

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

Please note: Do not remove the front page of this document. Keep in order as downloaded.

**City of Joburg Property Company (SOC) Ltd
Department of Finance: Supply Chain Management Unit**

RFP 04/2026FY/JPC

**Bid Document downloaded from E-tenders and the JPC website at no cost, via
www.etenders.gov.za or www.jhbproperty.co.za**

Important Notice

No submission(s) transmitted by fax or other electronic means will be accepted

No briefing session: All technical enquiries to be emailed to tenders@jhbproperty.co.za from 20 October 2025 and JPC to ensure that all enquiries have been responded to by no later than 17 November 2025.

Closing time of submission: 21 November 2025 at 10h30 (Telkom time) – no bid received after the closing date and time will be accepted or considered

All proposals are to be submitted on or before the closing date and time. The opening register will be uploaded on the JPC Website within 10 days from the date of closing of this bid.

RFP 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

NAME OF BIDDER :

Documents to be Submitted: 1 original and 1 hard copy in sealed packages

Submissions under sealed cover must be addressed to City of Joburg Property Company (SOC) Ltd endorsed with bid number and description, and placed in the tender box no later than the date and time indicated below. City of Joburg Property Company (SOC) Ltd does not take any responsibility for any bids deposited into an incorrect box.

Closing Date: 21 November 2025



RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

Closing Time: 10h30 (Telkom time)

**Place: City of Joburg Property Company (SOC) Ltd
3RD Floor, Forum I , A-Block (Reception Level)
Braampark Office Park
33 Hoofd Street
Braamfontein**

Contents

INTRODUCTION	4
INVITATION TO BID (MBD1)	5
TENDER ADVERT FOR BID: RFP 04/2026FY/JPC (JPC MBD 2)	8
GENERAL TERMS OF REFERENCE PROCEDURES AND CONDITIONS (JPC MBD3)..	14
DECLARATION OF INTEREST (MBD 4)	16
RENTAL PROPOSAL FOR OFFICE ACCOMMODATION (JPC MBD 5)	20
PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 MBD 6.1	24
90/10.....	25
BIDDER'S INFORMATION (JPC MBD 7).....	28
DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD 8)	29
CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)	31
SCOPE OF WORK (JPC MBD 10)	35
BID SPECIFICATIONS (JPC MBD 11).....	36
EVALUATION CRITERIA (JPC MBD 12)	41
STANDARD CONDITIONS OF SUBMISSION (JPC MBD 13)	45
REGISTRATION DOCUMENTS (JPC MBD 14)	49
CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI) (JPC MBD 15)	50
BIDDER'S COMPANY PROFILE (JPC MBD 16)	53
POWER OF ATTORNEY OR COMPANY RESOLUTION (JPC MBD 17)	54
PROOF OF UP TO DATE MUNICIPAL ACCOUNT / AFFIDAVIT / PROOF OF ARRANGEMENTS TO SETTLE ARREARS (JPC MBD 18)	55
JOINT VENTURE / CONSORTIUM AGREEMENT (JPC MBD 19).....	56
ANNEXURE A: TARGET AREA MAP	57

INTRODUCTION

The City of Johannesburg

- a) In 2000, Johannesburg was restructured to become a single metropolitan authority and elections were held for an executive mayor and unified local government.
- b) Since then, the City has enjoyed a financial turnaround, with the creation of a credible and stable operating environment. This stability, strong centralised co-ordination and oversight has allowed the City to play a crucial role in building the economy, and implementing policies and structures to support economic growth and poverty alleviation.
- c) All urban development in Joburg is guided by the Growth and Development Strategy.

The City of Joburg Property Company (JPC)

- a) The City of Joburg Property Company SOC Ltd (JPC), established in 2000, is a dynamic company mandated to manage and develop the City of Johannesburg's (CoJ) property assets for the purpose of maximising both social and commercial opportunities for the Council.
- b) Dedicated to finding solutions to the developmental challenges facing the City of Johannesburg, the JPC utilises council-owned land assets to leverage private sector investment in public infrastructure. The JPC, on behalf of the CoJ, provides Property Asset Management, Property Management (Commercial), Property Management (Social), as well as Facilities Management and Maintenance Services; and its relevant subsidiary services.
- c) Therefore the JPC prides itself as the arm responsible for maximising the social, economic and financial value of the CoJ's total property portfolio and enhancing its efficient use of property to drive investment, economic growth and job creation. The JPC aims to achieve its objectives by focusing on the following imperatives:
 - Realising value (social, financial and economic) for the CoJ;
 - Supporting economic development and aligning the CoJ property portfolio with CoJ priorities;
 - Increasing the effectiveness of economically viable municipalities and social use of properties; and
 - Management of risk and return with respect to the property portfolio and property transactions for the CoJ.



RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

INVITATION TO BID (MBD1)

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE CITY OF JOBURG PROPERTY COMPANY SOC LTD					
BID NUMBER:	RFP 04/2026FY/JPC	CLOSING DATE:	21 November 2025	CLOSING TIME:	10:30am
DESCRIPTION	POP NUMBER: POP01/2025FY/PF: REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF A PANEL OF PROFESSIONAL CONSULTANTS TO CONDUCT BUILDING CONDITION ASSESSMENTS FOR THE VARIOUS COJ FACILITIES FOR A PERIOD OF THREE (03) YEARS				

BID RESPONSE DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT 33 HOOFD STREET, FORUM 1, BLOCK A, 3RD FLOOR, ENTRANCE LEVEL, BRAAM PARK, BRAAMFONTEIN, JOHANNESBURG. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED OR AMENDED)

SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER PART B:3]
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE	R
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED			
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT	Supply Chain Management	CONTACT PERSON	
CONTACT PERSON	Supply Chain Management	TELEPHONE NUMBER	
TELEPHONE NUMBER	010 219 9000	FACSIMILE NUMBER	
FACSIMILE NUMBER	010 219 9400	E-MAIL ADDRESS	
E-MAIL ADDRESS	tenders@jhbproperty.co.za		

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR ONLINE
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS OF THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.

- 2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
- 2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- 2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ YES ☐ NO
- 3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ YES ☐ NO
- 3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? ☐ YES ☐ NO
- 3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ YES ☐ NO
- 3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ YES ☐ NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.

SIGNATURE OF BIDDER:.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:.....

DATE:.....

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

TENDER ADVERT FOR BID: RFP 04/2026FY/JPC

(JPC MBD 2)

CITY OF JOBURG PROPERTY COMPANY (SOC) LTD (REG. NO 2000/017147/07) (“JPC”), HEREBY INVITES INTERESTED PROPERTY OWNERS TO SUBMIT REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

Bid Number	RFP 04/2026Y/JPC
Bid Description	REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE REGION F IN THE BRAAMFONTEIN, CITY OF JOHANNESBURG, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS
Compulsory Briefing Session Date	No briefing session will be held.
Document Availability Date	20 October 2025
Document Availability	Document can be downloaded from E-tenders and the JPC website at no cost, via www.etenders.gov.za or www.jhbproperty.co.za
Closing Date	21 November 2025 at 10h30 (Telkom time)
Pre-qualification	None
Disqualification criteria	- Only bid proposals with a minimum of 31 474 m² (Thirty one thousand four hundred and seventy four square metres) and a minimum of 772 Parking Bays including at least 6 disability parking bays clearly marked on site will be accepted (clearly marked floor plans must be attached). - Minimum Grade B buildings will be accepted. (Valid grading certificate as per SAPOA Guidelines, not older than 12 months to be provided) NOTE: Buildings with a Higher SAPOA Grading will be considered, provided that the rates are a minimum of “B” Grade building. - Bid proposals outside the preferred locality in Region F, Johannesburg Braamfontein) will not be accepted. PROOF OF OWNERSHIP AND RIGHT TO LEASE THE PROPERTY TO BE PROVIDED FOR THE DURATION REQUIRED).

