

Non-compulsory clarification meeting - Lease office

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28 May 2025 10:00 AM-11:30 PM



- NTCSA currently leases $\pm 1248\text{m}^2$ office space (with an allowance of 10% less or more) and 13 parking bays, in Stikland in the Western Grid, to accommodate the NTCSA staff.

The required leased premises should meet the following requirements:

- Rented space should be $\pm 1248\text{m}^2$, may consider more than one building.
- Parking for 13 vehicles, specifically parking spaces suitable for 13 four-wheel drive (4x4) Light Delivery Vehicles (LDVs)
- Clear access for offloading large equipment at the Premises.
- The premises should provide clear height and span: Sufficient vertical clearance for equipment, overhead cranes, and storage.
- It should be feasible to create both open plan and enclosed workstations within the rented space. Available of storage or possibility to create.
- Feasible to create workshop/ existing space.
- Should be in close proximity to the current Eskom offices in Stikland.

Technical Evaluations

	Description of criteria elements	Scoring Criteria		Overall Weight
1.	The building must be measuring approximately 1248m² office space, a 10% variance with clear access for offloading large equipment at the Premises. - Detailing clear height, span, load-bearing capacity, and overhead crane infrastructure (if existing). - Property Documentation: Confirming existing building - Visual Documentation: Photos or diagrams illustrating existing features (if applicable)..	All required documents provided	20%	20%
		100%		
		50% of required documents provided	10%	
2.	Provide service reports or condition reports for aircons, structural and civils, mechanical (lifts, pumps where applicable), fire, electrical and plumbing for the lease premises.	No required documents provided.	0%	10%
		Provided – 100%	10%	
		Provided – 50% and above	5%	
		Provided less than 50%	0%	

Technical Evaluations

	Description of criteria elements	Scoring Criteria		Overall Weight
3	Provide condition assessment reports with valid compliance certificates where applicable not older than 3 (three) years. Electrical, and gas where applicable Plumbing. Civil and structural (structure, roofs, walls, drainage). Mechanical (lifts, aircons, fire equipment, doors - if not applicable, tenderer must confirm. Where there is a lift, compliance report not older than 1 year. In case of the building being vacant, the supplier must indicate and provide the last condition assessment reports and certificates.	Provided – 100%	10%	10%
		Report with all certificates provided		
		Provided – without certificates / older than 3 years	5%	
		No report / no certificate provided	0%	
4.	Property / building plans (as built drawings/floor plans for the leased premises)	Provided -100%		10%
			10%	
		Not provided	0%	

Technical Evaluations cont...

5.	Preference for single tenancy building	Single tenancy	10%	10%
		Multiple buildings in the same complex with access to roof	5%	
		Multi-tenanted	2.5%	
		With access to roof		
6.	Availability of back-up power (Generator, UPS): - In good working condition and connected for emergencies. - Records and maintenance services to be provided by the landlord. - If not available, commitment (in writing) should be made to provide back-up power within 6 months of occupancy.	Available or commitment provided for installation.	5%	5%
		Available / commitment provided for installation and without maintenance records	2.5%	
		Not available	0%	
7.	Parking availability within the perimeter fence of the property Parking for 13 vehicles, specifically parking spaces suitable for 13 four-wheel drive (4x4) Light Delivery Vehicles (LDVs) 'S	Covered secure parking spaces suitable for 13 four-wheel drive (4x4) Light Delivery Vehicles (LDVs)	10%	10%
		Combination of secure covered parking and open parking bays	7.5%	
		Secure open parking bays	5%	

Technical Evaluations cont...

8.	Town/ City/ Nodal Centre:	≤ 3 Km radius	15%	
8.	Accessible by means of public transport. Transportation routes within walking distance. A property profile with print out of google maps indicating location of the property to be provided.	>3km	10%	15%
		>3km - ≤5 Km radius	5%	
		>5 km radius	0%	
9.	Provide a copy of title deed to confirm ownership. If not owned, provide title deed of owner and mandate to manage the property on behalf of the owner.	Provided	5%	5%
		Not provided	0%	
	Minimum Threshold to be considered for further evaluation.			70%

