

	<b>SCOPE REQUIREMENT</b>	<b>Scope Requirement</b>
---	--------------------------	--------------------------

Title: Empangeni lease transaction

Unique Identifier: **233-131**

Alternative Reference Number: **Optional**

Area of Applicability: **NTCSA Empangeni**

Documentation Type: **SOW**


Revision: **0**

Total Pages: **8**

Next Review Date: **Not applicable**

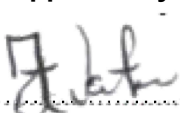
Disclosure Classification: **CONTROLLED DISCLOSURE**

**Compiled by:**



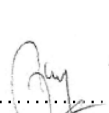
**Mbuyiselo Ntoi**  
**Property Portfolio**  
**Officer**

**Supported by:**



**Fiona Walters**  
**Property Portfolio Manager**

**Authorised by:**



**Phelokazi Nqwelo**  
**Middle Manager Real Estate**

Date: 17.10.2025

Date: 07-10-2025

Date: 17 October 2025

**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 .....	8
3.1 NORMATIVE REFERENCES .....	8
3.2 INFORMATIVE REFERENCES .....	8
4. DEFINITIONS AND ABBREVIATIONS .....	9
4.1 ABBREVIATIONS .....	9
5. PROCESS FOR MONITORING .....	9
6. RELATED/SUPPORTING DOCUMENTS .....	9
7. REQUIREMENTS .....	9
8. RECORDS .....	9
9. AUTHORISATION .....	9
10. ACKNOWLEDGEMENTS .....	9

### 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

Historically, Eskom Real Estate managed the national property portfolio. This included asset management and deriving the best value from the property portfolio through increased occupancy, and the reduction of leases. This initiative was to support the holistic corporate plan by reducing operating expenditure through lease closures. The Covid-19 pandemic also introduced a new way of working, thus encouraging a further reduction in the leased property portfolio. Consequently, several leases were terminated and significantly reduced the property footprint in the regions.

NTCSA Telecoms and East Grid departments currently have 52 employees accommodated in Dx offices in Empangeni. The total number of employees is expected to increase to 64 within the next 4 years. The current arrangement to accommodate NTCSA employees by Dx is inadequate, and there is no centralized facility to place all NTCSA employees and provide suitable services. There are no alternate Eskom-owned properties in the region that can meet NTCSA's operational requirements.

The current projected space requirements adequately accommodate the 64 employees is approximately 754m<sup>2</sup>. The space includes the provision of offices, parking, storage and workshops for the Grids and Telecoms operations.

## 2. SCOPE

Rental premises in Empangeni, which meets the following requirements:

- The required leased premises should meet the following requirements:
- Rented space should be approximately 700m<sup>2</sup> - 800m<sup>2</sup> (10 variance acceptable).
- Parking – 52 parking bays (covered and open) (10 variance acceptable).

The premises/building for the NTCSA offices needs to be within proximity to the current Eskom offices in Empangeni or Richards Bay CBD, 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.
- Availability 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.

### CONTROLLED DISCLOSURE

## 2.1 EVALUATION CRITERIA

An occupancy certificate is mandatory, but tenderers will not be disqualified when submitting tenders 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.	<b>Tenderers are required to submit the following</b> <ul style="list-style-type: none"> <li>Confirmation of an existing building structure.-</li> <li>Detailed property description including address and location.</li> <li>Confirmation that the property can accommodate 700m<sup>2</sup> - 800m<sup>2</sup>(10% variance allowable) for industrial offices, stores, and workshops.</li> <li>Space must be able to accommodate open plan and enclosed offices.</li> <li>Space must be able to accommodate workshop spaces and stores.</li> <li>- Supporting Documents – photo graphs )may be provided</li> </ul>	Confirmation of building existence, location and size provided.	20%	20%
		No confirmation of the existence of the building.	0%	
2.	Tenderers are required to submit the following documents to demonstrate the maintenance and compliance of their building: <b>Recent Service Reports or Certificates:</b> <ul style="list-style-type: none"> <li>Provide most recent service reports or certificates for:               <ul style="list-style-type: none"> <li>Air conditioning systems</li> <li>Service doors</li> <li>Fire equipment (e.g., fire alarms, suppression systems, fire extinguishers)</li> <li>Lifts (if applicable)</li> </ul> </li> <li><b>Reports or certificates should not be older than October 2024</b></li> <li><b>Applicability Statement:</b></li> </ul> Tenderers must clearly indicate which of the above items are applicable to their building and provide the corresponding reports or certificates.	All required reports/certificates provided (100%): Recent service reports or certificates for all applicable items submitted	10%	10%
		Partially provided (50% and above): Reports or certificates for most applicable items submitted, but some missing or incomplete	5%	
		Less than 50% provided: Few or no required reports or certificates submitted, or significant information missing	0%	