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

	- Standby generator/Alternative power supply to power up entire building. Provide proof/confirmation, on a deposed affidavit confirming the following on the generator. The Generator will as a minimum, feed/power up: - All emergency lighting and systems in the building, - Parking facilities, - All elevators, and - All electrical points in the leased premises. - All Industrial refrigeration and systems - Provide up to date service records of the generator. (WRITTEN CONFIRMATION FROM A CERTIFIED ENGINEER THAT SUCH POWER SUPPLY IS FULLY FUNCTIONAL AND OPERATIONAL TO BE PROVIDED. SUCH CONFIRMATION MUST NOT BE OLDER THAN 3 MONTHS) Only buildings that have a Centralised or appropriate individual systems for Heating, Ventilating, and Air Conditioning (HVAC) system will be considered. (CERTIFICATION BY A PROFESSIONAL HVAC ELECTRICIAN/ENGINEER, NOT OLDER THAN THREE MONTHS ON CONFIRMING THE HVAC SYSTEM MUST BE PROVIDED) NB: Failure to comply with any of the above requirements will result in the bid being disqualified.
Compliance Requirements before an award is made to the successful Bidder	- Valid Tax Compliant Verification PIN number issued by SARS - Proof of registration of the Bidder as follows: - Natural persons- certified copy of ID document/ passport - Partnership- copy of Partnership Agreement plus IDs of all partners - Company- current CM29/COR 39 - Close Corporation- current copy (not older than three months) of CK1 and/or CK2C and/or COR 20.1 - Trust- letter of appointment from the Master of the High Court of SA and deed of trust - JV/Consortium- JV/Consortium Agreement plus CIPC and/or ID documents of all JV/Consortium partners JV/Consortium: A sworn Affidavit will also be acceptable

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

	• Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the individual / Proof that acknowledgements or arrangements have been made to settle arrears / Valid Lease agreement / Affidavit stating why an up to date municipal account cannot be submitted. • Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the Entity / Proof that acknowledgements or arrangements have been made to settle arrears Valid Lease agreement / Affidavit stating why an up to date municipal account cannot be submitted • Up to date Municipal Account not older than three (3) months and not over three (3) months in arrears for the Director (s) or Member (s) / Proof that acknowledgements or arrangements have been made to settle arrears /Valid Lease agreement / Affidavit stating why an up to date municipal account cannot be submitted • Central Supplier Database (CSD) registration valid on tender closing date • Company resolution for bid signing powers • In the event the bidder is tendering as a Joint Venture/Consortium, all members of the JV/Consortium must submit all required documentation and a JV / Consortium agreement • Tendered Building must meet all OHASA Statutory Requirements. • Proof of ownership of the property. • The following documents must be completed and duly signed: ○ Declaration of interest in MBD 4 ○ Declaration of the Bidder's Past Supply Chain Practices in MBD 8, ○ Certificate of Independent Bid Determination in MBD 9, and
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RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

	○ Bidders Information in JPC MBD 7.1 NB: False declaration by the bidder will not be accepted ● If the entity or any of its Directors are listed on the National Treasury register of defaulters, the bidder will be disqualified. ● Submission of Public Interest Score (PIS) as per The Companies Act Regulations 26(2). The Public Score Calculation must be supported by the following: ○ Audited Annual Financial Statements indicating the latest three financial periods, OR ○ Latest unaudited annual financial statement used for the calculation of the PIS. NB: The following documents in respect of the office accommodation tendered must be submitted before the awarding of the bid: ○ Certificate of occupancy (COO) ○ Comprehensive Indoor air quality monitoring report. ○ Comprehensive report on Lift maintenance (lift, escalator, and passenger conveyor regulation). ○ Confirmation that the building is compliant in terms of building regulations for persons with disabilities. (Access, ramps, well-maintained ablution facilities-accessible to physically challenged/disabled people). ○ Assessment and test report of servicing and functional sprinklers and fire detectors and firefighting equipment/system. ○ Evacuation floor plans and procedures. ○ A Fire Clearance Certificate from EMS ○ Electrical COC (An electrical COC to be provided prior to the signing of the lease if not supplied with this bid). ○ Bidders must submit air conditioner assessment report (floor by floor). (WRITTEN CONFIRMATION FROM A CERTIFIED ENGINEER THAT SUCH POWER SUPPLY IS FULLY FUNCTIONAL AND OPERATIONAL TO BE PROVIDED. SUCH CONFIRMATION MUST NOT BE OLDER THAN 3 MONTHS
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RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

Evaluation Criteria	The Value of this bid is expected to exceed R50 000 000 (all applicable taxes included) and therefore the 90/10 preference point system shall be applicable. $P_s = 90 \left(1 - \frac{P_{max} - P_t}{P_{max}} \right)$
Address	City of Joburg Property Company SOC Ltd, 3 rd Floor, Forum I, 33 Hoofd Street, Braam Park Office Park, Braamfontein
Enquiries	tenders@jhbproperty.co.za

Please note the following conditions of submission:

- Proposals submitted after the closing date will not be accepted. It is recommended that bids be submitted the day prior to the closing date as JPC will not approve any request for condonation of late submissions due to any unforeseeable reason resulting in such late submissions.
- City of Joburg Property Company (SOC) Ltd reserves the right not to accept any proposals/accept part of the proposals, or to withdraw the call for proposals.

Musah Makhunga
Chief Executive Officer
City of Joburg Property Company SOC Ltd
3rd Floor, Forum I Building, Braampark
Office Park, 33 Hoofd Street,
Braamfontein Johannesburg

Contact Details
Supply Chain
Management
Department
Tel: (010) 219-9000
Fax: (010) 219-9400

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

BID DESCRIPTION: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE REGION F IN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

BID DOCUMENTS CANNOT BE POSTED.

BID DOCUMENTS MUST BE PLACED IN A CLEARLY SEALED PACKAGE AND DEPOSITED IN THE BID BOX SITUATED AT: JPC OFFICES SITUATED AT 33 HOOFD STREET, BRAAM PARK, FORUM I, THIRD FLOOR, ENTRANCE OF A-BLOCK.

BIDDERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY AT THE CORRECT ADDRESS.

INCOMPLETE, UNSIGNED DOCUMENTS/FORMS MAY BE REJECTED. JPC WILL NOT ACCEPT LATE RESPONSES.

ONE ORIGINAL OF THE DOCUMENT, PLUS ONE (1) HARD COPY AND MUST BE DELIVERED AND CLEARLY MARKED.

The bid box is accessible from Monday – Friday at 08H00 – 16h00.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS (NOT TO BE RE-TYPED).

THIS BID IS SUBJECT TO JPC'S STANDARD CONDITIONS OF APPOINTMENT (JPC MBD 15) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

GENERAL TERMS OF REFERENCE PROCEDURES AND CONDITIONS (JPC MBD3)

1. Purpose

The purpose of this request is to obtain proposals from property owners for the provision of office accommodation and parking facilities for the City of Johannesburg Group Finance in Region F, Braampark, in terms of a lease for a period of 9 years 11 months.

2. Conditions of Proposal

- 2.1 The City of Joburg Property Company (SOC) Ltd (Reg No 2000/017147/07) ("JPC"), hereby invites interested suitable qualified/experienced Bidders to submit proposals for consideration for the appointment for the work described in this RFP.
- 2.2 Appointment will be made in accordance with JPC's standard conditions of contract

3. Submission of Proposals

- a. The Bidder(s) must submit one original and one (1) hard copy of the Proposal document.
- b. Proposals must be submitted on or before 10:30 (Telkom Time) on the closing date.
- c. Each Proposal must be clearly marked with the title of the bid as per the cover page.
- d. The completed proposal call documents must be deposited in the box made available at the JPC Offices, Reception area at the entrance of A-Block, Forum I Building, 3rd floor, Braampark Office Park, 33 Hoofd Street, Braamfontein.

BID DOCUMENTS CANNOT BE POSTED

BID DOCUMENTS MUST BE PLACED IN A SEALED MARKED ENVELOPE AND DEPOSITED IN THE BID BOX SITUATED AT: JPC'S OFFICE, RECEPTION AREA AT THE ENTRANCE OF A-BLOCK, FORUM I BUILDING, 3rd floor, BRAAMPARK OFFICE PARK, 33 HOOFD STREET, BRAAMFONTEIN.

BIDDERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS. BID SUBMITTED AFTER THE CLOSING DATE AND CLOSING TIME WILL NOT BE ACCEPTED FOR CONSIDERATION.

The bid box is accessible from 08:00 – 16:00 hours from Monday - Friday.

