice Chair of the Commission, at Senior Admin Officer level (10m²)
- (ii) An office for the Manager: Commission Services, at manager level - 20m².
- (iii) An office for the envisaged Deputy Manager: Committee Management office at 16m².
- (iv) A male and female toilet and washbasin, with hot and cold running water.
- (v) Reception area lounge for the Commissioners in the commissioner's office suite.
- (vi) The Commissioner's office suite must have a full kitchen with a hob and oven, microwave and dishwasher.
- (vii) A Commission boardroom that can seat 20 people equipped with all AV and ICT requirements.
- (viii) A dining room fitted with executive dining table that can seat 20 people and relevant storage for crockery and cutlery and serviettes.

Structural, Architectural and Interior Finishing Requirements

General

Refer to general specification G1

Flooring

Floor is to be carpeted, with the exception of the toilet and kitchen which is to be tiled.

People with Disabilities Access

As per General Requirement refer to EE6.

Furniture, Fittings and Equipment Requirements

Furniture space requirements

Sufficient space must be provided in the office of each Commissioner for the following:

- (i) Seating for the Commissioner;
- (ii) Desk for the Commissioner;
- (iii) Seating for two visitors at the Commissioner's desk unit;
- (iv) A lounge area and furniture with suitable seating for 4 persons;
- (v) A lockable display cabinet, an audio-visual installation; and
- (vi) Safe type files storage cabinets.
- (vii) Safes

The following must be provided in the office of the personal assistants to the Chairperson and Vice Chairperson:

- (i) Desks for the personal assistants,
- (ii) Seating for the personal assistants,
- (iii) Storage cabinets, and
- (iv) Seating for two visitors.

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<p>The following must be provided in the Reception Lounge and office of the:</p> <ul style="list-style-type: none"> (i) A lockable wall unit, and (ii) Suitable lounge type seating for at least 4 visitors,
<p>The following must be provided in the meeting facility in the Commissioners offices:</p> <ul style="list-style-type: none"> (i) Seating for a minimum of 6 people, and (ii) Meeting table. <p>The Bidder must provide sufficient space for the furniture required and movement of people within the boardrooms as well as allowing additional space for movement of furniture to accommodate different seating configurations, depending on meeting requirements.</p>
<p>The following must be provided in the office of the Office Manager's office:</p> <ul style="list-style-type: none"> (i) Desk for the Office Manager, (ii) Seating for the Office Manager, (iii) Seating for 2 visitors, (iv) A lockable storage unit, (v) A meeting table seating at least 4 people, (vi) Safe
<p>The following must be provided in the office of the Deputy Manager: Commission Services office:</p> <ul style="list-style-type: none"> (i) Desk for the Deputy Manager: Commission Services, (ii) Seating for the Deputy Manager: Commission Services, (iii) Seating for 2 visitors, (iv) A lockable storage cabinets,
<p>Security Requirements</p>
<p><i>General</i></p>
<p>Multi locking system with electronic key cancellation. Refer EE5.</p>
<p><i>Specific requirements</i></p>
<p>Access control to the Commissioners suite must facilitate the following:</p> <ul style="list-style-type: none"> (i) Security rated windows and doors; (ii) The locks on doors to emergency stairwells; (iii) Access for the disabled. <p>The access doors must be fitted with personalized access control system. Doors must be fitted with door closers and inter-locking latches.</p>
<p>ICT Requirements</p>
<p><i>General</i></p>
<p>AV capabilities for the office/s includes the purchase and installation of Smart TVs, including new installation of electrical and ICT connections.</p>
<p><i>Computer networking</i></p>
<p>Multiple network points to be provided.</p>
<p><i>Telecommunications</i></p>
<p>1 telecommunication point to be provided in each of the Commissioner's office.</p>
<p>OHS Requirements and Fire Protection/ Detection</p>

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General
The OHS requirements for the office suite of the Commissioners to be in accordance with the requirements on General data section.
People with Disabilities Access
As per General requirements EE6
Acoustic Design / Noise Control
Sound proofing for offices to be provided. Refer to EE7
Mechanical and Electrical Requirements
General
The mechanical and electrical requirements for all office suites of the Commissioners to be user-controlled units.
Ventilation
Able to open windows.
Lighting
Lighting to be appropriate over the desks.
Specific Sustainability Requirements
The furniture and fitting of the Commission should be assessed as to whether it can be moved to the new Building and should be designed accordingly during the fit-out process. The Bidder should indicate in their bid if they intend to move the furniture or if this is not possible.

G3. Waiting Area for Commission Board Room

Functional Requirement
To provide a comfortable and inviting waiting area for the Commissions board room for Electoral Commission visitors and employees.
General Specifications
<p>This specification is to be read in conjunction with the following general datasheets:</p> <ul style="list-style-type: none"> (i) General Office Requirements; (ii) Security Requirements; (iii) ICT Requirements; (iv) OHS Requirements; (v) Mechanical & Electrical Requirements: <ul style="list-style-type: none"> • General; • Fire; • Lighting; • Small Power; • Ventilation; and (vi) Sustainability Requirements and SANS 204-3:2008.
Space Requirements

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The Bidder must provide sufficient space given the functional requirement; any embedded functional spaces, FFE requirements and the space configuration.
Structural, Architectural and Interior Finishing Requirements
<i>Space configuration</i>
The space configuration must be determined by the Bidder based on the Specifications below. The location for the waiting area must be in a convenient area at the entrance to the executive board room/ conference. The Bidder must provide sufficient and comfortable seating for visitors to Electoral Commission. Space configuration must allow sufficient space that visitors can wait in a relaxed and inviting atmosphere for their meeting. The space configuration must allow for the serving of coffee/tea and refreshments outside of the board room/ conference room.
<i>Floors, walls, and ceilings</i>
The waiting area must be aligned with the style and standard of the executive board room and therefore the Bidder must provide high standard luxurious carpeting and floor finishes unless otherwise specified by the Electoral Commission. Colours of finishes should be neutral with accent colour where it can easily be maintained or changed. The standard ceiling height is required.
<i>People with Disabilities Access</i>
As per General requirements EE6
Furniture, Fittings and Equipment Requirements
<i>Furniture, Fittings and Equipment Requirements</i>
The Bidder must move the current furniture to be included in the Building except as per sustainability requirements below.
Security Requirements
As per EE5 zoning and other requirements.
ICT Requirements
<i>General</i>
The Bidder to provide necessary bandwidth to enable wireless connectivity.
OHS Requirements and Fire Protection/ Detection
<i>General</i>
The OHS requirements for the waiting area for the Commission's Boardroom are to be in accordance with the requirements on General data sheet.
<i>Acoustic Design / Noise Control</i>
As per requirements in Table 2.
Mechanical and Electrical Requirements
<i>General</i>

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The mechanical and electrical requirements for the waiting area for the Commission's Boardroom are to be in accordance with the requirements on General M&E data sheet.

Ventilation

Natural and HVAC requirements.

Lighting

Appropriate for a waiting area.

Specific Sustainability Requirements

The Bidder must move the current furniture to be included in the Building.

G4. Commission Boardroom

Functional Requirement
The Commission Boardroom is envisaged as a space for meetings and discussions and must facilitate interactive presentations.
General Specifications
<p>This specification is to be read in conjunction with the following general datasheets:</p> <ul style="list-style-type: none"> (i) General Office Requirements; (ii) Security Requirements; (iii) ICT Requirements; (iv) OHS Requirements; (v) Mechanical & Electrical Requirements: <ul style="list-style-type: none"> • General; • Fire; • Lighting; • Small Power; • Ventilation; and (vi) Sustainability Requirements and SANS 204-3:2008.
Space Requirements
<p>Space requirements for the boardroom must be determined by the Bidder. The Boardroom must seat 20 people depending on furniture arrangements with a serving table. Space is required adjacent to the boardroom for a waiting area.</p> <p>The Commission Boardroom must seat at least 20 people, which is to be located in the Commissioners Suite.</p>
Structural, Architectural and Interior Finishing Requirements
<i>Space configuration</i>
<p>Sufficient space must be provided for furniture, movement of people within the room as well as allowing additional space for movement of furniture to accommodate different seating configurations depending on meeting requirements. The boardroom must have an appropriate wall space or screen for audio-visual projection. The space</p>

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configuration must include adequate and appropriate space adjacent to the boardroom for a waiting area with couches.
<i>Floors, walls and ceilings</i>
<p>Carpeting should be provided.</p> <p>Colours of finishes should be neutral with accent colour where it can easily be maintained or changed.</p> <p>Wall surfaces should be durable and easy to clean.</p>
<i>People with Disabilities Access</i>
As per General specifications.
Furniture, Fittings and Equipment Requirements
<i>Furniture, Fittings and Equipment Requirements</i>
The Boardroom FFE must be aligned with the style and standard of an executive boardroom and therefore the Bidder must provide high standard luxurious carpeting and floor finishes unless otherwise specified by the EC. The Bidder must provide all furniture and fittings, and equipment's required in the boardroom and the adjacent waiting area. The furniture, fittings and equipment in the boardroom will be limited to chairs, tables and built in projection screens.
Security Requirements
Multi locking system with electronic key cancellation.
ICT Requirements
<i>General</i>
<p>10 Network points placed around the Commission Boardroom.</p> <p>Necessary bandwidth should be provided in the Commission Boardroom to support wireless connectivity.</p>
<i>Computer networking</i>
The Commission Boardroom must be provided with network connections with sufficient bandwidth for required use.
<i>Electronic and AV equipment</i>
The Bidder must provide the requested electronic equipment such as but not limited to video conferencing equipment for the Commission Boardroom.
OHS Requirements and Fire Protection/ Detection
<i>General</i>
The OHS requirements for Commission Boardroom are to be in accordance with the requirements of the OHS and Fire General data sheet.
<i>Acoustic Design / Noise Control</i>
The boardroom must be physically and acoustically private, but visually connected to the Commissioners they serve. The Bidder must ensure that the room and the windows are soundproof.
Mechanical and Electrical Requirements
<i>General</i>

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Two sharing seating positions in the Commission Boardroom to have a multiport electrical power point. ie 10 positions.

Ventilation

Each boardroom requires an individual user-controlled air-conditioned environment and the ability to open windows.

