

	SCOPE REQUIREMENT	Scope Requirement
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Title: **Scope for Tx East London Lease transaction**

Unique Identifier: **TBA**

Alternative Reference Number: **Optional**

Area of Applicability: **Tx East London**

Documentation Type: **SOW**

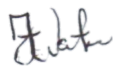
Revision: **0**

Total Pages: **9**

Next Review Date: **Not applicable**

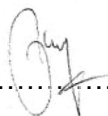
Disclosure Classification: **CONTROLLED DISCLOSURE**

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1. INTRODUCTION

Eskom Transmission (Tx) employees are currently accommodated in various Distribution (Dx) owned sites namely, Sunilaws Office Park, Sunilaws Operations Centre and Ducats Complex in East London, as well as a leased building in Palm Square. Dx is currently optimising its owned buildings to reduce its rental portfolio, resulting in the unavailability of office space for Tx employees. Notice to Tx to vacate Sunilaws Office Park within the next three months, has been served.

As there are no suitable premises to accommodate Tx East London, a 60-month lease agreement is proposed to accommodate the Tx business office space requirements in the medium to long term, whilst the business explores a purchase or construction option in the longer term. An exit clause will be included in the lease terms to enable early termination should the need arise.

2. SCOPE

Rental premises in East London, which meets the following requirements:

- The required leased premises should meet the following requirements:
- Rented space should be between 1200 m² -1200m²
- Workshop and storage space approximately 400m²
- Parking for 57 vehicles and 2 trucks.
- Should be in, East London with reliable access and wayleave to a power line/fibre route for Telecomms.

The premises/building for the Tx offices need to be near the Sunilaws Office Park or Aloe Glen Substation, to provide reliable wayleave access for the connection of a 24-core single mode fibre, to be spliced into the existing fibre. The tenderer should therefore not only provide accommodation for the staff, but also provide a reliable fibre route with wayleaves between the new proposed premises and the Aloe Glen Substation or Sunilaws Office Park

- 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.
- Workshop to set-up work benches for testing of spares.
- Storage space for production equipment.
- 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

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 (as described in the scope of work document) measuring approximately: <ul style="list-style-type: none"> - 1 200m² to 1 300m² offices - 400m² workshop and storage space 	Provided	15%	15%
		Not provided	0%	
2.	Provide service reports or condition reports for aircons, structural and civils, mechanical (lifts, pumps where applicable), fire, electrical and plumbing for the lease premises.	Provided – 100%	15%	15%
		Provided – 50% and above	7.5%	
		Provided less than 50%	0%	
3.	Property / building plans (as built drawings/floor plans for the leased premises)	Provided	15%	15%
		Not provided	0%	
4.	Preference for single tenancy building	Single tenancy	5%	5%
		Multi-tenanted With access to roof	2.5%	
5.	Availability of Back-up power (Generator, UPS): <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 power within 6 months of occupancy. 	Available or commitment provided for installation.	10%	10%
		Not available	0%	
6.	Parking availability within the perimeter fence of the property <ul style="list-style-type: none"> • Approximately 57 x parking bays • 	Covered secure parking	10%	10%
		Combination of secure covered parking and open parking bays	7.5%	
		Secure open parking bays	5%	
		No Parking or ≤30 bays within the perimeter fence will be cause for disqualification	0%	
7.	Town/ City/ Nodal Centre:	≤ 1 Km radius	25%	

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	Description of criteria elements	Scoring Criteria		Overall Weight
	<ul style="list-style-type: none"> Proximity to the Sunilaws Office Park or Aloe Glen Substation Accessible by means of public transport Transportation routes within walking distance A property profile with print out of google maps indicating location of the property to be provided.	>1km - ≤3 Km radius	15%	25%
		>3 km radius	5%	
8.	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. 	Easily Accessible	5%	5%
		Not Accessible	0%	
	Total Score			100%
	Minimum Threshold to be considered for further evaluation			70%

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	Overall Weight
1.	Universal Accessibility	The accommodation's location supports service delivery objectives; is fully/fairly accessible for the physically challenged and fits in with environmental elements.	Fully compliant = 25% Fairly compliant = 15% Non-compliant = 0%	25%
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. Risk Index: No effect on service capability. No risk= 25%	
			Property exhibits superficial wear and tear, with minor defects and minor signs of deterioration to surface finishes. Risk Index: Intermittent, minor inconvenience to operations = 15%	
			Property exhibits significant wear and tear, with visible defects and significant signs of deterioration to surface	

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			finishes. Risk Index: Possible major inconvenience to operations = 0%	
3.	Security features	Secure perimeter fence	Fully electrified or motion sensed = 10% Not Electrified/Not energized – 5% None installed – 0%	10%
4.	Security features	Security features such as security gates, outdoor lighting, burglar bars on windows, CCTV, security guards on premises/ entrance	All (automated security gates, outdoor lighting, burglar bars on windows, CCTV, controlled access or security guards on premises/ entrance) =10% Partially= 5% None = 0%	10%
5.	Security features	Availability of functional alarm system	Installed 5% Not installed or not functional = 0%	5%
6.	Existing layout	Ground floor premises, OHS compliant, emergency exits and equipment, ease of access. Does the property lend itself to easy accessibility, IT infrastructure layout, easily adaptable to suit Eskom needs.	Fully adaptable and compliant = 25% Partially adaptable and can comply =15% Non adaptable, non-compliant = 0%	25%

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 East London lease transaction in Transmission.

3. NORMATIVE/INFORMATIVE REFERENCES

The following references are included:

3.1 NORMATIVE REFERENCES

- ISO 9001 Quality Management Systems.
- 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

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- 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
Tx	Transmission
SOW	Scope of works

5 PROCESS FOR MONITORING

Document revisions will be marked in ascending numeric order.

6 RELATED/SUPPORTING DOCUMENTS

Not applicable.

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7 REQUIREMENTS

N/A

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:

Name	Designation
Phelokazi Nqwelo	Middle Manager Real Estate
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10 ACKNOWLEDGEMENTS

N/A

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