



ANNEXURE A

TERMS OF REFERENCE

APPOINTMENT OF SERVICE PROVIDERS TO PROVIDE OFFICE ACCOMMODATION BLOEMFONTEIN REGIONAL OFFICE, LEASE FOR A PERIOD OF 9 YEARS 11 MONTHS (NRCS 001-2026/2027)

CLOSING DATE 23 JUNE 2026 @ 11H00

NON-COMPULSORY BRIEFING SESSION ON 04 JUNE 2025 @ 10H00

TERMS OF REFERENCES/ SPECIFICATIONS**1. Background**

The National Regulator for Compulsory Specification (NRCS) is established by the National Regulator for Compulsory Specifications Act (NRCS Act), 2008 (Act 5 of 2008) published in Government Gazette 31216 on 5 May 2008, as amended.

The NRCS is responsible for the administration the NRCS Act, the Legal Metrology Act, 2014 (Act 9 of 2014) hereinafter called the LM Act, and the National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977) hereinafter NBR Act.

The NRCS's mandate includes promoting public health and safety, environmental protection and ensuring fair trade. This mandate is achieved through the development and administration of technical regulations and compulsory specifications as well as through market surveillance to ensure compliance with the requirements of the compulsory specifications and technical regulations. NRCS stakeholders include the South African Government, industry and the citizens.

2. Objective

The NRCS is embarking on a process to lease a building in Bloemfontein to house the NRCS Regional Offices situated in Bloemfontein. It is incumbent on the bidder to interpret the NRCS' requirements as outlined in the specifications provided in this document.

The NRCS requires a B-grade building with a minimum of 350 m² floor space that will be able to accommodate 10 employees. The building must provide for a Reception Area and allow for enough parking for employees, customers and 03 trailers. The office accommodation should at least be close to major public transport routes, which will suit both the needs of the employees and customers.

The NRCS will prefer to have its offices situated within 20-kilometer radius from the Central Business District (CBD) area. The prominence of the location and opportunity to expose the corporate Regional Office will be treated as an advantage.

3. TECHNICAL BUILDING REQUIREMENTS

The intention is to appoint Bidders who manage commercial properties or own commercial properties for leasing. Bidders must propose buildings that will suit the NRCS requirements. The premises should be suitable for a typical administrative office environment.

Ideally, the NRCS would want to have the building suitably fitted out to NRCS's requirements. As it is not part of the NRCS's core functions, the NRCS would not be involved in appointing a Professional Team and Contractors to fit out the office accommodation and expects the Landlord to do this. The Landlord must specify the tenant installation allowance.

It is important for the NRCS to be informed of the time frame (considering NRCS's existing contractual obligations) when a suitable building will be ready for occupation. The location of the NRCS Office must be easily accessible from existing freeways/main roads, preferably within walking distance from public transport services, clearly visible from traffic routes and entrance from street level is required. Secure parking for visitors must be available close to or on the proposed premises.

A security infrastructure for the offices will be required and it is imperative that cognizance is given to any risk/s attached to the prospective buildings to the NRCS employees, staff and visitors. The building must be disabled friendly.

3.1 Parameters

Lease: Office space

NRCS Requirement for Office Space as follows:

Property street address

- Owner's name, address, city, postal code, telephone and e-mail
- Representative name, telephone and e-mail
- Details of all partners to this offer

Layout drawings

The owner shall provide detailed layout drawings and photos of the existing building that will allow the NRCS to compare the drawing to the specification and include all areas required for the building to be functional including the usable space listed.

Floor Area

The owner shall provide the floor area as defined by the South African Property Owners Association (SAPOA) - Method for measuring floor areas in commercial and industrial buildings.

3.2 Location

- Within 20-kilometer radius from the Bloemfontein Central Business District (CBD) area

3.3 Site Accessibility

- In Close proximity of public transport routes
- NRCS staff should have their own entrance
- In a Corporate Business Office Park or Multi-Purpose Area
- Wheelchair access to building required
- Facilities to be friendly to people with disabilities
- Accommodation on consecutive floors from ground floor up must have a lift above ground floor level.