Lighting

Natural lighting must be incorporated.

Specific Sustainability Requirements

The furniture and fitting of the Commission boardroom should be assessed as to whether it can be moved to the new Building and should be designed for accordingly during the fit-out process. The Bidder should indicate in their bid if they intend to move the furniture or if this is not possible.

G5. Office Suite of the CEO

Functional Requirement

To provide a safe, comfortable and efficient working environment for the CEO

General Specifications

This specification is to be read in conjunction with the following general datasheets:

- (i) Security Requirements;
- (ii) ICT Requirements;
- (iii) OHS Requirements;
- (iv) Mechanical & Electrical Requirements;
- (v) General:
 - Fire;
 - Lighting;
 - Small Power;
 - Ventilation; and
- (vi) Sustainability Requirements and SANS 204-3:2008.

Space Requirements

The CEO's suite must consist of at least the following areas:

- (i) Office of the CEO - 25m².
- (ii) An office for a Personal Assistant to the Chief Electoral Officer at Senior admin officer level (10m²).
- (iii) An office for the General Manager: office the CEO to be provided with functional space of 20 m².
- (iv) CEO boardroom that is accessible from the CEO's office with a main entrance for other users, that can seat 20 people with a waiting area and equipped with all AV and ICT requirements.
- (v) A toilet facility in the office suite of the CEO with hot and cold water.

Structural, Architectural and Interior Finishing Requirements

General

As per Table 2, Refer to general specification G1

Flooring

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Floor is to be vinyl.
<i>People with Disabilities Access</i>
As per General Requirement refer to EE6.
Furniture, Fittings and Equipment Requirements
<i>Furniture space requirements</i>
Sufficient space must be provided in the office of the CEO for the following: (i) Seating for the CEO, (ii) Desk for the CEO, (iii) Seating for two visitors at the CEO's desk unit, (iv) Meeting table facilities for at least 6 participants, (v) A lockable display cabinet, (vi) Lockable storage cabinets, and (vii) Safe.
The following must be provided in the office of the personal assistant to the CEO: (i) Desk for the Personal Assistant, (ii) Seating for the Personal Assistant, (iii) Seating for 2 visitors, (iv) Suitable lounge type seating for at least 2 visitors, and (v) The Personal Assistant to the CEO requires a minimum of 4 lockable storage cupboards, desk and seating.
The following must be provided in the office of the General manager CEO office: (v) Desk for the General Manager: CEO office, (vi) Seating for the General Manager, (vii) Seating for 2 visitors, (viii) Lockable storage cabinets, (ix) A meeting table seating at least 4 people, (x) Safe
Security Requirements
<i>General</i>
Multi locking system with electronic key cancellation.
<i>Specific requirements</i>
Access control to the CEOs suite must facilitate the following: (i) Security rated windows and doors; (ii) The locks on doors to emergency stairwells (iii) Delivery of goods and access for the disabled. The access doors must be fitted with personalized access control system. Doors must be fitted with door closers and inter-locking latches.
ICT Requirements
<i>General</i>
The ICT requirements for all office suites of the CEOs to be in accordance with the requirements on the ICT data sheet.
<i>Computer networking</i>
Network points as per the General ICT data specification.
<i>Electronic equipment</i>

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AV capabilities for the office/s includes the installation of the new Smart TVs, including new installation of electrical and ICT connections.
<i>Telecommunications</i>
1 telecommunication point to be provided in each of the workstations.
OHS Requirements and Fire Protection/ Detection
<i>General</i>
The OHS requirements for the office suite of the CEO to be in accordance with the requirements on OHS and Fire Detection general data requirements.
<i>Acoustic Design / Noise Control</i>
Office to be soundproofed refer to EE7.
Mechanical and Electrical Requirements
<i>General</i>
The mechanical and electrical requirements for all office suites of the CEO to be user-controlled units.
<i>Ventilation</i>
Able to open windows and have fresh air in office.
<i>Lighting</i>
As for general office lighting requirements.
Specific Sustainability Requirements
The furniture and fitting of the CEO should be assessed as to whether it can be moved to the new Building and should be designed for accordingly during the fit-out process. The Bidder should indicate in their bid if they intend to move the furniture or if this is not possible.

G6 CEO waiting area

Functional Requirement
To provide a comfortable and inviting waiting area for the CEO boardroom for Electoral Commissions visitors and employees.
General Specifications

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This specification is to be read in conjunction with the following general datasheets:

- (i) Security Requirements;
- (ii) ICT Requirements;
- (iii) OHS Requirements;
- (iv) Mechanical & Electrical Requirements;
- (v) General:
 - Fire;
 - Lighting;
 - Small Power;
 - Ventilation; and
- (vi) Sustainability Requirements and SANS 204-3:2008.

Space Requirements

The Bidder must provide sufficient space given the functional requirement; any embedded functional spaces, FFE requirements and the space configuration.

Structural, Architectural and Interior Finishing Requirements

Space configuration

The space configuration must be determined by the Bidder based on the Specifications below. The location for the waiting area must be in a convenient area at the entrance to the executive board room/ conference. The Bidder must provide sufficient and comfortable seating for visitors to CEO. Space configuration must allow sufficient space that visitors can wait. The space configuration must allow for the serving of coffee/tea and refreshments outside of the board room/ conference room.

Floors, walls and ceilings

The waiting area must be aligned with the style and standard of the executive board room and therefore the Bidder must provide appropriate carpeting and floor finishes unless otherwise specified by the EC.

Colours of finishes should be neutral with accent colour where it can easily be maintained or changed.

The standard ceiling height is required.

Wall surfaces should be durable and easy to clean.

People with Disabilities Access

As per General Requirement refer to EE6.

Furniture, Fittings and Equipment Requirements

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<i>Furniture, Fittings and Equipment Requirements</i>
The Bidder should move the existing furniture and design accordingly.
Security Requirements
As per section EE5
ICT Requirements
<i>General</i>
The Bidder to provide necessary bandwidth to enable wireless connectivity
OHS Requirements and Fire Protection/ Detection
<i>General</i>
The OHS requirements for the waiting area for the CEOs Boardroom are to be in accordance with the requirements on OHS and fire general requirements.
<i>Acoustic Design / Noise Control</i>
As per Table 2, Refer to EE7
Mechanical and Electrical Requirements
<i>General</i>
The mechanical and electrical requirements for the waiting area for the CEOs Boardroom are to be in accordance with the requirements the General M&E section requirement.
<i>Lighting</i>
Appropriate for a waiting area.
Specific Sustainability Requirements
The Bidder should move the existing furniture and design accordingly.

G7. CEO Boardroom

Functional Requirement
The CEO Boardroom is envisaged as a space for meetings and discussions and must facilitate interactive presentations.
General Specifications
This specification is to be read in conjunction with the following general datasheets: <ul style="list-style-type: none"> (i) Security Requirements; (ii) ICT Requirements; (iii) OHS Requirements; (iv) Mechanical & Electrical Requirements; (v) General: <ul style="list-style-type: none"> • Fire; • Lighting; • Small Power; • Ventilation; and (vi) Sustainability Requirements and SANS 204-3:2008.
Space Requirements

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Space requirements for the boardroom must be determined by the Bidder. The boardrooms must seat 20 people depending on furniture arrangements with a serving table. The Executive Boardroom must seat at least 20 people, which is to be located in the CEO Suite.

Structural, Architectural and Interior Finishing Requirements

Space configuration

Sufficient space must be provided for furniture, movement of people within the room as well as allowing additional space for movement of furniture to accommodate different seating configurations depending on meeting requirements. The boardroom must have an appropriate screen for audio-visual projection. The space configuration must include adequate and appropriate space adjacent to the boardroom for a waiting area.

Floors, walls and ceilings

Carpeting should be provided.

Colours of finishes should be neutral with accent colour where it can easily be maintained or changed.

Wall surfaces should be durable and easy to clean.

People with Disabilities Access

¹ As per General Requirement refer. Refer to EE6

Furniture, Fittings and Equipment Requirements

Furniture, Fittings and Equipment Requirements

The Boardroom FFE must be aligned with the style and standard of an executive board room and therefore the Bidder must provide high standard luxurious carpeting and floor finishes unless otherwise specified by the EC.

The Bidder must provide sufficient space for all furniture and fittings and equipment's required in the boardroom and the adjacent waiting area. The furniture and equipment in the boardroom will be limited to chairs, tables and built in projection screens.

Security Requirements

Multi locking system with electronic key cancellation, Refer to EE5.

ICT Requirements

General

3 Network points in the CEO Boardroom.

Necessary bandwidth should be provided in the CEO Boardroom and all boardrooms to support wireless connectivity.

Computer networking

The CEO Boardroom must be provided with adequate network connections with sufficient bandwidth for required use.

Electronic equipment

The Bidder must provide the requested electronic equipment such as but not limited to video conferencing equipment.

OHS Requirements and Fire Protection/ Detection

General

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The OHS requirements for the boardrooms and CEO Boardroom are to be in accordance with the requirements.

Acoustic Design / Noise Control refer to EE7

The boardroom must be physically and acoustically private, but visually connected to the divisions they serve. The Bidder must ensure that the room and the windows are soundproof.

Mechanical and Electrical Requirements

General

10 seating positions in the CEO boardrooms to have an multiport electrical power point.

Ventilation

Each boardroom requires an individual user-controlled air-conditioned environment and the ability to open windows.