4. Further Conditions

- a. The Bidder(s) shall be deemed to have satisfied itself as to all of the conditions, procedures and performance and discharge of the obligations required in terms of this document.
- b. The Bidder(s) shall be deemed to know and understand the content of this document and a submission of a Proposal will indicate the Proposer(s) unconditional acceptance of all the terms and conditions contained in this document.
- c. The information required in the Proposal must be provided accurately and honestly. Bidder(s), who fail to provide such information to the satisfaction of the JPC, will be

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

- disqualified from the proposal call process.
- d. All details provided by the Bidder(s) will be regarded as material representations, on the basis of which the JPC based the evaluation of the proposal. Any misrepresentation will be treated as material and will, result in the disqualification of the specific proposal by JPC and/or termination of the subsequent appointment.
 - e. JPC will not be held responsible or liable for any costs whatsoever and /or losses incurred or suffered by the Bidder(s) or any other party or parties for whatsoever reason as a result of the Proposal.
 - f. Neither the appointed Bidder(s) nor the resulting contract may be ceded or assigned to a third party unless the Bidder(s) state that he/she/it is acting as agent on behalf of a another person or entity or such cession or assignment is approved by JPC for justifiable reasons.
 - g. The evaluation of bids will be completed by the JPC.
 - h. JPC reserves the right to seek clarification or further information from Bidders and or to the request the submission of required documents within a specified time, and to appoint professionals to advise on aspects of the proposals submitted.
 - i. JPC reserve the right to make an appointment to more than one bidder, in whole or in part.
 - j. JPC reserve the right to negotiate a final proposal with any of the Bidder(s).
 - k. JPC does not bind itself to accept any proposal submitted.
 - l. JPC may at its discretion withdraw the proposal call process at any stage during the process.

Enquiries

Only email enquiries will be accepted, such enquiries must be directed to:
tenders@jhbproperty.co.za

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE NUMBER

CELLPHONE NUMBER CODE NUMBER

FACSIMILE NUMBER CODE NUMBER

E-MAIL ADDRESS

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

DECLARATION OF INTEREST (MBD 4)

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

No.	Information	Please provide detail	
3.1	Full name of bidder or his or her representative		
3.2	Identity number		
3.3	Position occupied in the company (director, trustee, shareholder ²)		
3.4	Company registration number		
3.5	Tax reference number		
3.6	VAT registration number		
Note	<i>(The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.)</i>		
3.7	Are you presently in the service of the state?	Yes	No
	If yes, please furnish particulars :		

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

No.	Information	Please provide detail	
3.7.1	Name of director		
3.7.2	Service of state organization		
3.8	Have you been in the service of the state for the past twelve months? If yes, please furnish particulars :	Yes	No
3.8.1	Name of director		
3.8.2	Service of state organization		
3.9	Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? If yes, please furnish particulars :	Yes	No
3.9.1	Name of person in the service of state		
3.9.2	Relationship		
3.10	Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? If yes, please furnish particulars :	Yes	No
3.10.1	Name of person in the service of state		
3.10.2	Relationship		
3.11	Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?	Yes	No

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

No.	Information	Please provide detail	
	If yes, please furnish particulars :		
3.11.1	Name of director		
3.11.2	Service of state organization		
3.12	Is any spouse, child or parent of the company's director trustees, managers, principle shareholders or stakeholders in service of the state?	Yes	No
	If yes, please furnish particulars:		
3.12.1	Name of director		
3.12.2	Name of relative		
3.12.3	Relationship		
3.13	Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract?	Yes	No
	If yes, please furnish particulars:		
3.13.1	Name of director		
3.13.2	Related company		

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

No.	Information	Please provide detail
Note:	SCM Regulations: "1In the service of the state" means to be – (a) a member of – (i) any municipal council; (ii) any provincial legislature; or (iii) the national Assembly or the national Council of provinces; (b) a member of the board of directors of any municipal entity; (c) an official of any municipality or municipal entity; (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999); (e) a member of the accounting authority of any national or provincial public entity; or (f) an employee of Parliament or a provincial legislature. "2 Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.	

4. Full details of directors / trustees / members / shareholders

Full Name	Identity Number	State Employee Number

5. I, the undersigned certify that the information furnished on this declaration form is correct.

I accept that the state may act against me should this declaration prove to be false.	
NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

RENTAL PROPOSAL FOR OFFICE ACCOMMODATION (JPC MBD 5)

NAME OF BIDDER:

BID NO.:

1. DEFINITIONS

Net Rental: Exclusive of parking, municipal rates and taxes, and operating costs.

Operating Cost: Bidders are requested to list all items which are for the tenants account as per operating cost sheet. Please refer to section two (2) below, for the operating cost sheet. The total operating costs computed from this sheet will serve as input costs for Year One operating costs in sections three (3). For the avoidance of doubt, operating costs is inclusive of all common area and/or maintenance costs for the leased premises; refer to the operations cost sheet and Annexure B.

Municipal Rates and Taxes: As per Municipal bill for occupied space.

Tenant Installation Allowance: All bidders are required to provide confirmation of the total tenant installation (TI) allowance / landlord contribution to be afforded JPC based on the lease period.

Note: TI allowances shall be utilised by and at the discretion of JPC to undertake, supply and install, amongst others, the following: -

Dry wall partitioning, carpeting, tiling, fixtures and fittings, ICT, security, furniture, painting, wallpaper, power skirting, boardrooms/meeting rooms, professional consultants, etc.

Validity Period: Offer to be valid for 120 days from the closing date of bid. TI allowance to be valid for 18 months from date of beneficial occupation.

TI allowance to be valid for 18 months from date of beneficial occupation as defined in the lease agreement to be entered into.

Gross Rental: The sum of Parking, Net Rental and Operating costs.

Any enquiries regarding bidding procedures may be directed to:

**CITY OF JOBURG PROPERTY COMPANY SOC LTD:
SUPPLY CHAIN MANAGEMENT UNIT
tenders@jhbproperty.co.za**

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

2. OPERATING COST SHEET

Description of Operating Costs	Rate per m ²	Monthly rental
Fire prevention, detection and extinguishing equipment service	R	R
Lift maintenance	R	R
Electrical maintenance	R	R
HVAC maintenance	R	R
Garden services	R	R
External maintenance	R	R
Generator levy	R	R
Insurance (Building and Third Party)	R	R
Domestic of effluent fees	R	R
Corporate or body corporate or property association fees	R	R
SASRIA (South African Special Risk Insurance Association)	R	R
Charges for the installation and/or reading of gas, water and/or electricity meters in the property, the building and sub-meters to the premises	R	R
Cleaning and hygiene services (entire premises internal and external)	R	R
Pest control services(entire premises internal and external)	R	R
Security services(entire premises internal and external basic electric security in common areas)	R	R
	R	R
	R	R
	R	R

TOTAL

R	R
---	---

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

1. OFFER – 9 YEARS 11 MONTHS LEASE TERM

Year	Parking	Net Rental	Operating Costs
1	R	R	R
2	R	R	R
3	R	R	R
4	R	R	R
5	R	R	R
6	R	R	R
7	R	R	R
8	R	R	R
9	R	R	R
10	R	R	R

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

YEAR	GROSS RENTAL PER MONTH	GROSS RENTAL PER YEAR
1	R	R
2	R	R
3	R	R
4	R	R
5	R	R
6	R	R
7	R	R
8	R	R
9	R	R
10	R	R

TOTAL OVER 9 YEARS, 11 MONTH LEASE TERM EXCLUDING VAT

R

VALUE ADDED TAX (VAT)

R

TOTAL OVER 9 YEARS, 11 MONTH LEASE TERM INCLUSIVE OF VAT

R

TOTAL TENANT INSTALLATION CONTRIBUTION

R

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022 **MBD 6.1**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The 90/10 preference point system will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	90
SPECIFIC GOALS	10
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 90/10 PREFERENCE POINT SYSTEMS

A maximum of 90 points is allocated for price on the following basis:

90/10

$$P_s = 90 \left(1 - \frac{P_{max} - P_t}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Means of Verification
Business owned by 51% or more – Black People	5		Provide a CSD, Valid BBBEE Certificate/ Original Affidavit Sworn under Oath, ID copy of owner/s of the business and shareholder's certificate/s
Enterprise location within the City Of Johannesburg Metropolitan Municipality	5		(CSD and proof of municipal account)

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

BIDDER'S INFORMATION (JPC MBD 7)

Name of Bidder			
ID /Passport/ Registration Number			
Nature of bidder (tick one)	Natural Person/ Sole Proprietor		
	School/NGO/Trust		
	Company/ CC/ Partnership		
	Joint Venture (JV)		
Postal Address		Tel	
		Cell	
		Email	
		Fax	

BIDDER BANKING DETAILS

Name of bidder's Banker	
Contact details of banker	

Please indicate how you became aware of the invitation to submit this Proposal

The Star		JPC website	
Sowetan		E- Tenders	
JPC Social Media Accounts		Business Day	

I, the undersigned certify that the information furnished on this declaration form is correct.

