

REQUEST FOR INFORMATION (RFI)

Request for Information:	PROVISION FOR OFFICE SPACE RENTAL FOR PAARL OFFICE		
Reference No:	RFI/LEASE/PAARL/2022/05		
Opening Date:	11 May 2022		
Closing Date:	26 May 2022	Time:	16h00
Contact Person:	Portia Jonginyanga	Email:	PortiaJ@ppecb.com

1. SPECIFICATION

The PPECB invite Bidders to submit proposals for the provision of office space rental for PPECB Paarl office for a period of three (3) years with an option to renew for 2 years in the Paarl area in Cape Town. The offered office space building must be ready for occupation as of 01 November 2022, and compliant to the PPECB requirements and other building compliance as may be required by law.

Building Requirements

PPECB requires office to accommodation approximately 25 PPECB employees in the Paarl area in Cape Town. The building proposal needs to meet the following minimum requirements:

Item No.	Description	Specification
1.	Office Size	Gross Rentable Office Area between 191-200 sqm.
2.	Property Information	<p>Proposal should clearly outline the following: -</p> <ul style="list-style-type: none"> - Preferable A/B Grade Building (as per SAPOA Specification) 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: 3-4 x minimum 12 m2 and air conditioned Boardroom to accommodate 10-15 people Kitchen area: With built-in cupboards and sink Reception area: Provide for customer waiting area for not more than 2-3 people, water dispenser, PPECB marketing material and decorative materials. Secure storage area: 2 storerooms for stock and records keeping Total floor space to be air-conditioned and floor covering Tenant installation allowance, Building layout drawings/ plans in CAD format Building insurance information (provide proof of building insurance) If multi tenants, provide names and details businesses The building is in a secure business park If there is more than 1 floor level – confirmation of elevators for people as well as a goods lift, Provide Lift / Elevator Certificate and service history (if applicable) Disability access to the building Accessibility to public transport - easy access to public transport within 500m <p>A list of amenities within walking distance of the building</p>



3.	Security	Proposal should clearly outline the provision of security of the building: Access control into the building Armed Response Alarm System Daily and good surveillance system
4.	Parking Facilities	Proposal should have a detailed layout of the parking area. A minimum of 10 on-site parking bays or sufficient space on the property to cater to the number of parking bays required.
5.	Building Compliance	The following certification of compliance must be in place: Mechanical, Electrical, Municipal approved building plans, Occupation Certificate (to be provided prior the signing of the lease if not supplied with the bid) and Fire Clearance Proof of all applicable municipal planning approvals and zoning scheme approvals to be submitted (Type of zoning- "Business 3")
6.	Ablutions for Male and Females	The bidder shall provide fully functional new or fully refurbished ablution facilities that meet the OHS Act requirements. If the ablutions are shared by multi companies, the landlord is to provide cleaning services.
7.	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) Backup power system
8.	Health & Safety	<ul style="list-style-type: none"> • Certificate of Good Standing • OHS Policy and Health and Safety Plan • Emergency planning, First Aid and Fire prevention • Covid-19 – Risk Assessment and Preparedness Plan • Health and safety Manager/Officer contact details
9.	Maintenance	Proposals should clearly specify the responsibilities of the Landlord around maintenance issues (air conditioning units, fire equipment, lifts, electricity, fumigation, plumbing work, day-to-day maintenance of the building, etc.) <ul style="list-style-type: none"> • The office premises (interior and exterior) to be fully serviced and maintained by the Landlord; • Turn-around time to be clearly stated on maintenance and repair work by the Landlord; PPECB reserves the right to negotiate the turnaround times should it not be satisfactory.
10.	Building Support Services	Services must be available on occupation: <ul style="list-style-type: none"> • Municipal approved building plan • Electrical COC • Water • Electricity • Sanitation; and Refuse removal service
11.	Date for Occupation for tenant	01 November 2022

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 address shown below:



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Technical Enquiries
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PLEASE ENSURE YOU USE REFERENCE NUMBER: RFI/LEASE/PAARL/2022/05