

|   |                          |                          |
|---|--------------------------|--------------------------|
|  | <b>SCOPE REQUIREMENT</b> | <b>Scope Requirement</b> |
|---|--------------------------|--------------------------|

Title: Shelly Beach lease transaction

Unique Identifier: **TBA**

Alternative Reference Number: **Optional**

Area of Applicability: **NTCSA Shelly Beach**

Documentation Type: **SOW**

Revision: **0**

Total Pages: **8**

Next Review Date: **Not applicable**

Disclosure Classification: **CONTROLLED DISCLOSURE**

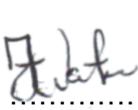
**Compiled by:**



**Mbuyiselo Ntoi**  
**Property Portfolio Officer**

Date: 09 July 2025

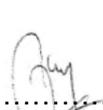
**Supported by:**



**Fiona Walters**  
**Property Portfolio Manager**

Date: 09 July 2025

**Authorised by:**



**Phelokazi Nqwelo**  
**Middle Manager Real Estate**

Date: 09 July 2025

**CONTROLLED DISCLOSURE**

When downloaded from the EDS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the database.

## CONTENTS

|  | Page     |
|--|----------|
| <b>1. INTRODUCTION.....</b>                      | <b>3</b> |
| <b>2. SCOPE .....</b>                            | <b>3</b> |
| 2.1 EVALUATION CRITERIA .....                    | 4        |
| <b>3. NORMATIVE/INFORMATIVE REFERENCES .....</b> | <b>7</b> |
| 3.1 NORMATIVE REFERENCES .....                   | 7        |
| 3.2 INFORMATIVE REFERENCES .....                 | 7        |
| <b>4 DEFINITIONS AND ABBREVIATIONS .....</b>     | <b>8</b> |
| 4.1 ABBREVIATIONS .....                          | 8        |
| <b>5 PROCESS FOR MONITORING.....</b>             | <b>8</b> |
| <b>6 RELATED/SUPPORTING DOCUMENTS .....</b>      | <b>8</b> |
| <b>7 REQUIREMENTS .....</b>                      | <b>8</b> |
| <b>8 RECORDS .....</b>                           | <b>8</b> |
| <b>9 AUTHORISATION .....</b>                     | <b>8</b> |
| <b>10 ACKNOWLEDGEMENTS.....</b>                  | <b>8</b> |

### **CONTROLLED DISCLOSURE**

When downloaded from the EDS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the database.

## 1. INTRODUCTION

Historically, Eskom Real Estate managed the national property portfolio. This included asset management and deriving the best value from the property portfolio through increased occupancy, and the reduction of leases. This initiative was to support the holistic corporate plan by reducing operating expenditure through lease closures. The Covid-19 pandemic also introduced a new way of working, thus encouraging a further reduction in the leased property portfolio. Consequently, several leases were terminated and significantly reduced the property footprint in the regions.

NTCSA Telecomms manages and maintains communication infrastructure supporting the South Coast of the East Grid. Currently, its employees are accommodated at Hibberdene CNC, a Distribution (Dx) owned complex. The premises are utilised for offices, stores, workshop space and parking. The current space is insufficient to adequately accommodate NTCSA Telecomms operational requirements and the seven employees, which are forecasted to increase up to twelve employees in the next 5 years.

There are currently 5 employees, with plans to increase the workforce to 12 employees. With the increase in workforce, there will also be an increase in office space requirements, projected to be approximately 659m<sup>2</sup> for the provision of offices, parking, storage and workshops for the Grids and Telecoms operations.

## 2. SCOPE

Rental premises in Shelly Beach, which meets the following requirements:

- The required leased premises should meet the following requirements:
- Rented space should be approximately 600m<sup>2</sup> - 700m<sup>2</sup>. May consider more than one building.
- Parking for 10 vehicles.

The premises/building for the NTCSA offices need to be near the current Eskom Shelly Beach offices. Close to necessary amenities; easily accessible by means of public transport; connected to main roads.

- 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.
- Property should have adequate ablution facilities (females and males; compliant in terms of OHSA and NBR including provision for people with disabilities).
- Premises should comply to relevant applicable legislation (OHSA), and National Building Regulations.

### **CONTROLLED DISCLOSURE**

## 2.1 EVALUATION CRITERIA

An occupancy certificate is mandatory, but tenderers will not be disqualified when submitting tenders should they meet the minimum threshold stipulated in the technical evaluations.