I accept that the state may act against me should this declaration prove to be false.	
NAME OF REPRESENTATIVE	AUTHORISED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

DECLARATION OF BIDDERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES (MBD 8)

1. This municipal bidding document must form part of all bids invited.
2. It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
3. The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - 3.1. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - 3.2. been convicted for fraud or corruption during the past five years;
 - 3.3. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - 3.4. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004).
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the accounting officer / authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website www.treasury.gov.za and can be accessed by clicking on its link at the bottom of the home page	Yes	No
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website www.treasury.gov.za by clicking on its link at the bottom of the home page.	Yes	No

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

Item	Question	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		

I, the undersigned certify that the information furnished on this declaration form is correct.

I accept that the state may act against me should this declaration prove to be false.	
NAME OF REPRESENTATIVE	AUTHORIZED SIGNATURE (UNDERSIGNED)
DATE	CAPACITY

CERTIFICATE OF INDEPENDENT BID DETERMINATION (MBD 9)

1. This municipal bidding document (MBD) must form part of all bids¹ invited.
2. Section 4(1)(b)(iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38(1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - 3.1. take all reasonable steps to prevent such abuse;
 - 3.2. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - 3.3. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be
7. construed as collusive bidding.
8. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
9. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
10. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

11. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

SCOPE OF WORK (JPC MBD 10)

City of Joburg Property Company ("JPC"), on behalf of City of Johannesburg ("CoJ"), is responsible for amongst others, the management, acquisitions, disposals and leasing of properties to meet CoJ requirements.

In this regard, JPC is intending to secure suitable office accommodation and parking facilities for Group Finance in Braamfontein Region F, City of Johannesburg in terms of a lease for a period of 9 year 11 months. Please refer to locality description as **Annexure A**.

Proposals are therefore sought for the provision of office accommodation situated in the abovementioned target area. The building must be in an area that would facilitate business between the City of Johannesburg user departments and the City of Johannesburg Communities. The area must have access to adequate public transport for employees and CoJ Communities.

JPC is requesting proposals for office accommodation and parking facilities in terms of a lease for a period of 9 years 11 months. A minimum Grade B building, according to the SAPOA building grade, will be accepted. (Certificate of grading as per SAPOA Grading standards, not older than 12 months MUST be provided).

The required office space is to be a minimum of 31 474 m² (Thirty one thousand four hundred and seventy four square metres) GLA, in a single of two buildings and the entire of the ground floor is required to be on the entire of floor for the walk in centre, easily accessible from the parking area as well, allowing direct access for members of the public.

A minimum of 772 parking bays, including minimum of 6 clearly marked and disability bays and clearly marked floor plans as well, preferably shaded/covered are to be provided on site

The successful bidder will be required to enter into a "Repairs and Maintenance Agreement" for the duration of the lease which will include (but not be limited to), all items listed on Annexure B.

Such repairs and maintenance will only be undertaken, after written consent from the tenant during the lease period.

Costs of these repairs and maintenance, will be billed monthly completed as part of the monthly operating costs.

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

BID SPECIFICATIONS (JPC MBD 11)

Bidders must indicate, by ticking either in the **YES** or **NO** box, whether they comply with the base building requirement. Failure to tick against all base building requirements will render your proposal non-responsive.

The Bidder shall furnish JPC with a proposal based on the below deliverables together with necessary supporting documents confirming and relating to the following: -

BASE BUILDING REQUIREMENTS	YES	NO
Buildings Grades: Minimum grade B (Grading certificate not older than 12 months to be provided) For the avoidance of doubt, SAPOA defines Grade B buildings as follows: Generally older buildings, but accommodation and finishes close to modern standards as a result of refurbishments and renovation from time to time, air-conditioned; on-site parking, unless special circumstance pertain.		
Floor Allocation Requirement: The entire ground floor for the walk in centre, easily accessible from the parking area allowing direct access for members of the public.		
Target Location: Municipality Jurisdiction, Braamfontein Region F Johannesburg. The site must have high level of accessibility and should be convenient to both pedestrians and motorists. The site must be located along mobility route. The site must also be easily accessible from major freeways. For avoidance of doubt the property must be situated in Braamfontein.		
Emergency ingress / egress exits / assembly point.		
Centralised Heating, Ventilating, and Air Conditioning (HVAC) system.		
A minimum of 772 parking bays including a minimum of 6 clearly marked disability parking bays, preferably shaded/covered, on site.		
On-site storerooms.		
Operational lifts with records or proof of service and maintenance contracts. Lift must comply with OHS requirements not older than 12 months.		
Cleaning services (All areas).		
Security services (All areas / Access / Egress control) (Physical and Electronic Security)		

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

CCTV surveillance cameras adequate to cover the external and the main entrance of the building.		
Work pause areas/ staff canteen/kitchens		
Standby generators to power up entire building. Provide proof that the generator is fit for purpose. As a minimum, the standby generator will feed: - all emergency lighting and systems in the building, - Parking facilities, - All elevators, and - All electrical points in the leased premises.		
General reception area.		
The office building must have existing fire detection and prevention services.		
Ablution Facilities: Male, female and persons with disability toilets.		
Allow for full telephone and IT infrastructure.		
Onsite caretakers / Building Managers.		
Provide confirmation of the total tenant installation (TI) allowance / Landlord contribution to be afforded JPC for the fit out based on a 9 year 11 months lease.		
The Server Room / Data Centre and its environment: Adequate infrastructure should exist or be provided to cater for a server room / data centre, with suitable air-conditioning and in a significant condition for the proficient functioning of ICT systems of the City. For the avoidance of doubt, the server room should have the following minimum requirements: - The server room should have brick walls or an appropriate fire rated drywall suitable to house a server room. - The server room should be windowless to avoid exposure to the sun, which can heat up the machines past their safe point. - The ceilings should be at least 2.8 meters high to allow you room to grow and to allow more space for heat to dissipate. - Floors should be antistatic materials to make moving easier and prevent shocks. Floors should be raised to allow proper ventilation and cabling out of sight. - The server room should be equipped with fire suppression systems in line with server/data Centre room standards. - There should have dedicated electricity source. - The Server room should be equipped with adequate cool systems.		

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

NB: The following documents in respect of the office accommodation tendered must be submitted before the awarding of the bid • Certificate of occupancy (COO) • Comprehensive Indoor air quality monitoring report. • Comprehensive report on Lift maintenance (lift, escalator, and passenger conveyor regulation) not older than 12 months. • Confirmation that the building is compliant in terms of building regulations for persons with disabilities. (Access, ramps, well-maintained ablution facilities- accessible to physically challenged/disabled people). • Assessment and test report of servicing and functional sprinklers and fire detectors and firefighting equipment/system. • Evacuation floor plans and procedures. • A Fire Clearance Certificate from EMS • Electrical COC (An electrical COC to be provided prior to the signing of the lease if not supplied with this bid). • Bidders must submit air conditioner assessment report (floor by floor). (WRITTEN CONFIRMATION FROM A CERTIFIED ENGINEER THAT SUCH POWER SUPPLY IS FULLY FUNCTIONAL AND OPERATIONAL TO BE PROVIDED. SUCH CONFIRMATION MUST NOT BE OLDER THAN 3 MONTHS		
The building must allow for staff to work beyond office hours if required.		

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

1. EXPECTED DELIVERABLES RELATING TO BID SUBMISSION

The key and desired deliverables of this project will be as follows (to be included by Bidders in Bid Submission): -

- 1.1.** Written confirmation that the premises on offer / tendered are compliant with the Occupational Health and Safety Act.
- 1.2.** Confirmation of provision of an electrical compliance certificate, at the cost of the landlord/property owner, relating to the premises to be leased prior to lease commencement and occupation by the tenant.
- 1.3.** General Information of the Building
 - Erf Number, name and address of the building.
 - Description of main usage of the building.
 - Copy of zoning certificate of the building.
 - Details of premises on offer (premises being made available for lease to JPC as per requirements of this bid document).

