



Q&A FOR RFB 3249-2026 (RFB 387010): REQUEST FOR BID FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR A SUITABLE OFFICE SPACE FOR SITA BHISHO THROUGH AN OPERATING LEASE AGREEMENT FOR A PERIOD OF FIVE (5) YEARS

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Title:	RFB 3249-2026 (RFB 387010): REQUEST FOR BID FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR A SUITABLE OFFICE SPACE FOR SITA BHISHO THROUGH AN OPERATING LEASE AGREEMENT FOR A PERIOD OF FIVE (5) YEARS
Closing Date for questions / queries	11 June 2026

A: QUESTIONS AND ANSWERS

ITEM NO	QUESTION	RESPONSE
1.	1. Refer to page 3 of 32-point 2.1 Scope of work Question: Is the 530m² useable or GLA? 2. Refer to 4 of 32 – point (e) Tenant Installation Question: If we offer you a certain amount of Tenant Installation, but you exceed this amount due to the fact that you might require additional tenant installation, will SITA pay for the overrun? Question: Please can you provide us with your corporate image documentation so that we can calculate the TI amount accordingly. 3. Refer to page 7 of 32 – point 3.2.3 – Must provide a unique reference number. Question: Could you please clarify what you mean by a unique reference number? 4. Refer to page 8 of 32 – point 1 Location of the property. Question: Could you please provide us with a locality map? 5. Refer to page 17 of 32 –Building Requirements - Ablutions Question: How many disabled toilets? Question: How many public toilets?	1. 530m² useable 2. The amount offered by the landlord must be sufficient to cover the minimum requirements as indicated in the bid specification Upload it from the SITA website 3. Bidder to use easy referencing so that it is easier to locate the evidence in their response file and/or indicate on your table of content where specific evidence document is located. 4. Locality map must be provided by the bidder as evidence to show where the proposed buildings is located. 5. Minimum one for disabled persons, and minimum of 8 male and female toilets, however the final number will be influenced by the structure of the proposed building

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	6. Refer to page 9 of 32 – point 3 Building Requirements. Question: If we offer a newly built office space and provide a letter of confirmation stating that we will hand over the documents at the handover of the proposed building, should we be the successful bidder, will this be sufficient evidence? As there wont be “latest” certification as required. Question: You advise that the Certificate of Occupancy must accompany the document, but the Certificate of Occupancy can only be issued after the tenant installation is done and the Fire Chief has inspected the leased premises. It is impossible to issue an Occupation Certificate until the premises have been inspected by the Fire Chief. We however can confirm that the Occupation Certificate will be available at handover of the building and before commencement of the Lease. What do you require from us to enable us to comply? 7. Refer to page 15 of 32 – point 3.3.1.10 – Water Supply Question: What size water tanks do you require? 8. Page 16 of 32 point 3.3.1.11 Power supply Question: Point (C) – do we provide the approved electrical layout plans with the bid or at handover, should we be the successful bidder. Question: If we offer a newly built office space and provide a letter of confirmation stating that we will hand over the approved electrical layout plans, will this be sufficient evidence. Question: Point (D) If we offer a newly built office space and provide a letter of confirmation stating that we will install an electricity meter before handover, will this be sufficient? Question: Point (G) what size generator do you require? Question: If the power goes off what must run of the generator?	Bidder must comply with the building requirements and provide proof of evidence specified in the bid specification. Bidder must comply with the building requirements and provide proof of evidence specified in the bid specification. 7. The requirement is to ensure that there is water supply to the offices for consumption and ablutions during water outages. 8. Bidder must comply with the building requirements and provide proof of evidence specified in the bid specification. Bidder must comply with the building requirements and provide proof of evidence specified in the bid specification. The requirement is to ensure that there is consistent standby power supply to the office during power outages. The office power pugs and lights must run on the generator/and/or any form of standby power supplied

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	Question: How many Staff will be at the new office accommodation? Question: Do you require a UPS as well? 9. Page 17 of 32 – point 3.3.1.16 - Lift Question: If we offer a newly built office space and provide a letter of confirmation stating that we will hand over documents for (vi), will this be sufficient evidence. 10. Page 17 of 32 point 3.3.1.19 – Heating, Ventilation and Air-conditioning requirements Question: If we offer a newly built office space and provide a letter of confirmation stating that we will hand over documents for (a) will this be sufficient evidence. 11. Page 19 of 32 – point 3.3.1.26 – Regularity, Quality and Standards Question: Point (a) please forward SITA Policy. 12. Question: Since this document is in word format can we remove the wording in red “provide unique reference to locate the substantiating evidence in the bid response ” in all the columns in the tender document so that we can fill in our answers? 13. Question: Please can you provide us with your specific office needs requirements, how many or how big (m²) must each office be, the open area, the canteen etc. etc. 14. Question: Access Control – are we installing and providing it, or will SITA install their own access control? 15. Question: Who pays for: 1. Water and Electricity metered monthly as per usage 2. Refuse removal invoiced monthly.	+80 employees 9. Adhere to the requirements of the bid Adhere to the requirements of the bid. SITA policy/ies is/are not public document. 12. Allowed but strictly ensure adherence to the standard of the bid specification document. 13. The office needs will be determined by the structure of the proposed building. 14. SITA will install its own access control to the office offered, if the building is in the office complex, SITA will only be responsible for the building occupied not the complex. 15. 1. Water and Electricity metered monthly as per usage – <i>Tenant as per the norm/prorated</i> 2. Refuse removal invoiced monthly – Landlord

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	3. Internal Maintenance 4. External Maintenance 5. Internal Cleaning (she bins, office cleaner etc etc) 6. External Cleaning 7. Internal Security (CCTV cameras etc.) 8. Guard at proposed office space for SITA's exclusive use 9. Burglar alarm system linked to armed response 10. External Security – for whole building 11. Rates and Taxes 12. Fire charges - Municipal 13. Servicing of fire equipment 14. Pest Control 15. Sewerage invoiced monthly 16. Exterior and interior signage 17. Generator fuel as per usage	3. Internal Maintenance - <i>Tenant as per the norm excluding all as specified in the bid specification</i> 4. External Maintenance - Landlord 5. Internal Cleaning (she bins, office cleaner etc etc) - <i>Tenant (if not shared with other tenants)</i> 6. External Cleaning - Landlord 7. Internal Security (CCTV cameras etc.) Tenant 8. Guard at proposed office space for SITA's exclusive use - Tenant 9. Burglar alarm system linked to armed response - Landlord 10. External Security – for whole building - Landlord 11. Rates and Taxes - Landlord 12. Fire charges - Municipal - Landlord 13. Servicing of fire equipment – Landlord 14. Pest Control - Landlord 15. Sewerage invoiced monthly - Landlord 16. Exterior and interior signage – Landlord 17. Generator fuel as per usage – Landlord