



Q&A FOR RFB 3127-2025: ACQUISITION OF SUITABLE OFFICE SPACE FOR SITA BISHO THROUGH AN OPERATING LEASE AGREEMENT FOR A PERIOD OF FIVE (5) YEARS

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Title:	RFB 3127-2025: ACQUISITION OF SUITABLE OFFICE SPACE FOR SITA BISHO THROUGH AN OPERATING LEASE AGREEMENT FOR A PERIOD OF FIVE (5) YEARS
Closing Date for questions / queries	20 August 2025

A: QUESTIONS AND ANSWERS

ITEM NO	QUESTION	RESPONSE
1.	<p>1. Refer to page 3 of 35-point 2.1 Scope of work and page 7 of 35</p> <p>Question : Is the 500m² - 600m² useable or GLA?</p> <p>Question: We would appreciate some clarification on the exact size of the office space you are looking for. The documentation mentions approximately 530 m², with an acceptable range between 500 m² and 600 m². The size of the space will directly impact the pricing, could you please confirm the specific size (m²) you would like us to base our proposal on?</p> <p>Please advise how proposals offering different sizes (m²) will be evaluated —how will "apples be compared with apples"?</p> <p>2. Refer to 4 of 35 – point (e) Tenant Installation</p> <p>Question : If we offer you a certain amount of Tenant Installation, but you exceed this amount due to the fact that you might require additional tenant installation, will SITA pay for the overrun?</p> <p>Question: Please can you provide us with your corporate image documentation so that we can calculate the TI amount accordingly.</p> <p>3. Refer to page 6 of 35 – point 4.2.1 (b) – Must provide a unique reference number.</p> <p>Question: Could you please clarify what you mean by a unique reference number?</p>	<p>1. Yes, it is acceptable please ensure it is waterproof carport/shade net</p> <p>2. 530 square meters space and useable. The range of 500 m² and 600 m² is reasonably acceptable to avoid unnecessary disqualification on the basis that bidder has reasonably less or more space to offer.</p> <p>3. The amount offered by the landlord must be sufficient to cover the minimum requirements as indicated on Section 31.e.</p> <p>To be uploaded from the SITA website</p> <p>Bidder to use easy referencing so that it is easier to locate the evidence in their response file and/or indicate on your table of content where specific evidence document is located</p>

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	<p>4. Refer to page 10 of 35 – point 1 Location of the property . Question: The 10km from Bisho is it driving distance or radius, because if it is radius it is the whole of Bisho and King Williams Town (Qonce). Please can you be more specific Question: Could you please provide us with a locality map? Question : Could you clarify what you mean by "the proposed building clearly indicating its relationship with the location requirements"?</p> <p>5. Refer to page 11 of 35 – point 3 (e) Building Requirements - Ablutions Question: How many disabled toilets? Question: How many public toilets?</p> <p>6. Refer to page 11 of 35 – point 3 Building Requirements. Question: If we offer a newly built office space and provide a letter of confirmation stating that we will hand over the documents for points (a), (b), (f), and (g) at the handover of the proposed building, should we be the successful bidder, will this be sufficient evidence? As there wont be "latest" certification as required. Question: You advise that the Certificate of Occupancy must accompany the document, but the Certificate of Occupancy can only be issued after the tenant installation is done and the Fire Chief has inspected the leased premises. It is impossible to issue an Occupation Certificate until the premises have been inspected by the Fire Chief. We however can confirm that the Occupation Certificate will be available at handover of the building and before commencement of the Lease. What do you require from us to enable us to comply?</p> <p>7. Refer to page 18 of 35 – point 4.3.1.10 – Water Supply Question: What size water tanks do you require?</p> <p>8. Page 18 of 35 point 4.3.1.11 Power supply</p>	<p>The 10 km driving distance from Bisho government legislature building</p> <p>Locality map must be provided by the bidder as evidence to show where the proposed buildings</p> <p>Minimum one for disabled persons, and minimum of 8 male and female toilets, however the final number will be influenced by the structure of the proposed building</p> <p>The bid specification did not specify for the newly built structure. Please supply the approved building plan and the clear floor layout which clearly indicates where installations will be as part of the infrastructure.</p> <p>Bidders follow the bid specification requirements. See special condition of the bid and the technical functionality requirements</p> <p>The requirement is to ensure that there is water supply to the offices for consumption and ablutions during water outages.</p> <p>Bidders follow the bid specification requirements. Please see the technical functionality requirements evidence required for the bid.</p>

