

	SCOPE REQUIREMENT	Scope Requirement
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Title: NTCSA HV Plant office-
Western Grid lease transaction

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Alternative Reference Number: **Optional**

Area of Applicability: **NTCSA HV Plant office**

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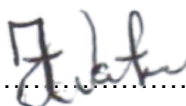
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1. INTRODUCTION

NTCSA currently leases 1560m² with stores, workshop and parking, in Western Cape, to accommodate the NTCSA staff located at 14 Gamka Street, Stikland space requirements in the area. There are currently 7 employees, with plans to increase the workforce to 12 employees.

NTCSA currently leases an industrial building in Stikland, Western Cape for the HV Plant Workshop / offices. This building primarily serves the technical operational needs of the Western Grid. NTCSA SOC Ltd acquired a lease for the technical operations at the Stikland HV Plant Industrial Office covering about 1560m² along with parking facilities. It is located at 14 Gamka Street, Stikland, Western Cape, the lease is set to end on 31 July 2025

There are currently no Eskom owned properties within the region that can adequately accommodate the NTCSA employees, equipment i.e. (switchgear equipment, test bay with crane, training centre), workshop, and storage requirements. It is for this reason that Eskom has leased premises to accommodate the end user's needs, thus the preferred choice for the next 5 years is to lease a premises from the market until Transmission can provide investment capital project construct a new building that is fit for purpose.

The current lease agreement expires on 31 July 2025 and a 60-month lease agreement is proposed to accommodate the business requirements in the area for the short to medium term. An exit clause will be included in the lease terms to enable early termination should the need arise.

2. SCOPE

Rental premises in Cape Town, Western Cape which meets the following requirements:

- The required leased premises should meet the following requirements:
- Rented space should be $\pm 1560\text{m}^2$.
- Equipped to operate for equipment i.e. (switchgear equipment, test bay with crane, training centre), workshop.
- Sufficient storage space - The storage space should be designed to keep flammable materials away from heat sources, sparks, or open flames.
- Parking for approximately 10 -15 vehicles.

The premises/building for the NTCSA offices need to be 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.

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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.	<p>The building must be an existing structure that meets the below requirements, Measuring approximately:</p> <ul style="list-style-type: none"> - ±1560m² industrial office and warehouse, a 10% variance is acceptable. With the following requirements: - NB! Clear height and span: Sufficient vertical clearance for equipment 7 meters high, for overhead cranes, and storage. - NB! Provides or has the capability to provide as follows: - Included ±80 m² enclosed space for (transformer laboratory and testing area with space for a 500 kg overhead crane) - Included ±1300 m² open space for workshop area with space for 2-ton gantry crane. - Included ±64 m² demarcated space for engineering equipment - Included ±25 m² demarcated space for welding equipment – enclosed with ventilation system. - Included ±25 m² demarcated banded space for oil storage and processing. - Included ±25 m² demarcated space for storage of hazardous materials. - Included Office space for 15 staff - Included Ablution facilities for 15 staff - Included Kitchen and locker room - Included Boardroom ± 100m² - Doors accessible by forklift. 	Confirmation provided	25%	25%
		Confirmation not provided but commitment to provide when required	15%	
		Not provided and no commitment to provide confirmation.	0%	
2.	Provide most recent service reports or certificate not older than September 2024 (for lifts where applicable, pumps where applicable, aircons, service doors, fire equipment, gate motors). 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 with valid compliance certificates where applicable not older than 3 (three) years. Electrical and gas where applicable	Report with all certificates provided	10%	10%

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	Description of criteria elements	Scoring Criteria		Overall, Weight
	Plumbing. Civil and structural (structure, roofs, walls, drainage). Mechanical (lifts, aircons, fire equipment, doors - if not applicable, tenderer must confirm. Where there is a lift, compliance report not older than 1 year. In case of the building being vacant, the supplier must indicate and provide the last condition assessment reports and certificates.	Report provided without certificates / older than 3 years	5%	
		No report / no certificate provided	0%	
4.	Property / building plans (as built drawings/floor plans for the leased premises)	Provided	10%	10%
		Not provided	0%	
5.	Preference for single building	Single building	10%	10%
		Multiple buildings in same complex. With access to roof	5%	
		Multi-buildings	2.5	
7.	Parking availability within the perimeter fence of the property <ul style="list-style-type: none"> Approximately 15 x parking bays 	Covered secure parking	10%	10%
		Combination of secure covered parking and open parking bays	7.5%	
		Secure open parking bays	5%	
		No Parking or ≤10 bays within the perimeter fence will be cause for disqualification	0%	
8.	Town/ City/ Nodal Centre: <ul style="list-style-type: none"> The property must be in close proximity to the current Eskom offices in Stikland. <p>A property profile with print out of google maps indicating location of the property to be provided.</p>	≤ 3 Km radius	20%	20%
		>3km - ≤5 Km radius	10%	
		>5 km radius	5%	
9.	Backup water storage <ul style="list-style-type: none"> In good working condition and connected for emergencies Record of maintenance to be provided. If not available, commitment (in writing) should be made to provide back-up water within 6 months of occupancy. 	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%

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

ON-SITE OBJECTIVE TECHNICAL EVALUATIONS

	Measure	Description of criteria elements	Scoring Criteria	Score
1.	Design and layout	Design and Layout Clear height and span: Sufficient vertical clearance for equipment, overhead cranes, and storage. Column spacing: Strategically placed columns to minimize obstruction and optimize workflow. Door and window placement: Strategically located doors and windows for natural light, ventilation, and easy access.	Fully compliant (sufficient height, optimal flow, natural light, ventilation and easy access) = 25% Partially compliant (Clear height, some obstruction with sufficient flow)= 10% Non compliant/poor layout (Poor lighting and ventilation, poor access, less than 7m height clearance) = 0%	25%
2.	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.	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% 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%	10%

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			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% Not Electrified/Not energized – 5% None installed – 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%
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% Not installed or not functional = 0%	5%
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% Non-compliant = 0%	25%
TOTAL SCORING				100

There is no minimum threshold for the site evaluation, all suppliers who have been evaluated to this stage will proceed for further evaluation.

Applicability

This document is applicable to the HV Plant office transaction in NTCSA.

3. NORMATIVE/INFORMATIVE REFERENCES

The following references are included:

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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

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.

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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
Mabusi Khama	Property Portfolio Officer
Nontombi Sechogela	Facilities Manager
Phelokazi Nqwelo	Middle Manager Real Estate

10 ACKNOWLEDGEMENTS

N/A

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