



LEASE OFFICE SPACE FOR ETDP SETA: HEAD OFFICE

ANNEXURE A: INHERENT REQUIREMENTS CHECKLIST

No.	Description	Required	Qty	COMPLY		Commitment to comply by date of occupation (Write "COMMIT")
				YES	NO	
1	Executives	Maximum of 25m ²	4			
2	Managers	Maximum of 20m ²	9			
3	HODs	Maximum of 16m ²	21			
4	Coordinators	Maximum of 8m ²	32			
5	Administrators	Maximum of 8m ²	17			
6	Casuals & Interns	Maximum of 8m ²	12			
7	Reception & waiting area	Maximum of 40m ²	1			
8	Canteen/Refreshment/pause area	Maximum of 65m ²	1			
9	Furniture store	Maximum of 200m ²	1			
10	stationery storeroom	Maximum of 60m ²	1			
11	Storeroom	Maximum of 60m ²	5			
12	Archiving/bulk filling areas	Maximum of 50m ²	3			
13	Server room	- Maximum 20m ² - Clean power - Fire proof with minimum 1 hour fire rating - Own temperature controller - Fire suppression	1			
14	Auditorium/multifunction conference room (maximum of 100 people)	Maximum of 300m ²	1			
15	Boardroom (30 people/seater)	Maximum of 90m ²	1			
16	Executive boardroom	Maximum of 50m ²	1			
17	Meeting room (10 People/seater)	Maximum of 50m ²	1			
18	Meeting room (6 People/seater)	Maximum of 35m ²	4			
19	Sick room	Maximum of 16m ²	1			
20	Kitchen with cupboards and sink	Maximum of 12m ² Must be able to accommodate: - Fridges - Microwaves	4			
21	Cleaners storeroom	Maximum of 20m ²	1			
22	Ablution facilities (5 male & 5 female)		10			

Bidder's Name:

Signature:

Date:

NB! Only the maximum sizes/(M2) requested to be provided, they must not be less or more than what has been requested in Annexure A (Inherent Requirements Checklist).