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	<p>Question : Point (C) – do we provide the approved electrical layout plans with the bid or at handover, should we be the successful bidder.</p> <p>Question: If we offer a newly built office space and provide a letter of confirmation stating that we will hand over the approved electrical layout plans, will this be sufficient evidence.</p> <p>Question : Point (D) If we offer a newly built office space and provide a letter of confirmation stating that we will install an electricity meter before handover, will this be sufficient?</p> <p>Question: Point (G) what size generator do you require?</p> <p>Question : If the power goes off what must run of the generator?</p> <p>Question: How many Staff will be at the new office accommodation?</p> <p>Question: Do you require a UPS as well?</p> <p>9. Page 19 of 35 – point 4.3.1.16 - Lift</p> <p>Question: If we offer a newly built office space and provide a letter of confirmation stating that we will hand over documents for (vi), will this be sufficient evidence.</p> <p>10. Page 20 of 35 point 4.3.1.19 – Heating, Ventilation and Air-conditioning requirements</p> <p>Question: If we offer a newly built office space and provide a letter of confirmation stating that we will hand over documents for (a) will this be sufficient evidence.</p> <p>11. Page 22 of 35 – point 4.3.1.24 – Regularity, Quality and Standards</p> <p>Question: Point (a) please forward SITA Policy.</p> <p>12. Question: Since this document is in word format can we remove the wording in red “provide unique reference to locate the substantiating evidence in the bid response ” in all the columns in the tender document so that we can fill in our answers?</p> <p>13. Question: Please can you provide us with your specific office needs requirements, how many or how</p>	<p>Adhere to the requirements of the bid</p> <p>The requirement is to ensure that there is consistent standby power supply to the office during power outages.</p> <p>The office power pugs and lights must run on the generator/and/or any form of standby power supplied</p> <p>± 80 employees</p> <p>Adhere to the requirements of the bid</p> <p>Adhere to requirements of the bid</p> <p>Adhere to the requirements of the bid</p> <p>SITA policy/ies is/are not public document</p> <p>Allowed, but ensure adherence to the standard of the document</p> <p>The office needs will be determined by the structure of the proposed building.</p>

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	<p>big (m²) must each office be, the open area, the canteen etc. etc.</p> <p>14. Question: Access Control – are we installing and providing it, or will SITA install their own access control?</p> <p>15. Question: Who pays for:</p> <ol style="list-style-type: none"> 1. Water and Electricity metered monthly as per usage 2. Refuse removal invoiced monthly 3. Internal Maintenance 4. External Maintenance 5. Internal Cleaning (she bins, office cleaner etc etc) 6. External Cleaning 7. Internal Security (CCTV cameras etc.) 8. Guard at proposed office space for SITA's exclusive use 9. Burglar alarm system linked to armed response 10. External Security – for whole building 11. Rates and Taxes 12. Fire charges - Municipal 13. Servicing of fire equipment 14. Pest Control 15. Sewerage invoiced monthly 16. Exterior and interior signage 17. Generator fuel as per usage <p>16. Question: Will there be a public opening of the Tender?</p> <p>17. Question: Please can you provide us with a recording of the briefing session.</p>	<p>SITA will install its own access control to the office offered, if the building is in the office complex, SITA will only be responsible for the building occupied not the complex</p> <p>Water and Electricity metered monthly as per usage – Tenant as per the norm/prorated</p> <ul style="list-style-type: none"> • Refuse removal invoiced monthly - Landlord • Internal Maintenance - Tenant as per the norm excluding all as specified in the bid specification • External Maintenance - Landlord • Internal Cleaning (she bins, office cleaner etc etc) - Tenant • External Cleaning - Landlord • Internal Security (CCTV cameras etc.) Tenant • Guard at proposed office space for SITA's exclusive use - Tenant • Burglar alarm system linked to armed response - Landlord • External Security – for whole building - Landlord • Rates and Taxes - Landlord • Fire charges - Municipal - Landlord • Servicing of fire equipment – landlord • Pest Control - landlord • Sewerage invoiced monthly - Landlord • Exterior and interior signage – Landlord • Generator fuel as per usage – Landlord <p>There will be no public opening.</p> <p>SITA recordings are not for public usage.</p>