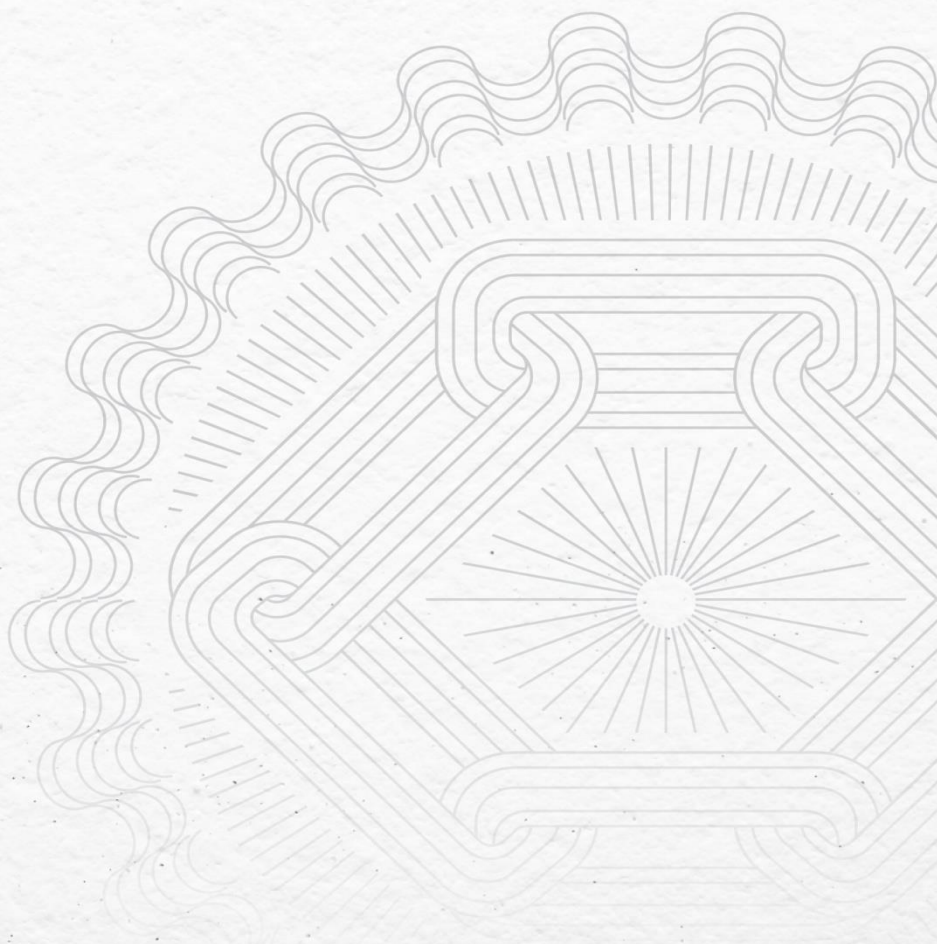


REQUEST FOR INFORMATION (RFI)

RFI NAME: PROVISION FOR OFFICE SPACE RENTAL FOR DURBAN

RFI NUMBER: RFI/DURBAN/LEASE/2024/02

Date of Issue	10 May 2024 Thursday,
Closing Date & Time	31 May 2024 Tuesday, @ 16h00am
RFI Enquiries	Portia Jonginyanga E-mail: PortiaJ@ppecb.com Tel: +27 21 930 1134
PPECB Business hours	08:15 – 16:45
Category	Building



1 SPECIFICATION

The PPECB invite Bidders to submit proposals for the provision of office space rental for PPECB Durban office for a period of three (3) years with an option to renew for 2 years in the Durban region close to the Durban Port area. The Bidder to confirm the status of availability of the building.

The Bidders to note this is a Request for Information as PPECB is still searching the market for availability of office and costing.

Building Requirements

The building proposal needs to meet the following minimum requirements:

Item No.	Description	Specification
1.	Office Size	Gross Rentable Office Area between 300- 400 sqm. Location: Durban Point waterfront area, Bluff area
2.	Property Information	Proposal should clearly outline the following: - • Preferable A/B Grade Building (as per SAPOA Specification), Grade P will be considered. • Physical address of the building, stand number. • Details of all partners to the offer (Details of all parties to the transaction of the office rental of the building e.g., name and details of owner, name, and details of estate agent) • Detailed rental option. • Number of offices: Open plan with min 6 or more closed office and air conditioned • Inspection room – minimum size 4X3 sqm (with a 3-phase power supply) • Server room • Boardroom to accommodate minimum of 30 people. • Kitchen area: With built-in cupboards and sink with cold and hot water • Reception area: Provide for customer waiting area for approximately 5 or more people, water dispenser, PPECB marketing material and decorative materials. • Minimum 4 x Storeroom • The building must be air-conditioned and have floor covering • Building layout drawings/ plans in CAD format • Building insurance information (provide proof of building insurance) • Confirm the number of tenants occupying the building. • The building is zoned business 3 • The building is in a secure commercial area. • If there is more than 1 floor level – confirmation of elevators for people as well as a goods lift. • Confirm disability access to the building. • Accessibility to public transport - easy access to public transport within 500m • A list of amenities within walking distance of the building
3.	Security	Proposal should clearly outline the provision of security and control of the building:

		Access control measures into the building (if any) Armed Response Alarm System (if any)
4.	Parking Facilities	Proposal should have a detailed layout of the secured parking area. A minimum of 40 on-site parking bays or sufficient space on the property to cater for the number of parking bays required.
5.	Ablutions for Male and Females	The bidder shall provide fully functional ablution facilities that meet the OHS Act requirements. Bidders to declare if ablutions facilities are shared by multiple companies, the landlord is to provide cleaning services.
6.	Technology and Communication	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. Secured facility to host ICT equipment (Server room that is conditioned and lockable) Roof or floor access to host the ICT infrastructure *No analogue connection being utilised for communications
7.	Health & Safety	• Letter of Good Standing • Evacuation plan and assembly points • Health and safety Manager/Officer contact details • Fire control measures in place
8.	Building Support Services	Services must be available on occupation: • Water • Electricity • Sanitation, Pest control, and Refuse removal service • Service records aircons, lifts, and fire equipment • Generator/ Backup power for the premises
9.	Availability of the building	The bidder to confirm the status of availability of the building.

NB: Bidders to submit their pricing proposal as the specification above.

SUBMIT YOUR PROPOSAL TO: PortiaJ@ppecb.com

2. Further Information

For further information a bidder may contact the Procurement Officer at the below contacts:

Contact number: 021 930-1134

Commercial Enquiries: PortiaJ@ppecb.com

Technical Enquiries: ZaheerH@ppecb.com