

	<b>SCOPE REQUIREMENT</b>	<b>Scope Requirement</b>
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## 2.1 EVALUATION CRITERIA

An occupancy certificate is mandatory, but tenderers will not be disqualified when submitting tenders, but documents must be provided before site evaluation is done, 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.	Proof of ownership or valid mandate from the registered property owner authorising the bidder to lease the premises.  <b>NB - The registered owner must be clearly identifiable from the supporting documentation provided.</b>	Proof of ownership or valid mandate provided, together with identification of the registered owner (e.g. ID, company registration documents or deed search)	20%	20%
		No proof of ownership or valid mandate provided	0%	
2.	The building must be an existing structure measuring approximately: <ul style="list-style-type: none"> <li>- 380 m<sup>2</sup>-454 m<sup>2</sup> offices, a 10% variance is acceptable.</li> <li>- storage for production equipment, workshop should allow for installation for work benches 10% variance acceptable</li> </ul>	Confirmation provided	15%	15%
		Confirmation not provided but commitment to provide when required	7.5%	
		Not provided and no commitment to provide confirmation.	0%	
3.	Provide most recent service reports or certificate (for lifts where applicable, pumps where applicable, aircons, service doors, doors). 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%	
4.	Provide condition assessment reports with valid compliance certificates where applicable.  Electrical and gas, where applicable. Mechanical (lifts, fire equipment, doors - if not applicable, tenderer must confirm. Where there is a lift, compliance report.	Report with all certificates provided	10%	10%
		Report provided without certificates	5%	
		No report / no certificate provided	0%	
5.	Property / building plans (as built drawings/floor plans for the leased premises)	Provided	10%	10%
		Not provided	0%	
6.	Preference for single building	Single building	10%	10%
		Multiple tenancy in same buildings	5%	
		Multi-buildings	2.5	

### CONTROLLED DISCLOSURE

	Description of criteria elements	Scoring Criteria		Overall, Weight
7.	Parking availability within the perimeter fence of the property <ul style="list-style-type: none"> <li>Approximately 9-20 covered parking bays &amp; open parking for trucks</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 $\leq 9$ bays within the perimeter fence will be cause for disqualification	0%	
8.	Town/ City/ Nodal Centre: <ul style="list-style-type: none"> <li>The property must be in close proximity to the current NTCSA offices in George, Western Cape.</li> </ul> A property profile with print out of google maps indicating location of the property to be provided.	$\leq 3$ Km radius	15%	15%
		>3km - $\leq 5$ Km radius	10%	
		>5 km radius	5%	
<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 will be subjected to a site evaluation.

### CONTROLLED DISCLOSURE

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**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 physically challenged and delivery of equipment & materials, i.e., availability of ramp, lift for multi-level building, bathroom wheelchair friendly, double-door from outside to allow wheelchair access and material delivery.  <b>Where such features are not currently in place, a written commitment to install and make fully operational prior to occupation must be provided.</b>	Fully compliant (availability of ramp, lift for multi-level building, bathroom wheelchair friendly, double-door from outside to allow wheelchair access and material delivery)  Commitment to install (supported by written undertaking, to be completed prior to occupation)  =25%  Fairly compliant (availability of ramp, lift for multi-level building, bathroom wheelchair friendly) = 15%  Non-compliant = 0%	25%
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%  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%	25%
3.	Security features	Secure perimeter fence	Secure perimeter fence = 10%  No Secure perimeter fence – 0%	10%
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%  Partially= 5%  None = 0%	10%

**CONTROLLED DISCLOSURE**

**SCOPE OF WORK REQUIREMENT**

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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>
<b>Minimum Threshold to be considered for further evaluation</b>				<b>60%</b>

Applicability

This document is applicable to the George lease transaction in NTCSA.

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