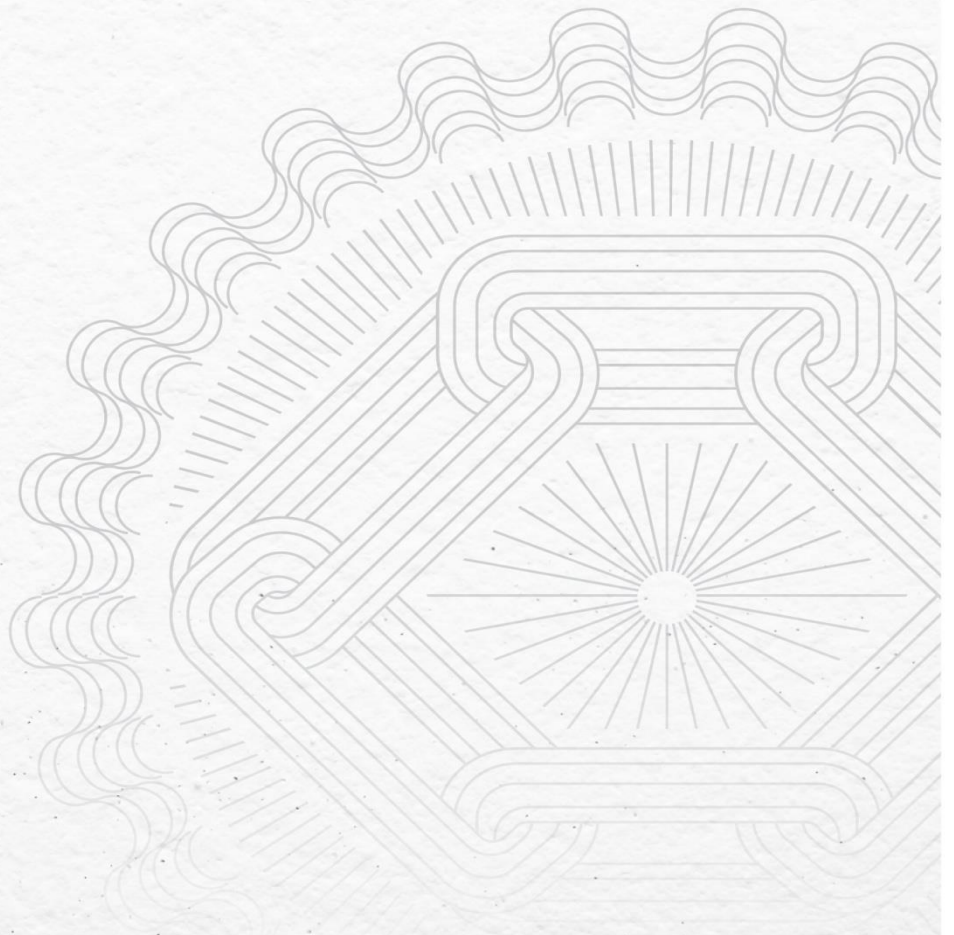


REQUEST FOR INFORMATION (RFI)

RFI NAME: PROVISION FOR OFFICE SPACE RENTAL FOR CERES

RFI NUMBER: RFI/CERES/LEASE/2024/01

Date of Issue	14 March 2024 Thursday,
Closing Date & Time	26 March 2024 Tuesday, @ 16h00am
RFI Enquiries	Portia Jonginyanga E-mail: PortiaJ@ppecb.com Tel: +27 21 930 1134
PPECB Business hours	08:15 – 16:45
Category	Building



1 SPECIFICATION

The PPECB invite Bidders to submit proposals for the provision of office space rental for Ceres Area for a period of three (3) years with an option to renew for 2 years in the Ceres area. The offered office space building must be ready for occupation as of 01 July 2024, and compliant to the PPECB requirements and other building compliance as may be required by law.

Building Requirements

The building proposal needs to meet the following minimum requirements:

Item No.	Description	Specification
1.	Office Size	Gross Rentable Office Area between 350-400 sqm
2.	Property Information	<ul style="list-style-type: none"> Proposal should clearly outline the following: - Preferable A/B Grade Building (as per SAPOA Specification) Physical address of the building, stand number, Details of all partners to the offer (Details of all parties to the transaction of the office rental of the building e.g., name and details of owner, name, and details of estate agent) Detailed rental option, Total floor space to be air-conditioned and floor covering Tenant installation allowance, Building layout drawings/ plans in CAD format Building insurance information (provide proof of building insurance) If there is more than 1 floor level – confirmation of elevators for people as well as a goods lift, Provide Lift / Elevator Certificate, and service history (if applicable) Disability access to the building Accessibility to public transport - easy access to public transport within 1km A list of amenities within walking distance of the building
3.	Security	Proposal should clearly outline the provision of security of the building: <ul style="list-style-type: none"> Access control into the building Armed Response Alarm System Daily and good surveillance system
4.	Parking Facilities	Proposal should have a detailed layout of the parking area
5.	Building Compliance	The following certification of compliance must be in place: <ul style="list-style-type: none"> Electrical, Municipal approved building plans, Occupation certificate Fire Clearance Mechanical certificate (If applicable) (All the building compliance certificates must be provided prior the signing of the lease if not supplied with the bid) Proof of all applicable municipal planning approvals and zoning scheme approvals to be submitted (Type of zoning- "Business 3")
6.	Ablutions for Male and Females	The bidder shall provide fully functional ablation facilities that meet the OHS Act requirements. Bidders to declare if ablutions facilities are shared by multi companies, the landlord is to provide cleaning services.

7.	Technology and Communication	<ul style="list-style-type: none"> Power supply to be connected and distributed through the building. Provision to be made for telecommunication lines within the building. Provision of LAN, WAN and Fibre Optica Cabling. Secured facility to host ICT equipment (Server room- to be lockable secure room with air-conditioner)
8.	Health & Safety	<ul style="list-style-type: none"> Letter of Good Standing Evacuation plan and assembly points Covid-19 control and monitory exposure plan Health and safety Manager/Officer contact details
9.	Maintenance	<p>Proposals should clearly specify the responsibilities of the Landlord around maintenance issues (air conditioning units, fire equipment, lifts, electricity, fumigation, plumbing work, day-to-day maintenance of the building, etc.)</p> <ul style="list-style-type: none"> The office premises (interior and exterior) to be fully serviced and maintained by the Landlord. Turn-around time to be clearly stated on maintenance and repair work by the Landlord; PPECB reserves the right to negotiate the turnaround times should it not be satisfactory.
10.	Building Support Services	<p>Services must be available on occupation:</p> <ul style="list-style-type: none"> Municipal approved building plan Electrical COC Water Electricity Sanitation; and Refuse removal service Service records aircons, lifts, and fire equipment Generator/Backup power for the premises
11.	Date for Occupation for tenant	01 July 2024

NB: Bidders to submit their pricing proposal as the specification above.

SUBMIT YOUR PROPOSAL TO: PortiaJ@ppecb.com

2. Further Information

For further information a bidder may contact the Procurement Officer at the below contacts:

Contact number: 021 930-1134

Commercial Enquiries: PortiaJ@ppecb.com

Technical Enquiries: WernerM@ppecb.com