

	<p align="center">Scope of Work</p>	<p align="center">ERE</p>
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1. Description of the service

1.1 Scope

Leasing of office space for Parliamentary offices in Cape Town. Eskom Real Estate received a request (from Corporate Services Division) to acquire a new lease for Parliamentary Offices in the Cape Town CBD for a period of four years and eleven months with the following requirements:

1.2 Effective date

This contract will start from the 1 April 2026 for 4 years and 11 months.

2. Background

To improve Eskom's visibility and accessibility to parliamentary stakeholders, communication, and responsiveness to its stakeholders, a need to acquire an office space closer to South African Parliament precinct in Cape Town was established.

The Real Estate Master plan (2017/18) requires that all Eskom properties be optimized: to reduce property footprints (for operating costs savings); and to identify underutilized/ unused properties (for income generation through leasing or disposal options). These objectives have been incorporated in the Real Estate Commercialization Model (2022).

Currently, Eskom property portfolio does not have underutilized/ unused properties that meet specified office requirements within a 1 km radius of Parliament Precinct in the Cape Town CBD. It is therefore important that Eskom approaches the open market to source the appropriate space required for use by the Offices of Group Chief Executive and Chairperson.

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3. Scope of Work.

- I. Provision of office space within a 1 km radius of Parliament Precinct in the Cape Town CBD.
- II. Provision of between 750m² and 1000m² of usable office space, partitionable to meet specific office configurations.
- III. Provision of at least 10 covered parking bays in a secure, off-street, onsite area.
- IV. Ensuring the premises are in a secure and manned environment with 24-hour CCTV surveillance and access control.
- V. Compliance with fire protection, risk management, security, and statutory requirements.
- VI. Full maintenance and servicing of the property, including security, electrical, plumbing, and hygiene services, at the landlord's expense.
- VII. Allowing minor alterations and fit-out provisions to suit Eskom Parliamentary office' operational needs.

The scope of work was designed based on the following user specific requirements from the end user, amongst other things:

- 1 x Chairman's office
- 1 x GCE's office
- 1 x GE's office
- 1 x GM's
- 4 x open plan offices
- 6 Seater boardroom
- 20 Seater large boardroom
- Touch down area with electricity connection plugs
- Service station for a printer, etc.
- Serving areas for refreshments and lunch
- Kitchen
- Bathrooms
- Parking area for 10 cars (one bay reserved for use by person with disability)

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4. Evaluation criterion

4.1 Gatekeepers

The following gatekeeper will apply:

- The office should be within 1km radius from the parliamentary offices.
- The office should have 10 parking bays for exclusive use by tenants. With one bay suitable for use by a person with disability.
- The leased space should be between 750m² and 1000m².

4.2 Threshold and Evaluation Criterion

The evaluation of this tender will be done in two phases. The two-phase criterion will be used to evaluate the documents received as part of the tender. The first phase will form a part of the preliminary assessment. The bids will only be evaluated further on phase two if they meet a 75% threshold.

The technical evaluation team will conduct a site visit to the properties subjected to evaluation in the first phase to confirm the items required as part of the tender. This will form the second phase of the tender evaluation.

It must be noted that as part of the phase two evaluation process, Eskom will require access to evaluate the physical condition of the site (existing building structure) as per the evaluation criterion in phase two. The evaluation will only be conducted to those tenderers that achieve a 75% threshold on phase one of the technical evaluation based on the tender submission. Upon completion of the two phases, a final score will be awarded.

4.2.1 Phase one

Minimum Threshold to qualify is 75%. The following technical evaluation criteria will apply:

Item no	Criteria	Source of Evidence	Score
1.	Building Condition: 45% Property to be in good condition operationally and aesthetically, benchmarked against industry	Building condition report as part of the Valuation report compiled by a	Excellent/Good condition = 45
			Fair/Average condition = 30

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	standards for that class of accommodation. Property to be in reasonable condition, fully meeting operational requirements.	registered valuer (not older than 12 months).	Poor condition = 0
2.	Distance from the Parliamentary Precinct: 30% The office should be around 0.5km from the parliamentary offices.	Map showing the location of the proposed office space from the Parliamentary offices.	Radius in KM - 0.5km = 30 - 1km = 15 - More than 1km = 5
3.	Parking requirements: 15% Availability of secured parking bays on site for exclusive use by tenant with one bay suitable for use by people with disability.	Submit parking layout and design showing the number of parking bays on site.	- 10 Parking bays within the same building = 15 - 5 parking bays within the same building = 7.5 No parking available = 0
4.	Accessibility: 10% 1. Property to be closer to major amenities. 2. Meet entrance and exit requirements as per building regulations. 3. Property to meet requirements for people with disability.	Physical property Inspection	All 3 requirements = 10 None of the requirements = 0
Total score		100%	100

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The threshold on phase one of the technical evaluation criteria is 75%.

4.2.2 Phase Two: Site technical evaluation

Threshold for the second phase is 80 %

Item No.	Site Evaluation Criteria	Points
1.	Location Suitability (To be assessed according to - Most Suitable (30), Suitable (15), and Less Suitable (0).	30
2.	Visual Assessment of the state of the building during site visit (To be assessed according to – Excellent (30), Good (15), and Poor (0).	30
3.	Periodic safety inspection report conducted by the landlord corresponds with the visual inspection by technical evaluation team (To be assessed according to – Corresponds (30) and Does not Correspond (0).	30
4.	Disability friendly and accessibility features - To be assessed on Observed (10), and Not Observed (0).	10
		100

5. Review and Acceptance

This document has been seen, reviewed and accepted by:

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