Lighting

Natural lighting must be incorporated

Specific Sustainability Requirements

The furniture and fitting of the CEO boardroom should be assessed as to whether it can be moved to the new Building and should be designed for accordingly during the fit-out process. The Bidder should indicate in their bid if they intend to move the furniture or if this is not possible

G8. DCEO'S Offices

Functional Requirement
To provide a safe, comfortable, and efficient working environment for the DCEO's.
General Specifications
This specification is to be read in conjunction with the following general datasheets:
<ul style="list-style-type: none"> (i) Security Requirements; (ii) ICT Requirements; (iii) OHS Requirements; (iv) Mechanical & Electrical Requirements; (v) General: <ul style="list-style-type: none"> • Fire; • Lighting; • Small Power; • Ventilation; and (vi) Sustainability Requirements and SANS 204-3:2008.
Space Requirements
The suite must consist of at least the following areas:
<ul style="list-style-type: none"> (i) Office of the DCEO's - 25m². (ii) Space for a Senior Admin Officer (10m²), Personal Assistant to be provided. (iii) Each DCEO must have a boardroom linked to their offices, with a separate general entrance as well.
Structural, Architectural and Interior Finishing Requirements
<i>General</i>

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As per Table 2, Refer to general specification G1
Flooring
Floor is to be carpeted or vinyl Refer EE8
People with Disabilities Access
As per General Requirement refer to EE6.
Furniture, Fittings and Equipment Requirements
Furniture space requirements
Sufficient space must be provided in the office of the DCEO's for the following: <ul style="list-style-type: none"> (i) seating for the DCEO's, (ii) desk for the DCEO's, (iii) Meeting table for at least 6 participants, (iv) couch space for at least 4 people, (v) seating for two visitors at the DCEO's desk unit, (vi) a lockable display cabinet, (vii) storage cabinets, and (viii) safe,
The following must be provided in the office of the personal assistant to the DCEO's: <ul style="list-style-type: none"> (i) Desk for the personal assistant, (ii) seating for the personal assistant (iii) Lockable storage cabinets, and (iv) seating for two visitors.
Security Requirements Refer to EE5
General
Multi locking system with electronic key cancellation.
Specific requirements
Access control to the DCEO's suites must facilitate the following: <ul style="list-style-type: none"> (i) Security rated windows and doors; (ii) The locks on doors to emergency stairwells; (iii) Delivery of goods and access for the disabled. The access doors must be fitted with personalised access control system. Doors must be fitted with door closers and inter-locking latches.
ICT Requirements
General
The ICT requirements for all office suites of the CEOs to be in accordance with the requirements on the ICT data sheet.
Computer networking
Network points as per the General ICT data specification.
Electronic equipment
AV capabilities for the office/s includes the purchase and installation of Smart TVs, including new installation of electrical and ICT connections.
Telecommunications
1 telecommunication point to be provided in each of the offices/workstations.
OHS Requirements and Fire Protection/ Detection

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General
The OHS requirements for all Office suites to be in accordance with the requirements of the general OHS and Fire Protection/Detection data sheet.
Acoustic Design / Noise Control Refer EE7
Offices to be soundproofed
Mechanical and Electrical Requirements
General
The mechanical and electrical requirements for all Office suites of the DCEOs to be in accordance with the requirements on General M&E data sheet requirements.
Ventilation
Ability to open windows
Lighting
As for general office lighting requirements
Specific Sustainability Requirements

G9. DCEO Boardrooms

Functional Requirement
The DCEO Boardroom is envisaged as a space for meetings and discussions and must facilitate interactive presentations.
General Specifications
<p>This specification is to be read in conjunction with the following general datasheets:</p> <ul style="list-style-type: none"> (i) General Office Requirements; (ii) Security Requirements; (iii) ICT Requirements; (iv) OHS Requirements; (v) Mechanical & Electrical Requirements: <ul style="list-style-type: none"> • General; • Fire; • Lighting; • Small Power; • Ventilation; and (vi) Sustainability Requirements and SANS 204-3:2008.
Space Requirements
<p>Space requirements for the boardroom must be determined by the Bidder. The boardrooms must seat 16 people depending on furniture arrangements with a serving table. Space is required adjacent to the boardroom.</p> <p>The Boardroom must seat at least 16 people, which is linked to their offices, with a separate general entrance as well.</p>
Structural, Architectural and Interior Finishing Requirements

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<i>Space configuration</i>
Sufficient space must be provided for furniture, movement of people within the room as well as allowing additional space for movement of furniture to accommodate different seating configurations depending on meeting requirements. The boardroom must have an appropriate screen for audio-visual projection. The space configuration must include adequate and appropriate space adjacent to the boardroom for a waiting area with couches.
<i>Floors, walls, and ceilings</i>
<p>Carpeting should be provided.</p> <p>Colours of finishes should be neutral with accent colour where it can easily be maintained or changed.</p> <p>Wall surfaces should be durable and easy to clean.</p>
<i>People with Disabilities Access</i>
As per General Requirement refer to EE6.
Furniture, Fittings and Equipment Requirements
<i>Furniture, Fittings and Equipment Requirements</i>
The Bidder must provide sufficient space for all furniture and fittings and equipment's required in the boardroom and the adjacent waiting area. The furniture and equipment in the boardroom will be limited to chairs, tables and built in projection screens.
Security Requirements, Refer to EE5
Multi locking system with electronic key cancellation.
ICT Requirements
<i>General</i>
<p>3 Network points in the DCEO Boardroom.</p> <p>Necessary bandwidth should be provided in the DCEO Boardroom and all boardrooms to support wireless connectivity.</p>
<i>Computer networking</i>
The DCEO Boardroom must be provided with network connections with sufficient bandwidth for required use.
<i>Electronic equipment</i>
The Bidder must provide and maintain the requested electronic equipment such as but not limited to video conferencing equipment for the DCEO Boardroom.
<i>Telecommunications</i>
Telecommunication installation must allow video conferencing in the DCEOs Boardroom and the existing will be moved.
OHS Requirements and Fire Protection/ Detection
<i>General</i>

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The OHS requirements for the boardrooms and DCEO Boardroom are to be in accordance with the requirements on the general OHS and fire Protection data sheet.

Acoustic Design / Noise Control, Refer to EE7

The boardroom must be physically and acoustically private, but visually connected to the divisions they serve. The Bidder must ensure that the room and the windows are soundproof.

Mechanical and Electrical Requirements

General

Each position in the DCEO Boardroom to have a multiport power point.

Ventilation

Each boardroom requires an individual user-controlled air-conditioned environment and the ability to open windows.

Lighting

Natural lighting must be incorporated.

Specific Sustainability Requirements

G10. Office of a General Manager

Functional Requirement

To provide a safe, comfortable, and efficient working environment for a General Manager.

General Specifications

This specification is to be read in conjunction with the following general datasheets:

- (i) Security Requirements;
- (ii) ICT Requirements;
- (iii) OHS Requirements;
- (iv) Mechanical & Electrical Requirements;
- (v) General:
 - Fire;
 - Lighting;
 - Small Power;
 - Ventilation; and
- (vi) Sustainability Requirements and SANS 204-3:2008.

Space Requirements

The General Manager office must consist of at least the following areas:

- (i) Office of the General Manager - 20m²;
- (ii) A space for the office administrator of 8 m²

It must be noted that the GMs share an office administrator with their respective managers.

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Structural, Architectural and Interior Finishing Requirements
<i>General</i>
As per Table 2, Refer to general specification G1
<i>Flooring</i>
Floors are to be carpeted or vinyl.
<i>People with Disabilities Access</i>
As per General Requirement refer to EE6.
Furniture, Fittings and Equipment Requirements
<i>Furniture space requirements</i>
Sufficient space must be provided in the office of the General Manager for the following:
(i) seating for the General Manager,
(ii) desk for the General Manager,
(iii) Meeting table for at least 4 participants,
(iv) seating for two visitors at the General Manager desk unit; and
(v) storage cabinets
(vi) Safe
The following must be provided in the area of the General Admin Officer to the GM and their respective managers:
(i) Desk for the personal assistant,
(ii) seating for the personal assistant
(iii) Lockable storage cabinets, and
(iv) seating for two visitors.
Security Requirements, Refer to EE5
<i>General</i>
Multi locking system with electronic key cancellation.
ICT Requirements
<i>General</i>
The ICT requirements for all Offices of General Manager to be 2 network points and facilities for networked and personal printers.
<i>Computer networking</i>
Network points as per the General ICT data specification.
<i>Electronic equipment</i>
AV capabilities for the office/s includes purchase and installation of Smart TVs, including new installation of electrical and ICT connections.
<i>Telecommunications</i>
1 telecommunication point to be provided in each of the offices/workstations.
OHS Requirements and Fire Protection/ Detection
<i>General</i>
The OHS requirements for all Offices of General Manager to be in accordance with the requirements on OHS and Fire Protection data sheet.

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<i>Acoustic Design / Noise Control, Refer to EE7</i>
Office to be soundproofed.
Mechanical and Electrical Requirements
<i>General</i>
The mechanical and electrical requirements for all Offices of a General Manager to be in accordance with the requirements on General M&E data sheet requirements.
<i>Ventilation</i>
Each office requires an individual user-controlled air-conditioned environment and the ability to open windows.
<i>Lighting</i>
As for general office lighting requirements
Specific Sustainability Requirements

G11. Office of a Manager

Functional Requirement
To provide a safe, comfortable, and efficient working environment for a Manager.
General Specifications
This specification is to be read in conjunction with the following general datasheets: (i) Security Requirements; (ii) ICT Requirements; (iii) OHS Requirements; (iv) Mechanical & Electrical Requirements; (v) General: • Fire; • Lighting; • Small Power; • Ventilation; and (vi) Sustainability requirements and SANS 204-3:2008.
Space Requirements
The Manager's office must consist of at least the following areas: • Office of the Manager - 20m ²
Structural, Architectural and Interior Finishing Requirements
<i>General</i>
As per Table 2, Refer to general specification G1
<i>Flooring</i>
Floors are to be carpeted or vinyl.
<i>People with Disabilities Access</i>
As per General Requirement refer to EE6.