### CONTROLLED DISCLOSURE

3.	<p><b>Tenderers are required to submit the following condition assessment reports and certificates of compliance:</b></p> <ul style="list-style-type: none"> <li>Electrical and Gas (where applicable): <ul style="list-style-type: none"> <li>Condition assessment reports and certificates of compliance not older than 5 years</li> </ul> </li> <li>Plumbing: <ul style="list-style-type: none"> <li>Condition assessment reports and certificates of compliance not older than 5 years</li> </ul> </li> <li>Civil and Structural: <ul style="list-style-type: none"> <li>Condition assessment reports and certificates of compliance not older than 5 years, covering: <ul style="list-style-type: none"> <li>Structure, Roofs, Walls, Drainage, Mechanical:</li> </ul> </li> </ul> </li> </ul> <p>Condition assessment reports and certificates of compliance not older than 5 years, covering:</p> <ul style="list-style-type: none"> <li>Air conditioning systems</li> <li>Fire equipment</li> <li>Lifts (if applicable): compliance report not older than 1 year</li> </ul> <p>If not applicable, tenderer must confirm <b><u>in writing</u></b></p> <p><b><u>Vacant Buildings:</u></b></p> <p>If the building is vacant, tenderer must provide the last available condition assessment reports and certificates, and indicate the building's status</p>	All required reports/certificates provided <b>(100%)</b> : Comprehensive reports and certificates for all applicable items submitted	10%	10%
		Partially provided <b>(50% and above)</b> : Reports or certificates for most applicable items submitted, but some missing or incomplete	5%	
		Less than 50% provided: Few or no required reports or certificates submitted, or significant information missing	0%	
4.	Property / building plans (as built drawings/floor plans for the leased premises)	Provided	10%	10%
		Not provided	0%	
5.	<p>Title deed and zoning certificates.</p> <p>If the property is managed by the owner, a letter confirming approved mandate to be provided.</p>	All documents provided.	10%	10%
		Commitment to provide or 50% of the documents provided.	5%	
		No documents provided multi-storey building. Occ	2.5	
6.	<p>Tenderers are required to provide information on the availability of back-up power:</p> <ul style="list-style-type: none"> <li><b>Existing Back-up Power:</b></li> <li>Confirmation that the building has a generator or UPS system in good working condition and connected for emergencies</li> <li>Record of maintenance for the back-up power system</li> <li><b>No Existing Back-up Power:</b></li> </ul> <p>If no back-up power system is available, tenderers must provide a written commitment to install a back-up power system within 6 months of occupancy</p>	<b>Back-up power available and maintained:</b> Generator or UPS system in good working condition, connected for emergencies, and maintenance records provided	5%	5%
		<b>Commitment to provide back-up power:</b> No existing back-up power system, but written commitment to provide one within 6 months of occupancy	2.5%	
		<b>No back-up power and no commitment:</b>	0%	