Technical evaluation criteria with weightings (in percentages) for goods or services as follows:

|    | Description of criteria elements   | Scoring Criteria  |      | Overall, Weight |
|----|--|---|------|-----------------|
| 1. | The building must be an existing structure that can accommodate approximately <ul style="list-style-type: none"> <li>- 600m<sup>2</sup> - 700m<sup>2</sup> to accommodate offices, stores and workshops.</li> <li>- Provide in a report/property profile format</li> </ul>   | Condition and age of Building<br>Provided   | 20%  | 20%             |
|    |  | Photograph of the property, any relevant certificates or permits (e.g. Zoning, building compliance)<br>Not provided | 0%   |                 |
| 2. | Provide most recent service reports or certificate not older than 31 July 2024 (aircons, service doors, fire equipment, lifts where applicable).<br><br>The tenderer to indicate what is applicable to their building when submitting reports.   | Provided – 100%   | 10%  | 10%             |
|    |  | Provided – 50% and above  | 5%   |                 |
|    |  | Provided less than 50%  | 0%   |                 |
| 3. | Provide condition assessment reports and certificates of compliance not older than 5 years<br><br>Electrical and gas where applicable<br>Plumbing<br>Civil and structural (structure, roofs, walls, drainage).<br>Mechanical (lifts, aircons, fire equipment - if not applicable, tenderer must confirm. Where there is a lift, compliance report not older than 1 year.<br>In case of the building being vacant, the supplier must indicate and provide the last condition assessment reports and certificates. | Report with all certificates provided   | 10%  | 10%             |
|    |  | Report provided without certificates  | 5%   |                 |
|    |  | No report / no certificate provided   | 0%   |                 |
| 4. | Property / building plans (as built drawings/floor plans for the leased premises)  | Provided  | 15%  | 15%             |
|    |  | Not provided  | 0%   |                 |
| 5. | Preference for single building   | Single building   | 10%  | 10%             |
|    |  | Multiple buildings in same complex.<br>With access to roof  | 5%   |                 |
|    |  | Multi-buildings   | 2.5% |                 |
| 6. | Availability of Back-up power (Generator, UPS):  | Available / commitment provided for installation and maintenance records.   | 5%   |                 |

### CONTROLLED DISCLOSURE

**SCOPE OF WORK REQUIREMENT**

Unique Identifier: **TBA**

Revision: **3**

Page: **5 of 9**

|    | Description of criteria elements   | Scoring Criteria   |      | Overall, Weight |
|----|--|--|------|-----------------|
|    | <ul style="list-style-type: none"> <li>In good working condition and connected for emergencies</li> <li>Record of maintenance to be provided.</li> <li>If not available, commitment (in writing) should be made to provide back-up power within 6 months of occupancy.</li> </ul>  | Available / commitment provided for installation and without maintenance records.            | 2.5% | 5%              |
|    |  | Unavailable and no commitment to install.  | 0%   |                 |
| 7. | Parking availability within the perimeter fence of the property <ul style="list-style-type: none"> <li>Approximately 10 x parking bays</li> </ul>  | Covered secure parking   | 10%  | 10%             |
|    |  | Combination of secure covered parking and open parking bays                                  | 7.5% |                 |
|    |  | Secure open parking bays   | 5%   |                 |
|    |  | No Parking or less than 8 bays within the perimeter fence will be cause for disqualification | 0%   |                 |
| 8. | Town/ City/ Nodal Centre: <ul style="list-style-type: none"> <li>Proximity to the current Shelly Beach Eskom Distribution office</li> <li>Accessible by means of public transport.</li> <li>Transportation routes within walking distance.</li> </ul> A property profile with print out of google maps indicating location of the property to be provided. | ≤ 3 Km radius  | 15%  | 15%             |
|    |  | >3km - ≤5 Km radius  | 10%  |                 |
|    |  | >5 km radius   | 5%   |                 |
| 9. | Backup water storage <ul style="list-style-type: none"> <li>In good working condition and connected for emergencies</li> <li>Record of maintenance to be provided.</li> <li>If not available, commitment (in writing) should be made to provide back-up water within 6 months of occupancy.</li> </ul>   | Available / commitment provided for installation and maintenance records.                    | 5%   | 5%              |
|    |  | Unavailable and no commitment to install.  | 0%   |                 |
|    | Total Score  |  |      | 100%            |
|    | Minimum Threshold to be considered for further evaluation  |  |      | 70%             |

**CONTROLLED DISCLOSURE**

When downloaded from the EDS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the database.

|    | Description of criteria elements   | Scoring Criteria   |      | Overall, Weight |
|----|--|--|------|-----------------|
|    | <ul style="list-style-type: none"> <li>In good working condition and connected for emergencies</li> <li>Record of maintenance to be provided.</li> <li>If not available, commitment (in writing) should be made to provide back-up power within 6 months of occupancy.</li> </ul>  | Available / commitment provided for installation and without maintenance records.            | 2.5% | 5%              |
|    |  | Unavailable and no commitment to install.  | 0%   |                 |
| 7. | Parking availability within the perimeter fence of the property <ul style="list-style-type: none"> <li>Approximately 10 x parking bays</li> </ul>  | Covered secure parking   | 15%  | 10%             |
|    |  | Combination of secure covered parking and open parking bays                                  | 7.5% |                 |
|    |  | Secure open parking bays   | 5%   |                 |
|    |  | No Parking or less than 8 bays within the perimeter fence will be cause for disqualification | 0%   |                 |
| 8. | Town/ City/ Nodal Centre: <ul style="list-style-type: none"> <li>Proximity to the current Shelly Beach Eskom Distribution office</li> <li>Accessible by means of public transport.</li> <li>Transportation routes within walking distance.</li> </ul> A property profile with print out of google maps indicating location of the property to be provided. | ≤ 3 Km radius  | 15%  | 15%             |
|    |  | >3km - ≤5 Km radius  | 10%  |                 |
|    |  | >5 km radius   | 5%   |                 |
| 9. | Backup water storage <ul style="list-style-type: none"> <li>In good working condition and connected for emergencies</li> <li>Record of maintenance to be provided.</li> <li>If not available, commitment (in writing) should be made to provide back-up water within 6 months of occupancy.</li> </ul>   | Available / commitment provided for installation and maintenance records.                    | 5%   | 5%              |
|    |  | Unavailable and no commitment to install.  | 0%   |                 |
|    | <b>Total Score</b>   |  |      | <b>100%</b>     |
|    | <b>Minimum Threshold to be considered for further evaluation</b>   |  |      | <b>70%</b>      |