2. BUILDING SKETCHES, PLANS AND PHOTOGRAPHS

1:100 floor plans, sketches and photographs relating to the premises on Offer / to be leased to JPC.

3. PREMISES REQUIREMENTS

3.1. Location:

Target Location:

Property must be located within the City of Johannesburg Metropolitan Municipality Jurisdiction in Region F, Braamfontein. The site must have high level of accessibility and should be convenient to both pedestrians and motorists. The site must be located along mobility route. The site must also be easily accessible from major freeways. For avoidance of doubt the property must be situated in Braamfontein

[Refer to Annexure A: Map showing the boundary of the Region F, Braamfontein area].

3.2. Parking:

A minimum of 772 parking bays, including a minimum of 6 clearly marked disability parking bays on site and in the floor plans

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

3.3. Size/Area:

GLA to be a minimum of 31 474m² (Thirty one thousand four hundred and seventy four square metres) of office space, the entire ground floor for the walk in centre, easily accessible from the parking area allowing direct access for members of the public.

3.4. Lease Term:

9 years, 11 months

3.5. TI Allowance:

All bidders are required to provide confirmation of the total tenant installation (TI) allowance / landlord contribution to be afforded JPC based on 9 Years 11 months being concluded. JPC/COJ has exclusive right to utilize the TI allowance/contribution and appoint relevant service providers to undertake required tenant installation, fit-out, etc.

3.6. Building Grading:

Minimum B Grade buildings/premises, as per SAPOA definition, is sought to be leased by JPC.

3.7. Generator:

Standby generator / back up power is required to be available at the leased premises and must power up the entire building for full usage.

As a minimum, the standby generator will feed:

- all emergency lighting and systems in the building,
- Parking facilities,
- All elevators, and
- All electrical points in the leased premises.

3.8. Escalations:

No rental escalations will be entertained in the first twelve months of the lease period.

EVALUATION CRITERIA

(JPC MBD 12)

TECHNICALITY / FUNCTIONALITY EVALUATION

Bids will be evaluated in order to establish whether they meet the minimum required thresholds for functionality. In this regard, bidders are required to achieve a functional score of not less than 70 points out of 100.

FUNCTIONALITY CRITERIA	POINTS	Returnable documents FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN "0" SCORING
SUITABILITY Single tenanted building = 10 points Multi tenanted building = 5 points	10 points	Floor plans and letter of confirmation regarding tenancy for the building to be provided
Building Technology / Compliance Provide catalogues for the following used in the offices: • Energy efficient lighting (can include, but not limited to) a) fluorescent lamps, Compact Fluorescent lamps and Light Emitting Diodes lamps. Furthermore, it may incorporate proper lighting controls such as timer controls, Passive infrared sensor and ultrasonic sensors-based controls) • Smart energy metering (can include, but not limited to, automatic meter reading (AMR) connectivity, and advanced smart meters) All of the above = 10 points • One of the above = 5 points • None of the above = 0 points	10 points	Bidder to provide a portfolio of evidence providing details of the installation which includes but not limited to: commissioning date, type of equipment/installation, pictures of installation, maintenance schedules (if applicable).
Prime Location and Accessibility Aerial plan indicating the following to be attached. • Building that is located in the target area and is within 400 metres walking distance from public transport route =	15 points	Aerial plan indicating walking distance from all public transport routes/facilities relative to the proposed building.

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

FUNCTIONALITY CRITERIA	POINTS	Returnable documents FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN "0" SCORING
15 points • Building that is located in the target area and be more than 401metres and less than 500metres walking distance from public transport route = 10 points • Building that is located in the target area and is more than 501metres and less than 750metres walking distance from public transport route = 5 points • Building that is located in the target area and is more than 751 metres walking distance from public transport route = 0 points		
Site Inspection • Verification and testing of functional on-site Generator = 5 points As a minimum, the standby generator will feed: • all emergency lighting and systems in the building, • Parking facilities, • All elevators, and • All electrical points in the leased premises. • Verification of on-site clean water tank with a minimum of 10 000 litres in case of water shortages = 5 points • Verification of a portion of ground floor office space and accessibility = 5 points	15 points	JPC personnel to conduct site inspection. NB: Verification and testing of Generator during site inspection will require the bidder/landlord to switch off Electricity supply to prove the capacity, efficiency and functionality of the generator
Parking Allocation The minimum required on-site 772 parking bays including 6 clearly marked disability parking bays.	15 points	Bidder to submit parking level floor plans clearly marked. Clearly marked Floor plans to indicate parking numbering

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

FUNCTIONALITY CRITERIA	POINTS	Returnable documents FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN "0" SCORING
• 100% parking on-site including 6 clearly marked disability bays = 15 points • 95% (733) parking facilities on-site including 6 clearly marked disability bays with the balance (3) off-site within 100m walking distance to building) = 10 points • 90% (694) parking facilities on-site including the 6 clearly marked disability bays with the balance (5) off-site (within 100m walking distance to building) = 8 points • 85% (656) parking facilities on-site including the 6 clearly marked disability bays with the balance (8) off-site within 100m walking distance to building) = 5 points • Less than 85% (656) parking facilities on-site including the 6 clearly marked disability bays= 0 points		including total number of bays per parking level.
Repairs and Maintenance plan for the previous year and projected for the next 9 Years, 11 months. Detailed maintenance plan covering the following as a minimum; • Lifts maintenance plan (if applicable) • Fire equipment and systems • General fabric maintenance of common areas • Electrical system maintenance • HVAC system maintenance • Maintenance of the exterior of the property (Façade and roof i.e. brick and mortar structure)	30 points	Bidder to provide detailed R&M plan indicating the following: 1. Previous year (2023/2024) R&M plan and what was executed. Completion certificates to be included in proposal. 2. Proposed R&M plan for the next 12 months from date of occupation.

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

FUNCTIONALITY CRITERIA	POINTS	Returnable documents FAILURE TO PROVIDE THE REQUIRED DOCUMENTS WILL RESULT IN "0" SCORING
All 6 of the above = 30 points Any 5 of the above = 25 points Any 4 of the above = 20 points • Below any 4 of the above = 0 points		
Transformation and empowerment plan with the organisation Bidders must show transformation / empowerment outlining how the following targets will be achieved : • SMME empowerment • Woman Empowerment • Youth Empowerment • Disability Empowerment Total 5 Points Any 2 of the above = 3 points Plan that does not outline 2 or below of the above empowerment targets = 0 points.	5 points	<i>The bidder is expected to provide a detailed plan outlining how it would empower SMME's.</i> <i>An SMME is defined as</i> <i>"A separate and distinct business entity, with less than 50 employees, which has an annual turnover of more than R5 million, and delivers and/or manages the assessment of learning programmes that culminate in specified NQF standards or qualifications."</i> <i>(http://saqa.org.za)</i>
TOTAL	100	

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

STANDARD CONDITIONS OF SUBMISSION (JPC MBD 13)

The following conditions apply to all bids submitted:

SUBMISSION OF PROPOSALS

- Bidder(s) are invited to submit their Proposals by completing the returnable Municipal Bidding Documents (MBDs) and JPCs' MBDs contained in this document.
- In this regard:
 - No other form of Proposal will be accepted. The MBDs must not be construed as an offer.
 - The Bidder(s) must submit one (1) original and one (1) hard copy of the of the completed Bid document.
 - All Proposal documentation received shall be deemed JPC property and shall not be returned or thus requested back by any Bidder.
- Proposals must be sealed, clearly marked with POP name and number, and addressed to The Chief Executive Officer, City of Joburg Property Company (SOC) Ltd
- Bidder's return address must be clearly indicated at the back of the envelope.
- The fully completed document with annexures must be submitted before the closing date specified on the front cover, and be deposited in the tender box made available by the Client Services Centre of:

The City of Joburg Property Company (SOC) Ltd
Forum I Building, Braampark, reception area by the entrance A-Block
33 Hoofd Street, Braamfontein

- **PROPOSALS WHICH ARE NOT SUBMITTED IN A PROPERLY SEALED AND MARKED PACKAGES AND DEPOSITED IN THE BOX BEFORE THE CLOSING DATE, WILL NOT BE OPENED.**
- **PROPOSALS WHICH ARE NOT SUBMITTED IN THE CORRECT FORMAT WITH ANNEXURES ATTACHED, DULY COMPLETED, INITIALLED AND SIGNED, WILL NOT BE CONSIDERED.**
- The information required in the MBDs must be provided accurately and honestly. All details provided by the Bidder(s) will be regarded as material representations, which the JPC base the evaluation of the Proposal on. Any misrepresentation will be treated as material and will result in the disqualification of the Proposal by the JPC. Bidders, who fail to provide such information to the satisfaction of the JPC, will be disqualified.