3.4 Building

The NRCS requires a building of 350 m² floor space that contains the following:

Accommodation

Manager Office 25 Square meters
Employees (Open plan preferably) (+ 10 employees)
Reception Area: Must have restricted access to the offices.
Boardroom with space to allow for serving of refreshments and an urn
Filing room to accommodate existing Zippel and filing cabinets ≤ 12 m ²
IT Server Room
Kitchen/Canteen
Ablutions
Testing Room of about 30 square meters floor space <ul style="list-style-type: none"> ▪ Ventilation chamber for discharging aerosols ▪ 1 x compressed air point ▪ 2 x electrical points ▪ Epoxy coated Floor drain with 1:80 sloped floor leading to drain to aid draining ▪ 1 x plumbing point (Hot and cold water) with threaded tap for fittings) ▪ It must have a separate air conditioner

Storage and parking:

Lockable Storage for equipment, samples and products at 50 square meters
Covered parking for 3 trailers and a panel van
10 Parking Bays

- **Storage for equipment, samples and seized goods**

The storage place must

- be safeguarded from any moisture and have climate control
- have flooring suitable for forklifts

- **Water Supply**

The municipal water supply should be metered separately.

- **Lightning Protection**

The building shall have sufficient lightning protection. Configuration as required by the National Building Regulations.

- **Lighting**

All interior lighting shall conform to SABS 0114-1:1996. The lighting design shall take into consideration the type of work that will be performed which includes general office work and computer based work areas. Each functional area shall have independent control of lights and emergency lights shall comply with the National building regulations.

- **Data and Telephone Cabling**

The building should allow for the installation of adequately cabling for the installation of ITC and telephone equipment.

- **Heating, Ventilation and air conditioning**

- The ventilation of the building must be in accordance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993).
- The building should be fully air-conditioned and the air conditioning system should be sufficiently adequate to provide a summer / winter working environment compliant to industry standards.
- It is preferable that there be a maintenance contract in place.

- **IT Server Room**

Server room with suitable fire resistant storage space and dedicated air conditioning, as well as a 7 m² with raised floor to prevent potential water damage in the event of any water leakage in the building.

- **Ablutions facilities to adhere to the National Building Regulations Act.**

Staff ablutions to include:

- Waste container
- Hand-wash basin with hot and cold water including a waterproof vanity slab around the basin
- Mirror

- **Electrical and Water Supply**

- Municipal power supply shall be metered separately.
- The installation is to comply with all relevant regulations and by-laws.
- It must be taken into account that all operational staff at NRCS are equipped with a computer.
- The power needs to be clean and stable.
- The quality and capacity / KVA of incoming power supply should thus be able to meet NRCS's requirements.
- The municipal water supply shall be metered separately for the NRCS billing.
- ***An Electrical Compliance certificate must be provided to the NRCS as prima facie proof that all electrical installations in the building are safe and comply with the rules and regulations set out in the South African National Standards 10142-1***

- **Uninterrupted power supply (UPS) in the event of power failure to computers and servers will be required**
 - The NRCS will be responsible for the provision of UPS equipment but the cabling must be available, to ensure that an un-interrupted power supply to all electronic equipment including laboratories should be available.
 - *To provide for 7,5 kVA silent uninterrupted power supply in case of power interruptions*

Note: The NRCS will not contribute to any upgrading / provisioning of additional power supply to the building / site.

- **Power Points**

Power points to be provided as per NRCS requirements with the following guidelines:

- Each person will be equipped with one single normal power point and one red dedicated power point
 - Single-phase 15 Amp socket outlets in passages and operational areas shall be provided for cleaning and maintenance.
- **Sufficient entrances and exits to and from the building**
 - **Green rating option added advantage**
 - **Exterior Signage and Branding must be allowable**
 - **Building maintenance to be included**

3.5 Duration

The office space accommodation will be for the duration of 09 years and eleven months.

3.6 Security

- The proposed building should have a fully functional security and access control management system.
- The system shall allow for safe entering and exiting of NRCS staff and visitors,
- A safe working environment and the protection of vehicles and assets.
- The NRCS prefers to have its own accommodation space even if is in a complex or office park.