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Furniture, Fittings and Equipment Requirements
<i>Furniture space requirements</i>
Sufficient space must be provided in the office of the Manager for the following: <ul style="list-style-type: none"> (i) Seating for the Manager; (ii) Desk for the Manager; (iii) Meeting tables for at least 4 participants, (iv) Seating for two visitors at the Manager 's desk unit; and (v) Lockable storage cabinets.
Security Requirements
<i>General</i>
Multi locking system with key cancellation, Refer to EE5.
ICT Requirements
<i>General</i>
The ICT requirements for all Offices of Manager to be in accordance with the requirements on 2 network points.
<i>Computer networking</i>
Network points as per the General ICT data specification.
<i>Electronic equipment</i>
Centralized DSTV installations will be required for managers offices, wherein the smart TVs will be provided by the Bidder
<i>Telecommunications</i>
1 telecommunication point to be provided in each of the offices/workstations
OHS Requirements and Fire Protection/ Detection
<i>General</i>
The OHS requirements for all Offices of Manager to be in accordance with the requirements on in the OHS and Fire Detection general data sheet.
<i>Acoustic Design / Noise Control</i>
Office to be soundproofed, Refer to EE7
Mechanical and Electrical Requirements
<i>General</i>
The mechanical and electrical requirements for all Offices of a Manager to be in accordance with the requirements on General M&E data sheet requirements.
<i>Ventilation</i>
Each office requires an individual user-controlled air-conditioned environment and the ability to open windows.
<i>Lighting</i>
As for general office lighting requirements.
Specific Sustainability Requirements

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G12. Workstation of Deputy Managers

Functional Requirement
To provide a safe, comfortable, and efficient working environment for Deputy Managers
General Specifications
<p>This specification is to be read in conjunction with the following general datasheets:</p> <ul style="list-style-type: none"> (i) General Office Requirements; (ii) Security Requirements; (iii) ICT Requirements; (iv) OHS Requirements; (v) Mechanical & Electrical Requirements: <ul style="list-style-type: none"> • General; • Fire; • Lighting; • Small Power; • Ventilation; and (vi) Sustainability Requirements and SANS 204-3:2008.
Space Requirements
<p>The Deputy Managers workstation must consist of at least the following areas:</p> <ul style="list-style-type: none"> • Workstation of the Deputy Managers - 16m² <p>Except for the 5 specific Deputy Managers who will be in offices. HR, Payroll, 2 SCM, Finance</p>
Structural, Architectural and Interior Finishing Requirements
<i>General</i>
As per Table 2, Refer to general specification G1
<i>Flooring</i>
Floors are to be carpeted
<i>People with Disabilities Access</i>
As per General Requirement refer to EE6.
Furniture, Fittings and Equipment Requirements
<i>Furniture space requirements</i>
<p>Sufficient space must be provided in the workstation of the Deputy Managers for the following:</p> <ul style="list-style-type: none"> (i) seating for the Deputy Managers; (ii) desk for the Deputy Managers; (iii) 2 visitor's chairs; (iv) Lockable storage cabinets.

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Security Requirements
<i>General</i>
As per EE5
ICT Requirements
<i>General</i>
The ICT requirements for all workstations are to be in accordance with the requirements on the general ICT data sheet.
<i>Computer networking</i>
Network points as per the General ICT data specification.
<i>Electronic equipment</i>
N/A
<i>Telecommunications</i>
1 telecommunication point to be provided in each of the offices/workstations.
OHS Requirements and Fire Protection/ Detection
<i>General</i>
The OHS requirements for all workstations are to be in accordance with the requirements on General OHS and fire protection requirements.
<i>Acoustic Design / Noise Control</i>
Noise control requirements for open planning.
Mechanical and Electrical Requirements
<i>General</i>
The mechanical and electrical requirements for all workstations are to be in accordance with the requirements on General M&E data sheet requirements.
<i>Ventilation</i>
As per EE3.
<i>Lighting</i>
As for general office lighting requirements.
Specific Sustainability Requirements
None

G13. Workstation Assistant Manager

Functional Requirement
To provide a safe, comfortable, and efficient working environment for an Assistant Manager .
General Specifications
This specification is to be read in conjunction with the following general datasheets:

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(i)	General Office Requirements;
(ii)	Security Requirements;
(iii)	ICT Requirements;
(iv)	OHS Requirements;
(v)	Mechanical & Electrical Requirements: <ul style="list-style-type: none"> • General; • Fire; • Lighting; • Small Power; • Ventilation; and
(vi)	Sustainability Requirements and SANS 204-3:2008.
Space Requirements	
Workstation of Assistant Manager - 10m ²	
Structural, Architectural and Interior Finishing Requirements	
<i>General</i>	
As per Table 2, Refer to general specification G1	
<i>Flooring</i>	
Floors are to be carpeted.	
<i>People with Disabilities Access</i>	
As per General Requirement refer to EE6.	
Furniture, Fittings and Equipment Requirements	
<i>Furniture space requirements</i>	
The following must be provided in the office of the Assistant Manager: <ul style="list-style-type: none"> i. Seating for the Assistant Manager; ii. Desk for the Assistant Manager; iii. Lockable storage cabinets. 	
Security Requirements	
<i>General</i>	
As per EE 5	
ICT Requirements	
<i>General</i>	
The ICT requirements for all workstations are to be in accordance with the requirements on General ICT data requirements sheet.	
OHS Requirements and Fire Protection/ Detection	
<i>General</i>	
The OHS requirements for all workstations are to be in accordance with the requirements on General OHS and fire protection requirements.	
<i>Acoustic Design / Noise Control</i>	
Noise control requirements for open planning.	
Mechanical and Electrical Requirements	
<i>General</i>	

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The mechanical and electrical requirements for all workstations are to be in accordance with the requirements on General M&E data sheet requirements.
Specific Sustainability Requirements
None

G14. Workstation of Senior & Administrative staff and all other staff.

Functional Requirement
To provide a safe, comfortable and efficient working environment for Senior and Administrative officers
General Specifications
This specification is to be read in conjunction with the following general datasheets: (i) General Office Requirements; (ii) Security Requirements; (iii) ICT Requirements; (iv) OHS Requirements; (v) Mechanical & Electrical Requirements: • General; • Fire; • Lighting; • Small Power; • Ventilation; and (vi) Sustainability Requirements and SANS 204-3:2008.
Space Requirements
Workstation of Senior Administrative officers 10 m ² and 8m ² for all other staff – Three spaces of 8m ² each be required to be cordoned off for the social media monitoring and interaction team. This space will require 3 smart TVs, which must be provide by the bidder and will be finalize in the final design.
Structural, Architectural and Interior Finishing Requirements
<i>General</i>
As per Table 2, Refer to general specification G1
<i>Flooring</i>
Floors are to be carpeted/vinyl
<i>People with Disabilities Access</i>
As per General Requirement refer to EE6.
Furniture, Fittings and Equipment Requirements
<i>Furniture space requirements</i>
Sufficient space must be provided in the workspace of the Senior and Administrative officers and all other staff for the following: i. Seating for the Senior and Administrative officers and all other staff; ii. Desk for the Senior and Administrative officers and all other staff; iii. Lockable storage cabinets.

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Security Requirements
<i>General</i>
As per EE5
ICT Requirements
<i>General</i>
The ICT requirements for all workstations are to be in accordance with the requirements on General ICT Workstation requirements data section.
<i>Telecommunications</i>
1 telecommunication point to be provided in each of the offices/workstations.
<i>Electronic equipment</i>
AV capabilities for the office/s includes the purchase and installation of Smart TVs, including new installation of electrical and ICT connections, for the social media team.
<i>General</i>
The OHS requirements for all workstations are to be in accordance with the requirements on General data sheet.
<i>Acoustic Design / Noise Control</i>
Noise control requirements for open planning.
Mechanical and Electrical Requirements
<i>General</i>
The mechanical and electrical requirements for all workstations are to be in accordance with the requirements on General M&E section data sheets.
Specific Sustainability Requirements
None

G15. Space for Non-Workstation Staff

Functional Requirement
To provide a secure, comfortable space/room for Non-Workstation staff to store their personal belongings and take tea and lunch breaks during working hours.
General Specifications
<p>This specification is to be read in conjunction with the following general datasheets:</p> <ul style="list-style-type: none"> (i) General Office Requirements; (ii) Security Requirements; (iii) ICT Requirements; (iv) OHS Requirements; (v) Mechanical & Electrical Requirements: <ul style="list-style-type: none"> • General; • Fire;

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<ul style="list-style-type: none"> • Lighting; • Small Power; • Ventilation; and
(vi) Sustainability Requirements and SANS 204-3:2008.
Space Requirements
The space is to be sufficiently sized to meet the functional requirements, the space configuration and the FFE Requirements.
Structural, Architectural and Interior Finishing Requirements
<i>Space configuration</i>
The space is to comprise of a rest area with seating and storage facilities, a shower and water closet for male staff, and a shower and water closet for female staff.
<i>Floors, walls and ceilings</i>
<p>Floor finish in the rest area must be appropriate for the function.</p> <p>Colours of finishes should be neutral with accent colour where it can easily be maintained or changed.</p> <p>The standard ceiling height is required in the rest area.</p> <p>Wall surfaces should be durable and easy to clean.</p> <p>Finishes in the showers and toilets must be appropriate for their use.</p>
<i>People with Disabilities Access</i>
As per General Requirement refer to EE6.
Furniture, Fittings and Equipment Requirements
<i>Furniture, Fittings and Equipment Requirements</i>
<p>Minimum FFE requirements are the following:</p> <ul style="list-style-type: none"> • A 24 door locker cabinet for storage of personal belongings; • Tables and chairs to accommodate 12 people; • Shower fixtures for female and male staff; • Toilet fixtures; and • 1 washbasin per toilet.
Security Requirements
Refer to EE5
ICT Requirements
<i>General</i>
2 network connection points to be provided, in a location appropriate to the possible positioning of a telephone.
OHS Requirements and Fire Protection/ Detection
<i>General</i>
The OHS requirements for all workstations are to be in accordance with the requirements on General requirement.
<i>Acoustic Design / Noise Control</i>

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Specialist noise control is not required; however, the space should be located so as to avoid the potential for disturbance to workstations.
<i>Fire Protection / Detection</i>
See General requirements.
Mechanical and Electrical Requirements
<i>General</i>
The mechanical and electrical requirements for all workstations are to be in accordance with the requirements on general M&E data section.
<i>Lighting</i>
200 Lux averaged maintained luminance required at table surfaces and openings into lockers.
Specific Sustainability Requirements
None

G16. Archives

Functional Requirement
Space to house documents that are to be archived.
General Specifications
<p>This specification is to be read in conjunction with the following general datasheets:</p> <ul style="list-style-type: none"> i. General Office Requirements ii. Security Requirements iii. ICT Requirements iv. OHS Requirements v. Mechanical & Electrical Requirements <ul style="list-style-type: none"> • General • Fire • Lighting • Small Power • Ventilation vi. Sustainability Requirements and SANS 204-3:2008
Space Requirements
A separate location with reinforced flooring to house the archiving requirement of the Electoral Commission.
Structural, Architectural and Interior Finishing Requirements
<i>Space configuration</i>
As per Table 2, Refer to general specification G1
<i>Floors, walls, and ceilings</i>

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Walls: The archive must be a secure and fireproof network environment, with minimum 110mm solid brick internal walls and 230mm solid brick external walls, on no less than 3 sides. One side must be constructed with fireproof gated glazed protection. The area must have no external windows. Access must be through double fireproof doors opening outwards, protected with an access control system (see requirements below).

