

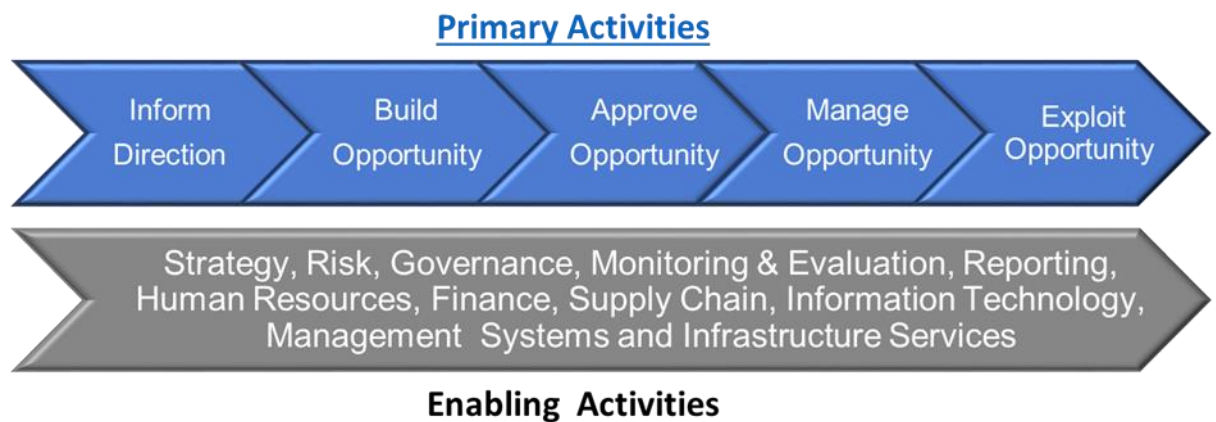
**REQUEST FOR INFORMATION: RFI No: TIA/RFI00206/2025:**

**THE PROVISION OF LEASING A HEAD OFFICE FOR THE TECHNOLOGY INNOVATION  
AGENCY (TIA)**

<b>RFI No.:</b>	TIA/RFI00206/2025
<b>DESCRIPTION:</b>	<b>THE PROVISION OF LEASING A HEAD OFFICE FOR THE TECHNOLOGY INNOVATION AGENCY (TIA)</b>
<b>METHOD OF SUBMISSION:</b>	<b>E-mail address:</b> <a href="mailto:bongani.mtshali@tia.org.za">bongani.mtshali@tia.org.za</a> <u>and please write reference TIA on the subject line (TIA/RFI00206/2025)</u>
<b>ISSUED DATE</b>	<b>04 December 2025</b>
<b>CLOSING TIME AND DATE:</b>	<b>11 December 2025 12H00</b>
<b>COURIERED DOCUMENTS:</b>	Will be accepted
<b>CONTACT PERSON:</b>	<a href="mailto:bongani.mtshali@tia.org.za">bongani.mtshali@tia.org.za</a> and please include: TIA/RFI00206/2025: on the subject line.
<b>Period</b>	Please provide information to lease office space for a period of two (2) years.

## 1. INTRODUCTION

- 1.1 The National System of Innovation in South Africa is still very young and fragmented and the flow of technology and information amongst people, enterprises and institutions is limited. The inability of academic research to reach the market as products and services is limiting economic development especially about technology innovation.
- 1.2 Technology Innovation Agency (TIA, organisation) an entity of the Department of Science, Technology and Innovation (DSTI) was established in terms of the TIA Act (Act No. 26 of 2008), with the objective to stimulate and intensify technological innovation in order to improve economic growth and the quality of life of all South Africans by developing and exploiting technological innovations, as the value chain depicted below.



- 1.3 This document requests details on stand-alone buildings for the Technology Innovation Agency Head Office in the Pretoria East, including two-year leasing costs, property location and condition, and immediate availability. Please specify lease terms (costs, landlord responsibilities, restrictions), the availability timeline, and any required certifications or compliance.

1.4 The office must be situated in Pretoria East within a 15km radius of the Pretoria city centre to effectively serve key clients, including higher education institutions, investors, emerging entrepreneurs, and targeted industries. The location should provide strategic advantages, particularly in terms of accessibility to public transportation.