3.7 Amenities

- Fully Air-conditioned offices
- Air-conditioning to remain the responsibility of the landlord
- Ablution facilities to be available on all floors
- Ablution facilities for physically disabled on all floors

3.8 Parking

- Approximately 15 (Fifteen) parking bays will be required to accommodate both the NRCS staff and visitors' vehicles, from which 10 (ten) should be shaded inside the premises. These parking bays provided should be

made available to the NRCS on a 24-hour basis. Allowance should be made for at least 2 (Two) parking bays to accommodate people with disabilities.

- All parking is to be provided within a safe and secure environment.

3.9 Maintenance of the building

- The office space / premises to be fully serviced and maintained by the Landlord
- Turnaround times to be clearly stated on maintenance and repair work.
- Provide standby power generator to be serviced by the landlord

4. Special Conditions

The following special conditions are to be adhered to by the bidders:

4.1 Property Information to include:

- 4.1.1 Physical address, stand number
- 4.1.2 Details of all partners to the offer
- 4.1.3 Rental option, tenant installation allowance
- 4.1.4 Bid proposal to have a detailed building layout drawings/ plans preferably in CAD format
- 4.1.5 Building insurance information, including rates and taxes to be provided and if multi tenants provide detail of business.

4.2 Maintenance responsibilities of the landlord.

- 4.2.1 Air conditioning units, health and safety signage, fire equipment, lifts, electricity, fumigation, plumbing work and day-to-day maintenance of the building. The office premises (interior and exterior) to be fully serviced and maintained by the Landlord. Turn-around time to be clearly stated on maintenance and repair work by the Landlord. The NRCS reserves the right to negotiate the turn-around times should it not be satisfactory.

4.2.2 Maintenance of building equipment.

- 4.3 The NRCS reserves the right to make a selection solely on the information received in the bids or to negotiate further with one or more bidder/s.

- 4.4 The NRCS will visit the buildings of the prospective bidders that meet the requirements provided by the NRCS

4.5 The NRCS reserves the right:

- 4.5.1 To cancel this award at any time
 - 4.5.2 Not accept any bids
 - 4.5.3 To accept one or more bids for further negotiation.
 - 4.5.4 To contact any bidder during evaluation period, to clarify information only, without informing any other bidder.
 - 4.5.5 The bidder accepts that the NRCS will have the right to contract with any other service provider/s for provision of services not covered by this specification.
 - 4.5.6 The General Conditions of Contract (GCC) must be signed or initial on every page by the bidder as included in the bid document.
 - 4.5.7 Government procedures will be followed in appointing the prospective bidder.
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- 4.5.8 The NRCS will not award the bid to any prospective bidder who has not registered on the Central Supplier Database as regulated by the National Treasury Department. The bidder will provide the NRCS with its supplier number and unique number.
- 4.5.9 Tenant and Landlord installations - The Landlord must specify the Tenant Installation allowance in either a fixed amount or the equivalent monthly rentals.
- 4.5.10 The building shall comply with all the applicable laws of South Africa and the by-laws of the local authority, including the certification of compliance:
- 4.5.11 Mechanical, Electrical, Municipal approved building plans, Occupation Certificate and Fire Clearance.
- 4.5.12 The NRCS reserves the right to request proof of such documentation, prior to signing the lease agreement.
- 4.5.13 Bidders are advised that submission of bid proposals give rise to no contractual obligations on the part of the NRCS.
- 4.5.14 The NRCS reserves the right not to accept any bid, which does not comply with the specifications, and conditions set out in the bid documents (office building, storage facility and security).
- 4.5.15 The NRCS will not be liable for costs incurred during the site visits or any other cost related to the submission and preparation of the bid.
- 4.5.16 The preferred bidder is expected to ensure that the building is insured and proof of such should be provided to the NRCS.

5. EVALUATION CRITERIA

For the purpose of comparison and in order to ensure a meaningful evaluation, bidders must submit detailed information in substantiation of compliance to the evaluation criteria mentioned below. The buildings will be evaluated in three phases as stated below:

Phase 1	Pre-compliance check on Mandatory requirements
Phase 2	Technical Mandatory Requirements on Table 1, Table 2 Technical (Functionality) evaluation criteria and Table 3 Site Visit (Functionality)
Phase 3	Price and BBEE points

Phase 1: Mandatory Requirements

Please note that failure to adhere to the following requirements which may lead to immediate disqualification:

- a) Late submission will not be accepted
- b) Provide Proof of Ownership of the building (Copy of Title Deed) and Mandate if the bidder is an agent,
- c) Zoning Certificate for the purpose in which the property is intended for
- d) Building must be available for occupation on or before 1 December 2026
- e) Grade B building or Higher

NB: Bidders are required to complete and sign SBD forms 1,3,1,4 and 6.1. Failure to submit these forms as required may lead to disqualification or non-allocation of preference points where applicable.