Ceiling: Suspended ceiling

Doors: Any additional doors must be plain solid hardwood doors, 50mm thick (routed patterns weaken the structure of the door), the hinges and frame to accommodate the weight of the door, and hinges to be on outer sides.

People with Disabilities Access

As per General Requirement refer to EE6.

Furniture, Fittings and Equipment Requirements

Furniture, Fittings and Equipment Requirements

Shelving and steel bulk filers

Security Requirements

Refer to EE 5

ICT Requirements

General

None except general requirements

OHS Requirements and Fire Protection/ Detection

General

Fire (Special): Conduits leading to and from the computer room must be sealed with fire retardant material. No splices or connections of cables are to be allowed under the raised floor (must be done in a junction box). The number of junction boxes must be limited to the minimum. Fire protection must provide the following equipment:

- Smoke detectors (ionizing) must be installed against the ceiling and underneath the raised floor (specifically designed detectors for use in floor voids).
- Water detectors in event of flooding under raised floors.
- Fire extinguishers: 4,5kg Carbon Dioxide, mounted outside the entrance door to the room.
- Automated gas extinguishing system. The suppressant of choice is currently FM 200 (to be phased out over the next 10-15 years in terms of the Montreal Protocol and to be replaced with a high-pressure water mist system). At larger installations, the gas must be supplied in a battery of cylinders. This must be linked to strategically placed floor and ceiling mounted nozzles. A switch unit for automatic or manual setting of the

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system must be installed outside rooms protected in this manner. An oxygen cylinder, complete with a mask, must be installed outside the entrance door if an automated system is installed.
<i>Acoustic Design / Noise Control</i>
No special requirements
Mechanical and Electrical Requirements
<i>General</i>
See general requirements.
<i>Ventilation</i>
Environmental control of temperature and humidity must be provided Control is to be by split unit air conditioner, with outside section secured with an expanded metal cage. Air conditioners must be fitted with non-combustible filters.
<i>Lighting</i>
The lighting should be activated by a motion detector mechanism.
Specific Sustainability Requirements
None

G17. Training Centre

Functional Requirement
Area where Electoral Commission can train staff and other stakeholders
General Specifications
This specification is to be read in conjunction with the following general datasheets: (i) General Office Requirements; (ii) Security Requirements; (iii) ICT Requirements; (iv) OHS Requirements; (v) Mechanical & Electrical Requirements: <ul style="list-style-type: none"> • General; • Fire; • Lighting; • Small Power; • Ventilation; and (vi) Sustainability Requirements and SANS 204-3:2008.
Space Requirements
The overall space estimate has been determined in Table 1 as 250 m ² . The training center is a specialized training facility which must be multifunctional and

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able to transform into a 120-person seater general lecture hall and a separate 30 seater computer room and should have the following:

- 2 X 40-Seater;
- 2 X 20-Seater; and
- 1 X 30-Seater computer lab.

Structural, Architectural and Interior Finishing Requirements

Space configuration

The success of the training facility as a teaching space can be measured by its ability to support and enhance teaching. Space is to be comfortable and pleasant and should provide a good environment for acquisition of knowledge. The training facility should provide for comfortable seating, clean sightlines, good lighting, articulate sound and appropriate scale. The adjacent space should not be areas that generate a significant amount of noise, such as dining facilities, reception areas etc. The interior of the facility should provide sufficient space for the needs of the trainer as well as movement of the trainees around the space. The size of the room should be as indicated above and should also provide for support space. The support space must take into consideration both the set up and use of Audio-visual and other electronic equipment, access for people with disabilities, layout of the instructor's materials, circulation space and empty floor space needed to keep trainees from being seated too close to the lecturer, or projection screen or video monitor.

Space configuration – trainer space

Sufficient space is to be provided at the front of the training facility to allow for a "lecturer's station" and all projection screens, boards etc. Consideration must be given to the layout, allowing for multiple imaging and display areas, with easy access to writing boards at any time.

Space configuration – projection viewing

- a) Consideration must be given to projection display requirements, whereby the viewer at the furthest point in the room can still view any projection with ease.
- b) Furthest trainee - No trainee should be positioned further than 6 screen height multiples from the projection screen;
- c) Closest trainee - No trainee should be positioned closer than 2 screen height multiples to the projection screen;
- d) Horizontal viewing angle - Trainees should be positioned within an arc of 45 degrees off the centerline of projection;
- e) Screen Position - the base of the screen should be a minimum of 1.35m clear of the floor at the front of the training facility;
- f) Vertical Viewing Angle - Trainees should be limited to 15 degrees maximum head tilt excursion above the horizontal, to reference the centre of the projection screen.

Space configuration – seating arrangement

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- a) Centre aisles should be avoided; as best viewing seats will be lost. Aisles shall be positioned based on sightline consideration and access requirements.
- b) The front row seats are to be located at the same level as the "Lecturer's Station", in order to facilitate wheelchair space towards the centre front row, as opposed to the sides.

Space configuration – access and circulation requirements

- a) The training facility must have easy access by trainees and equipment. It must be isolated from noisy gathering places.
- b) The Bidder's designs must comply with the required Building Codes, with regard to aisle widths, distance to aisles and exits, seating row spacing, and disabled person's access.
- c) A sufficient number of doors are to be provided for a minimum clearance time.

Floors, walls and ceilings

- a) There will be no columns in any teaching space.
- b) Colours of finishes should be neutral with accent colour where it can easily be maintained or changed.
- c) The ceiling height is required to accommodate projection equipment. The projection screen must be large enough to display images of adequate size; it must be placed high enough from the floor to provide unobstructed sightlines. Thus, the ceiling height will be higher than a standard ceiling.
- d) Wall surfaces should be durable and easy to clean. The lower portions of the wall should be constructed from or lined with hard-wearing materials, resistant to scuffing and scratching.

People with Disabilities Access

As per General Requirement refer to EE6.

Furniture, Fittings and Equipment Requirements

Furniture, Fittings and Equipment Requirements

- a) Allowance must be made for workstations that facilitate people living with disabilities (e.g., a wheelchair user).
- b) A fixed work surface is to be provided at the front of the training room for use as a teacher's station.
- c) A white board latest best practices to be provided in the training facilities, as well as a secure storage space for markers.
- d) Dual projection screens are required, location of which to be determined during the design. This will allow training staff to project an image on one screen, while on a separate screen facilitate the use of technology to project paper documents.
- e) Training facility requires a dedicated enclosure for all AV equipment. Ideally the enclosure should be recessed completely into a wall at the front of the

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training room, providing easy access to trainers. When the door is closed, the door must be flush with the wall. The enclosure must provide clear rear access for equipment maintenance purposes. Enclosure must have adequate ventilation. Enclosure dimensions must provide for adequate space and clearance space requirements.

- f) Careful consideration must be given to the end user as well as service staff.
- g) Clocks: A clock must be installed in the training rooms, primarily for reference by the trainer. Clocks should be positioned on the rear wall.

Security Requirements

Refer to EE5. The center should be CCTV monitored and should be access controlled.

ICT Requirements

General

- a) Provide adequate network connections with sufficient bandwidth for required use as specified by Electoral Commission.
- b) Training Facility should be provided with the necessary infrastructure to accommodate wireless connectivity.
- c) A fixed data projector set is to be provided per room.

OHS Requirements and Fire Protection/ Detection

General

The OHS requirements are to be in accordance with the requirements on General requirement.

Acoustic Design / Noise Control

Each space must have the applicable acoustics requirement to enable each room to be used simultaneously. The general requirements are set out this volume 3 section EE7.

Mechanical and Electrical Requirements

General

As per General Data sheet requirements

Ventilation

- a) Generally, ventilation is to be capable of a ventilation rate of 10l/s/room.
- b) Minimum openable areas in room as per Building Control Regulations.
- c) Air tightness to exceed the minimum standards required by SANS 204.

Lighting

- a) Motion detectors (automatic lights on and off) should be used; this refers to the general lighting in the seating area.
- b) This zoning of lighting is required, for lighting in the trainer's area and lighting in the seating area.

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- c) All fluorescent fixtures shall be parabolic lenses and placed parallel to the writing surface at the front of the room.
- d) Lighting controls should be conveniently located at the lecturer's station, clearly labeled. At a minimum lighting should have four options; full-on, projection settings (medium and low), and full-off.
- e) White board lighting: directional fluorescent fittings designed to avoid glare.
- f) Trainer's Station: spotlights.

Specific Sustainability Requirements

G18. Nerve Centre

Functional Requirement
<ul style="list-style-type: none"> a) A nerve center for hosting large executive meetings and presentations. b) The function of the Nerve center is to provide a formal area to be used by Electoral Commission for hosting events/ media briefings and presentations as well as for internal use by Electoral Commission for communication and presentations by or to Employees. c) The Bidder is to consider best practice in the development of the nerve center in terms of audio-visual equipment, including the functionality of being able to video conference from the nerve center, and to incorporate technology and equipment appropriate to meet best practice for this area.
General Specifications
<p>This specification is to be read in conjunction with the following general datasheets:</p> <ul style="list-style-type: none"> (i) General Office Requirements; (ii) Security Requirements; (iii) ICT Requirements; (iv) OHS Requirements; (v) Mechanical & Electrical Requirements: <ul style="list-style-type: none"> • General; • Fire; • Lighting; • Small Power; • Ventilation; and • Sustainability Requirements and SANS 204-3:2008.
Space Requirements
The Nerve Centre must be large enough to accommodate 80 people seated and large presentation screens.
Structural, Architectural and Interior Finishing Requirements
<i>Space configuration</i>
The space must accommodate the ease of use and functionality for hosting the events described, such as media briefings and large-scale executive meetings.

