



RENTAL OF OFFICE SPACE FOR DURBAN REGIONAL OFFICE FOR A PERIOD OF EIGHT (08) MONTHS

1. Purpose

ICASA seeks to appoint a service provider with fully serviced, furnished, air-conditioned and ready to use office space in Durban, KwaZulu Natal Province, with effect from 01 June 2023 to 31 January 2024, for a period of eight (8) months.

The service provider must offer grade A, or grade B or grade P office space and related facilities/solution and services that is responsive to ICASA's changing business requirements (refer to Section 11 for definition of grades). The office space must have modern, contemporary interior decor with office furniture, equipment, optimal comfort/ergonomics and conducive working environment. The building and its infrastructure must have modern biometric access control, CCTV cameras and alarm with armed response services, and electric perimeter fence (where applicable) etc. Prospective landlords are invited to provide comprehensive information on an existing building that can suit ICASA's requirements.

2. Proposed building

The building must comply with all commercial property and building legislation and regulations, which include and not limited to local authority requirements, National Building Regulations and Occupational Health & Safety and must be accessible for persons with disabilities. The building must have a functional and fully maintained fire detection and fire sprinkler system.

3. Maintenance

Maintenance of the proposed building/premises which includes and not limited to electrical, plumbing, faulty lighting, carpentry, handyman services, supply and installation, fire detection system, air-conditioners, serviced fire extinguishers, lightning/surge protection etc.) remains the responsibility of the landlord, at no extra cost to ICASA.



4. Scope of work

4.1. Office space

The property/building must be scalable in order to accommodate ICASA's office requirements in terms of volume/size. The proposed office space¹ solution must offer the following:

- 4.1.1. One (1) office to be used by ICASA;
- 4.1.2. One (1) office space to be shared by 12 persons;
- 4.1.3. Twelve (12) parking bays (undercover/basement) plus one additional parking for people with disability;
- 4.1.4. Reception area signage;
- 4.1.5. Boardroom equipped with a projector to accommodate at least 12 people
- 4.1.6. Telephones² and reliable high-speed internet connectivity³;

4.2. Office amenities/facilities

The service provider to offer the following additional services:

- 4.2.1. Secure, (preferably password protected), ready-to-use printing, copy, and scanning facilities;
- 4.2.2. Daily cleaning services for every (two) hours daily.

4.3. Parking

Twelve (12) secure parking bays will be required, including one (1) for the disabled. The parking bays provided, preferably in the basement, shall be made available to ICASA on a 24/7 basis and be equipped with CCTV cameras to monitor ICASA's fleet.

4.4. IT infrastructure

The building should have an IT infrastructure, allowing office space users to utilise data/voice with a reliable high-speed network.

¹ Furnished with appropriate office desks and chairs

² Telephone(s) for allocated offices

³ Internet connectivity for allocated offices



5. Toilet facilities

The landlord shall provide fully functional toilet facilities, with appropriate sanitation equipment, toilet rolls, soap, paper rolls to wipe the hands and any other hygiene and COVID-19 requirements. The proposed building must also have toilet facilities for persons with disabilities in line with National Building Regulations, SANS 0400.

6. Generator(s)

The proposed office space must have emergency power supply during power failure (i.e., generator filled with diesel/solar panels/inverter or any other industry acceptable alternative source of power/electricity, at no extra cost to ICASA.

7. Property/building insurance

The landlord must have a valid building insurance for the duration of the contract. Attach proof of valid insurance or letter of intent as part of the response to this RFQ.

8. Experience

The service provider must have a minimum of five (5) years relevant experience in the fully serviced, furnished and ready to use office space industry. Please furnish three (3) contactable references not older than five (5) years. The details should include company name, contact person, contact number, contract period/dates. Where applicable, the service provider must be accredited with the relevant & recognised regulatory body in property management. Please attach valid proof/accreditation.

9. Proposal

Response to the RFQ must fully cover/respond to the following:

	Description	Please indicate or describe
9.1.	Name of the Building	
9.2.	Grade of the Building	
9.3.	Physical Address	



	Description	Please indicate or describe
9.4.	Particulars of the Landlord/Owner	
9.5.	Building's compliance with OHS and persons with disabilities	
9.6.	Building's fire detection and/or fire sprinkler system	
9.7.	Building's proposed offices and boardroom(s)	
9.8.	Building's proposed parking	
9.9.	Building's internet/data & voice/telephone infrastructure	
9.10.	Building's generator	
9.11.	Building's printing, copying & scanning facilities	



	Description	Please indicate or describe
9.12.	Building's refreshment facilities	
9.13.	Building's cleaning, hygiene routines/procedures	
9.14.	Building's maintenance routines/procedures	
9.15.	Security features of the building such as CCTV cameras, biometrics readers and alarm system. (please specify)	
9.16	Others (please specify)	