1.5 Building requirements for a 2-year period and the following required specifications are outlined to enable the service providers to assess and provide TIA with proposals

Item No.	Description	Specification
1.5.1	Building location - Pretoria East and Office Size	<ul style="list-style-type: none"> <li>• Building must be located within Pretoria East area and not more than 20km radius of the Pretoria City Centre. The office must be a stand-alone building and it must be in safe vicinity. TIA would occupy a 3102 square metre (m<sup>2</sup>) of the office space. The building should be ready and available for the tenant to move in by 1 January 2026 after the contract is signed by Landlord and TIA.</li> <li>• The building should have resources such as area , meeting rooms and boardrooms.</li> <li>• Close to the Academic precinct and Government Departments, National System of Innovation Agencies and Funders.</li> <li>• Opportunity to network more closely with industry and stakeholders.</li> <li>• Located not far from major roads and High ways</li> <li>• Close to major transport arterials and a Metro bus route.</li> </ul>
1.5.2	Property Grade	A / B Grade (per SAPOA specifications)

1.5.3	Rates per square metre (M <sup>2</sup> )	Price amount per square metre (M <sup>2</sup> )
1.5.4	Escalation annual percentage	Indication annual escalation percentages
1.5.5	Monthly Operational Cost	Building maintenance and repairs
1.5.6	Property Information	<p>Bid proposal should clearly outline the following: -</p> <ul style="list-style-type: none"> <li>• Physical address, stand number,</li> <li>• Details of all partners to the offer,</li> <li>• Detailed rental option,</li> <li>• Tenant installation allowance,</li> <li>• Building layout drawings/ plans in CAD format</li> </ul> <p>Building</p> <ul style="list-style-type: none"> <li>• Insurance information tenants,</li> <li>• Provide names and detail of business (landlord and property administrator)</li> </ul>
1.5.7	Parking Facilities	<p>Bid proposal should have a detailed layout of the parking areas as detailed in functionality. A minimum of 96 on-site parking bays is required. Covered 42, Basement parking 35 and open parking 19.</p>
1.5.8	Parking rates	Price amount per bay (undercover/open parking)
1.5.9	Security	<p>Bid proposal should clearly outline the provision of security of the building: Access control into the building</p> <p>Armed Response Alarm System</p>
1.5.10	Property Information	<p>The following certification of compliance must be in place:</p> <ul style="list-style-type: none"> <li>• Mechanical, Electrical, Municipal approved building plans,</li> <li>• Indicate if the back-up generator or renewal energy if is available,</li> </ul>

		<ul style="list-style-type: none"> <li>• Occupation Certificate (to be provided prior the signing of the lease if not supplied with the bid),</li> <li>• Fire Clearance</li> <li>• Availability of office park security if there is.</li> </ul>
1.5.11	Health & Safety	<p>The bidder shall provide fully functional ablution facilities that meet the OHS Act requirements (not limited).</p> <ul style="list-style-type: none"> <li>• 4 X Female toilet cubicles per floor</li> <li>• 4 X Male toilet cubicles per floor</li> <li>• 2 X toilets for people leaving with disability</li> </ul>
1.5.12	Network connectivity	<ul style="list-style-type: none"> <li>• Power supply to be connected and distributed through the building.</li> <li>• Provision to be made for telecommunication lines within the building.</li> <li>• Provision of LAN, WAN and Fibre Optica Cabling.</li> <li>• Fibre cable in place provided by the Landlord</li> <li>• 1 Server Room (small room 15m<sup>2</sup>)</li> </ul>
1.5.13	Maintenance	<p>Building must comply with the required standards, OHS etc.; and should have Firefighting equipment in terms of the Fire Requirements such as extinguishers, fire hoses, fire escape doors and smoke detectors etc) and these should be maintained and serviced regularly by the Landlord.</p>

1.5.14	Building Service and Maintenance Support (not limited)	<p>1.5.15 Proposals should clearly specify the responsibilities of the Landlord around service and maintenance of the following (not limited):</p> <ul style="list-style-type: none"> <li>• air conditioning units,</li> <li>• fire equipment,</li> <li>• lifts,</li> <li>• electricity,</li> <li>• fumigation,</li> <li>• plumbing work,</li> <li>• day-to-day maintenance of the building, etc.)</li> <li>• back up generator</li> <li>• solar system</li> <li>• fire detection system and fire extinguisher service and maintenance</li> </ul> <p>1.5.16 The office premises (interior and exterior) to be fully serviced and maintained by the Landlord;</p>
1.5.17	Lease Agreement	<p>The building must be immediately available with:</p> <ul style="list-style-type: none"> <li>• Water;</li> <li>• Electricity;</li> <li>• Sanitation; and</li> <li>• Refuse removal services</li> </ul>
1.5.18	kitchen area (not limited)	<ul style="list-style-type: none"> <li>• two kitchen area per floor</li> <li>• two pause are per floor</li> <li>• courtyard/food court</li> </ul>