Bidders must ensure that:

- Registration on Central Supplier Database (CSD)
- Tax compliance status

Phase 2: Technical Mandatory Requirements

The bidders are required to indicate with a yes or no for each building proposed if it fully complies with the criteria below. During the evaluation process, the Bid Evaluation Committee of the NRCS will verify the bidders' information. A "No" indicator to any criteria below will automatically disqualify the building offered.

Table 1: Technical Mandatory Requirements

Sub-Criteria	Description	Comply (Yes / No)	Comments	Reference to pages in the document
Location	The preferred locations must be within 20-kilometer radius from the Bloemfontein Central Business Development (CBD) area Note: Any other area above 20-kilometer radius is non-compliance.			
Site accessibility	Easy access to both staff and suppliers			
	Close proximity to public transport nodes			
	In a business park or Multipurpose area			
	Accommodation on consecutive floors from ground floor up preferred			
Building type	At least Grade B office accommodation with 350 m ² floor space			
	Vertical circulation (e.g. stairs, lifts, hoists & escalators)			
	Wheel chair access to building required			
	Adequate lighting			
	Adequate Air-conditioning and ventilation			
	Access controlled Secure Storage for equipment and seized products			
	Cabling for (UPS) in the event of power failure			
	Sufficient entrances and exits to and from the building as per building regulations			
	Green rating option added advantage			
	Exterior Signage and Branding allowable			
	Existing fire detection and prevention service			

Sub-Criteria	Description	Comply (Yes / No)	Comments	Reference to pages in the document
Location	The preferred locations must be within 20-kilometer radius from the Bloemfontein Central Business Development (CBD) area Note: Any other area above 20-kilometer radius is non-compliance.			
Site accessibility	Easy access to both staff and suppliers			
	Close proximity to public transport nodes			
	In a business park or Multipurpose area			
	Accommodation on consecutive floors from ground floor up preferred			
	Layout drawings of the building			
Lease Options	Building ready for occupation on 01 December 2026			
Security	The building must have be adequately secured and have a fenced area with access control and physical security guards adequate good, clean ablution facilities			
Amenities	The building must have air-conditioned offices			
	The bidder must have a building maintenance including maintenance of air condition service			
	Provision for power points UPS, cabling and connection for generator			
	There must be adequate space for parking of both visitors and staff on site			
Parking	The building must have secure on-site parking available in accordance with City by-laws			
	The building must have parking for physically disabled or must indicate that it will be provided should the building win the bid			

Sub-Criteria	Description	Comply (Yes / No)	Comments	Reference to pages in the document
Location	The preferred locations must be within 20-kilometer radius from the Bloemfontein Central Business Development (CBD) area Note: Any other area above 20-kilometer radius is non-compliance.			
Site accessibility	Easy access to both staff and suppliers			
	Close proximity to public transport nodes			
	In a business park or Multipurpose area			
	Accommodation on consecutive floors from ground floor up preferred			
	The office space / premises to be fully serviced and maintained by the Landlord Turnaround times to be clearly stated on maintenance and repair work. Provide standby power generator to be serviced by the landlord			
Maintenance of the building	Submit clear site layout drawings and pictures of the building on offer (interior and exterior)			
Building Safety	Bidder to submit occupancy certificate			

TABLE 2: TECHNICAL (FUNCTIONALITY) CRITERIA EVALUATION:
EVALUATION CRITERIA

DESCRIPTION	POINTS
Property information and building grading: <ul style="list-style-type: none"> A Grade building with approved building plans within 20 km radius from City Hall = 20 points B Grade building with approved building plans within 20 km radius from City Hall = 10 points C or lower Grade building with approved building plans within 20 km radius from City Hall = 0 points 	20

