

SCOPE REQUIREMENT

Scope Requirement

Title: NTCSA Live Line Offices at Cradock office- Eastern Grid lease transaction

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1. INTRODUCTION

NTCSA currently leases 3 241m² comprising of offices, stores, workshop, parking, and land in the Eastern Cape, to accommodate the NTCSA staff located at Erf 2285 Cnr Olea and Pienaar Street, Cradock Industrial Area, space requirements in the area. There are currently 12 employees.. As there are currently no NTCSA owned properties within the region that can accommodate the NTCSA Cradock Live Line employees, equipment, workshop, and storage requirements for their operations, NTCSA Real Estate has leased premises to accommodate the end user's needs.

The current lease agreement expires on 31 December 2025 and a 60-month lease agreement is proposed to accommodate the business requirements in the area for the short to medium term. An exit clause will be included in the lease terms to enable early termination should the need arise.

2. SCOPE

Rental premises in Cradock, Eastern Cape which meets the following requirements:

- The required leased premises should meet the following requirements:
- Rented space should be between 2200m² - 3241m² capable of providing minimum:
 - 200m²- 400m² - offices, sufficient ablutions, kitchens, boardrooms.
 - 900m²- 1000m²- stores with some offices, ablutions
 - 1000m²- 2000m²Land - to accommodate storage and a helipad
 - At least 10 – 12 parking spaces
- The premises/building for the NTCSA offices need to be close to necessary amenities; easily accessible by means of public transport; connected to main roads.
- It should be feasible to create both open plan and enclosed workstations within the rented space.
- Available of storage or possibility to create.
- Feasible to create workshop/ existing space.
- Property should have adequate ablution facilities (females and males; compliant in terms of OHSA and NBR including provision for people with disabilities).
- Premises should comply to relevant applicable legislation (OHSA), and National Building Regulations.

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2.1 EVALUATION CRITERIA

An occupancy certificate is mandatory, but tenderers will not be disqualified when submitting tenders, but documents must be provided before site evaluation is done, should they meet the minimum threshold stipulated in the technical evaluations

Technical evaluation criteria with weightings (in percentages) for goods or services as follows:

	Description of criteria elements	Scoring Criteria		Overall, Weight
1.	The building must be an existing structure that meets the minimum "B" grade standard (independent valuer certificate to be submitted) measuring approximately: <ul style="list-style-type: none"> - 2200 - 3241m² combination of offices, stores, workshop, land, a 10% variance is acceptable. - 200-400m²offices - 900 – 1000m²stores - 10-12 parking spaces/bays - 1000 m²- 2000 m²- land, to allow for helipad - 	Confirmation provided	20%	20%
		Confirmation not provided but commitment to providing when required	10%	
		Not provided and no commitment to provide confirmation.	0%	
2.	Provide most recent service reports or certificate not older than December 2024, for: <ul style="list-style-type: none"> - lifts where applicable, - pumps where applicable, - aircons, - service doors, - fire equipment, - doors. The tenderer to indicate what is applicable to their building when submitting reports.	Provided – 100%	10%	10%
		Provided – 50% and above	5%	
		Provided less than 50%	0%	
3.	Provide condition assessment reports with valid compliance certificates where applicable not older than 3 (three) years. <ul style="list-style-type: none"> - Electrical and gas where applicable Plumbing. - Civil and structural (structure, roofs, walls, drainage). - Mechanical (lifts, aircons, fire equipment, doors - if not applicable, tenderer must confirm. Where there is a lift, compliance report not older than 1 year. - In case of the building being vacant, the supplier must indicate and provide the 	Report with all certificates provided	15%	15%
		Report provided without certificates / older than 3 years	7.5%	
		No report / no certificate provided	0%	

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	Description of criteria elements	Scoring Criteria		Overall, Weight
	last condition assessment reports and certificates.			
4.	Property / building plans (as built drawings/floor plans for the leased premises)	Provided	10%	10%
		Not provided	0%	
5.	Preference for single building	Single building	10%	10%
		Multiple buildings in the same complex. With access to roof	5%	
		Multi-buildings – no roof access	2.5%	
6.	Parking availability within the perimeter fence of the property <ul style="list-style-type: none"> - Space for loading dock: A loading dock may be required for deliveries - Accessibility: Easily accessible for delivery trucks and other vehicles. - Existing parking or space available for creating parking. 	Covered secure parking	10%	10%
		Combination of secure covered parking and open parking bays	7.5%	
		Secure open parking bays/ existing space to create	5%	
		No Parking or ≤8 bays within the perimeter fence will be cause for disqualification	0%	
		Not available	0%	
8.	Town/ City/ Nodal Centre: <ul style="list-style-type: none"> • The property must be in close proximity to the current NTCSA offices at Erf 2285, Cnr Olea and Pienaar Street, Cradock in Eastern Cape <p>A property profile with print out of google maps indicating location of the property to be provided.</p>	≤ 3 Km radius	15%	15%
		>3km - ≤5 Km radius	10%	
		>5 km radius	5%	
9.	Backup water storage <ul style="list-style-type: none"> • In good working condition and connected for emergencies • Record of maintenance to be provided. • If not available, commitment (in writing) should be made to provide back-up water within 6 months of occupancy. 	Available / commitment provided for installation and maintenance records.	10%	10%
		Unavailable and no commitment to install.	0%	
	Total Score			100%
	Minimum Threshold to be considered for further evaluation			70%

