

	<b>SCOPE REQUIREMENT</b>	<b>Scope Requirement</b>
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## 1. INTRODUCTION

NTCSA Newcastle office currently leases space to accommodate operational requirements due to the absence of NTCSA-owned buildings in the region. The current allocation is insufficient to support the growing needs of the departments operating from this location. The office presently accommodates 13 staff members, with plans to expand to 15 employees in the near future. This space is critical for housing offices, storage, and operational support areas to ensure service delivery for the New Castle Telecomms operations.

The Real Estate Masterplan aims to phase out all leases within a 15-year period, subject to resource availability. As the ERA phase for an NTCSA-owned area office in Newcastle is scheduled for 2030 on the Capex plan, a 5-year lease agreement is recommended. This lease will enable uninterrupted business operations while allowing time to explore and develop a new owned building project.

## SCOPE

Rental premises in Newcastle KZN, which meets the following requirements:

Office space that meets the following requirements:

Area: 300-400m<sup>2</sup> usable office space

Parking: 13 Parking bays

The space must be able to accommodate the following support spaces,

- 1 x Boardroom (18-seater).
- 2 x Syndicate rooms (small meeting rooms).
- 2 x Quiet booths – small, enclosed meeting spaces for private or low-noise conversations.
- 1 x Workshop (3x4 sqm)
- 1 x Project Equipment/PPE Store (22 m<sup>2</sup>).
- 1 x Data Centre
- 1 x Kitchens/Pause Area
- 1 x Server Room

  

- The premises/building for the NTCSA offices needs to be within proximity to the current NTCSA offices in Newcastle Kwazulu Natal.
- It should be feasible to create both open plan and enclosed workstations within the rented space.
- Availability of storage or possibility to create.
- Feasible to create workshop/ existing space.
- Property should have adequate ablution facilities (females, males; compliant in terms of OSHA and NBR including provision for people with disabilities).
- Property and necessary equipment/ infrastructure (including air-condition) should be in acceptable condition - compliant in terms of OSHA and NBR.
- Safe/ secure parking with necessary security features (pool cars/ scheme cars = covered parking bays; 13 parking bays)

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- Property should be: in the CBD (or in close proximity); close to necessary amenities; easily accessible by means of public transport; connected to main roads.

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