



RENTAL OF OFFICE SPACE FOR PORT ELIZABETH REGIONAL OFFICE FOR A PERIOD OF EIGHT (08) MONTHS

1. Purpose

ICASA seeks to appoint a service provider with fully serviced, furnished, air-conditioned and ready-to-use office space in Port Elizabeth, Eastern Cape Province, with effect from 01 April 2024, for a period of eight (8) months.

The service provider, with relevant experience in the provision of co-working office spaces, must offer grade A, or grade B or grade P office space and related facilities/solution and services that is responsive to ICASA's changing business requirements (refer to Section 9 below for definition of grades). The office space must have modern, contemporary interior decor with office furniture, equipment, optimal comfort/ergonomics, and a conducive working environment. The building and its infrastructure must have modern biometric access control, CCTV and alarm with armed response services, and perimeter fencing, where applicable. Prospective landlords are invited to provide comprehensive information on an existing building, with suitable, fully serviced, modern, furnished and ready-to-use co-working spaces that suit ICASA's requirements.

2. Proposed building

The building must comply with all commercial property and building legislation and regulations, which include but are not limited to local authority requirements, National Building Regulations and Occupational Health & Safety Act, and must be accessible for persons with disabilities. The building must have a functional and fully maintained fire detection or fire sprinkler system.

3. Maintenance

Maintenance of the proposed building, which includes but is not limited to electrical, plumbing, faulty lighting, carpentry, handyman services, supply and installation of replacement parts, fire detection system, air-conditioners, fire extinguishers, lightning/surge protection etc.), remains the responsibility of the landlord.



4. Scope of work

4.1. Office space

The building must be scalable to accommodate ICASA's office requirements in terms of volume/size. The proposed office space¹ solution must offer the following:

- 4.1.1. One (1) twenty square metre office to be used by ICASA;
- 4.1.2. One (1) thirty square metre (open plan) office space to be shared by 10 employees on a staff rotation basis;
- 4.1.3. Six (6) secure parking bays (undercover/basement);
- 4.1.4. Reception area signage;
- 4.1.5. Boardroom equipped with a projector to accommodate at least 12-16 people, to be rented as and when required.
- 4.1.6. Reliable high-speed internet (using fibre).

4.2. Office amenities/facilities

The service provider to offer the following additional services:

- 4.2.1. Secure, (preferably password protected), ready-to-use printing and copying facilities provided by the service provider;
- 4.2.2. Daily cleaning services provided by the service provider's staff and cleaning every 2 hours.

4.3. Parking

Six (6) secure parking bays will be required. The parking bays provided, preferably in the basement, shall be made available to ICASA on a 24/7 basis.

4.4. IT infrastructure

The building should have an IT infrastructure, allowing office space users to have access to and utilise reliable high-speed network through fibre.

5. Toilet facilities

The landlord shall provide fully functional toilet facilities, with appropriate sanitation equipment, toilet rolls, soap, paper rolls to wipe the hands and any other hygiene and communicable diseases requirements. The proposed building must also have toilet

¹ Furnished with appropriate office desks and chairs



facilities for persons with disabilities in line with National Building Regulations, SANS 0400 or latest amendments.

6. Alternative source of power/energy

The proposed office space must have alternative/emergency power supply during power failure (i.e., Generator(s)/inverters/solar panels etc.)

7. Experience

The service provider must have a minimum of five (5) years relevant experience in the provision of fully serviced, furnished and ready-to-use office co-working space. Please furnish five (5) contactable references. The contactable reference details should include the company name, contact person, contact number, and contract period/dates. Where applicable, the service provider must be accredited by the relevant & and recognised regulatory body in property management. Please attach valid proof/accreditation.

7. Proposal

Response to the RFQ must fully cover/respond to the following:

	Description	Please indicate or describe
7.1.	Name & address of the Building	
7.2.	Grade of the Building	
7.3.	Physical Address	
7.4.	Particulars of the Landlord/Owner	
7.5.	Building's compliance with OHS and persons with disabilities.	