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Suppliers who achieve the minimum threshold will be subjected to a site evaluation.

ON-SITE OBJECTIVE TECHNICAL EVALUATIONS

	Measure	Description of criteria elements	Scoring Criteria	Score
1.	Universal Accessibility	The accommodation’s location supports service delivery objectives, accessible for the physically challenged and delivery of equipment & materials, i.e., availability of ramp, lift for multi-level building, bathroom wheelchair friendly, double-door from outside to allow wheelchair access and material delivery.	Fully compliant (availability of ramp, lift for multi-level building, bathroom wheelchair friendly, double-door from outside to allow wheelchair access and material delivery) = 25%	25%
			Fairly compliant (availability of ramp, lift for multi-level building, bathroom wheelchair friendly) = 15%	
			Non-compliant = 0%	
2.	Visual assessment	The premises are well maintained, with finishes as new. Adequate lighting, fixtures and fittings, paint work and flooring, do not require much work and premises can be occupied with minimal works.	Property has no apparent defects. Appearance is as new = 25%	25%
			Property exhibits superficial wear and tear, with minor defects and minor signs of deterioration to surface finishes = 15%	
			Property exhibits significant wear and tear, with visible defects and significant signs of deterioration to surface finishes = 0%	

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3.	Security features	Secure perimeter fence (fully electrified or motion-sensored)	Fully electrified or motion-sensored = 10%	10%
			Not Electrified/Not energized – 5%	
			None installed – 0%	
4.	Security features	Security features such as security gates, outdoor lighting, burglar bars on windows, CCTV, security guards on premises/ entrance	All (security gates, outdoor lighting, burglar bars on windows, CCTV, security guards on premises/ entrance) =10%	10%
			Partially= 5%	
			None = 0%	
5.	Security features	Availability of functional alarm system or commitment (in writing) to install within 6 months of occupancy.	Installed or willingness to install 5%	5%
			Not installed or not functional = 0%	
6.	Existing layout	Occupational Health & Safety compliant (emergency exits, fire extinguishers, adequate ventilation, adequate ablution facilities in line with national building regulations, adequate lighting).	Compliant - emergency exits, fire extinguishers, adequate ventilation, adequate ablution facilities in line with national building regulations = 25%	25%
			Non-compliant = 0%	
TOTAL SCORING				100

- There is no minimum threshold for the site evaluation, all suppliers who have been evaluated to this stage will proceed for further evaluation.

Applicability

This document is applicable to the Live Line at Cradock, Eastern Cape office in NTCSA.

3. NORMATIVE/INFORMATIVE REFERENCES

The following references are included:

3.1 NORMATIVE REFERENCES

- ISO 9001 Quality Management Systems.

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When downloaded from the EDS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the database.

- National Building Regulations and Building Standards Act No. 103 Of 1977
- SANS 784, Design for access and mobility
- SANS 10400-A, The application of the National Building Regulations. – Part A: General principles and Requirements
- SANS 10400-D, The application of the National Building Regulations. – Part D: Public safety.
- SANS 10400-M, The application of the National Building Regulations. – Part M: Stairways.

3.2 INFORMATIVE REFERENCES

- Eskom Real Estate Standards
- Occupational Health and Safety Act 85 of 1993
- National Building Regulations and Building Standards

4 DEFINITIONS AND ABBREVIATIONS

4.1 Classifications:

Controlled disclosure: controlled disclosure to external parties (either enforced by law, or discretionary).

4.2 ABBREVIATIONS

Abbreviation	Description
NTCSA	National Transmission Company of South Africa SOC LTD
SOW	Scope of works

5 PROCESS FOR MONITORING

Document revisions will be marked in ascending numeric order.

6 RELATED/SUPPORTING DOCUMENTS

Not applicable.

7 REQUIREMENTS

N/A

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When downloaded from the EDS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the database.

8 RECORDS

All records to be managed in compliance to the Eskom records management policy.

9 AUTHORISATION

This document has been seen and accepted by:

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10 ACKNOWLEDGEMENTS

N/A

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