

 Eskom National Transmission Company South Africa TM	SCOPE REQUIREMENT	Scope Requirement
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Title: NTCSA Telecoms Offices at Orkney/ Klerksdorp- lease transaction

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Alternative Reference Number: **Optional**

Area of Applicability: **NTCSA Orkney/Klerksdorp Lease office**

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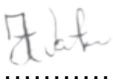
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1. INTRODUCTION

The NTCSA Telecoms function supporting the Orkney/Klerksdorp region is currently accommodated within the Distribution owned MEW building in Orkney, where space is shared with other operational units. The department currently consists of approximately fifteen (15) employees. Future growth is estimated to increase the employee numbers to 17. Dx Real Estate has launched a space optimisation project that involves taking back the spaces previously allocated to NTCSA. Therefore, NTCSA has received notice to vacate the MEW building.

There are currently no NTCSA owned properties within the region that can adequately accommodate the NTCSA employees, equipment, workshop, and storage requirements. It is for this reason that NTCSA is occupying the MEW building in Orkney which is owned by Distribution (Dx) to accommodate the end user's needs, thus the preferred choice for the next 5 years is to lease premises from the market until NTCSA can provide investment capital project construct a new building that is fit for purpose.

An exit clause will be included in the lease terms to enable early termination should the need arise.

2. SCOPE

Rental premises in Orkney/Klerksdorp, Northwest which meets the following requirements:

- The required leased premises should meet the following requirements:
- Rented space should be $\pm 542\text{m}^2$ office space
- Parking for approximately 12 vehicles.
- 3-5km radius from MEW building in Orkney, Northwest.

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.	Proof of ownership or valid mandate from the registered property owner authorising the bidder to lease the premises. NB - The registered owner must be clearly identifiable from the supporting documentation provided.	Proof of ownership or valid mandate provided, together with identification of the registered owner (e.g. ID, company registration documents or deed search)	20%	20%
		No proof of ownership or valid mandate provided	0%	
2.	The building must be an existing structure measuring approximately: ±542 m ² offices, a 10% variance is acceptable. storage for production equipment, workshop should allow for installation for work benches 10% variance acceptable	Confirmation provided	15%	15%
		Confirmation not provided but commitment to provide when required	7.5%	
		Not provided and no commitment to provide confirmation.	0%	
3.	Provide most recent service reports or certificate, for: - 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%	
4.	Provide condition assessment reports with valid compliance certificates where applicable not older than 3 (three) years. - Electrical and gas where applicable Plumbing. - Civil and structural (structure, roofs, walls, drainage). - Mechanical (lifts, aircons, fire equipment, doors - if not applicable,	Report with all certificates provided	10%	10%
		Report provided without certificates	5%	

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	Description of criteria elements	Scoring Criteria		Overall, Weight
	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.	No report / no certificate provided	0%	
5.	Property / building plans (as built drawings/floor plans for the leased premises)	Provided	10%	10%
		Not provided	0%	
6.	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%	
7.	Parking availability within the perimeter fence of the property • Approximately 9-20 covered parking bays & open parking for trucks	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 ≤12 bays within the perimeter fence will be cause for disqualification	0%	
		Not available	0%	
8.	Town/ City/ Nodal Centre: The property must be in close proximity to the current NTCSA offices MEW building in Orkney, Northwest A property profile with print out of google maps indicating location of the property to be provided.	≤ 3 Km radius	15%	15%
		>3km - ≤5 Km radius	10%	
		>5 km radius	5%	
		Unavailable and no commitment to install.	0%	
	Total Score			100%
	Minimum Threshold to be considered for further evaluation			60%

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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% Fairly compliant (availability of ramp, lift for multi-level building, bathroom wheelchair friendly) = 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 = 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%

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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
Minimum Threshold to be considered for further evaluation				60%

Bidders who achieve the minimum on-site evaluation threshold of 60% may be considered for the next stage of evaluation. Achievement of the minimum threshold does not automatically guarantee progression, and the evaluation committee reserves the right not to recommend a property where material concerns regarding its overall suitability are identified and documented during the site evaluation. 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 Telecoms at Orkney, Northwest office in NTCSA.

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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

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.

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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:

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10 ACKNOWLEDGEMENTS

N/A

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