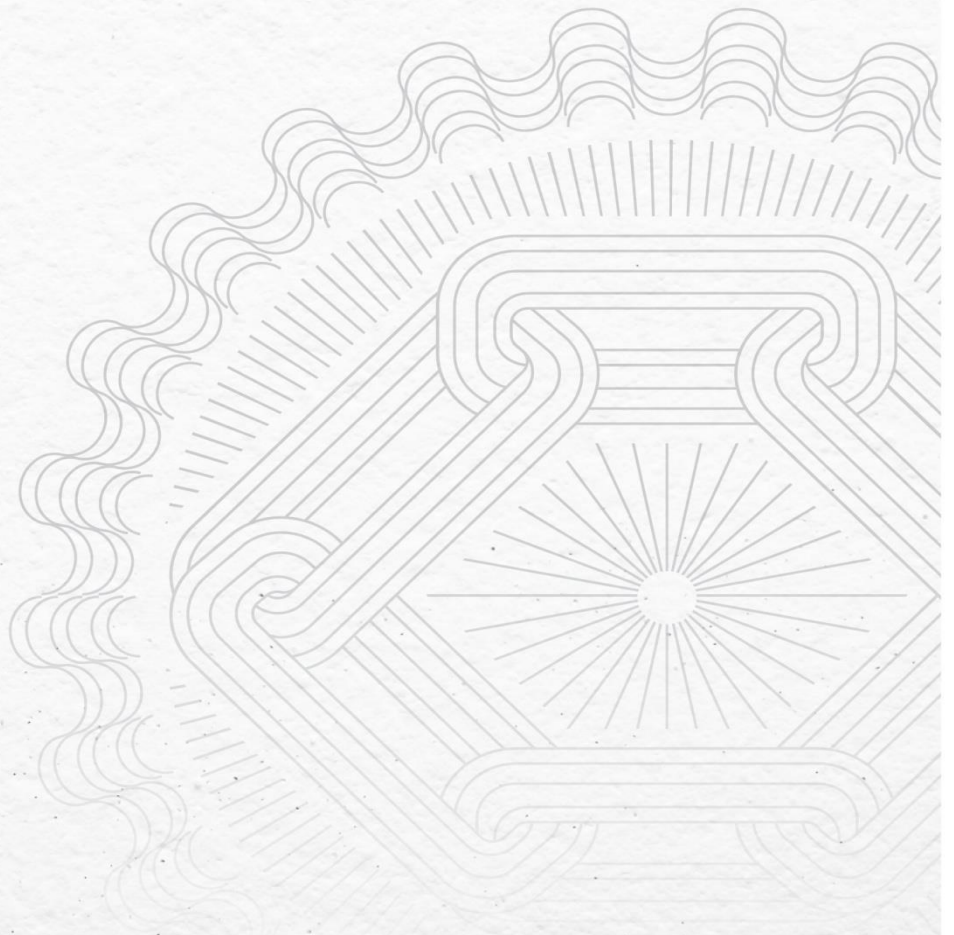


REQUEST FOR INFORMATION (RFI)

RFI NAME: PROVISION OF LEASING OFFICE SPACE FOR PPECB LABORATORY

RFI NUMBER: RFI/LAB/LEASE/2024/01

Date of Issue	15 March 2024 Thursday,
Closing Date & Time	26 March 2024 Tuesday, @ 16h00am
RFI Enquiries	Portia Jonginyanga E-mail: PortiaJ@ppecb.com Tel: +27 21 930 1134
PPECB Business hours	08:15 – 16:45
Category	Building



1 SPECIFICATION

The PPECB invite Bidders to submit proposals for the provision of office space rental for PPECB Laboratory in the Gauteng – Centurion or Midrand area for a period of three (3) years with an option to renew for 2 years.