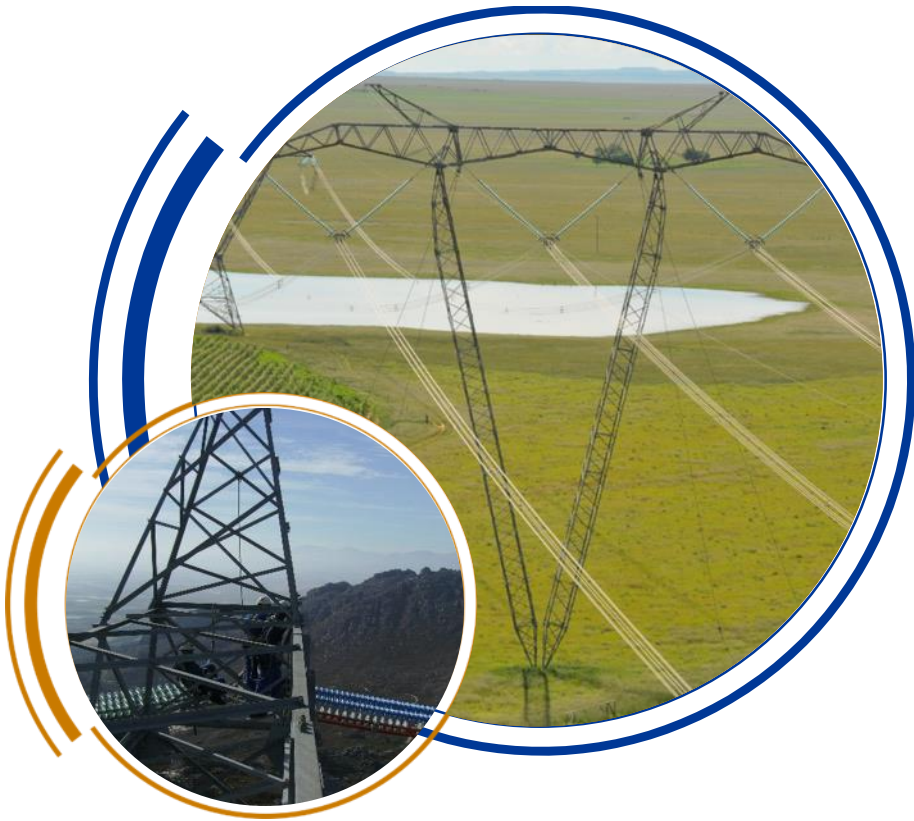
Suppliers who achieve the minimum threshold will be subjected to a site evaluation.

ON-SITE OBJECTIVE TECHNICAL EVALUATIONS

	Measure	Description of criteria elements	Scoring Criteria	Overall Weight
1.	Design and layout	Design and Layout Clear height and span: Sufficient vertical clearance for equipment, overhead cranes, and storage. Column spacing: Strategically placed columns to minimize obstruction and optimize workflow. Door and window placement: Strategically located doors and windows for natural light, ventilation, and easy access.	Fully compliant (sufficient height, optimal flow, natural light, ventilation and easy access) = 25% Fairly compliant (Clear height, some obstruction with sufficient flow) = 10% Non-compliant = 0%	25%
2.	Visual assessment	The premises are well maintained, with finishes as new. Adequate lighting, fixtures and fittings, paint work and flooring, do not require much work and premises can be occupied with minimal works.	Property has no apparent defects. Appearance is as new. Risk Index: No effect on service capability. No risk= 25% Property exhibits superficial wear and tear, with minor defects and minor signs of deterioration to surface finishes. Risk Index: Intermittent, minor inconvenience to operations = 15% Property exhibits significant wear and tear, with visible defects and significant signs of deterioration to surface –10%	25%

ON-SITE OBJECTIVE TECHNICAL EVALUATIONS

<u>3</u>	Security features	Secure perimeter fence (fully electrified or motion-sensored)	Fully electrified or motion-sensored = 10%	10%
			Not Electrified/Not energized – 5%	
			None installed – 0%	
<u>4</u>	Security features	Security features such as security gates, outdoor lighting, burglar bars on windows, CCTV, security guards on premises/ entrance	All (security gates, outdoor lighting, burglar bars on windows, CCTV, security guards on premises/ entrance) =10%	10%
			Partially= 5%	
			None = 0%	
<u>5</u>	Security features	Availability of functional alarm system or commitment (in writing) to install within 6 months of occupancy.	Installed or willingness to install 5%	5%
			Not installed or not functional = 0%	
<u>6</u>	Existing layout	Occupational Health & Safety compliant (emergency exits, fire extinguishers, adequate ventilation, adequate ablution facilities in line with national building regulations, adequate lighting).	Compliant - emergency exits, fire extinguishers, adequate ventilation, adequate ablution facilities in line with national building regulations = 25%	25%
			Non-compliant = 0%	
TOTAL SCORING				100



Conclusion