

CITY OF TSHWANE: REGIONAL OPERATIONS COORDINATION

TENDER NO: GPM 16 2022/23

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.

2. ALTERATIONS TO TENDER DOCUMENTS

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

2.1. EXTENSION OF CLOSING DATE

Bidders are notified of the extension of the following closing dates

- **Original Closing date:** 13 December 2022 at 10:00
- **Extended closing date:** 16 January 2023 at 10:00

2.2. The following interpretation should be included as a paragraph under point number **“3. SPECIFICATION”**

INTERPRETATION:

1. **“Furniture”** means desk with lockable drawer for open plan offices and cubicles including counter tops and kitchen cupboards.
2. **“Approximately”** means close to a particular time, measurement, or number. The permissible variance is 5%.
3. **“3D design office layout”** means the simplest form of 3D floor plan images.

2.3. The following table should be included under paragraph **“3.7 TENANT INSTALLATION”**

FIT OUT BREAKDOWN – SPECIAL REQUIREMENTS

The breakdown listed in the table below is provided to assist the potential landlord and professional/s to understand the tenant special requirements for design and costing purposes. These special requirements are a part and parcel of the items listed under Tenant installation allowance and point 3.1 of the specification. The number/ratio of offices (closed/open) in the breakdown below replaces those which were previously listed in points 3.1 and/or 3.7 of the specification.

FIT OUT ITEM	AREA (M²)
Open Plan Offices	0 m ²
Closed Offices	3 x (16 m ²)
Storage	±30 m ²
Meeting rooms	0 m ²
Library Open space	±300 m ²
Reception Area	1 x (20 m ²)

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Tender for the leasing of turnkey library and office space in region 2 for a period of three (3) years.

2.4 Point number one (1) of the pricing schedule has been amended. The correct pricing schedule is indicated below as **“ANNEXURE B: PRICING SCHEDULE”**

ANNEXURE B: PRICING SCHEDULE

PRICE SCHEDULE: Turnkey Lease/Rental Costs

*To be completed by bidder

Evaluation of the above schedule will be done according to the rate per m²

Description	Area/Item (GLA/m ² /No. of bays)	Rand rate per m ²	Price – per month
1. OFFICE SPACE RENTAL			
1.1 Basic Rental			
1.2 Amortised fit out rental portion (If not applicable, complete with R0)			
2. WORKSHOP/STORAGE/WAREHOUSING SPACE RENTAL			
3. TOTAL OPERATING COSTS			
3.1. Maintenance			
3.2. Security (24 hours every day, including weekends and public holidays)			
3.3. Cleaning			
3.4. Rates & Taxes			
4. PARKING RENTAL PER MONTH			
TOTAL COST EXCL. VAT			
VAT			
TOTAL COST INCL. VAT			

The annual rental escalation shall be determined by the CoT in accordance with the CPI during the time of notification. The landlord will be notified at least 30 calendar days before anniversary date of year 2 and of year 3 of the lease agreement period.

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3. For any further enquiries, please contact the following officials:

- Supply chain management: Relebogile Malatswane (012 358 2735 or RelebogileM@tshwane.gov.za)
- Technical enquiries: Koleka Nolutshungu (012) 358 3580 or KolekaN@tshwane.gov.za

Please confirm receipt of this addendum by submitting with the tender document and sending an email to RelebogileM@tshwane.gov.za and KolekaN@tshwane.gov.za that reads as follows:

“Subject: Addendum No. 01 – GPM 16 -2022.23 (Tender for the lease of turnkey library and office space in Region 2: three-year period)

I/We herewith acknowledge receipt of Addendum 01 for the abovementioned bid.

Regards

[Name of Authorised Representative]”