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<i>Flooring</i>
Carpet or vinyl flooring
<i>People with Disabilities Access</i>
As per General Requirement refer to EE6.
Furniture, Fittings and Equipment Requirements
<i>Furniture space requirements</i>
<p>a) The Bidder must provide all Facilities Assets for the nerve centre which must reflect the vision and mission of Electoral Commission, a central control console and remote controls for the operation and use of equipment used in the nerve center such as but not limited to video conferencing and presentation screens, audio-visual equipment etc.</p> <p>b) The Bidder must also provide console and remote control for lighting, window coverings, air-conditioning etc.</p> <p>c) The Bidder must provide all equipment deemed necessary to maintain the nerve center in keeping with international best practice.</p> <p>d) The nerve centre must be designed in such a way that it satisfies comfort, appearance, utility, safety, economy, and dependability interrelating with one another.</p> <p>e) The seating in the nerve centre must have the following characteristics:</p> <ul style="list-style-type: none"> • Seating and furniture to achieve high traffic passageways; • Space for at least 3 wheelchairs in the front row.
Security Requirements
<i>General</i>
Refer to EE5
ICT Requirements
<i>General</i>
The Bidder to provide 3 network points near the near presentation area and scattered network point around the room, with sufficient multi-port plugs.
<i>Audio-visual and other electronic equipment</i>
The Nerve Centre should be enabled with an appropriate audio visual and ICT Infrastructure equipment system and other appropriate equipment, projection equipment and permanent screens.
OHS Requirements and Fire Protection/ Detection
<i>General</i>
In meeting the OHS requirements, the bidder must make use of specialized OHS standards for Nerve centers.
<i>Acoustic Design / Noise Control</i>
Specialized for the Nerve Center (as would be for an Auditorium).
Mechanical and Electrical Requirements
<i>General</i>

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The mechanical and electrical requirements for the waiting area for the Nerve center are to be in accordance with the General requirements
<i>Ventilation</i>
Special
<i>Lighting</i>
The lighting should be activated by a motion detector mechanism. Appropriate lighting and power for a nerve centre including ability to dim, adjust lighting for various configurations and usage, for example: <ul style="list-style-type: none"> • Speeches by Commissioners and dignitaries, • media events. 10 x double socket outlets will be provided for audio visual equipment, general purposes, laptops and telecommunication support.
Specific Sustainability Requirements
None

G19. Library

Functional Requirement
The function of the library is to provide a storage area for relevant Electoral Commission documents, and books which is accessible to all Electoral Commission Employees and visitors with a relevant security clearance. This space must be on the ground floor or close to the entrance.
General Specifications
This specification is to be read in conjunction with the following general datasheets: <ul style="list-style-type: none"> (i) General Office Requirements; (ii) Security Requirements; (iii) ICT Requirements; (iv) OHS Requirements; (v) Mechanical & Electrical Requirements: <ul style="list-style-type: none"> • General; • Fire; • Lighting; • Small Power; • Ventilation; and (vi) Sustainability Requirements and SANS 204-3:2008.
Space Requirements
The Bidder must provide sufficient space given the functional requirement, embedded functional spaces, FFE requirements and the space configuration.
Structural, Architectural and Interior Finishing Requirements
<i>General Space Requirements</i>
The design and positioning of the library are to be configured to allow for the following: <ul style="list-style-type: none"> a) Access from the internal circulation area;

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- b) Preferably located on the ground floor;
- c) Accessible to public who have cleared the security check point;
- d) Double doors, with a library type appearance for the main entrance;
- e) A reference area and a public information area;
- f) A research area with appropriate internet connectivity;
- g) Photocopying facilities;
- h) An open plan workstation for the librarian(s) preferably near the service counter;
- i) Newspaper stands;
- j) Desks for users;
- k) Silent room of approximately 16m² with desks and chairs and network points;
- l) A service counter located close to the entrance of the library;
- m) Efficient movement of staff and users in the library; and
- n) Appropriate access for book storage areas above 1,8m in height above floor level.

Library Services

The counter should double up as a workspace.

Floors, walls, and ceilings

Carpeting should be provided. Colours of finishes should be neutral with accent colour where it can easily be maintained or changed. The standard ceiling height is required. Wall surfaces should be durable and easy to clean. Carpets should be provided for sound damping purposes.

People with Disabilities Access

As per General Requirement refer to EE6.

Furniture, Fittings and Equipment Requirements

Shelving Units

Appropriate library type shelving must be considered should we not be able to move the current library shelving.

Service Counter

Service counters are to be fixed units.

Security Requirements

The Library should be access controlled.

ICT Requirements

General

See general requirements.

Telecommunications

Bidder must provide a telephone at the counter.

OHS Requirements and Fire Protection/ Detection

General

Specialist fire suppression required. Non-liquid fire suppression system required and all other OHS requirements are to be in accordance with the requirements as stipulated in the General datasheet.

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<i>Acoustic Design / Noise Control</i>
The décor and layout of library must provide acoustic privacy. Noise disturbance from adjacent areas must be minimized with implementing sound proofing measures.
Mechanical and Electrical Requirements
<i>General</i>
The mechanical and electrical requirements for the library are to be in accordance with the General requirements.
<i>Ventilation</i>
Central air conditioning.
<i>Lighting</i>
General lighting of 500 Lux averaged maintained luminance in the study desks areas are required. Windows for natural light should face north or south, not west. The lighting should be activated by a motion detector mechanism.
Specific Sustainability Requirements

G20. HR Registry/Payroll Unit

Functional Requirement
The personnel registry sorts, mails and files confidential personnel records.
General Specifications
<p>This specification is to be read in conjunction with the following general datasheets:</p> <ul style="list-style-type: none"> (i) General Office Requirements; (ii) Security Requirements; (iii) ICT Requirements; (iv) OHS Requirements; (v) Mechanical & Electrical Requirements: <ul style="list-style-type: none"> • General; • Fire; • Lighting; • Small Power; • Ventilation; and (i) Sustainability Requirements and SANS 204-3:2008.
Space Requirements
The Bidder must provide sufficient space given the functional requirement, embedded functional spaces, FFE requirements and the space configuration.
Structural, Architectural and Interior Finishing Requirements
<i>Space configuration</i>
<p>a) A registry with sufficient capacity and infrastructure for required personnel correspondence and document transfer and filing must be provided. The Personnel Registry must be centrally located and easily accessible to all divisions.</p> <p>b) The functional space consists of two areas, namely:</p> <ul style="list-style-type: none"> I. Filing area; and

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<p>II. Workstations for approximately 4 employees.</p> <p>c) The workspaces can all be located in a single open plan room.</p> <p>d) The filing area must be configured to facilitate logical ordering and efficient access and should be in the same room as the workspaces.</p>
Floors, walls and ceilings
<p>Carpeting should be provided unless otherwise specified by the Electoral Commission. Colours of finishes should be neutral with accent colour where it can easily be maintained or changed.</p> <p>The standard ceiling height is required.</p> <p>Wall surfaces should be durable and easy to clean.</p>
People with Disabilities Access
As per General Requirement refer to EE6.
Furniture, Fittings and Equipment Requirements
Furniture, Fittings and Equipment Requirements
<p>The Bidder must over and above the specified workspace FFE, provide appropriate furniture to allow document handling and filing, including but not limited to:</p> <ul style="list-style-type: none"> I. Desks/tables for sorting, handling and filing documents; II. Appropriate shelving; III. Appropriate movable filing cabinets as specified by Electoral Commission; IV. Relevant secure filing boxes and mail collection boxes; and V. Paper recycling container. VI. A service desk should be provided for the operations registry for employees not working in registry.
Security Requirements
Refer to EE5. Multi locking system with electronic key cancellation and should be access controlled.
ICT Requirements
General
The Bidder must over and above the specified workspace network connections, supply any network connections that are required for the effective and efficient operation of a registry.
OHS Requirements and Fire Protection/ Detection
General
The OHS requirements for the HR registry are to be in accordance with the requirements in the General data sheet.
Acoustic Design / Noise Control
Refer to EE7
Mechanical and Electrical Requirements
General
The mechanical and electrical requirements for the HR registry are to be in accordance with the General requirements

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Lighting

Artificial lighting of 500 Lux averaged maintained luminance at all shelves is required. The lighting should be activated by a motion detector mechanism

Specific Sustainability Requirements**G21. Operational Registry****Functional Requirement**

To provide a space for the effective and efficient transfer of correspondence within Electoral Commission and between Electoral Commission and external parties, and the filing of unclassified, restricted, and confidential operational material.

General Specifications

This specification is to be read in conjunction with the following general datasheets:

- (i) General Office Requirements;
- (ii) Security Requirements;
- (iii) ICT Requirements;
- (iv) OHS Requirements;
- (v) Mechanical & Electrical Requirements:
 - General;
 - Fire;
 - Lighting;
 - Small Power;
 - Ventilation; and
- (i) Sustainability Requirements and SANS 204-3:2008.

Space Requirements

Workstation for approximately 6 employees from the Outreach: Research and Knowledge Management Department:

- 1 – Deputy Manager
- 1 – AO and
- 6 admin clerks

The Bidder must provide sufficient space given the functional requirement, embedded functional spaces, FFE requirements and the space configuration.

Structural, Architectural and Interior Finishing Requirements**Space configuration**

The Operational Registry must be centrally located in the facility such that it is easily accessible to all Divisions/Clusters.