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

OPENING OF PROPOSALS

- Proposals will be opened immediately after the closing time on the closing date at the offices of JPC at the mentioned address. The POP number, and the name of each Bidder(s) will be announced and recorded in a register.
- Bidder's return address must be clearly stipulated or indicated on the back of the envelope.

EVALUATION OF PROPOSALS

- JPC reserves the right to seek clarification or further information from Bidder(s) and to appoint professionals to advise and verify information on aspects of the Proposals submitted in a manner that the JPC or its agent deems appropriate.
- The preferred Bidder(s) may be required to make presentations to the JPC.
- The Bidder(s) shall be deemed to know and understand the content of the Proposal Call document and a submission of the MBDs will indicate the Bidder(s) unconditional acceptance of all the terms and conditions contained in the Proposal Call document.
- The Bidder(s) shall be deemed to have satisfied itself as to all of the conditions, procedures and performance and discharge of the obligations required in terms of the Proposal Call documents.
- The non-acceptance or variation of any of the conditions, or the inclusion of any other conditions in the Proposal Call document by the Bidder(s) will be treated as a qualified bid and will be disqualified
- The Proposal(s) will be evaluated by the JPC. JPC may accept any Proposal in whole or in part and is not bound to accept any Proposal
- Proposals will be evaluated using the evaluation criteria stated in JPC MBD 12.
- The Proposal(s) will be adjudicated by the JPC's Bid Adjudication Committee and awarded in terms of the JPC's Supply Chain Management Policy for Goods and Services.
- The JPC will not be held responsible or liable for any costs whatsoever and /or losses incurred or suffered by the Bidder(s) or any other party or parties for whatsoever reason as a result of the Proposal.
- Any Proposal in the name of a partnership or joint venture or consortium will,
- on acceptance, be deemed as joint and several agreements with all parties.

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

- All proposals shall remain valid for a period of **120 days** after the closing date, provided that bidders may extend the validity of the proposal on request of JPC.

RESOLUTIONS OF DISPUTES

- Persons or bidders who are aggrieved by decisions or actions taken in the implementation of Supply Chain Management system or in the awarding of the bid, must within 20 (twenty) days of the awarding of the bid, lodge a written complaint containing the details of the dispute arising to the Chief Executive Officer of JPC at the following address or telefax number:

3RD Floor, Forum 1, Braampark, 33 Hoofd Street, Braamfontein
Fax: (010) 219 9400

- The written complaint must contain the following information:
 - The bid reference number;
 - The section of the Policy, Regulations or Act that has been violated;
 - The details of the violation;
 - The City Department or Municipal Owned Entity involved;
 - Relief sought.
- The Chief Executive Officer may appoint an independent person, from outside or within the City or JPC, to investigate and propose a dispute resolution mechanism to address the complaint. The person so appointed will be someone who was not involved in the transaction in question.

PROHIBITIONS

- JPC will not, subject to such amendments to the Act and Regulations and any exemptions as the Minister may promulgate from time to time, award contracts to

Bidder(s) who are owned directly or indirectly by the following categories of persons:-

- defined as an employee or public servant in the service of the state working for Local, Provincial and National Government; or
- defined as an employee in the service of a government owned entity including the municipal entities;
- if the employee mentioned above is actively or inactively a director, manager or principal shareholder of the service provider concerned (refer to GN44 in GG 28411 of 18 January 2006 for the exemption);
- is a member of the board of directors of a municipal entity within its area of jurisdiction (refer to GN44 in GG 28411 of 18 January 2006 for the exemption);
- who is an advisor or consultant contracted to the JPC for the purposes of assisting the JPC with defining of requirements, drafting of specifications or evaluation of the Proposals.

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

- JPC will not award Proposals to any Bidder(s) owned directly or indirectly by politicians serving as councillors for any municipality.
- JPC will not award Proposals to any Bidder(s) owned directly or indirectly by politicians serving in National Assembly, Provincial Legislatures and National Council of Provinces.
- Failure by the above mentioned persons to comply with the above shall lead to cancellation of the contract.

CONSIDERATION OF PROPOSALS FROM CLOSE FAMILY MEMBERS OF PERSONS IN THE SERVICE OF THE STATE

- The JPC does not encourage awarding of contracts to close family members of employees in decision-making positions.
- The bidder must declare and state whether a spouse, child or parent of the bidder or of a director, manager or shareholder is in the service of the City of Johannesburg Municipality, the City of Joburg Property Company, or has been in the service of the state in the previous twelve months.

GENERAL ENQUIRIES

Only email enquiries will be accepted, such enquiries must be directed to tenders@jhbproperty.co.za

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

REGISTRATION DOCUMENTS (JPC MBD 14)

THE FOLLOWING DOCUMENTS MUST BE ATTACHED HEREAFTER (AS MBD) AS PROOF OF REGISTRATION:

- *Natural persons, Sole proprietors and JVs of these – copy of ID document/passport*
- *Schools – copy of Provincial School registration certificate*
- *NGO – copy of Provincial registration certificate*
- *Society Club/ Association – copy of Constitution / founding document*
- *Partnership -copy of partnership agreement plus IDs of all partners*
- *Closed Corporation - Copy of CK1 and/or CK2 and members agreement*
- *Company – current CM29, or COR39*
- *Trust – letter of appointment from the Master of the High Court of SA and deed of trust*
- *Joint Venture/Consortium – JV/Consortium agreement plus ID documents/ company Registration document of all members of JV/Consortium*

CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI) (JPC MBD 15)

This section sets out how personal information will be collected, used and protected by the City of Joburg Property Company SOC Ltd (hereinafter referred to as “JPC”), as required by the Protection of Personal Information Act.

The use of the words “the individual” for the purposes of this document shall be a reference to any person, with reference to the bidder and its directors/shareholders/personnel, communicating with JPC and/or concluding any agreement, registration or application, with the inclusion of each of those individuals referred to or included in terms of such agreement, registration or application.

1. What is personal information?

The personal information that JPC may require relates to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, and personal and work email and contact details.

2. What is the purpose of the collection, use and disclosure (the processing) of personal information?

JPC is legally obligated to collect, use and disclose personal information for the purposes of:

- reporting initiatives to the City of Johannesburg Metropolitan Municipality;
- reporting all contracts awarded to National Treasury;
- obtaining information related to Tax Compliance information from SARS;
- verifying information on the National Treasury database of defaulters;
- evaluating and processing applications for registration on the database;
- compiling statistics and other reports;
- providing personalised communication in respect of the tender/quotation submitted;
- complying with the law; and/or
- for a purpose that is ancillary to the above.
- for the evaluation and adjudication of Quotations, Request for Proposals and Panel of service providers
- posting all awards for Request for Proposals and Panel on the JPC website

Personal information will not be processed for a purpose other than what is identified (the purpose) above without obtaining consent beforehand.

3. How will JPC process personal information?

JPC will only collect personal information for the purpose as stated above. Information will be collected in the following manner:

- directly from the individual
- through the documents submitted with the tender/quotation;
- from service providers who provided services or goods to JPC;
- from JPC's own records relating to previous supply of services or goods; and/or
- from a relevant public or equivalent entity.

4. To whom will personal information be disclosed?

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information, service providers such as professional bodies who operate across the borders of this country (transborder flow of information), where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for.

In the event of another party/ies acquiring all of or a portion of JPC's mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of this policy and the law.