<p>Note: Above points will be allocated for proposed buildings that meet the above requirements at the time of bid submission. Submit proof thereof</p>	
<p>Bid proposal should clearly outline the following:</p> <ul style="list-style-type: none"> • Physical address, Erf number, GPS Location = 1 point • Details of all role players to the offer (i.e. Property Manager, Owner, Leasing Agent etc.) = additional 1 point • Breakdown of Monthly Rental Rate Calculation = additional 2 points • Breakdown on detail of Tenant installation allowance. Bidder to specify whether it is included on the monthly rate if not shown on the Pricing Schedule) = additional 1 point 	5
<p>Parking facilities:</p> <p>A minimum of 15 or more parking bays are required. It is required that 2 disabled parking is either already included in the minimum parking bays or sufficient space is available for conversion to Disabled Parking. NRCS however would prefer 10 dedicated bays for staff and visitors, within a secure environment (walled/fenced in area) Bid proposal should have a detailed layout showing the types of parking offered.</p> <ul style="list-style-type: none"> • At least 15 or more parking bays =10 points • Building with 10-14 parking = 7 points • 7-9 parking bays = 4 points • Less than 7 parking =0 points <p>Bidder to submit proof thereof for point's allocation i.e. Photographs etc.</p>	10
<p>Security</p> <p>Bidder should provide security measures to ensure that the premises is adequately secured.</p> <ul style="list-style-type: none"> • Fenced area with access controlled, armed/alarm response, Physical security guards and 24hr security surveillance = 10 points • Fenced area with access controlled, armed/alarm response, Physical security guards =8 points • Fenced area with access control and physical security guards =5 points <p>Bid proposal should clearly outline the provision of security features of the building.</p>	10
<p>Technology & Communication:</p> <p>Power supply is to be connected to the building and distributed to all parts to accommodate easy tenant fit out. Provision is made for the connection of telecommunication so that this can easily be distributed through the office areas.</p> <p>Provision of standby power will be an advantage but not mandatory.</p> <p>Points:</p> <p>Power connected and facilities provided:</p> <ul style="list-style-type: none"> • Uninterrupted Power Supply connected to the building and distributed to all parts of the premises to be leased = 5 points 	10

<ul style="list-style-type: none"> • Provision of Fibre Optical Cable = An additional 2 points will be allocated • Provision for Telecommunication connection = An additional 1 point will be allocated • Standby Power Supply = An additional 2 points will be allocated 	
<p>Space for required office: The space needs to be suitable for the intended use. The usable office area needs to be in an appropriate shape that can accommodate the required offices. All spaces will need contact with natural light and ventilation. Points: Suitability of required Office Space:</p> <ul style="list-style-type: none"> • Building with 350 m² floor space, Corporate Business Park, NRCS separate entrance, Reception attached to the offices = 30 points • Building with 350 m² floor space, Corporate Business Park, Reception attached to the offices = 20 points • Building with 350 m² floor space Multipurpose Business Park, NRCS separate entrance, Reception attached to the offices = 15 points • Anything lower than the above requirements = 0 Points 	30
<p>Maintenance: Proposals should include a clearly defined maintenance plan, setting out the Landlord's responsibility around maintenance issues (air conditioning units, fire equipment, lifts, electricity, fumigation, plumbing work, day-to-day maintenance of the building, geyser, pest control, cleaning services etc.) The office premises to be fully serviced and maintained by the Landlord Turn-around time to be clearly stated on maintenance and repair work by the landlord. Proposals to allow NRCS to do its own repairs in cases where the Landlord's turn-around time was not met and to have the expenses reimbursed by the landlord. Submission of a clearly defined Maintenance Plan itemizing the role and responsibility of the Landlord and whether the costs are included in the rate per month or whether NRCS will be charged over and above Points:</p> <ul style="list-style-type: none"> • Yes = 15 points • No = 0 points 	15
Minimum threshold	70
Total Points	100

Bidders that fail to meet the minimum threshold of 70 on functionality evaluation phase 1 will be disqualified. Bidders that meet the minimum threshold of 70 on functionality evaluation phase 2 will be evaluated for functionality evaluation phase 2.