10. FUNCTIONALITY CRITERIA

Potential service providers will be evaluated according to the following evaluation criteria:

ITEM	DESCRIPTION	WEIGHT	
	Functional Proposal		
	Potential service providers must submit valid documentation indicating their properties' compliance to the following:		
	▪ Ready to use, furnished and suitable offices available on proposed building; ▪ Twelve (12) suitable basement parking bays available on proposed building; ▪ One (1) suitable open parking bay for persons with disabilities, available on proposed building; ▪ Reception area signage to be granted; ▪ Ready to use, furnished and suitable boardroom, equipped with a projector available on proposed building; ▪ Ready to use telephone and high-speed internet connectivity available on premises	=5	45
	▪ Ready to use, furnished and suitable offices available on proposed building; ▪ Twelve (12) covered parking bays available on proposed building; ▪ One (1) suitable open parking bay for persons with disabilities, available on proposed building; ▪ Reception area signage to be granted; ▪ Ready to use, furnished and suitable boardroom, equipped with a projector available on proposed building; ▪ Ready to use telephone and high-speed internet connectivity available on premises	=4	
	▪ Ready to use, furnished and suitable offices available on proposed building; ▪ Twelve (12) open parking bays available on proposed building; ▪ One (1) suitable open parking bay for persons with disability available on proposed building; ▪ Ready to use, furnished and suitable boardroom, equipped with a projector available on proposed building; ▪ Ready to use telephone and high-speed internet connectivity available on premises	=3	
	Building meets any 2 of the above listed requirements	=2	
	Building meets one or none of the above listed requirements	=1	



Category: Functionality Criteria			Weight
Potential service providers must submit valid documentation indicating their properties' compliance to the following:			
- Proposed building is classified as P grade; - Building is OHS compliant, can be accessed and used by persons with disabilities; - Building has all listed four (4) security requirements (biometric access control, CCTV and alarm with armed response services and perimeter fencing) - Building has back-up generator or industry accepted alternative source of power/electricity. - Building has functional & fully maintained fire detection or fire sprinkler system	= 5		45
- Proposed building is classified as A grade; - Building is OHS compliant, can be accessed and used by persons with disabilities; - Building has three (3) of the listed security requirements (biometric access control, CCTV and alarm with armed response services and perimeter fencing) - Building has back-up generator or industry accepted alternative source of power/electricity. - Building has functional & fully maintained fire detection or fire sprinkler system	= 4		
- Proposed building is classified as B grade; - Building is OHS compliant, can be accessed and used by persons with disabilities; - Building has three (3) of the listed security requirements (biometric access control, CCTV and alarm with armed response services and perimeter fencing); - Building has back-up generator or industry accepted alternative source of power/electricity. - Building has functional & fully maintained fire detection or fire sprinkler system	= 3		
Building meets any 2 of the above listed requirements	= 2		
Building meets one or none of the above listed requirements	= 1		
Experience & References: Provided details on the company's profile, experience and a minimum of 3 contactable references, where similar services were provided.			10
1	Five (5) or more references on corporate clients provided	= 5	
2	Four (4) references on corporate clients provided	= 4	
3	Three (3) references on corporate clients provided	= 3	
4	Two (2) references on corporate clients provided	= 2	
5	Irrelevant references or none submitted	= 1	
Total:			100
Threshold:			70
Proposed office space will be viewed by ICASA delegates			



11. Building Grades Definitions

P - grade	Top quality, modern and latest/recent generation of building, with prestigious lobby finish, airconditioned, good views/environment, with ample onsite parking
A - grade	Building not older than 15 years and has had major renovations, with high quality, modern finishes, good quality lobby finishes, airconditioned and with adequate onsite parking
B - grade	Generally older building (16 years or more) refurbished to modern standards, airconditioned, with onsite parking

12. Pricing

Description	Frequency	Size	Unit Cost	Qty	Period	Cost (excl. VAT)	Cost (incl. VAT)
Office	Monthly			01	8 months		
Office (shared by 12 persons)	Monthly			01	8 months		
Parking bays	Monthly			10	8 months		
Reception area signage	Monthly			01	8 months		
Boardroom (for 12 persons)	Once a month			01	8 months		
Telephones (for 12 persons)	Monthly			05	8 months		
High-speed internet connection (for 5 persons)	Monthly			05	8 months		
Secure printing, copy & scanning facilities (estimate - 1 500 pages)	Monthly			1500 pages	8 months		
Other costs – if any (please specify)							
Total Cost							
Deposit (if any)	Once-off				8 months		
Grand Total							

TOTAL RFQ COSTS = R _____
(over a period of 8 months)