	Description	Please indicate or describe
7.6.	Building's fire detection and/or fire sprinkler system	
7.7.	Building's proposed offices and boardroom(s)	
7.8.	Building's proposed parking	
7.9.	Building's generator details or alternative source of energy in place.	
7.10.	Building's printing, copying facilities	
7.11.	Building's refreshment facilities	
7.12.	Building's cleaning, hygiene routines/ procedures	



	Description	Please indicate or describe
7.13.	Building's maintenance routines/ procedures	
7.14.	Security Features of the building (please specify)	
7.15.	Others (please specify)	



8. FUNCTIONALITY CRITERIA

Potential service providers will be evaluated according to the following evaluation criteria:

ITEM	DESCRIPTION	WEIGHT	
	Functional Proposal		
	Potential service providers must submit valid documentation indicating their building's compliance to the following:		
	▪ Ready to use, furnished and suitable co-working office space available on the proposed building; ▪ Six (6) suitable basement parking bays available on the proposed building; ▪ Reception area signage to be granted; ▪ Ready to use, furnished and suitable boardroom, equipped with a projector and virtual connectivity capabilities, available on the proposed building; ▪ Ready to use high-speed internet connection, through fibre	=5	45
	▪ Ready to use, furnished and suitable co-working office space available on the proposed building; ▪ Six (6) covered parking bays or a combination of basement, covered and/or open bays available on proposed building; ▪ Reception area signage to be granted; ▪ Ready to use, furnished and suitable boardroom, equipped with a projector and virtual connectivity capabilities, available on the proposed building; ▪ Ready to use high-speed internet connection, through fibre	=4	
	▪ Ready to use, furnished and suitable co-working office space available on proposed building; ▪ Six (6) suitable open parking bays available on proposed building; ▪ Ready to use, furnished and suitable boardroom, equipped with a projector and virtual connectivity capabilities, available on the proposed building; ▪ Ready to use high-speed internet connection, through fibre	=3	
	Building meets any 2 of the above listed requirements	=2	
	Building meets one or none of the above listed requirements	=1	



Category: Functionality Criteria			Weight
Potential service providers must submit valid documentation indicating their properties' compliance to the following:			
- Proposed building is classified as P grade; - Building is OHS compliant, can be accessed and used by persons with disabilities. - Building has a minimum of four (4) security requirements (biometric access control, CCTV and alarm with armed response services and perimeter fencing) - Building has a backup generator or acceptable, alternative source of energy. - Building has a functional and fully maintained fire detection or fire sprinkler system.	= 5	45	
- Proposed building is classified as A grade; - Building is OHS compliant, and can be accessed and used by persons with disabilities; - Building has a minimum of three (3) of the listed security requirements (biometric access control, CCTV and alarm with armed response services and perimeter fencing) - Building has a backup generator or acceptable, alternative source of energy. - Building has a functional and fully maintained fire detection or fire sprinkler system	= 4		
- Proposed building is classified as B grade; - Building is OHS compliant, and can be accessed and used by persons with disabilities; - Building has a minimum of three (3) of the listed security requirements (biometric access control, CCTV and alarm with armed response services and perimeter fencing); - Building has a backup generator or acceptable, alternative source of energy. - Building has a functional and fully maintained fire detection or fire sprinkler system	= 3		
The building meets any 2 of the above-listed requirements	= 2		
The building meets one or none of the above-listed requirements	= 1		
Experience & References:			10
Provided details on the company's profile, experience, and a minimum of 5 contactable references, where similar services were provided.			
1	Five (5) or more references provided	= 5	
2	Four (4) references provided	= 4	
3	Three (3) references provided	= 3	
4	Two (2) references provided	= 2	
5	Irrelevant references or none submitted	= 1	
Total:			100
Threshold:			70
Proposed office space will be viewed by ICASA delegates			



9. Building Grades Definitions

P - grade	Top quality, modern and latest/recent generation of building, with prestigious lobby finish, airconditioned, good views/environment, with ample onsite parking
A - grade	Building not older than 15 years and has had major renovations, with high quality, modern finishes, good quality lobby finishes, airconditioned and with adequate onsite parking
B - grade	Generally older building (16 years or more) refurbished to modern standards, airconditioned, with onsite parking

10. Pricing

Description	Frequency	Size	Unit Cost	Qty	Period	Cost (excl. VAT)	Cost (incl. VAT)
Office (20 sqm)	Monthly			01	8 months		
(Open plan) Office (30 sqm)	Monthly			01	8 months		
Parking bays	Monthly			06	8 months		
Reception area signage	Monthly			01	8 months		
Boardroom (for 12-16 persons)	Once a month			01	8 months		
High-speed internet connection (for 6 persons)	Monthly			10	8 months		
Secure printing & copy facilities	Monthly		Copy charges	1500 Pages (estimate)	8 months		
Other costs – if any (please specify)							
Total Cost							
Deposit (if any)	Once-off				8 months		
Grand Total							

TOTAL RFQ COSTS = R _____
(over a period of 8 months)