

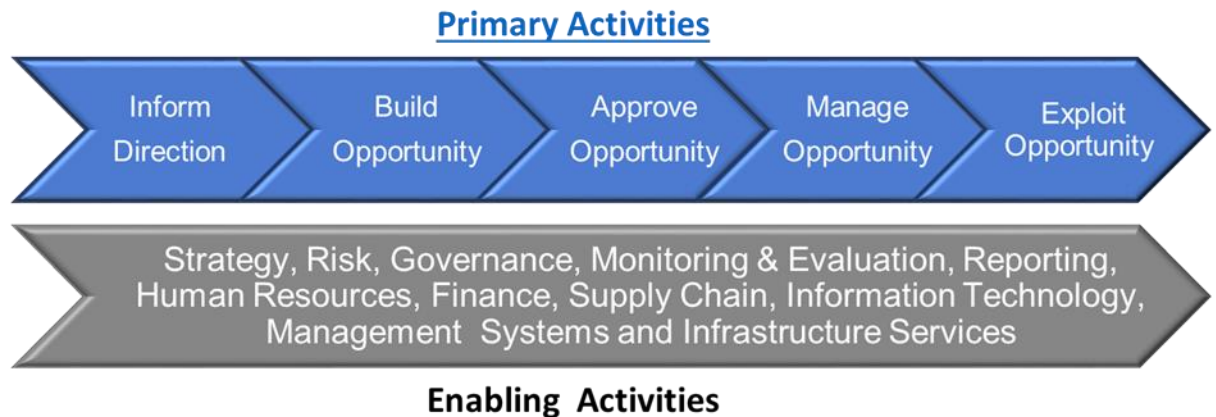
REQUEST FOR INFORMATION: RFI No: TIA/RFI00205/2025:

**THE PROVISION OF LEASING A REGIONAL OFFICE IN DURBAN
FOR THE TECHNOLOGY INNOVATION AGENCY (TIA)**

RFI No.:	TIA/RFI00205/2025
DESCRIPTION:	THE PROVISION OF LEASING A REGIONAL OFFICE IN DURBAN FOR THE TECHNOLOGY INNOVATION AGENCY (TIA)
METHOD OF SUBMISSION:	E-mail E-mail address: bongani.mthali@tia.org.za and please write reference TIA on the subject line.
CLOSING TIME AND DATE:	08 December 2025 11H00
ISSUED DATE	28 November 2025
COURIERED DOCUMENTS:	Will be accepted
CONTACT PERSON:	bongani.mtshali@tia.org.za and please include: TIA/RFI00205/2025: on the subject line.
Period	Please provide information to lease office space for a period of two (2) years.

1. INTRODUCTION

- 1.1 The National System of Innovation in South Africa is still very young and fragmented and the flow of technology and information amongst people, enterprises and institutions is limited. The inability of academic research to reach the market as products and services is limiting economic development especially about technology innovation.
- 1.2 Technology Innovation Agency (TIA, organisation) an entity of the Department of Science, Technology and Innovation (DSTI) was established in terms of the TIA Act (Act No. 26 of 2008), with the objective to stimulate and intensify technological innovation in order to improve economic growth and the quality of life of all South Africans by developing and exploiting technological innovations, as the value chain depicted below.



- 1.3 This document requests information about available sites and buildings for the Durban Regional Office, specifically in the Musgrave Area. We seek details on leasing costs for a two-year term, current property location and condition, and immediate availability. Please outline lease terms, including costs, landlord responsibilities, restrictions, and additional services such as security, utilities, and IT infrastructure. Also, provide a timeline for availability and any required certifications or compliance.
- 1.4 The office must be situated within a 15km radius of the Durban city centre to effectively serve key clients, including higher education institutions, investors, emerging entrepreneurs, and

targeted industries. The location should provide strategic advantages, particularly in terms of accessibility to public transportation.

