

DRAFT

TERMS OF REFERENCE

APPOINTMENT OF A COMMERCIAL BROKER TO ASSIST THE COMMISSION WITH THE IDENTIFICATION AND ACQUISITION OF NEW BUILDING

1.1 Purpose

The purpose of this request for proposal is to invite and find a suitably qualified service provider/s to submit proposals for the provision of leased office space (1400 m² to 1600 m²) and parking facilities for the PRSA for a period of five (5) years as from 01 October 2022.

1.2 Background

PRSA current offices are based at 11th Floor, The Marine Building, 22 Dorothy Nyembe Street, Durban, 4001. The office is approximately 772 square meters excluding parking's. The organisation is growing, there are more vacant positions on the structure that need to be filled. The current office space is not sufficient to cater for more staff members. Hence, PRSA is looking for a bigger office space to cater for additional staff members.

1.3 Scope

The draft specification / requirements for office space are as follows:

1.3.1 The office building must within the radius of 15 kilometres from Durban Central Business District (CBD).

1.3.2 The office building must be close/nearby to public transportation

1.3.3 The actual building size proposed (not the total size of the property) must be within a range of 1400 m² to 1600 m².

1.3.4 Proposals must be submitted according to the grade of the required building

1.3.5 The requirements for site accessibility include:

1.3.5.1 The building should allow for easily accessible entrance / exit to and from the building by staff, clients and service providers and be access controlled.

1.3.5.2 The building should have access for persons with disabilities (e.g. wheelchair ramp, stairway and ramp handrails),

1.3.5.3 The office premises must have electricity fencing around the building, with security cameras and be access controlled, with manned security 24/7.

1.4 Building – General Requirements:

1.4.1 The building must be an existing building (complete built structure)

1.4.2 A or B grade office building – within an office Park Area.

1.4.3 Approximately 1400m² and 1600m² Gross Lettable Area (GLA).

1.4.4 Exterior signage must be allowable

1.4.5 Building insurance is the responsibility of the landlord

1.4.6 A building with a green rating would be advantageous

1.4.7 forty-five (45) secure covered on-site parking, additional five (5) visitors parking - Two (2) which will cater for persons with disability, must be available in accordance with municipal by-laws. Confirmation of which should be included in the proposal.

1.5 Building services

1.5.1 The building must have provision for goods and passengers' elevators (for multi-storey buildings) the passenger's elevator should meet the following minimum standards: ➤ Mirror ➤ Audio and visual warning ➤ Control button including emergency button

1.5.2 Ablution facilities accommodating approximately 45 + employees and visitors, including facilities for persons with disability.

1.5.3 The office building must provide lighting as in accordance with the building regulations

1.5.4 The office building must be fully air-conditioned and ventilated and be flexible to be converted PRSA requirements.

1.5.5 Uninterrupted power supply (UPS), back-up generator power supply and Back-up water supply must be available in the event of any interruptions for the entire building

1.5.6 The space(s) on offer must have its own electric distribution board(s)

1.5.7 The office building must have existing fire detection and prevention services

1.5.8 The office building must have double tier cable trays in ceiling voids or make allowance for these

1.5.9 A floor plan of the building drawn to scale is required

1.5.10 Provision of 5 storage rooms, 3 solid walls and 2 dry walls. Solid wall, maximum of 60M2 and Dry wall, maximum of 60M2

1.5.11 Server Room with the following minimum requirements:

- a) The Server room should have brick walls.
- b) The Server room should be windowless to avoid exposure to the sun, which can heat up the machines past their safe point.
- c) The Ceilings should be at least 2.8 Meters high to allow you room to grow and to allow more space for heat to dissipate.
- d) Server room doors should be at least 1 Meter wide and at least 2.4 meters tall, which allows easy installation of bigger servers.
- e) Floors should be antistatic materials to make moving easier and prevent shocks. Floors should also be raised to allow proper ventilation and cabling out of sight.
- f) The Server room should be equipped with Fire Suppression Systems in line with server/data Centre room standards.
- g) They Should have dedicated Electricity Source.
- h) The Server room should be equipped with adequate Cool systems

1.5.12 The lease offered must provide a termination option

1.5.13 The lease offered must indicate the tenant installation allowance

1.5.14 The lease offered must provide an option for building maintenance by the lessor / landlord as part of the lease, with maintenance calls to be attended within 24 hours.

1.5.15 The lease contract should be signed with the owner of the building/ landlord not an agency or third party.