

## **SUBJECT: SCOPE OF WORKS: TRANSMISSION HV PLANT MAINTENANCE OFFICES AND WORKSHOP SPACE IN STIKLAND**

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### **PURPOSE**

1. To provide a scope of works and a basis for the evaluation of the submission for the tender process.

### **BACKGROUND**

2. Eskom Holdings has a lease agreement for Transmission HV Plant Maintenance Offices and Workshop Space in Stikland which lease expires 31 July 2022. The space currently occupied is 1560m<sup>2</sup> (includes office space, stores, workshop with parking).

### **SCOPE**

3. Eskom is sourcing proposals from the open market, to see what "B" graded rentable properties for office and workshop accommodation is available in the Stikland area.

The scope of work is as follows:

The lease agreement will be for a period of 36 months (3 years) starting 1 August 2022. With regards to a grade "B" building the building should conform to the industry description and understanding of grade "B" office building (which is generally situated in a prime location, have good accessibility, in good physical condition, adequate on-site parking, have air-conditioning and commands gross market related rental of that specific area). The preferred location is within the Stikland area.

The building should fall within the demarcated area where the local municipality renders 100% municipal services. Municipal services should be included and not limited to the servicing of the property for domestic / general waste removal. The office shall be linked to the municipal water, electricity and sewerage system.

The building(s) must be designed for office, workshop and parking:

1. Reception / security area
2. Open plan and closed offices
3. Stores
4. Workshop Space
5. Meeting room
6. Server room
7. Tea room / Kitchen
8. Adequate toilet facilities
9. Easy and secure entry and exit points to parking area
10. Office accommodation that will support the image of Eskom and be easily accessible.
11. Secure perimeter fence / wall.
12. Minimum number of parking bays required = 15

## Discussion

4. Eskom, therefore proposes a request for a new lease for office and workshop space on expiry of the current lease on the following terms:

Specifications for office space:

- Area Minimum of 1 500m<sup>2</sup> of office space, workshops and parking
- Period 36 months (01 Aug 2022 – 31 July 2025)
- Parking 15 Parking bays
- BO 3 months beneficial occupation
- TI Allowance R 900.00 per square meter

**The following are technical mandatory requirements for this contract:**

1. Minimum of 15 parking bays available
2. Secure Office Building and fenced off parking

The tenderer who does not meet the mandatory requirements above will not be evaluated any further.

**Below are the technical evaluation criteria to be used during the evaluation process of the tenders.**

Functionality	Percentage
Copy of sample lease agreement on the basis of a gross lease agreement (excluding actual costs)	10%
The building must be an existing structure that meet the “B” grade standard (as described in paragraph 3 above)	10%
Copy of Title Deed	5%
Property / building plans	10%
Preference for single tenancy building (Score: single tenancy -15%, sharing with 1 other tenant – 10%, if multi tenanted premises – 5%)	15 %
Generator availability	5 %
Required Parking available (Score: 15 bays – 15%, 10 bays – 10%, 5 bays – 5%)	15 %
Water Management. Access to clean potable water	15 %
Security features (Score: perimeter fence/ wall – 10% outdoor lighting – 5%)	15 %
<b>Total</b>	<b>100%</b>

Threshold for tender submission is 75% for further evaluation.

The successful tenderer must provide the above documentation within 10 days of acceptance of the tender.

It must be noted that as part of the evaluation process Eskom will require access to evaluate the physical condition of the site (existing building structure) as per the below requirements.

The evaluation will only be conducted to the tenderers that achieve a 75% threshold based on the tender submission.

**Objective Technical Evaluation**

<b>Site evaluation criteria</b>	<b>Points</b>
Location suitability	20 %
Visual assessment of the state of the building (Photos to be provided or site visit)	20 %
Building feature (Open plan functionality, number of floors, number of buildings to be occupied – Does the property lend itself to easy accessibility, IT infrastructure layout and security features)	15 %
Inspections Report from Landlord. (The landowner to conduct annual inspections on the building to confirm all is in order and safe for occupation)	10 %
Disability friendly (accessibility)	15 %
Health and Safety compliance	20 %
<b>Total</b>	<b>100%</b>

**COMPILED BY:**



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Collin Sedeman  
OFFICER PROPERTIES

**RECOMMENDED BY:**



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Magda Le Roux  
PORTFOLIO MANAGER