Suppliers who achieve the minimum threshold of 70% will be subjected to a site evaluation.

### CONTROLLED DISCLOSURE

**ON-SITE OBJECTIVE TECHNICAL EVALUATIONS**

|    | Measure                 | Description of criteria elements   | Scoring Criteria   | Score |
|----|-------------------------|--|--|-------|
| 1. | Universal Accessibility | The accommodation’s location supports service delivery objectives, accessible for the delivery of equipment & materials, disability access i.e., availability of ramp, lift for multi-level building, bathroom wheelchair friendly, double-door from outside to allow wheelchair access and material delivery. | Fully compliant (availability of ramp, lift for multi-level building, bathroom wheelchair friendly, double-door from outside to allow wheelchair access and material delivery) = 25% | 25%   |
|    |                         |  | Fairly compliant (availability of ramp, lift for multi-level building, bathroom wheelchair friendly) = 15%   |       |
|    |                         |  | Non-compliant = 0%   |       |
| 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 = 25%   | 25%   |
|    |                         |  | Property exhibits superficial wear and tear, with minor defects and minor signs of deterioration to surface finishes = 15%   |       |
|    |                         |  | Property exhibits significant wear and tear, with visible defects and significant signs of deterioration to surface finishes = 0%  |       |
| 3. | 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%  |       |
| 4. | 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%  |       |

**CONTROLLED DISCLOSURE**

|                      |                   |   |  |            |
|----------------------|-------------------|---|--|------------|
| 5.                   | 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%   |            |
| 6.                   | 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%   |            |
| <b>TOTAL SCORING</b> |                   |   |  | <b>100</b> |

The evaluation committee reserves the right to disqualify any bidder that fails to meet the mandatory site evaluation criteria. Only bidders who fully comply with all on-site evaluation requirements, as specified in the technical criteria, will be eligible to proceed to the next stage of evaluation.

#### Applicability

This document is applicable to the Shelly Beach lease transaction in NTCSA.

### 3. NORMATIVE/INFORMATIVE REFERENCES

The following references are included:

#### 3.1 NORMATIVE REFERENCES

- ISO 9001 Quality Management Systems.
- National Building Regulations and Building Standards Act No. 103 Of 1977
- SANS 784, Design for access and mobility
- SANS 10400-A, The application of the National Building Regulations. – Part A: General principles and Requirements
- SANS 10400-D, The application of the National Building Regulations. – Part D: Public safety.
- SANS 10400-M, The application of the National Building Regulations. – Part M: Stairways.

#### 3.2 INFORMATIVE REFERENCES

- Eskom Real Estate Standards
- Occupational Health and Safety Act 85 of 1993
- National Building Regulations and Building Standards

### CONTROLLED DISCLOSURE

When downloaded from the EDS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the database.

## 4 DEFINITIONS AND ABBREVIATIONS

### 4.1 Classifications:

**Controlled disclosure:** controlled disclosure to external parties (either enforced by law, or discretionary).

### 4.2 ABBREVIATIONS

| Abbreviation | Description   |
|--------------|---|
| NTCSA        | National Transmission Company of South Africa SOC LTD |
| SOW          | Scope of works  |
|              |   |
|              |   |

## 5 PROCESS FOR MONITORING

Document revisions will be marked in ascending numeric order.

## 6 RELATED/SUPPORTING DOCUMENTS

Not applicable.

## 7 REQUIREMENTS

N/A

## 8 RECORDS

All records to be managed in compliance to the Eskom records management policy.

## 9 AUTHORISATION

This document has been seen and accepted by:

| Name             | Designation                |
|------------------|----------------------------|
| Mbuyiselo Ntoi   | Property Portfolio Officer |
| Fiona Walters    | Property Portfolio Manager |
| Phelokazi Nqwelo | Middle Manager Real Estate |

## 10 ACKNOWLEDGEMENTS

N/A

### **CONTROLLED DISCLOSURE**

When downloaded from the EDS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the database.