The functional space consists of four areas, namely:

- I. Filing area;
- II. Workspaces; and

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<p>III. Operational Registry Strong Room.</p> <p>IV. And a reproduction space.</p> <p>The workspaces can all be in a single open plan room, with the reproduction section being partitioned to avoid noise and dust spill over into the functional workspace. Functional support space must cater for an exhibition storeroom as well as pigeonhole storage for publication of 5 m²</p> <p>The filing area must be configured to facilitate logical ordering and efficient access and should be in the same room as the workspaces.</p> <p>The strong room must be a separate room located adjacent to the filing area.</p>
Floors, walls and ceilings
<p>Colours of finishes should be neutral with accent colour where it can easily be maintained or changed.</p> <p>The standard ceiling height is required.</p> <p>Wall surfaces should be durable and easy to clean. The lower portions of the wall should be constructed from or lined with hard-wearing materials, resistant to scuffing and scratching.</p>
People with Disabilities Access
As per General Requirement refer to EE6.
Furniture, Fittings and Equipment Requirements
Furniture, Fittings and Equipment Requirements
<p>The Bidder must over and above the specified workspace FFE, provide appropriate furniture to allow document handling and filing, including but not limited to:</p> <ul style="list-style-type: none"> I. Desks/tables for sorting, handling and filing documents and reproduction; II. Appropriate shelving; III. Appropriate filing cabinets as specified by Electoral Commission; IV. Relevant secure filing boxes and mail collection boxes; V. Paper recycling containers; and VI. A service desk should be provided for the operations registry for employees not working in registry.
Security Requirements
<p>Operational Registry should be access controlled and access should only be granted to the employees working in registry.</p> <p>Multi locking system with electronic key cancellation.</p>
ICT Requirements
General
The Bidder must over and above the specified workspace network connections, supply any network connections that are required for the effective and efficient operation of a registry.
OHS Requirements and Fire Protection/ Detection
General
The OHS requirements for the operations registry are to be in accordance with the requirements in the General data sheet.

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<i>Acoustic Design / Noise Control</i>
Refer to EE7.
<i>Fire Protection</i>
Non-liquid fire defense is required.
Mechanical and Electrical Requirements
<i>General</i>
The mechanical and electrical requirements for the operations registry are to be in accordance with the requirements in the General data sheet.
<i>Lighting</i>
Artificial lighting of 500 Lux averaged maintained luminance at all shelves is required. The lighting should be activated by a motion detector mechanism
Specific Sustainability Requirements

G22. Centralised Boardrooms

Functional Requirement
The Centralised boardrooms are envisaged as a space for meetings and discussions, stakeholder meetings and must facilitate interactive presentations.
General Specifications
<p>This specification is to be read in conjunction with the following general datasheets:</p> <ul style="list-style-type: none"> (i) General Office Requirements; (ii) Security Requirements; (iii) ICT Requirements; (iv) OHS Requirements; (v) Mechanical & Electrical Requirements: <ul style="list-style-type: none"> • General; • Fire; • Lighting; • Small Power; • Ventilation; and (vi) Sustainability Requirements and SANS 204-3:2008.
Space Requirements
Space requirements for the Common boardrooms must be determined by the Bidder. The boardrooms must seat 20 people depending on furniture arrangements. Space is required adjacent to the boardroom for a waiting area. The general philosophy is to have a central meeting area adjacent to the reception, canteen area consisting of various sizes of meeting rooms and 2 Boardrooms with video conferencing facilities.
Structural, Architectural and Interior Finishing Requirements
<i>Space configuration</i>

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Sufficient space must be provided for furniture, movement of people within the room as well as allowing additional space for movement of furniture to accommodate different seating configurations depending on meeting requirements. The boardroom must have an appropriate wall space or screen for audio-visual projection. The space configuration must include adequate and appropriate space adjacent to the boardroom for a waiting area with couches where people can wait.
<i>Floors, walls and ceilings</i>
<p>Carpeting should be provided.</p> <p>Colours of finishes should be neutral with accent colour where it can easily be maintained or changed.</p> <p>Wall surfaces should be durable and easy to clean.</p>
<i>People with Disabilities Access</i>
As per General Requirement refer to EE6.
Furniture, Fittings and Equipment Requirements
<i>Furniture, Fittings and Equipment Requirements</i>
The furniture should be of a similar or better quality to the existing furniture. The Bidder must provide sufficient space for all furniture and fittings and equipment's required in the boardroom and the adjacent waiting area. The furniture and equipment in the boardroom will be limited to chairs, tables and built in projection screens.
Security Requirements
Refer to EE5. Multi locking system with electronic key cancellation.
ICT Requirements
<i>General</i>
<p>16 Network points scattered around the Boardrooms.</p> <p>Necessary bandwidth should be provided in the Boardrooms to support wireless connectivity.</p>
<i>Computer networking</i>
The Boardrooms must be provided with adequate outlet points, network connections with sufficient bandwidth for required use.
<i>Electronic equipment</i>
The Bidder must provide the requested electronic equipment such as but not limited to video conferencing equipment for the Boardroom.
<i>Telecommunications</i>
Telecommunication installation must allow video conferencing in the Boardrooms and should include an interactive display smart TVs or the latest technology at that time.
OHS Requirements and Fire Protection/ Detection
<i>General</i>
The OHS requirements for the boardrooms and Executive Boardroom are to be in accordance with the General requirements.
<i>Acoustic Design / Noise Control</i>

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The boardroom must be physically adjacent but acoustically private, The Bidder must ensure that the boardrooms and the windows are soundproof.

Mechanical and Electrical Requirements

General

Each chair position in the Boardroom to have an electrical power point.

Ventilation

Each boardroom requires an individual user-controlled air-conditioned environment and the ability to open windows and to be able to access the outside elements if desired.

Lighting

Natural lighting must be incorporated. The lighting should be activated by a motion detector mechanism.

Specific Sustainability Requirements

None

G23. Centralised or Common Meeting Rooms

Functional Requirement

The general philosophy is to have a central meeting area adjacent to the reception consisting of various sizes of meeting rooms. Meeting rooms should be such that there are:

- 8 Central meeting rooms, the size and configuration of these is to be proposed by the Bidder but it is envisaged that a 2 x (10-seater, 8, 6 and 4-seater).
Central meeting rooms and boardrooms are envisaged as spaces for informal meetings and discussions and must facilitate interactive presentations,
Furthermore it should be noted there should be 3 meeting rooms per DCEO branch, x 4 Branches (included in the Branch layout) where a 10 seater, 8 and a 4 seater room must be provided in the three meeting room configuration.

General Specifications

This specification is to be read in conjunction with the following general datasheets:

- (i) General Office Requirements;
- (ii) Security Requirements;
- (iii) ICT Requirements;
- (iv) OHS Requirements;
- (v) Mechanical & Electrical Requirements:
 - General;
 - Fire;
 - Lighting;
 - Small Power;
 - Ventilation; and

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(vi) Sustainability Requirements and SANS 204-3:2008.
Space Requirements
A tea kitchen and pause area dedicated to the central meeting rooms must be provided as part of the central meeting room suite.
Structural, Architectural and Interior Finishing Requirements
<i>Space configuration</i>
The meeting room philosophy is such that every person's input is of equal value. The space configuration and furniture layout must reflect this philosophy. Sufficient space must be provided for furniture, movement of people within the room as well as allowing additional space for movement of furniture to accommodate different seating configurations depending on meeting requirements. The meeting rooms must have an appropriate wall space or screen for audio-visual projection. The space configuration must include adequate and appropriate space adjacent to each of the meeting rooms for a waiting area with couches
<i>Floors, walls, and ceilings</i>
See Table 2
Colours of finishes should be neutral with accent colour where it can easily be maintained or changed. The standard ceiling height is required. Wall surfaces should be durable and easy to clean.
Furniture, Fittings and Equipment Requirements
<i>Furniture, Fittings and Equipment Requirements</i>
The Bidder must provide all furniture and fittings and equipment required in the meeting rooms/ board rooms and the adjacent waiting areas. Furniture must create a relaxed environment that is conducive to open discussion. The furniture and equipment in the meeting rooms will be limited to chairs, tables, built in projection screens. Any equipment not permanently located in these areas must be available upon request. The seating must be comfortable and made of durable and easy cleanable material. The furniture should be of a similar or better quality to the existing furniture.
Security Requirements
Refer to EE5. Multi locking system with electronic key cancellation.
ICT Requirements
<i>General</i>
Meeting and board rooms must have WIFI for users.
<i>Computer networking</i>
The meeting rooms must be provided with adequate outlet points, AV as well as network connections with sufficient bandwidth for required use.
<i>Electronic equipment</i>

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The Bidder must provide the requested electronic equipment such as but not limited to video conferencing equipment, and data projector for the meeting rooms.

OHS Requirements and Fire Protection/ Detection

General

The OHS requirements for all meeting rooms are to be in accordance with the general requirements.

Acoustic Design / Noise Control

The meeting rooms must be physically and acoustically private. The Bidder must ensure that the room and any windows are soundproof.

Fire Protection

See General requirements.

Mechanical and Electrical Requirements

General

Each chair in the meeting room to have an electrical power point.

Ventilation

Each meeting room requires an individual user-controlled air-conditioned environment and the ability to open windows and to be able to access the outside elements if desired.

Lighting

Natural lighting must be incorporated to create a relaxed and open atmosphere. The lighting should be activated by a motion detector mechanism.

Specific Sustainability Requirements

None

G24. Section Storerooms

Functional Requirement

Section storerooms are required for filing and the storage of stationary and should be housed on the relevant functional floors with SCM having the bigger store housed on that floor with the Supply Chain Management (SCM) section.

