

## REQUEST FOR INFORMATION (RFI)

<b>Request for Information:</b>	<b>PROVISION FOR OFFICE SPACE RENTAL FOR BURGERSFORT OFFICE</b>		
<b>Reference No:</b>	<b>RFI/LEASE/BURGFT/2023/05</b>		
<b>Opening Date:</b>	<b>24 August 2023</b>		
<b>Closing Date:</b>	<b>06 September 2023</b>	<b>Time:</b>	<b>16h00</b>
<b>Contact Person:</b>	<b>Portia Jonginyanga</b>	<b>Email:</b>	<b>PortiaJ@ppecb.com</b>

### 1. SPECIFICATION

The PPECB invite Bidders to submit proposals for the provision of office space rental for Burgersfort area for a period of three (3) years with an option to renew for 2 years in the Burgersfort area.

#### Building Requirements

PPECB requires office accommodation of approximately +-15 PPECB employees in the Burgersfort area. The building proposal needs to meet the following minimum requirements:

Item No.	Description	Specification
1.	Office Size	Gross Rentable Office Area between minimum 80 -100 m <sup>2</sup>
2.	Property Information	<p>Proposal should clearly outline the following: -</p> <p>Preferable A/B Grade Building (as per SAPOA Specification)</p> <p>Physical address of the building, stand number,</p> <p>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)</p> <p>Detailed rental option,</p> <p>Number of offices: 2-3 x minimum 12 m<sup>2</sup> and air conditioned</p> <p>Boardroom to accommodate 8 -12 people</p> <p>Kitchen area: With built-in cupboards and sink</p> <p>Reception area: Provide for customer waiting area for not more than 2-3 people, water dispenser, PPECB marketing material and decorative materials.</p> <p>Secure storage area: 2 storerooms for stock and records keeping</p> <p>Total floor space to be air-conditioned and floor covering</p> <p>Tenant installation allowance,</p> <p>Building layout drawings/ plans in CAD format</p> <p>Building insurance information (provide proof of building insurance)</p> <p>If multi tenants, provide names and details businesses</p> <p>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)</p> <p>Disability access to the building</p> <p>Accessibility to public transport</p>
3.	Security	<p>Proposal should clearly outline the provision of security of the building:</p> <p>Access control into the building</p> <p>Armed Response Alarm System</p> <p>Daily and good surveillance system</p>

4.	Parking Facilities	Proposal should have a detailed layout of the parking area. A minimum of 5 (3 for personnel and 2 for customers) on-site parking bays or sufficient space on the property to cater to the number of parking bays required.
5.	Building Compliance	The following certification of compliance must be in place:  Mechanical, Electrical, Municipal approved building plans, Occupation Certificate (to be provided prior the signing of the lease if not supplied with the bid) and Fire Clearance  Proof of all applicable municipal planning approvals and zoning scheme approvals to be submitted
6.	Ablutions for Male and Females	The bidder shall provide fully functional ablution 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	Power supply to be connected and distributed through the building. Provision to be made for telecommunication lines within the building.  <ul style="list-style-type: none"> <li>• Provision of LAN, WAN and Fibre Optica Cabling. Secured facility to host ICT equipment (Server room)</li> <li>• Backup power system</li> <li>• Fibre Optic links to the building or in area with fibre connection access</li> <li>• Indicate any existing ICT infrastructure with regards to hardware, cabling, server room or data centre in the building.</li> </ul>
8.	Health & Safety	<ul style="list-style-type: none"> <li>• Letter of Good Standing</li> <li>• Evacuation plan and assembly points</li> <li>• Covid-19 control and monitory exposure plan</li> <li>• Health and safety Manager/Officer contact details</li> </ul>
9.	Maintenance	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.)  <ul style="list-style-type: none"> <li>• The office premises (interior and exterior) to be fully serviced and maintained by the Landlord.</li> <li>• 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.</li> </ul>
10.	Building Support Services	Services must be available on occupation:  <ul style="list-style-type: none"> <li>• Municipal approved building plan</li> <li>• Electrical COC</li> <li>• Water</li> <li>• Electricity</li> <li>• Sanitation; and Refuse removal service</li> <li>• Service records aircons, lifts, and fire equipment</li> </ul>
11.	Other conditions	<ul style="list-style-type: none"> <li>• Building must be ready with all specified requirements by occupation. The building <b>must</b> be in a good and safe condition, it <b>must</b> not be old and dilapidated.</li> <li>• The bidder must provide occupancy certificate</li> <li>• The building must be in Central Burgersfort and easily accessible to clientele and personnel.</li> <li>• Please advise of any new commercial office developments in Burgersfort in the next two to three years to come.</li> </ul>

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

**SUBMIT YOUR PROPOSAL TO:** [PortiaJ@ppecb.com](mailto:PortiaJ@ppecb.com)

## **2. Further Information**

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

Contact number	021 930 1134
Technical Enquiries	<a href="mailto:selbym@ppecb.com">selbym@ppecb.com</a>
Commercial Enquiries	<a href="mailto:PortiaJ@ppecb.com">PortiaJ@ppecb.com</a>

**PLEASE ENSURE YOU USE REFERENCE NUMBER: RFI/LEASE/BURGFT/2023/05**