



TERMS OF REFERENCE: OFFICE ACCOMODATION –HARRY GWALA DISTRICT

THE KWAZULU NATAL ECONOMIC REGULATORY AUTHORITY (KZNERA) INVITES SUITABLY QUALIFIED AND EXPERIENCED ESTATE AGENTS OR PROPERTY MANAGING COMPANIES TO SUBMIT PROPOSALS TO THE KZNERA TO PROVIDE LEASING OF CORPORATE OFFICE ACCOMMODATION FOR THE KWAZULU NATAL ECONOMIC REGULATORY AUTHORITY DISTRICT OFFICE IN HARRY GWALA DISTRICT FOR THE PERIOD OF TWELVE (12) MONTHS.

Approved by : _____

Date : _____

1. PURPOSE

- 1.1 The KwaZulu-Natal Economic Regulatory Authority (KZNERA) invite suitably qualified and experienced Estate Agents or Property Managing Companies to submit proposals to the KZNERA to provide leasing of Corporate Office accommodation for the KwaZulu-Natal Economic Regulatory Authority District Office in Harry Gwala District for the period of twelve (12) months.

2. BACKGROUND

- 2.1. The establishment of the KwaZulu-Natal Economic Regulatory Authority is in accordance with its legislative mandate which is to provide for the regulation and economic empowerment of the liquor and gambling industries in the province of KwaZulu-Natal. The legal mandate of the KZNERA is to implement both the KZN Liquor Licensing Act No. 6 of 2010 (Liquor Licensing Act) and the KZN Gaming and Betting Act No. 8 of 2010 (Gaming and Betting Act).
- 2.2. To effect the governance and regulation of the gaming, horse racing, betting and liquor industries in the Province under the auspices of the Authority;
- 2.3. To provide for the dissolution of the KwaZulu-Natal Gaming and Betting Board and the KwaZulu-Natal Liquor Authority and the transfer of the powers, functions and duties of the former Authority and Board to the KwaZulu-Natal Economic Regulatory Authority.
- 2.4. The primary functions of KZNERA as regulatory body may from time to time require official's direct interactions with general public, therefore the need to expand to various districts was identified in order to reach out to licensees and general public. Hence formation of district offices in all 9 districts of the province of Kwa-Zulu Natal.

3. OBJECTIVE

The primary objective of this request for proposal is for Estate Agents or Property Managing Companies to submit proposals to the KZNERA for leasing of Corporate Office accommodation for its Harry Gwala District Office in Ixopo.

4. SPECIFIC OBJECTIVE

Descriptions
Ensure completion of the office space and that it is ready for occupation on 01 December 2025.

Office accommodation to be at least minimum 186 m².
Needs to make provision for a boardroom, eliminating the need to source outside venues for stakeholders' meetings. The space should accommodate at least minimum ten (10) individuals.
Office space to accommodate minimum of four (4) individual private offices.
Office space should have air-conditioned.
Office should accommodate staff with parking.
Should allow KZNERA to put up our signage in strategic positions on the building to make us visible to public.
Should make provision for adequate kitchen and bathroom space to cater for staff.
Should be fully accessible to physically handicapped persons.
Must Be within 15 km radius of the Ixopo CBD.
Office building to be a new or existing building with a rating of A or A+ as per Rode report definition. The building to be fully serviced, to have parking, environmental energy saving systems such as air- conditioning and water recycling.

5. PROJECT/CONTRACT PERIOD

The contract period with the landlord will be for a period of twelve (12) months commencing after the order is issued.

6. BUILDING SPECIFICATIONS

Proposals should include all the total below services required:

6.1. OFFICE LOCATION

The office accommodation should be within 15km radius of the CBD

6.3 SPECIAL REQUIREMENTS AND LAYOUT

- Property Owner (Landlord) to provide office rental space for the KZNERA (minimum of 186 m²) for twelve (12) months.
- The Landlord will be required to provide the office layout and partitioning

of minimum of 186 m².