**CONTROLLED DISCLOSURE**

		No back-up power system and no written commitment to provide one		
7.	Parking availability within the perimeter fence of the property <ul style="list-style-type: none"> <li>Approximately 52 parking bays</li> </ul>	Covered secure parking	10%	10%
		Combination of secure covered parking and open parking bays	7.5%	
		Secure open parking bays	5%	
		No Parking or less than 30 bays within the perimeter fence will be cause for disqualification	0%	
8.	Town/ City/ Nodal Centre: <ul style="list-style-type: none"> <li>Proximity to the current Empangeni Eskom Distribution office/Proximity to Richard's Bay CBD</li> <li>Accessible by means of public transport.</li> <li>Transportation routes within walking distance.</li> </ul> A property profile with print out of google maps indicating location of the property to be provided.	≤ 3 Km radius	10%	10%
		>3km - ≤5 Km radius	10%	
		>5 km radius	5%	
9.	Tenderers are required to provide information on the availability of backup water storage: <ul style="list-style-type: none"> <li>Existing Backup Water Storage: <ul style="list-style-type: none"> <li>Confirmation that the building has a backup water storage system in good working condition and connected for emergencies</li> <li>Record of maintenance for the backup water storage system</li> </ul> </li> <li>No Existing Backup Water Storage:</li> </ul> <b>If no backup water storage system is available, tenderers must provide a written commitment to install a backup water storage system within 6 months of occupancy</b>	<b>Backup water storage available and maintained:</b> Backup water storage system in good working condition, connected for emergencies, and maintenance records provided	5%	5%
		<b>Commitment to provide backup water storage:</b> No existing backup water storage system, but written commitment to provide one within 6 months of occupancy	2.5%	
		No backup water storage and no commitment: 0 points No backup water storage system and no written commitment to provide one	0%	
10.	Copies of title deed and zoning certificate to be submitted If the property is not owner managed, a signed mandate to be provided.	All documents provided	10%	10%
		Commitment to provide contract finalised	5%	
		No commitment and less than 50% of documents provided	0%	
	<b>Total Score</b>			<b>100%</b>
	<b>Minimum Threshold to be considered for further evaluation</b>			<b>70%</b>

Suppliers who achieve the minimum threshold will be subjected to a site evaluation.

### 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 delivery of equipment & materials, disability access i.e., availability of ramp, lift for multi-level building, bathroom wheelchair friendly, double-door from outside to allow wheelchair access and material delivery. Single level floor building preferred, or ground floor accommodation for workshops and stores for equipment	<p>Fully compliant (availability of ramp, lift for multi-level building, bathroom wheelchair friendly, double-door from outside to allow wheelchair access and material delivery, ground floor access for workshops and stores) = 25%</p> <p>Fairly compliant (availability of ramp, lift for multi-level building, bathroom wheelchair friendly) = 15%</p> <p>Non-compliant = 0%</p>	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.	<p>Property has no apparent defects. Appearance is as new = 25%</p> <p>Property exhibits superficial wear and tear, with minor defects and minor signs of deterioration to surface finishes = 15%</p> <p>Property exhibits significant wear and tear, with visible defects and significant signs of deterioration to surface finishes = 0%</p>	25%
3.	Security features	Secure perimeter fence (fully electrified or motion-sensored)	<p>Fully electrified or motion-sensored = 10%</p> <p>Not Electrified/Not energized – 5%</p> <p>None installed – 0%</p>	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	10%

**CONTROLLED DISCLOSURE**

			on premises/ entrance) =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% Not installed or not functional = 0%	5%
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% Non-compliant = 0%	25%
<b>TOTAL SCORING</b>				<b>100</b>

Minimum threshold to proceed to the next stage of evaluations is 70%, failure to meet this threshold will disqualify the tenderers. However, NTCSA reserves the right to disqualify tenderers who fail to provide ground floor accommodation for stores and workshop regardless of the score achieved on the site evaluation criteria.

#### Applicability

This document is applicable to the Shelly Beach lease 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

#### 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.

- 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.

## 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
Mbuyiselo Ntoi	Property Portfolio Officer
Fiona Walters	Property Portfolio Manager
Phelokazi Nqwelo	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.