

Space Planner TOR

1. Assessing Current Layout of our Pretoria Offices at 134 Pretorius Street, Pretoria

- Conduct a comprehensive review of the existing office layout to understand how space is currently being utilized.
- Evaluate workstation arrangements, meeting rooms, collaborative spaces, storage areas, and circulation flow.
- Identify inefficiencies such as underutilized areas, overcrowding, or poor layout design that may impact productivity.
- Take into account staff workflows, departmental adjacencies, and how teams interact within the space.

NB: A physical site visit is required when assessing the PTA office to ensure accurate measurements, observe real usage patterns, and identify practical constraints that may not be evident from plans alone.

2. Assisting in Establishing New Office Requirements

- Work closely with stakeholders to define the functional and operational requirements of the new office space.
- Determine the total space needed based on staff numbers, working models, and future growth projections.
- Consider different occupancy scenarios, including hybrid work models:
 - **60/40 split @ 2 days in office:** Estimate space requirements assuming a portion of staff are in-office two days per week, requiring shared or flexible workstations (hot desking).
 - **80/20 split @ 1 day in office:** Assess a high in-office presence, which may increase the number of required desks but decrease the need for bookable or multi-purpose spaces.
- Define requirements for meeting rooms, quiet areas, collaboration zones, reception, and support spaces (e.g., kitchens, printing areas).

- Ensure alignment with organizational policies, employee wellbeing, and modern workplace standards.
-

3. Area / Suburb Research Based on HSRC Needs

- Conduct research to identify suitable areas or suburbs that align with HSRC's operational, financial, and strategic requirements.
 - Evaluate factors such as proximity to key stakeholders, accessibility via public transport, and commute convenience for employees.
 - Consider safety, infrastructure, and availability of amenities (e.g., parking, restaurants, banking facilities).
 - Review current market trends, including rental rates, vacancy levels, and availability of suitable office spaces.
 - Shortlist potential locations that provide the best balance between cost, accessibility, and organizational needs.
-

4. Preparation of Tender Document (Property Section)

- Compile a detailed and structured property section for the tender document to guide potential bidders.
- Clearly outline the office space requirements, including size, layout expectations, and functional specifications.
- Include evaluation criteria such as location, cost, building quality, lease terms, and compliance with requirements.
- Provide relevant background information about HSRC and the purpose of the office relocation or expansion.
- Ensure all documentation is clear, consistent, and aligned with procurement policies to enable fair and transparent evaluation of proposals.

Criteria to be considered:

1. Experience and References:

1. Evidence of a number of years of experience in Property Market Sector and Spatial Planning services over the last 3 years.

Evidence must be provided with a detailed portfolio and pictures of at least 3(three) completed projects. The portfolio must show the duration of completion of the projects in the portfolio.

Service providers to provide company registration documents.

- 3 years exp – 10 points
- 4 - 6 years exp -15 points
- Seven(7) years & above – 25 points

Points - 25 points

2. Work Experience.

Worked on more than five projects greater than 1000m² in the corporate sector.

- Service provider to support that with letters of Reference not older than three(3) years as per the above specified completed projects on client business letterheads.
- Letters must have complete names and contact telephone numbers of referees.

Less than 5 letters of reference. (5 points)

5 letters of reference and above (10 points)

Complete reference letters showing completed project details and containing clear contact details of client. (10 points)

Points - 20 Points

3. Project Plan

The service providers must provide a detailed project plan with timelines for the following;

- Assessing the current layout of our Pretoria Offices at 134 Pretorius Street, Pretoria
- Advise the HSRC on our space requirements for a new office, based on their evaluation.
- Assisting in Establishing New Office Requirements including details for meeting venues, storage space and the library.
- Area / Suburb Research Based on HSRC needs
- Preparation of Tender Document (Property Section only)
- This includes Virtual Meetings with HSRC
- Site visit to the Pretoria Offices are compulsory
- Identify how often information sessions will be awarded to the HSRC

- Service provider to provide tangible proof of capacity for this project , team members ID and CV/s

Points - 45 Points

4. Service providers are to provide the latest two financial statements not older than two years. Financial statements must be either reviewed or audited. Service providers are required to be financially sound.

Points - 10 Points

TOTAL POINTS: 100

Service Providers that score below the (75%) may not be evaluated further for Price