1.5 The following required specifications are outlined to enable the service providers to assess and provide TIA with proposals:

1.5.1 Location	<ul style="list-style-type: none"> • Located within Musgrave area and not more than 20km radius of the Durban City Centre, in safe vicinity. TIA would occupy a 340-570 square metre (m²) of the floor. The building should be ready and available for the tenant to move in by 1 March 2025 after the contract is signed by Landlord and TIA. • The building should have office support shared or communal resources such as receptionist, meeting rooms and boardrooms that can accommodate maximum of 20 people. • Close to the academic precinct of Durban and government departments, agencies and funders. • Opportunity to network more closely with industry and stakeholders. • Located of major roads and preferably within 20 km from King Shaka International Airport • Close to major transport arterials and a Metro bus route. • Covered/under cover secure parking space for TIA employees. • On site canteen if possible / eating area /Tuckshop facilities
1.5.2 Specification and Layout of Office Size	<ul style="list-style-type: none"> • Communal/shared reception area, meeting rooms/boardrooms, • Maned in house security access gates and reception area provided by Landlord
1.5.3 Information Technology Systems	<ul style="list-style-type: none"> • Fibre cable in place provided by the Landlord • 1 Server Room (small room 15m²)
1.5.4 toilets/bathrooms,	<ul style="list-style-type: none"> • 4 X Female toilet cubicles • 2 X Male toilet cubicles • 1 X toilets for people leaving with disability
1.5.5 kitchen area	<ul style="list-style-type: none"> • One kitchen area

1.5.6 Corporate Branding	<ul style="list-style-type: none"> • Branding rights for a strong TIA identity and high visibility from street and sidewalks • Both exterior and interior • Reception area
1.5.7 Organizational Structure (Currently with staff complement of less than 20)	<ul style="list-style-type: none"> • 7 x offices (15m² each office) • 1 x Kitchen(15 m²) • 1 x IT serverroom (15 m²) • 1 x Facilities storeroom (15 m²) • 14 Open plan (150 m²) including passages
1.5.8 Cleaning	<ul style="list-style-type: none"> • In-house cleaning service provider by the Landlord • Pest control and deep cleaning services provided by Landlord
1.5.9 Reception service	<p>The reception of the building should accommodate our operational needs such as:</p> <ul style="list-style-type: none"> • call transferring • registering clients
1.5.10 Security	Building security at the access points or gates provided by the Landlord
1.5.11 Office Space	2 Meeting rooms/ Boardrooms
1.5.12 Parking	20 bays for Staff
1.5.13 Air conditioning systems	Working air-conditioning system serviced and maintained by the Landlord

OTHER BUILDING LOCATION REQUIRED INFORMATION

- The building location must be closest to major transport arterials and public transport routes e.g. Metro bus routes, and railway stations.
- Description of the office park/building safety, visible and easily accessible
- Availability of Information Technology Infrastructures such as Fibre cable and Telkom ADSL infrastructure
- Accessible to South African Research and Education Network (SAREN);
- Branding rights for a strong identity and high visibility from street and sidewalks both exterior and interior.
- Measured from business hubs and other National System Innovation (NSI) partners in the area.



1 REGULATORY AND ENVIRONMENTAL CONDITIONS

The building is required to comply with all regulatory and environmental requirements:

- Certificate of Occupancy (COO).
- Electricity Certificate of Compliance (COC).
- The Occupational Health and Safety (OHS) Occupancy certification.
- Emergency Assembly Point should be available.
- A Fire compliance with Certificate of Compliance (COC).
- Paraplegic friendly with wheelchair ramps, parking bays and toilets.
- Service provider must have a valid Fidelity Fund certificate available and Compliance with Estate Agency Affairs Board (**EAAB**)

2 Enquiries & responses

All communication and attempts to solicit information of any kind relative to this bid should be submitted in writing to mandisa.pitso@tia.org.za with “ TIA/RFI00205/2025: The Provision of Office Space Rental for the Durban Regional Office must be on the subject line

3 Proposal submission

All proposals are to be submitted in a format specified in this RFI(applicable). However, bidders are welcome to submit additional / alternative proposals over and above the originally specified format.