Building Requirements

The building proposal needs to meet the following minimum requirements:

Item No.	Description	Specification
1.	Office Size	Gross Rentable Office Area between 1500-2000 sqm.
2.	Property Information	<p>Proposal should clearly outline the following: -</p> <ul style="list-style-type: none"> • Preferable A/B Grade Building (as per SAPOA Specification), Grade P will be considered • Physical address of the building, stand number • Details of all partners to the offer (Details of all parties to the transaction of the office rental of the building e.g., name and details of owner, name, and details of estate agent) • Detailed rental option • Number of offices: 7 or more and air conditioned • Boardroom to accommodate minimum of 30 people • Kitchen area: With built-in cupboards and sink • Reception area: Provide for customer waiting area for approximately 3 or more people, water dispenser, PPECB marketing material and decorative materials. • Secure and fire rated storage area: as a minimum 3 storerooms for stock and record keeping • The building must be air-conditioned and have floor covering • Sufficient ventilation is vital in the Lab space • Lighting: to be energy efficient and well lit • Building layout drawings/ plans in CAD format • Building insurance information (provide proof of building insurance) • Confirm the number of tenants occupying the building • The building is zoned business/laboratory and can be easily retrofitted to a laboratory • The building is in a secure business park • If there is more than 1 floor level – confirmation of elevators for people as well as a goods lift. • Confirm disability access to the building • Accessibility to public transport - easy access to public transport within 500m • A list of amenities within walking distance of the building
3.	Security	<p>Proposal should clearly outline the provision of security and control of the building:</p> <p>Access control measures into the building</p> <p>Armed Response Alarm System (if any)</p>
4.	Parking Facilities	<p>Proposal should have a detailed layout of the secured parking area.</p> <p>A minimum of 15 on-site parking bays or sufficient space on the property to cater for the number of parking bays required.</p>
5.	Building Compliance	The following certification of compliance must be in place and submitted with the response to this tender:

		<p>Proof of all applicable municipal planning approvals and zoning scheme approvals to be submitted (Type of zoning - "Laboratory")</p> <p>Compliance Certificates to be submitted:</p> <ul style="list-style-type: none"> • Fire Compliance Certificate • Gas Compliance Certificate (if applicable) • HVAC Compliance Certificate (if applicable) • Electrical Compliance Certificate • Occupation Certificate (to be provided prior the signing of the lease if not supplied with the bid) • Green building star rating (if applicable) • Lift/ Elevator Certificate (if applicable) • Municipal approved building plans
6.	Ablutions for Male, Female and Disability facilities	<ul style="list-style-type: none"> • A Dedicated male, female, and disabled abluion facilities. • The bidder shall provide fully functional abluion facilities that meet the OHS Act requirements i.e., every employer shall provide sanitary facilities at a workplace in accordance with Parts F, P and Q of the application of the National Building Regulations (Refer to the attached Annexure B for Building Standards Act). <p>Bidders to declare if ablutions facilities are shared by multiple companies, the landlord is to provide cleaning services.</p>
7.	Technology and Communication	<p>Power supply to be connected and distributed through the entire building. Provision to be made for telecommunication lines within the building.</p> <p>Provision of LAN, WAN and Fibre Optica Cabling. Secured facility to host ICT equipment (Server room)</p> <p>*No analogue connection being utilised for communications</p>
8.	Health & Safety	<ul style="list-style-type: none"> • Letter of Good Standing • Evacuation plan and assembly points • Health and safety Manager/Officer contact details • Fire control measures in place
9.	Maintenance	<p>Proposals should clearly specify the responsibilities of the Landlord around maintenance issues (air conditioning units, fire equipment, lifts, electricity, fumigation, plumbing work, day-to-day maintenance of the building, etc.)</p> <ul style="list-style-type: none"> • The office premises (interior and exterior) to be fully serviced and maintained by the Landlord. • Turn-around time to be clearly stated on maintenance and repair work by the Landlord; PPECB reserves the right to negotiate the turnaround times should it not be satisfactory.
10.	Building Support Services	<p>Services must be available on occupation:</p> <ul style="list-style-type: none"> • Water • Electricity • Sanitation, Pest control, and Refuse removal service • Facility to accommodate removal of Bio waste i.e., ease of access of trucks • Service records aircons, lifts, and fire equipment • Generator/ Backup power for the premises

NB: Bidders to submit their pricing proposal as the specification above.

SUBMIT YOUR PROPOSAL TO: PortiaJ@ppecb.com

2. Further Information

For further information a bidder may contact the Procurement Officer at the below contacts:

Contact number: 021 930-1134
Commercial Enquiries: PortiaJ@ppecb.com
Technical Enquiries: WernerM@ppecb.com