SITE VISITS FUNCTIONALITY (PHASE 2)

Sub-Criteria	Description	Weightings	
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Site Visit	Suitability of the building	20	
	Accessibility	20	
	Security	20	
	Amenities	20	
	Parking	20	
Minimum threshold to qualify for the next stage of evaluation			70
Total			100

NB: Any misrepresentation will lead to disqualification of the bid.

The bids will be evaluated as defined in phase 1 desktop evaluation phase. Each panel member will rate individual criterion on the score sheet using the following scale

Value	Description
5 – Excellent	Meets and exceed the functionality requirements
4 – Very Good	Above average compliance to the requirements
3 – Good	Satisfactory and should be adequate for stated element
2 – Average	Compliance to the requirements
1 – Poor	Unacceptable, does not meet set criteria
0	Non-Submission

The value scored for each criterion will be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for each criterion. These marks will be added and expressed as a fraction of the best possible score for all criteria.

Bidder/s that meets the minimum required percentage or minimum points (70) on functionality evaluation phase 2, will be evaluated in terms of price and preference as per the PPPFA Act, No.5 of 2000 and its associated Regulations issued by the National Treasury.

NOTE: For the purpose of comparison and in order to ensure a meaningful evaluation, bidders must submit detailed information in their proposals.

Phase 3: Price and BBBEE Points

Bid will be evaluated based on the PPPFA 80/20-preference point system as presented in the Preferential Procurement Regulations 2022. for this purpose, SBD 6.1 form should be scrutinized, completed and submitted together with your bid. The 80/20-preference point system will be as follows:

Price	80 Points
Preferential Elements (Specific Goals)	20 Points
B-BBEE Status Level of Contributor	Number of Points (80/20 system)
B-BBEE Level 1	20
B-BBEE Level 2	18
B-BBEE Level 3	14
B-BBEE Level 4	12
B-BBEE Level 5	8
B-BBEE Level 6	6
B-BBEE Level 7	4
B-BBEE Level 8	2
Non-compliant contributor	0

Table 2: Pricing Schedule (Refer to the attached SBD3.1)

Bidders are required to submit details of the rental to be charged for the first twelve (12) months of the contract period, indicate the annual escalation factor over a period of ten (10) years. All prices must be VAT inclusive. Bidders must fully complete the SBD3.1 as the total rent for 9 years 11 months reflected therein will be utilized to evaluate the bid price.

8. PACKAGING OF BID

Bid No. NRCS 001-2026/2027

Description: Appointment of a reputable service provider to provide lease office space accommodation to the NRCS Bloemfontein offices for a period of (09) Nine years and eleven months

Bid closing date and time: **23 JUNE 2026 at 11H00 (Submission of late bids will not be accepted)**

Name and address of the bidder: _____

NB: The bid proposal envelope shall contain one original hard copy document, clearly marked "original", and three (3) hard copies, clearly marked "Copy" (i.e. three documents to be included in each envelope.

Note: The bids are to be delivered at the following addresses:

Sealed documents individually marked the above reference and description, must be placed in the Tender box situated at ground floor, SABS Campus by the closing date and time. All Suppliers are encouraged to make their submission before the closing date and time. Bids will be publicly opened at SABS Campus 1 Dr Lategan Road, Groenkloof, Pretoria. No tenders will be accepted after the closing time. No tender per facsimile, posted or e-mailed will be accepted.

All Suppliers are encouraged to make their submission before the closing date and time. Bids will be publicly opened at the addresses mentioned above. No tenders will be accepted after the closing time. No tender per facsimile, posted or e-mailed will be accepted.

9. BID DOCUMENT CHECKLIST

A completed and signed bid document must be submitted in a file. The bid/tender documentation must be placed into a file with dividers between every schedule. The schedule must be numbered as follows:

Schedule No.	Description	Submitted (Yes/No)
Schedule 1	Valid and original SARS Tax Pin certificate	
Schedule 2	Latest company registration certificate from the Companies and Intellectual Property Commission (CIPC) / Proof of company registration	
Schedule 3	Certified ID copies of the directors / trustees / shareholders and their shareholding percentages	
Schedule 4	Original and valid B-BBEE status levels verification certificate or a certified copy thereof, substantiating your B-BBEE rating.	
Schedule 5		

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