1.5.19	toilets/bathrooms(not limited)	<ul style="list-style-type: none"> <li>• 4 X Female toilet cubicles per floor</li> <li>• 4 X Male toilet cubicles per floor</li> <li>• 2 X toilets for people leaving with disability</li> </ul>
1.5.20	Meeting rooms and Board rooms	<ul style="list-style-type: none"> <li>• 1 X Main boardroom to accommodate 170 people</li> <li>• 1 X Main boardroom to accommodate 40 people</li> <li>• 7 X Small meeting rooms to accommodate 6-8 people</li> </ul>
1.5.21	Security	Premises must have security guard rooms and gates at the entrance/exit points for security to control access
1.5.22	Corporate Branding	<ul style="list-style-type: none"> <li>• Branding rights for a strong TIA identity and high visibility from street and sidewalks</li> <li>• Both exterior and interior</li> </ul> Reception area

**Note:** Building office layout plans must be submitted with the quotations and the address of the building locations.

#### OTHER BUILDING LOCATION REQUIRED INFORMATION

- The building location must be closest to major transport arterials and public transport routes e.g. Metro bus routes, and railway stations.
- Description of the office park/building safety, visible and easily accessible
- Availability of Information Technology Infrastructures such as Fibre cable and Telkom ADSL infrastructure
- Accessible to South African Research and Education Network (SAREN);
- Branding rights for a strong identity and high visibility from street and sidewalks both exterior and interior.
- Measured from business hubs and other National System Innovation (NSI) partners in the area.



## 1 REGULATORY AND ENVIRONMENTAL CONDITIONS

The building is required to comply with all regulatory and environmental requirements:

- Certificate of Occupancy (COO).
- Electricity Certificate of Compliance (COC).
- The Occupational Health and Safety (OHS) Occupancy certification.
- Emergency Assembly Point should be available.
- A Fire compliance with Certificate of Compliance (COC).
- Paraplegic friendly with wheelchair ramps, parking bays and toilets.
- Service provider must have a valid Fidelity Fund certificate available and Compliance with Estate Agency Affairs Board (**EAAB**)

## 2 Proposal submission

All proposals are to be submitted in a format specified in this RFI(applicable). However, bidders are welcome to submit additional / alternative proposals over and above the originally specified format.

### 3 Scope of Services:

Building requirements for a two (2)-year period:

Item No.	Description	Specification	Monthly cost including VAT	Year one (1) Cost including VAT	Monthly cost including VAT	Year two (2)Cost including VAT
3.1	Office Size	Gross Rentable Office Area of 340-570 sq.	R	R	R	R
3.2	Rates per square metre (M <sup>2</sup> )	Price amount per square metre (M <sup>2</sup> )	R	R	R	R
3.3	Escalation annual percentage	Indication annual escalation percentages	R	R	R	R
3.4	Tenant installation allowance if available	Repair and maintenance of the office including improvements	R	R	R	R
3.5	Covered or basement Parking	20 parking bays	R	R	R	R
3.6	Parking rates	Price amount per bay (undercover/open parking)	R	R		R
3.7	Operational Cost	Operational cost for Building maintenance and repairs (not limited)	R	R	R	R

Item No.	Description	Specification	Monthly cost including VAT	Year one (1) Cost including VAT	Monthly cost including VAT	Year two (2) Cost including VAT
		<ul style="list-style-type: none"> <li>• air conditioning units,</li> <li>• lifts</li> <li>• electrical work</li> <li>• fire equipment including fire detection system and fire extinguisher</li> <li>• lifts,</li> <li>• fumigation,</li> <li>• plumbing work,</li> <li>• day-to-day maintenance of the building, etc.)</li> <li>• back up generator service</li> <li>• solar system service and maintenance</li> <li>• electric fence</li> </ul>				

