

**CITY OF TSHWANE: GROUP PROPERTY MANAGEMENT
TENDER NO: GPM 18 2025/26**

Tender for the leasing of turnkey office space in region 3 CBD, inclusive of parking facilities and turnkey office accommodation solution for a period of three (3) years.

ADDENDUM 1 TO TENDER

1. THIS ADDENDUM SHALL FORM PART OF THE CONTRACT

Tenderers are required to attach this addendum to the tender document when submitting their bid.

Below are the errors noted in the tender document:

The publication dates and edition statements for SANS 10400 Part S, Part O and Part T were erroneously written on page 15 and 16 of the tender document.

1.1

3.3. GENERAL BUILDING REQUIREMENTS

- The building must be an existing building (complete built structure).
- The office accommodation should not be below “C grade”, as set out by SAPOA (South African Property Owners Association).
- The proposed office space must be measured according to the latest South African Property Owners Association’s (SAPOA) method for measuring floor areas in commercial buildings.
- Indicate the gross lettable area excluding parking
- The building must preferably be on the ground floor or make provision for passenger’s lifts.
- Ablution facilities for staff members and those for visitors, including facilities for the physically disabled must be available in the offices to be rented as per SANS 10400-S:2011 Part S: Facilities for persons with disabilities, Clause 4.12.
- The building must provide lighting as per SANS 10400-O:2011 Part O: Lighting and Ventilation.
- The building must be fully air-conditioned and ventilated as per SANS 10400-O:2011 Part O: Lighting and Ventilation.
- The building must be OHS compliant as listed in Occupational Health and Safety Act No. 85 of 1993 and must have existing fire detection and prevention services and an emergency evacuation process must be in place by occupation date.
- Uninterrupted power supply (UPS) must be provided for lighting and computer equipment, generator power supply must be provided in the event of power failure for the entire building.
- Each floor on offer must have its/their own electric distribution board(s)
- Building insurance must be the responsibility of the landlord.
- Electrical, Fire, Lifts, Occupancy and all other statutory required certificates of compliance must be in place by occupation date.

3.4. ACCESSIBILITY REQUIREMENTS

- The building should allow for entrance / exit to and from the building by staff, clients and service providers as per SANS 10400-S: 2011 Part S.
- The building must offer compatibility with the security measures as envisaged by the Metro Police and the ICT departments as per Annexure D
- The building should be able and compatible with the installation of items such as CCTV cameras, access control at all entrances, electronic doors, security scanners and branding.
- The building should have access for people with special needs/ disability as per SANS 10400-S:2011 Part S: Facilities for persons with disabilities.
- Exterior and shop fronts signage and branding must be allowable

3.5. PARKING REQUIREMENTS

- Minimum secure on-site parking which will cater for physically disabled people, must be available in accordance with SANS 10400-S:2011 Part S: Facilities for persons with disabilities and municipal by-laws. Confirmation of which should be included in the proposal.
- Parking is provided in basement, shaded and open areas and is charged at a rate per bay per month, escalating in line with rentals. Different rates will be applicable for covered, open, shaded or basement parking bays.
- Parking space offered for employees and/or council vehicles must be demarcated and clearly marked and should preferably be within the facility.
- Parking for visitors must be made available at their own cost and can be sought in adjacent buildings.
- CoT should be given right of first refusal to any additional parking that becomes available to the landlord during the course of occupation.

2. ALTERATIONS TO TENDER DOCUMENTS

The following changes, additions, amendments and/or omissions to the sections below must be incorporated:

3.3. GENERAL BUILDING REQUIREMENTS

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- The proposed office space must be measured according to the latest South African Property Owners Association's (SAPOA) method for measuring floor areas in commercial buildings.
- Indicate the gross lettable area excluding parking
- The building must preferably be on the ground floor or make provision for passenger's lifts.

- Ablution facilities for staff members and those for visitors, including facilities for the physically disabled must be available in the offices to be rented as per SANS 10400-S:2025 Part S: Facilities for persons with disabilities, Clause 4.12.
- The building must provide lighting as per SANS 10400-O:2025 Part O edition 4: Lighting and Ventilation.
- The building must be fully air-conditioned and ventilated as per SANS 10400-O:2025 Part O edition 4: Lighting and Ventilation.
- The building must provide fire protection as per SANS 10400 -T:2020
- The building must be OHS compliant as listed in Occupational Health and Safety Act No. 85 of 1993 and must have existing fire detection and prevention services and an emergency evacuation process must be in place by occupation date.
- Uninterrupted power supply (UPS) must be provided for lighting and computer equipment; generator power supply must be provided in the event of power failure for the entire building.
- Each floor on offer must have its/their own electric distribution board(s)
- Building insurance must be the responsibility of the landlord.
- Electrical, Fire, Lifts, Occupancy and all other statutory required certificates of compliance must be in place by occupation date.

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For any further enquiries, please contact the following officials:

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