4 Scope of Services:

Building requirements for a two (2)-year period:

Item No.	Description	Specification	Year one (1) Cost including VAT	Year two (2)Cost including VAT	Date of availability of the building
4.1	Office Size	Gross Rentable Office Area of 340-570 sq.	R	R	
4.2	Rates per square metre (M ²)	Price amount per square metre (M ²)	R	R	
4.3	Escalation annual percentage	Indication annual escalation percentages	R	R	
4.4	Tenant installation allowance if available	Repair and maintenance of the office including improvements	R	R	
4.5	Covered or basement Parking	20 parking bays	R	R	
4.6	Parking rates	Price amount per bay (undercover/open parking)	R		
4.7	Monthly Operational Cost	Building maintenance and repairs	R	R	
4.8	Physical Security cost	Access control	R	R	
4.9	Alarm and detection	Arm respond	R	R	
4.10	Security costing	Bid proposal should clearly outline the provision of security of the building: Access control into the building and Armed Response Alarm System	R	R	
4.11	Total cost for rental				
4.12	Total cost for rental for two (2) years				

5 Other Building requirements

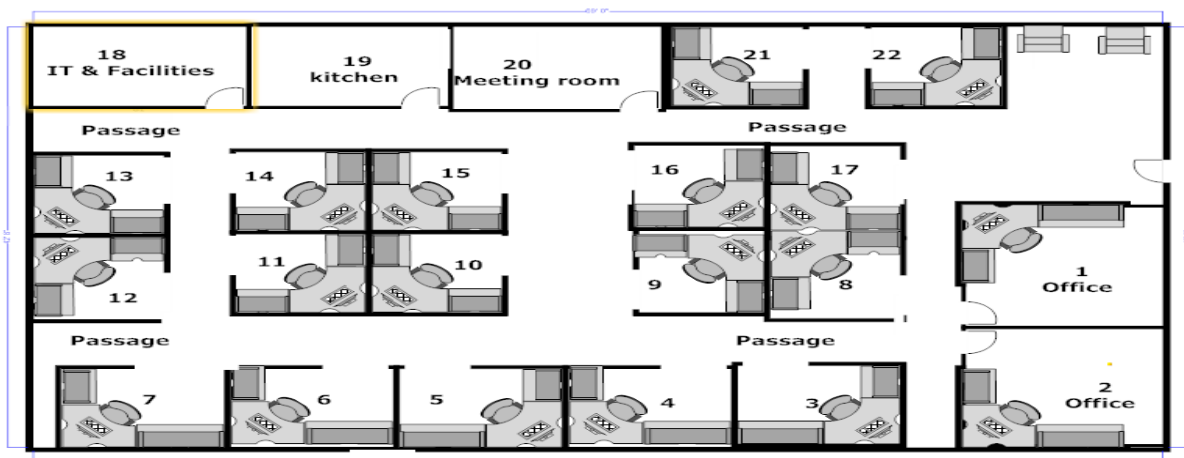
Property Information	<p>The following certification of compliance must be in place:</p> <ul style="list-style-type: none"> • Mechanical, Electrical, Municipal approved building plans, • Indicate if the back-up generator or renewal energy if is available, • Occupation Certificate (to be provided prior the signing of the lease if not supplied with the bid), • Fire Clearance • Availability of office park security if there is.
Health & Safety	<p>The bidder shall provide fully functional or fully operational ablution facilities that meet the OHS Act requirements. If the ablutions are shared by multi companies, the landlord is to provide cleaning services</p>
Network connectivity	<p>Power supply to be connected and distributed through the building. Provision to be made for telecommunication lines within the building. Provision of LAN, WAN and Fibre Optica Cabling.</p>
Maintenance	<p>Building must comply with the required standards, OHS etc.; and should have Firefighting equipment in terms of the Fire Requirements such as extinguishers, fire hoses, fire escape doors and smoke detectors etc) and these should be maintained and serviced regularly by the Landlord.</p>
Lease Agreement	<p>The building and services must be immediately available with:</p> <ul style="list-style-type: none"> • Water; • Electricity; • Sanitation; and • Refuse removal services
Property Information	<p>Bid proposal should clearly outline the following: -</p> <ul style="list-style-type: none"> • Physical address, stand number, • Details of all partners to the offer, • Detailed rental option, • Tenant installation allowance,

	<ul style="list-style-type: none"> • Building layout drawings/ plans in CAD format Building • Insurance information landlord, • Provide names and detail of business
Property Grade	A / B Grade (per SAPOA specifications)

Note:

