

	SCOPE REQUIREMENT	Scope Requirement
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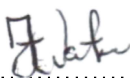
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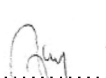
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1. INTRODUCTION

Transmission (Tx) has been leasing a property situated at No. 1 Langford Road, Westville, KwaZulu-Natal (KZN), which the lease commenced on 1 November 2025 and shall terminate on 30 October 2030, facilitating the company's operations in the Westville region. The NTCSA Transmission office in Westville accommodates multiple departments, including Finance, Procurement, Transmission Projects Delivery (TPD), Telecoms, and Grids. These departments are currently housed within the NTCSA Westville office building, facilitating collaboration and efficient operations.

NTCSA, has issued an invitation to tender for a 60-month lease, on November 8, with a closing date of December 4, for office accommodation to meet the requirements of the Tx business. The requirements for the office space are as follows: a floor area of between 1,500m² and 2,500m², designed to meet the medium to long-term needs of the organization.

The tender outcome was successful, with the existing landlord proposing a new lease for 1,579m² of office space (effective April 1, 2025) and additional space of 223.84m² (commencing October 1, 2025). The total allocated space will be 1,802.84m², leaving a shortfall of 492.16m² against the required 2,295m² for NTCSA employees in Westville.

To ensure that the entire staff complement for the East Grid Westville office is adequately accommodated, NTCSA requires an additional 492.16m² of office space. This extra space is necessary to meet the current and future operational needs of the organization. The acquisition of this additional space will enable NTCSA to consolidate its staff in a single location.

2. SCOPE

Rental premises in Durban, which meets the following requirements:

Rented space should be between 492m² - 500m², may consider more than one building.

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

- Near the Eskom Westville office.
- 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.	The building must be an existing structure that meets the minimum "B" grade standard (property valuation report to be submitted) measuring approximately: - 492m ² - 500m ² offices	Provided	15%	15%
		Not provided	0%	
2.	Provide most recent service reports or certificate not older than Sep 2024 (for lifts where applicable, pumps where applicable, aircons, service doors, fire equipment,). Where 3 x service reports are provided = 5%. 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 Plumbing. Civil and structural (structure, roofs, walls, drainage). Mechanical (lifts, aircons, fire equipment - 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 with all certificates provided	10%	10%
		Report provided without certificates / Vacant building	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. 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.	10%	

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	Description of criteria elements	Scoring Criteria		Overall, Weight
	<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 power within 6 months of occupancy. 	Available / commitment provided for installation and without maintenance records.	5%	10%
		Unavailable and no commitment to install.	0%	
7.	Parking availability within the perimeter fence of the property.	Covered secure parking	10%	10%
		Combination of secure covered parking and open parking bays	7.5%	
		Secure open parking bays	5%	
		No Parking or ≤ 30 bays within the perimeter fence will be cause for disqualification	0%	
8.	Town/ City/ Nodal Centre: <ul style="list-style-type: none"> Proximity to Eskom Westville office Accessible by means of public transport. Transportation routes within walking distance. 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"> 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%

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

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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. That is 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% 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 (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%

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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% 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

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 Durban lease transaction in Transmission.

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

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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
Rirhandzu Sitole	Facilities Manager
Phelokazi Nqwelo	Middle Manager Real Estate

10 ACKNOWLEDGEMENTS

N/A

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