General Specifications

This specification is to be read in conjunction with the following general datasheets:

- (i) General Office Requirements;
- (ii) Security Requirements;
- (iii) ICT Requirements;
- (iv) OHS Requirements;
- (v) Mechanical & Electrical Requirements:
 - General;
 - Fire;
 - Lighting;
 - Small Power;
 - Ventilation; and

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(i) Sustainability Requirements and SANS 204-3:2008.
Space Requirements
The Bidder must provide sufficient space for general storage of files and stationery and other work consumables as determined by Electoral Commission, based on the Bidder's layout of the Electoral Commission's divisions and offices.
Structural, Architectural and Interior Finishing Requirements
<i>Space configuration</i>
The layout of the storeroom must allow easy access to its content. Section storerooms must be in a convenient area close to the applicable work environments.
<i>Floors, walls, and ceilings</i>
The standard ceiling height is required. Wall surfaces should be durable and easy to clean. The lower portions of the wall should be constructed from or lined with hard-wearing materials, resistant to scuffing and scratching.
<i>People with Disabilities Access</i>
As per General Requirement refer to EE6.
Furniture, Fittings and Equipment Requirements
<i>Furniture, Fittings and Equipment Requirements</i>
The Bidder must provide adequate shelving, lockable storage boxes as applicable.
Security Requirements
The storerooms should have the following: <ul style="list-style-type: none"> i. Fire extinguisher, ii. Should be access controlled, iii. Should have a CCTV monitoring system.
ICT Requirements
<i>General</i>
Not applicable.
<i>Computer networking</i>
2 network points to be provided for computers that will be recording the stock in the storeroom.
<i>Equipment</i>
Not applicable.
<i>Telecommunications</i>
A telephone point to be provided by the Bidder in order to accommodate stationary orders by phone.
OHS Requirements and Fire Protection/ Detection
<i>General</i>
OHS requirements for all meeting rooms are to be in accordance with the general requirements.
<i>Acoustic Design / Noise Control</i>

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Not applicable.
Mechanical and Electrical Requirements
<i>General</i>
The mechanical and electrical requirements for all section storerooms are to be in accordance with the general requirements.
<i>Lighting</i>
General artificial lighting of 500 Lux averaged maintained luminance in the section storerooms is required. The lighting should be activated by a motion detector mechanism.
Specific Sustainability Requirements
None

G25. Strong rooms

Functional Requirement
To provide a secure facility with sufficient capacity and infrastructure to file confidential operational document, for SCM, HR and Finance and the operational registry.
General Specifications
<p>This specification is to be read in conjunction with the following general datasheets:</p> <ul style="list-style-type: none"> (i) General Office Requirements; (ii) Security Requirements; (iii) ICT Requirements; (iv) OHS Requirements; (v) Mechanical & Electrical Requirements: <ul style="list-style-type: none"> • General; • Fire; • Lighting; • Small Power; • Ventilation; and (i) Sustainability Requirements and SANS 204-3:2008.
Space Requirements
The Bidder must provide sufficient space given the functional requirement, FFE requirements and the space configuration.
Structural, Architectural and Interior Finishing Requirements
<i>Space configuration</i>
The Strong Room must be a 'walk-in' safe. It must be located adjacent to the operational areas have a single access door that opens into the operational area.
<i>Floors, walls and ceilings</i>

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Colours of finishes should be neutral with accent colour where it can easily be maintained or changed. The standard ceiling height is required. Wall surfaces should be durable and easy to clean.
<i>People with Disabilities Access</i>
As per General Requirement refer to EE6.
Furniture, Fittings and Equipment Requirements
<i>Furniture, Fittings and Equipment Requirements</i>
The Bidder must provide adequate shelving, lockable storage cupboards and adequate filing cabinets as required by Electoral Commission.
Security Requirements
The strong room must have secured access to store confidential documentation and valuables that must be protected against fire and theft. The MISS government requirements are to be complied with. The room should be access controlled.
ICT Requirements
<i>General</i>
See general specification.
OHS Requirements and Fire Protection/ Detection
<i>General</i>
The doors to the strong room must be in such a way that strong room users are not able to lock themselves on the inside.
<i>Acoustic Design / Noise Control</i>
None
<i>Fire Protection</i>
Non-liquid fire defense is required.
Mechanical and Electrical Requirements
<i>General</i>
The OHS requirements for the operations registry are to be in accordance with the general requirements.
<i>Lighting</i>
Artificial lighting of 200 Lux averaged maintained luminance at all shelves is required. The lighting should be activated by a motion detector mechanism.
Specific Sustainability Requirements
None

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G26. GIS Print Room

Functional Requirement
To provide a space for the GIS printers and printing.
General Specifications
<p>This specification is to be read in conjunction with the following general datasheets:</p> <ul style="list-style-type: none"> (i) General Office Requirements; (ii) Security Requirements; (iii) ICT Requirements; (iv) OHS Requirements; (v) Mechanical & Electrical Requirements: <ul style="list-style-type: none"> • General; • Fire; • Lighting; • Small Power; • Ventilation; and (vi) Sustainability Requirements and SANS 204-3:2008.
Space Requirements²
As per Table 1.
Structural, Architectural and Interior Finishing Requirements
<i>Space configuration</i>
<p>This GIS print room provides the Electoral Commission with a printing facility for the reproduction of large documents and the printing and binding of plans. Due to the noise generated by the printing machines, staff workstations are to be located in a separate adjacent room.</p>
<i>Floors, walls and ceilings</i>
<p>Colours of finishes should be neutral with accent colour where it can easily be maintained or changed.</p> <p>The standard ceiling height is required.</p> <p>Wall surfaces should be durable and easy to clean. The lower portions of the wall should be constructed from or lined with hard-wearing materials, resistant to scuffing and scratching.</p>
<i>People with Disabilities Access</i>
As per General Requirement refer to EE6.
Furniture, Fittings and Equipment Requirements
<i>Furniture, Fittings and Equipment Requirements</i>
<p>The Fit Out Contractor must over and above the specified workspace FFE, supply appropriate furniture to allow document handling, including but not limited to:</p> <ul style="list-style-type: none"> I. Desks/tables for sorting, handling and binding documents;

² Superseded by Addendum C during the negotiations

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II.	Appropriate shelving;
III.	Appropriate filing cabinets if specified
IV.	Appropriate lockable cupboards storage room for storage of printing consumables, paper, binding consumables, general printing stationary and confidential documents; and
V.	Paper and consumables recycling containers.
Security Requirements	
Refer EE5. Multi locking system with electronic key cancellation.	
ICT Requirements	
<i>General</i>	
Provide 3 network points. Supply any network connections that are required for the effective and efficient operation of a media centers.	
OHS Requirements and Fire Protection/ Detection	
<i>General</i>	
The OHS requirements for the reprographic service room are to be in accordance with the general requirements	
<i>Acoustic Design / Noise Control</i>	
Due to the noise generated by printers/ photocopiers sound proofing measures should be taken to minimize disturbance to the surrounding work environment.	
<i>Fire Protection</i>	
As per general requirement	
Mechanical and Electrical Requirements	
<i>General</i>	
The mechanical and electrical requirements for the reprographic service area are to be in accordance with the general requirements.	
<i>Lighting</i>	
General lighting of 500 Lux averaged maintained luminance on the working plane of all work surfaces is required.	
Specific Sustainability Requirements	
None	

G27. Press briefing room and interview room

Functional Requirement
<p>The press briefing and interview centre must have suitable space to seat 20 individuals from the press as well as place for smart TV cameras and stage area for the announcements. The stage area should be able to seat 6 individuals.</p> <p>An interview room should be provided behind the press briefing room. The interview room is a location where interviews can be conducted, within the secure environment of the Facilities. A foyer or entrance to the press briefing room must be linked to the nerve centre and be adjacent to the training room.</p>

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General Specifications

This specification is to be read in conjunction with the following general datasheets:

- (vi) General Office Requirements;
- (vii) Security Requirements;
- (viii) ICT Requirements;
- (ix) OHS Requirements;
- (x) Mechanical & Electrical Requirements:
 - General;
 - Fire;
 - Lighting;
 - Small Power;
 - Ventilation; and
 - Sustainability Requirements and SANS 204-3:2008.

Space Requirements

It is estimated that the room size will be about 40 m² for the press briefing room and 10 m² for the interview room. The areas may be varied in the design as appropriate.

Structural, Architectural and Interior Finishing Requirements

Space configuration

The press briefing room must be located adjacent to the nerve centre and the interview room should be adjacent. The press briefing room must also be located close to the main reception.

The design of the press briefing room must consider acoustics and the use of cameras and special lighting as well as security considerations for high-ranking officials.

The interview room philosophy is such that the interviewer and panel of interviewees are located in one portion of the room and the cameras, recording equipment and television company personnel in the remainder of the room. The room should be equipped to conduct virtual television interviews.

Flooring

Special as appropriate for the acoustic and sound requirements... probably carpet

Furniture, Fittings and Equipment Requirements

Furniture space requirements

Press briefing room

Raised platforms or stages must be provided at the front and back of the press briefing room. The stage at the front must be provided with 2 lecterns centred on the stage. Each lectern must have a large IEC logo facing the audience.

The backdrop to the stage must be a large blue/grey chromakey screen. The Fit out contractor should provide a curtain type covering for the chromakey screen. The curtain type covering must be predominantly black.

The chairs for the press should be loose movable chairs.

Interview room

In the interview room the Fit out Contractor must provide a comfortable seat for the interviewer and seating for two interviewees. All furnishings and finishes in the interview

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room must be of the highest standard and reflect the objectives and philosophy of the Electoral Commission.
<i>People with Disabilities Access</i>
As per General Requirement refer to EE6.
Security Requirements
<i>General</i>
Refer to EE5 Nerve Centre
ICT Requirements
<i>General</i>
The Bidder to provide network points near the near presentation area and scattered network points around the room, with sufficient multi-port plugs. The Press Briefing room is to be WiFi enabled
<i>Audio-visual and other electronic equipment</i>
The audio, video, lights, air-conditioning and window coverings must be controlled from a specific location not linked to the stage or podiums. Each lecturn must have a microphone and each loose chair in the audience must be fitted with a microphone. The microphones on the stage and at each chair in the audience must be linked to the camera stage for an audio feed to the cameras and to speakers in the room so all can hear the questions asked. At least 5 connection points for the cameras to pick up the audio feed must be provided. The press briefing room must have a large screen and suitable connections for presentation type equipment/ video conferencing equipment to be installed on a temporary basis. All cameras and recording equipment must be provided by the press or company conducting the interview.
OHS Requirements and Fire Protection/ Detection
<i>General</i>
In meeting the OHS requirements, the bidder must make use of specialized OHS standards
<i>Acoustic Design / Noise Control</i>
Specific provision must be made for the damping of sound and acoustic design such that sound is not projected into the Nerve centre or other areas of the accommodation.
Mechanical and Electrical Requirements
<i>General</i>
The mechanical and electrical requirements for the waiting area for the Nerve center are to be in accordance with the General requirements.
<i>Ventilation</i>
<i>Special</i>
<i>Lighting</i>
Appropriate lighting and power including ability to dim, adjust lighting for various configurations and usage, for example: speeches by Commissioners and dignitaries, media events. Specialist lighting must be provided that will assist cameras and filming of the press statements. Specialist lighting must be adequate for use when filming or recording an

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interview. Appropriate lighting including dimmers, and the ability to only have half of the room illuminated.

Specific Sustainability Requirements

None

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