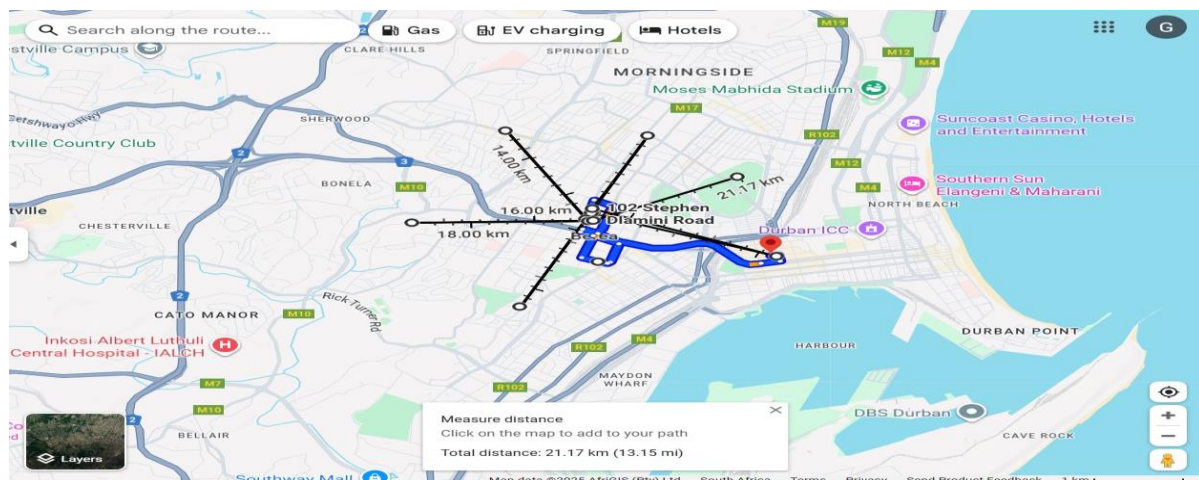
The building must be available for occupancy by 1 March 2026

6 Draft Office Floor Plan



7 Predictable office map

The precinct must be within the Musgrave area and not 20 km away from the Central Business District (CBD)



8 GENERAL TERMS AND CONDITIONS

8.1 Purpose of the RFI

- This Request for Information (RFI) is issued solely for the purpose of obtaining information to assist the institution in understanding market capabilities, potential solutions, and industry best practices.
- This RFI **does not constitute a solicitation or a request for bids/proposals** and will not result in the award of a contract.

8.2 No Obligation to Purchase

- TIA is under **no obligation to proceed** with any procurement process based on the responses to this RFI.
- Submission of information does **not create any legal or financial obligation** on the part of TIA.

8.3 Response Costs

- All costs associated with the preparation and submission of responses to this RFI shall be borne by the respondent.
- TIA will **not be liable** for any costs incurred by respondents in responding to this RFI.

8.4 Confidentiality and Proprietary Information

- Respondents are advised to clearly mark any confidential or proprietary information.
- The institution reserves the right to use or disclose information that is not marked as confidential.
- TIA may be required to disclose information under the **Promotion of Access to Information Act (PAIA), 2000 (Act No. 2 of 2000)**.

8.5 Submission of Responses

- Responses must be submitted in the manner and by the date specified in the RFI document.
- Late submissions will not be considered.

8.6 Ownership of Responses

All documents submitted in response to this RFI become the **property of TIA** and will not be returned.

8.7 No Representation or Warranty

TIA makes **no representation or warranty**, express or implied, as to the accuracy or completeness of the information contained in this RFI.

8.8 Right to Amend or Cancel the RFI



TIA reserves the right to amend, modify, or cancel this RFI at any time without prior notice.

8.9 No Commitment to a Future Tender

- The issuance of this RFI **does not commit** TIA to issue a subsequent Request for Proposal (RFP) or Request for Bids (RFB).
- Participation in this RFI **does not guarantee** inclusion or advantage in any future procurement process.

8.10 Communication and Enquiries

- All communications and enquiries regarding this RFI must be directed in writing to the contact person specified in the document.
- Respondents are prohibited from contacting any other officials of the institution regarding this RFI.

9 DISCLAIMER

This RFI is a request for information only and not an business offer; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its information, suppliers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The TIA makes no representation, warranty, assurance, guarantee or endorsements to the suppliers concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the TIA shall have no liability towards the bidder or any other party in connection therewith.