In respect of Request for Proposals and Panel to the Bid Evaluation and Adjudication Committee members

5. Consent and Permission to process personal information:

I hereby agree with the policy and provide authorisation to JPC to process the personal information provided for the purpose stated:

- I understand that withholding of or failure to disclose personal information will result in JPC being unable to perform its functions and/or any services or benefits I may require from JPC.
- Where I shared personal information of individuals other than myself with JPC I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in terms of this personal information policy and I warrant that I am authorised to give this consent on their behalf.
- To this end, I indemnify and hold JPC not responsible and harmless in respect of any claims by any other person on whose behalf I have consented, against JPC should they claim that I was not so authorised.
- I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

- I will not hold JPC responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

6. Rights regarding the processing of personal information:

- The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide JPC with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if JPC agrees to same in writing. JPC specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits.
- In order to withdraw consent, please contact the JPC Information Officer/SCM
- Individuals are encouraged to ensure that where personal information has changed in any respect to notify JPC so that our records may be updated. JPC will largely rely on the individual to ensure that personal information is correct and accurate.
- The individual has the right to access their personal information that JPC may have in its possession and are entitled to request the identity of which third parties have received and/or processed personal information for the purpose. Please note however, that any request in this regard may be declined if:
 - the information comes under legal privilege in the course of litigation,
 - the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
 - giving access may cause a third party to refuse to provide similar information to JPC,
 - the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
 - the information as it is disclosed may result in the disclosure of another person's information,
 - the information contains an opinion about another person and that person has not consented, and/or
 - the disclosure is prohibited by law.

7. Queries relating to breach of personal information:

Please submit queries relating to the breach of personal information to the JPC's information officer and SCM in writing as soon as the breach is discovered.

Signature:	Date:
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RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

BIDDER'S COMPANY PROFILE (JPC MBD 16)



RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

POWER OF ATTORNEY OR COMPANY RESOLUTION (JPC MBD 17)



RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

PROOF OF UP TO DATE MUNICIPAL ACCOUNT / AFFIDAVIT / PROOF OF ARRANGEMENTS TO SETTLE ARREARS (JPC MBD 18)

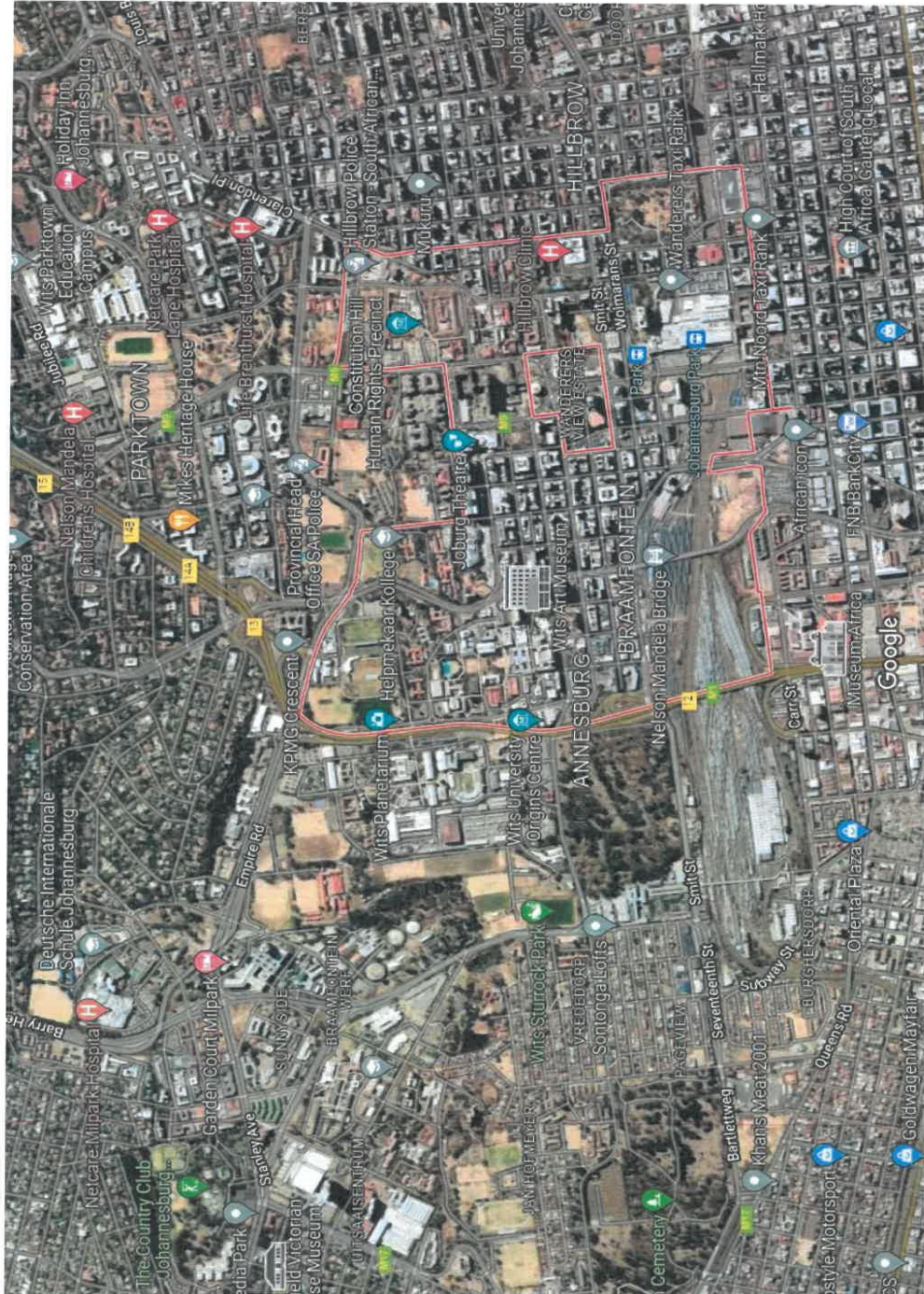


RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

JOINT VENTURE / CONSORTIUM AGREEMENT (JPC MBD 19)

RFP: 04/2026FY/JPC: REQUEST FOR PROPOSALS FOR THE PROVISION OF OFFICE ACCOMMODATION AND PARKING FACILITIES FOR GROUP FINANCE, REGION F IN BRAAMFONTEIN, CITY OF JOHANNESBURG, IN TERMS OF A LEASE FOR A PERIOD OF 9 YEARS, 11 MONTHS

ANNEXURE A: TARGET AREA MAP



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NOTE THAT THIS LIST IS NOT EXHAUSTIVE
Building Name and Address:

Landlord Name:

Tenants:

Date:

The following legislation applies to the maintenance and upkeep of the leased property:

Annexure B

OPERATING COSTS: REPAIRS AND MAINTENANCE

- 1 Occupational Health and Safety Act (Act 85 of 1993) as amended.
- 2 Occupational Health and Safety Regulations published under the OHS Act.
- 3 National Building Regulations and Building Standards Act.
- 4 South African National Standards (SANS) as applicable.
- 4 IHVE Codes

No.	Description Of work	Landlord's Responsibility
1	<i>Maintenance of interior space based on the GLA</i>	x
		x
2	Interior Glass and Mirrors	x
3	Interior walls and skirtings	x
4	Ceilings	x
4.1	Replacement of cracked or broken Ceiling Boards	x
4.2	Repairs to Ceiling Grid	x
4.3	Repairs to Ceiling Straps	x
4.4	Repairs to or Installation of Ceiling Trap Doors	x

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4.5	Installation of Ceiling Insulation (think Pink Etc.)	x
4.6	Any other ceiling work not reflected above	x
		x
5	Internal Iron Mongery	x
5.1	Keys	x
5.2	Doors	x
5.3	Hinges	x
5.4	Door handles	x
5.5	Locks	x
5.6	Automatic door closers - Non Electric	x
5.7	Entrance door	x
5.8	Door vents	x
5.9	Sliding door tracks	x
5.10	Sliding door wheels and guides	x
5.11	Door frames	x
5.12	Repairs to and Servicing of Roller Shutter Doors	x
5.13	Repairs and servicing of garage doors	x
5.14	Repairs to main entrance doors	x
5.15	Repairs to automated electronic door opening and closing system to main entrance and exit doors	x
5.15	Repairs to smoke detection/fire doors	x
5.16	Any other Iron Mongery work not reflected above	x
6	Fire Fighting Equipment	x
6.1	Servicing of fire extinguishers, hose reels and other fire suppressive systems such as sprinkler systems.	x
6.2	Servicing of smoke detectors	x
6.3	Servicing and maintenance of emergency exits	x
6.4	Safety related signage ie Escape routes etc.,	x
6.5	Replacement of missing or stolen fire extinguishers	x
6.6	Any other fire fighting equipment not reflected above	x
7	Informational Signage (not Reception of lift Lobbies	x
		x
8	Repairs to All Floor Coverings:	x
8.1	Carpets	x

