

	SCOPE REQUIREMENT	Scope Requirement
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Title: NTCSA Stikland Live Lines office- Western Grid lease transaction

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Alternative Reference Number: **Optional**

Area of Applicability: **NTCSA Stikland Live Lines**

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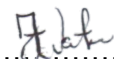
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1. INTRODUCTION

NTCSA currently leases 1248m² industrial office space, with clear access for offloading large equipment at the premises, stores and workshop, in Western Cape, to accommodate the NTCSA staff located at 9 Traka Street, Stikland, space requirements in the area. There are currently 15 employees, with plans to increase the workforce to 16 employees, with parking for 13 vehicles, specifically parking spaces suitable for 13 four-wheel drive (4x4) Light Delivery Vehicles (LDVs). As there are currently no Eskom owned properties within the region that can accommodate the Tx Live Line employees, equipment, workshop, and storage requirements for their operations. Eskom has leased premises to accommodate the end user's needs. The premises should provide clear height and span: Sufficient vertical clearance for equipment, overhead cranes, and storage. Column spacing: Strategically placed columns to minimize obstruction and optimize workflow. Door and window placement: Strategically located doors and windows for natural.

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

2. SCOPE

Industrial rental premises in Cape Town Western Cape, which meets the following requirements:

- The required leased premises should meet the following requirements:
- Rented space should be $\pm 1248\text{m}^2$, may consider more than one building.
- Clear access for offloading large equipment at the Premises.
- Parking for 13 vehicles, specifically parking spaces suitable for 13 four-wheel drive (4x4) Light Delivery Vehicles (LDVs)
- The premises should provide clear height and span: Sufficient vertical clearance for equipment, overhead cranes, and storage
- Column spacing: Strategically placed columns to minimize obstruction and optimize workflow.
- Door and window placement: Strategically located doors and windows for natural.

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.

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- 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.	Technical Specifications: Rented space should be \pm 1248m ² with clear access for offloading large equipment at the Premises <ul style="list-style-type: none"> Detailing clear height, span, load-bearing capacity, and overhead crane infrastructure (if existing). Property Documentation: Confirming existing building Visual Documentation: Photos or diagrams illustrating existing features (if applicable).. 	All required documents provided as pr category 1 (Technical Specifications)	20%	20%
		50% of required documents provided as pr category 1 (Technical Specifications)	10%	
		No required documents provided as pr category 1 (Technical Specifications)	0	
2.	Provide most recent service reports or certificate not older than September 2024 for: <ul style="list-style-type: none"> lifts where applicable, pumps where applicable, aircons, service doors, fire equipment. 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 for: <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 last condition assessment reports and certificates.	Report with all certificates provided	10%	10%
		Report provided without certificates /or older than 3 years.	5%	
		No report / no certificate provided	0%	
4.	Property / building plans (as built drawings/floor plans for the leased premises)	Provided	10%	10%

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	Description of criteria elements	Scoring Criteria		Overall, Weight
		Not provided	0%	
5.	Preference for single building	Single building	10%	10%
		Multiple buildings in same complex (Ground Floors) With access to roof	5%	
		Multi-buildings	2.5	
6.	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 / commitment provided for installation and maintenance records.	5%	5%
		Available / commitment provided for installation and without maintenance records.	2.5%	
		Unavailable and no commitment to install.	0%	
7.	Parking availability within the perimeter fence of the property <ul style="list-style-type: none"> Parking for 13 vehicles, specifically parking spaces suitable for 13 four-wheel drive (4x4) Light Delivery Vehicles (LDVs) 'S 	Covered secure parking spaces suitable for 13 four-wheel drive (4x4) Light Delivery Vehicles (LDVs)	10%	10%
		Combination of secure covered parking and open parking bays	7.5%	
		Secure open parking bays	5%	
		No Parking or ≤10 bays within the perimeter fence will be cause for disqualification	0%	
8.	Town/ City/ Nodal Centre: <ul style="list-style-type: none"> The property must be in close proximity to the current Eskom offices in Stikland. A property profile with print out of google maps indicating the radius and location of the property to be provided.	≤ 3 Km radius	15%	15%
		>3km - ≤5 Km radius	7.5%	
		>5 km radius	0%	
9.	<ul style="list-style-type: none"> Provide a copy of title deed to confirm ownership. If not owned, provide title deed of owner and mandate to manage the property on behalf of the owner. 	Provided	5%	10%
		Not provided	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.

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ON-SITE OBJECTIVE TECHNICAL EVALUATIONS

	Measure	Description of criteria elements	Scoring Criteria	Score
1.	Design and layout	Design and Layout Clear height and span: Sufficient vertical clearance for equipment, overhead cranes, and storage. Column spacing: Strategically placed columns to minimize obstruction and optimize workflow. Door and window placement: Strategically located doors and windows for natural light, ventilation, and easy access.	Fully compliant (sufficient height, optimal flow, natural light, ventilation and easy access) = 25% Partially compliant (Clear height, some obstruction with sufficient flow)= 10% Non compliant/poor layout (Poor lighting and ventilation, poor access, less than 7m height clearance) = 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 = 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%	25%
3.	Security features	Secure perimeter fence (fully electrified or motion-sensored)	Fully electrified or motion-sensored = 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 (security gates, outdoor lighting, burglar bars on windows, CCTV, security guards on premises/ entrance) =10% Partially= 5% None = 0%	10%
5.	Security features		Installed or willingness to install 5%	5%

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		Availability of functional alarm system or commitment (in writing) to install within 6 months of occupancy.	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

The evaluation committee reserves the right to disqualify any bidder that fails to meet the mandatory site evaluation criteria. Only bidders who fully comply with all on-site evaluation requirements, as specified in the technical criteria, will be eligible to proceed to the next stage of evaluation

Applicability

This document is applicable to the Live Lines office transaction in NTCSA.

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 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

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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

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
Mabusi Khama	Property Portfolio Officer
Nontombi Sechogela	Facilities Manager
Phelokazi Nqwelo	Middle Manager Real Estate

10 ACKNOWLEDGEMENTS

N/A

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