

 Eskom National Transmission Company South Africa TM	SCOPE REQUIREMENT	Scope Requirement
---	--------------------------	--------------------------

Title: Ermelo Lines & Servitudes
lease transaction

Unique Identifier: **233-131**

Alternative Reference
Number: **Optional**

Area of Applicability: **NTCSA Ermelo**

Documentation Type: **SOW**

Revision: **0**

Total Pages: **8**

Next Review Date: **Not applicable**

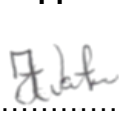
Disclosure
Classification: **CONTROLLED
DISCLOSURE**

Compiled by:



Mbuyiselo Ntoi
Property Portfolio
Officer

Supported by:



Fiona Walters
Manager Properties

Authorised by:



Bronwyn Stolp
Middle Manager Real Estate

Date: 25.06.2026

Date: 01-07-2026

Date: 01/07/2026

CONTROLLED DISCLOSURE

When downloaded from the EDS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the database.

CONTENTS

	Page
1. INTRODUCTION	3
2. SCOPE	3
2.1 EVALUATION CRITERIA	4
3. NORMATIVE/INFORMATIVE REFERENCES	7
3.1 NORMATIVE REFERENCES	7
3.2 INFORMATIVE REFERENCES	7
4. DEFINITIONS AND ABBREVIATIONS	8
4.1 ABBREVIATIONS	8
5. PROCESS FOR MONITORING	8
6. RELATED/SUPPORTING DOCUMENTS	8
7. REQUIREMENTS	8
8. RECORDS	8
9. AUTHORISATION	8
10. ACKNOWLEDGEMENTS	8

CONTROLLED DISCLOSURE

When downloaded from the EDS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the database.

1. INTRODUCTION

NTCSA Lines & Servitudes employees in Ermelo, previously based at Camden Power Station, are currently accommodated in office space leased by Distribution (Dx), specifically at the Dx Ermelo offices and Dx CNC offices, with the department comprising seven (7) employees with plans to expand to nine (9).

Dx Real Estate has launched a space optimisation project that involves relocating employees from the Emalahleni office to the Ermelo office. To accommodate these employees, NTCSA staff currently housed in the Dx Ermelo offices, as well as the Dx Ermelo CNC facility, have been given notice to vacate.

There are no NTCSA-owned properties in the region that meet the operational needs of the Lines & Servitudes department. As a result of limited office space, some technicians are required to work remotely.

Leasing suitable office space is therefore recommended as the most feasible short to medium-term solution while longer-term options such as construction or property acquisition are being investigated. A 60-month lease agreement is therefore required to ensure continuity of operations while a long-term accommodation solution is being evaluated.

2. SCOPE

Rental premises in Ermelo, which meet the following requirements:

- Rented space should be approximately 377m² - 400m², with a variance of 10%. May consider more than one building.
- Parking for 10 vehicles.

The premises/building need to be near the Eskom CNC office situated on 60 Vrede Street, Ermelo. They should be close to necessary amenities, easily accessible by means of public transport, and be connected to main roads.

- It should be feasible to create both open plan and enclosed workstations within the rented space to seat approximately 9 NTCSA employees.
- Availability of approximately 33m² equipment storage space, or the ability to create storage space.
- Availability of approximately 11m² for document storage room or the ability to create storage space.
- Availability of approximately 11m² for a printing room, or the ability to create storage space..
- Property should have adequate ablution facilities (females and males; compliant in terms of OHSA and NBR including provision for people with disabilities).

The premises must comply with the applicable Occupational Health and Safety Act and National Building Regulations.

CONTROLLED DISCLOSURE

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, 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: - 377m² - 400m² to accommodate offices, stores and workshops. A 10% variance is acceptable. - storage for production equipment, workshop should allow for installation of 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, 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. Electrical and gas, where applicable. Mechanical systems, including lifts, fire protection equipment, and doors. Where any of these systems are not applicable, the tenderer must confirm this in writing. Where a lift is installed, a current lift compliance report must be provided.	Report with all certificates provided	10%	10%
		Report provided without certificates	5%	
		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 tenancy in same buildings	5%	
		Multi-buildings	2.5%	

CONTROLLED DISCLOSURE

When downloaded from the EDS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the database.

	Description of criteria elements	Scoring Criteria		Overall, Weight
7.	Parking availability within the perimeter fence of the property Approximately 10 covered and open 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 ≤10 bays within the perimeter fence will be a cause for disqualification	0%	
8.	Town/ City/ Nodal Centre: The property must be in close proximity to the Eskom CNC office situated at 60 Vrede Street in Ermelo. A property profile with print out of Google Maps indicating the location of the property to be provided.	≤ 3 Km radius	15%	15%
		>3km - ≤5 Km radius	10%	
		>5 km radius	5%	
	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.

NTCSA reserve the right to reduce the functionality threshold to a predetermined lower threshold in the event that no tenderer meets the stipulated functionality threshold. The reduced functionality will be a minimum of 60% from the original 70%.

CONTROLLED DISCLOSURE

When downloaded from the EDS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the database.

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. Where such features are not currently in place, a written commitment to install and make fully operational prior to occupation must be provided.	Fully compliant (availability of ramp, lift for multi-level building, bathroom wheelchair friendly, double-door from outside to allow wheelchair access and material delivery) Commitment to install (supported by written undertaking, to be completed prior to occupation) =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%
3.	Security features	Secure perimeter fence	Secure perimeter fence = 10% No Secure perimeter fence – 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%

CONTROLLED DISCLOSURE

5.	Security features	Availability of functional alarm system or commitment (in writing) to install within 6 months of occupancy.	Installed or commitment 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%

Applicability

This document is applicable to the NTCSA Ermelo Lines & Servitudes lease transaction.

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 Standard

CONTROLLED DISCLOSURE

When downloaded from the EDS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the database.

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 with the Eskom records management policy.

9 AUTHORISATION

This document has been seen and accepted by:

Name	Designation
Mbuyiselo Ntoi	Property Portfolio Officer
Fiona Walters	Property Portfolio Manager
Bronwyn Stolp	Middle Manager Real Estate

10 ACKNOWLEDGEMENTS

N/A

CONTROLLED DISCLOSURE

When downloaded from the EDS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the database.