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8.2	Wooden Flooring	x
8.3	Vinyl Flooring	x
8.4	Ceramic Tiles	x
8.5	Porcelain Tiles (Walls and floors)	x
8.6	Any other floor Covering not reflected above	x
9	Finyl Frosting	x
10	Blinds	x
10.1	Supply and installation of Blinds	x
10.2	Repairs to blinds	x
10.3	Any other Blind related work not reflected above	x
11	Electrical Repairs	
11.1	Electrical Infrastructure which is part of GLA	x
11.2	Power skirting	x
11.3	Plugs	x
11.4	Electrical Distribution Boards	x
11.5	Light fittings, including globes	x
11.6	Replacement of light fittings when fittings can't be repaired.	x
11.7	Isolator switches	x
11.8	Supply and maintenance of zippy boilers	x
11.9	Supply and maintenance of Hand Dryers	x
11.10	Balancing of Circuit Breaker loads	x
11.11	Electrical Certificate of Compliance - Old infrastructure	x
11.12	Electrical Certificate of Compliance - New infrastructure	x
11.13	Light switches, light sensors and timers	x
11.14	Supply and maintenance of a generator/s or UPS system/s	x
11.15	Servicing of a generator/s or a UPS system/s	x
11.16	Main electrical feed to the building - outside the structure	x
11.17	Geyser repairs and servicing	x
11.18	Extraction fans in toilets or kitchens	x
11.19	Ensure that the Lux levels are in line with the current legislation	x
11.20	Supply and maintenance of emergency lights	x
11.21	Maintenance of boom gates	x
11.22	Maintaining lighting levels in common (non GLA) areas	x

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11.23	Any other electrical repairs not reflected above	x
13	Plumbing Repairs	
13.1	Taps, tap sensors and tap washers	x
13.2	Replacement of taps when it is no longer possible to repair	x
13.3	Basins, basin outlets and bottle traps	x
13.4	Plumbing infrastructure inside the building	x
13.4	Toilet base and cistern	
13.5	Toilet seats ie broken or missing	x
13.6	Flush Masters for urinals and toilets	x
13.7	Internal blockages	x
13.8	External blockages	x
13.9	Burst pipes	x
13.10	Any other internal plumbing repairs	x
13.11	Maintenance of submersible pumps	x
13.12	Maintenance and replacement of missing drain covers	x
13.13	Maintenance of water feature pumps	x
13.14	Maintenance of water pumps	x
13.15	Any other plumbing related work not reflected above	x
14	Lifts and Escalators	
14.1	Servicing of lifts and escalators	x
14.2	Repairs to lifts and escalators	x
14.3	Repairs inside the lift car ie Broken mirror, handrails etc.	x
14.4	Repairs to lift lighting and replacement of globes	x
14.5	Lift Intercom	x
14.6	Lift floor Covering	x
14.7	Any other lift or escalator repairs not reflected above	x
15	Air Conditioning	
15.1	Servicing of central air conditioning plant	x
15.2	Servicing of free standing individual air conditioning units	x
15.3	Repairs to central air conditioning plant	x
15.4	Repairs to individual free standing air conditioning units	x

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15.5	Repairs to or replacement of air conditioning remotes or fixed switches	x
15.6	Repairs air conditioning outlet points	x
15.7	Ensuring airflow quality and temperatures	x
15.8	Any other air conditioning repairs not reflected above	x
16	Painting	
16.1	Painting of all internal surfaces	x
16.2	Painting of all external surfaces	x
16.3	Painting of Palisade Fencing and Gates	x
16.4	Any other painting work not reflected above	x
17	Internal Plants and Gardens	
17.1	Supply of internal plants and containers	x
17.2	Watering of internal plants	x
17.3	Treating of sick plants	x
17.4	Garden maintenance services ie Pruning, Cutting of trees, composting, cutting of lawn etc.	x
17.5	Any other garden related work not reflected above	x
18	Cleaning and Hygiene	
18.1	Cleaning of Common Areas - Part of the GLA	x
18.2	Cleaning of Common Areas - Not Part of the GLA or Shared Space	x
18.3	Hygiene Services in toilets	x
18.4	Paper towels in toilets	x
18.5	Deodorizing of toilets, ie toilet spray	x
18.6	Supply and servicing of She Bins in toilets	x
18.7	Supply of hand wash soap	x
18.8	Supply of toilet paper	x
18.9	Supply and maintenance of hand dryers	x
18.10	Washing of carpets	x
18.11	Cleaning of Offices as per GLA	x
18.12	Cleaning of external windows	x
18.13	Cleaning of skylights	x
18.14	Cleaning of mirrors and internal glazing	x
18.15	Pest Control	x
18.16	Cleaning of water features	x
18.17	Cleaning of gutters and storm water points	x
18.18	Cleaning of open and basement parking areas	x

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18.19	Any other cleaning or hygiene related function not reflected above	x
19	R & M in line with the Occupational Health and Safety Act	
19.1	Safety related signage	x
19.2	Supply and maintenance of safety strips on stairs	x
19.3	Internal housekeeping	x
19.4	Evacuation drills	x
19.5	Tripping hazards ie telephone lines, power supply points etc.	x
19.6	Any other OHASA related matter not reflected above	x
20	R & M to Built In Cabinets and Cupboards	x
20.1	Repairs to built in weed panels	x
20.2	Repairs to water damaged cabinets in toilets or any other area which is part of the GLA	x
20.3	Repairs to built in cupboards ie handles, locks , hinges etc.	x
20.4	Repairs to bulk storage cabinets	x
20.5	Any carpentry related function not reflected above	x
21	Maintenance of exterior structure and grounds	x
22	Roofing	x
22.1	Water proofing of roof and or gutters	x
22.2	Cleaning of gutters and Downpipes	x
22.3	Replacement of gutters and downpipes	x
22.4	Replacement fascia boards	x
22.5	Replacement of external ceiling boards	x
22.6	Treatment of exposed wooden beams	x
22.7	Preventing of birds from nesting inside the building	x
22.8	Bird netting over building plant situated on the roof	x
22.9	Any other roofing related function not reflected above	x
23	Steel Works	x
23.1	Maintenance of palisade fencing	x

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23.2	Steels staircases - External	x
23.3	Any other steel maintenance work	x
23.4	Any maintenance work to Palisade or other fencing around the property	x
23.5	Any other steel related function not reflected above	x
24	Skylights	x
24.1	Repairs to skylights	x
24.2	Repairs to skylight frames	x
24.3	Repairs to skylight seals	x
24.4	Waterproofing around skylights	x
24.5	Any other repairs to skylights not reflected above	x
25	External Structure and Grounds	x
25.1	Repairs to Shade Netting	x
25.2	Replacement of Shade Netting	x
25.3	Repairs to carports	x
25.4	Painting of Carports or external handrails	x
25.5	Repairs to paving	x
25.6	Painting or parking lines etc.	x
25.7	Supply of external signage	x
25.8	External motor and gate repairs	x
25.9	External glazing repairs	x
25.10	Waterproofing around windows, window sills and walls	x
25.11	Supply and maintenance of a Guard House	x
25.12	Supply and maintenance of paving or tarred surfaces	x
25.13	Maintenance of balconies	x
25.14	Refuse removal	x
25.15	Maintenance of any other external maintenance related function not covered above	x
26	People with Disabilities	
26.1	Supply toilet facilities for the disabled	x
26.2	Maintaining toilets for the disabled	x
26.3	Access ramps for people with disabilities	x
26.4	Ensuring that the building is disabled friendly	x
	Any other aspect the create a disabled friendly building not reflected above	x

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27	Security and Access Control	x
27.1	Installation of security hardware ie Cameras etc.	x
27.2	Maintenance of security hardware	x
27.3	Installation of security access control measures/systems	x
27.4	Maintenance of access control measures	x
27.5	Security staff at main reception	x
27.6	Security staff at all vehicle entry and exit points	x
27.7	Security staff at parking areas	x
27.8	Security staff at Security control room	x
27.9	Issuing of Access control cards/tags	x
27.10	Replacement of lost Security Access Cards	x
27.11	Any other security or access control related function not reflected above.	x
Signed on behalf of the landlord Signature: Name:		