- Office space to accommodate minimum of four (4) individual private offices.
- 1 boardroom to accommodate minimum of ten (10) individuals
- 1 individual storeroom for filing and storage.
- 1 Kitchen.
- Entrance with Reception Area.
- Bathroom / Toilet for male & females separately to accommodate staff compliment of 5, with two cubicles on each.
- The design and the layout of the office, must have a fresh modern feel, with see through glass.
- The Landlord is to ensure there is available parking dedicated to the KZNERA staff.
- Occupation of the premises to commence on the **1st of December 2025.**
- Provide the proposed office design and layout according to the space requirements, a signed floor plan detailing the proposed layout is to be attached.
- Accessibility of the Office premises through public transport.
- Availability of IT Network and Telephone Service Connection.
- The Building has to meet Occupational Health and Safety requirements.
- Ensure that the building has basic services i.e. sewerage, waste, electricity and running water.
- The bidder must submit the certificate of compliance for the electrical installation of the building.
- The KZNERA will not consider any office space requirements that fall out of the range cited above.
- The premises to be fitted with the following equipment's that must be maintained through corrective and preventative maintenance by the landlord. Bidders will be required to submit maintenance records post the evaluation process and before awarding of the contract.
- Health and Safety equipment
 - Fire sprinkler system or an exemption certificate
 - Smoke detector system
 - Fire extinguisher & Hose pipes
 - Fire alarm system

NB Please note that the health and safety equipment must be in line with SANS 10400.

6.4. PARKING

Parking to be provided within the same building and must be safe and secure for staff.

6.5. CONTRACTING

The lease period will be a period of twelve (12) months with an option to extend.

The bidder will enter into a service level agreement with KZNERA.

The Municipal billing must be incorporated in the monthly invoice to KZNERA with the supporting documents from the Municipality. The municipal bill must be directed to the account of the bidder.

KZNERA will not be responsible to pay the Municipality bills directly to the Municipality.

6.6. OCCUPATION DATE

The building should be completed and ready for occupation immediately after contract is signed.

7. BID REQUIREMENTS

7.1 Standard Bid Documentation

- All bidders are required to complete the Standard Bid Documentation.
- The technical evaluation must be completed and signed and returned with the SBD documents.

7.2 Project Proposal

- The project proposal will contain two sections:

7.3 Technical

7.3.1 Technical Proposal

- The Technical proposal will comprise the following elements:
 - a) The available or proposed office space
 - b) In the scope of work and specifications, bidders must set out their understanding of the project context and their understanding of the overall assignment.
 - c) Submit supporting documents to the technical proposal.

7.3.2 Financial Proposal

- The Financial offer must contain the budget breakdown.
- Evaluation will be based on an 80/20-point system in compliance with Preferential Procurement Policy Framework Act.

7.4 Physical Verification of Building Proposed

- KZNERA reserves the right to conduct a physical verification of proposed building

8. CONTACTS

- All contact details for SCM and the Technical Unit on the SBD document.

OFFICE ACCOMMODATION TECHNICAL EVALUATION

NAME OF BIDDER: _____

Kindly ensure that all questions are answered. Where possible, substantiate answers using the comments column.

The KZNERA reserved the right to conduct a site assessment of the accommodation offered to ensure all requirements are met.

NO	DESCRIPTION	YES	NO	COMMENTS
1.	Is the office accommodation ready to be occupied after signing of contract by 1 December 2025?			
2.	Is your office accommodation within 15 km radius to the CBD?			
3.	Is the office accommodation at least 186 m²?			
4.	Does the office accommodation have a boardroom that can accommodate at least 10 individuals			
5.	Does the office accommodation have minimum of four (4) individual private offices?			
6.	Does the office accommodation have 1 individual storeroom for filing and storage?			
7.	Does your office accommodation have 1 Kitchen for the use of 5 individuals			
8.	Does your office accommodation have an Entrance with a Reception Area?			
9.	Does your office accommodation have Bathroom / Toilet facilities for Male & Females separately with two cubicles on each?			
10.	Does your office accommodation have a fully functional back-up generator for power cuts.?			
11.	Does your office accommodation have parking for staff?			
12.	Does the design and the layout of the office, have a fresh modern feel, with see through glass?			
13.	Will KZNERA be allowed to put up our signage in strategic positions in and around the building?			

14.	Does the office have accessible through public transport?			
15.	Is your office accommodation accessible to physically handicapped persons?			
16.	Availability of IT Network and Telephone Service Connection?			
17.	Does the building have basic services i.e. sewerage, waste, electricity and running water?			
18.	Does bidder have the certificate of compliance for the electrical installation? (It must be submitted with the bid document)			
19.	Does the building meet Occupational Health and Safety requirements?			
20.	Will the bidder meet the following requirements, premises to be fitted with the following Occupational Health Safety equipment's that are to be maintained through corrective and preventative maintenance by the landlord: • Fire sprinkler system or an exemption certificate? -Smoke detector system, -Fire extinguisher &Hose pipes, -Fire alarm system			

I, as a duly appointed representative of the bidder, hereby declare the that above is true to the best of my knowledge.

DETAILS	AUTHORISED INDIVIDUAL
INITIAL AND SURNAME	
SIGNATURE	
DATE	