Item No.	Description	Specification	Monthly cost including VAT	Year one (1) Cost including VAT	Monthly cost including VAT	Year two (2) Cost including VAT
		<ul style="list-style-type: none"> <li>Security access control systems</li> </ul>				
3.8	Total cost for rental					
3.9	Total cost for rental for two (2) years					

#### 4 Other Building requirements

Property Information	<p>The following certification of compliance must be in place:</p> <ul style="list-style-type: none"> <li>• Mechanical, Electrical, Municipal approved building plans,</li> <li>• Indicate if the back-up generator or renewal energy if is available,</li> <li>• Occupation Certificate (to be provided prior the signing of the lease if not supplied with the bid),</li> <li>• Fire Clearance</li> <li>• Availability of office park security if there is.</li> </ul>
Network connectivity	Power supply to be connected and distributed through the building. Provision to be made for telecommunication lines within the building. Provision of LAN, WAN and Fibre Optica Cabling.
Maintenance	Building must comply with the required standards, OHS etc.; and should have Firefighting equipment in terms of the Fire Requirements such as extinguishers, fire hoses, fire escape doors and smoke detectors etc) and these should be maintained and serviced regularly by the Landlord.
Lease Agreement	<p>The building and services must be immediately available with:</p> <ul style="list-style-type: none"> <li>• Water;</li> <li>• Electricity;</li> <li>• Sanitation; and</li> <li>• Refuse removal services</li> </ul>
Property Information	<p>Bid proposal should clearly outline the following: -</p> <ul style="list-style-type: none"> <li>• Physical address, stand number,</li> </ul>



	<ul style="list-style-type: none"><li>• Details of all partners to the offer,</li><li>• Detailed rental option,</li><li>• Tenant installation allowance,</li><li>• Building layout drawings/ plans in CAD format Building</li><li>• Insurance information landlord,</li><li>• Provide names and detail of business</li></ul>
Property Grade	A / B Grade (per SAPOA specifications)

**Note:**

The building must be available for occupancy by 1 January 2026

## 6 GENERAL TERMS AND CONDITIONS

### 6.1 Purpose of the RFI

- This Request for Information (RFI) is issued solely for the purpose of obtaining information to assist the institution in understanding market capabilities, potential solutions, and industry best practices.
- This RFI **does not constitute a solicitation or a request for bids/proposals** and will not result in the award of a contract.

### 6.2 No Obligation to Purchase

- TIA is under **no obligation to proceed** with any procurement process based on the responses to this RFI.
- Submission of information does **not create any legal or financial obligation** on the part of TIA.

### 6.3 Response Costs

- All costs associated with the preparation and submission of responses to this RFI shall be borne by the respondent.
- TIA will **not be liable** for any costs incurred by respondents in responding to this RFI.

### 6.4 Confidentiality and Proprietary Information

- Respondents are advised to clearly mark any confidential or proprietary information.
- The institution reserves the right to use or disclose information that is not marked as confidential.
- TIA may be required to disclose information under the **Promotion of Access to Information Act (PAIA), 2000 (Act No. 2 of 2000)**.

### 6.5 Submission of Responses

- Responses must be submitted in the manner and by the date specified in the RFI document.
- Late submissions will not be considered.

### 6.6 Ownership of Responses



All documents submitted in response to this RFI become the **property of TIA** and will not be returned.

#### **6.7 No Representation or Warranty**

TIA makes **no representation or warranty**, express or implied, as to the accuracy or completeness of the information contained in this RFI.

#### **6.8 Right to Amend or Cancel the RFI**

TIA reserves the right to amend, modify, or cancel this RFI at any time without prior notice.

#### **6.9 No Commitment to a Future Tender**

- The issuance of this RFI **does not commit** TIA to issue a subsequent Request for Proposal (RFP) or Request for Bids (RFB).
- Participation in this RFI **does not guarantee** inclusion or advantage in any future procurement process.

#### **6.10 Communication and Enquiries**

- All communications and enquiries regarding this RFI must be directed in writing to the contact person specified in the document.
- Respondents are prohibited from contacting any other officials of the institution regarding this RFI.

### **7 DISCLAIMER**

This RFI is a request for information only and not an business offer; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of its information, suppliers shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. The TIA makes no representation, warranty, assurance, guarantee or endorsements to the suppliers concerning the RFP, whether with regard to its accuracy, completeness or otherwise and the TIA shall have no liability towards the bidder or any other party in connection therewith.