

Ombud Council

Ensuring an accessible and trusted
financial sector ombud system

NAME OF BID	LEASING OF OFFICE SPACE ACCOMMODATION FOR THE OMBUD COUNCIL
BID NO.	OC202627-T001
CLOSING DATE	05 August 2026
CLOSING TIME	11h00 (South African Standard Time, obtained from Telkom SA SCouncil Limited by dialling 1026)

BIDDER NAME	
ID/REGISTRATION NUMBER	
CSD NUMBER	
CONTACT PERSON	
EMAIL ADDRESS	
TELEPHONE NUMBER	

Ground Floor, Building4
Maxwell Office Park, Magwa Cres, Midrand, 2090

Telephone: +27 87 804 1741

Website: www.ombudcouncil.org.za

Ensuring an accessible and trusted financial sector ombud system

Board of Directors:

Chairperson: Ms E. Meyer, Deputy Chairperson: Ms D. Chabedi, Mr A. Horowitz, Mr E. Lekgau, Ms C. Soobramoney, Ms L. Senne
Ex Officio: FSCA Commissioner - Mr U. Kamlana, Chief Ombud - Ms L. Jackson

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A. INTRODUCTION TO BID

1. Introduction

- 1.1 The Ombud Council was established in terms of Chapter 14 of the Financial Sector Regulation (FSR Act) Act No. 9 of 2017 (FSR Act). The objective of the Ombud Council is to assist in ensuring that financial customers have access to, and are able to use, affordable, effective, independent and fair alternative dispute resolution processes for complaints about financial institutions. Visit the Ombud Council's website, www.ombudcouncil.org.za for further information about the Ombud Council.
- 1.2 The Ombud Council currently operates from offices in Midrand at ground floor, Building 4, Maxwell Office Park, Magwa Crescent, Gauteng, 2090.
- 1.3 Bidders are hereby invited to submit bids for appointment as a service provider to provide office space accommodation for a period of five (5) years. The contract will commence on 01 October 2026.
- 1.4 This bid is subject to the Preferential Procurement Policy Framework Act No. 5 of 2000 and the, Broad-Based Black Economic Empowerment Act, the General Conditions of Contract (GCC) and, if applicable, any Special Conditions of Contract. Where, however, the Special Conditions of Contract conflict with the GCC, the Special Conditions of Contract prevail.

2. Bid enquiries and questions

- 2.1 Enquiries relating to the contents of the bid (conditions, rules, terms of reference etc.) or administrative issues with reference to the bid may be directed by not later than 21 July 2026 to:

Thato Maleka
 Procurement Officer
 Tel no.: +27 (0)87 804 1741
 Email: quotations@ombudcouncil.org.za

- 2.2 Questions received after this date will not be entertained.
- 2.3 All questions must reference specific paragraph numbers, where applicable.
- 2.4 All questions (received on or before the closing date for questions) will be consolidated and the Ombud Council will send out one response document within three (3) working days after closing date for questions.
- 2.5 No requests for information shall be made to any other person or place.

3. Bid submission

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3.1 Bid documents must be emailed to quotations@ombudcouncil.org.za.

3.2 The email subject must stipulate bid number and name below:

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3.3 Bid documents will only be considered if received by the Ombud Council on or before the closing date and time.

3.4 **Late submissions will not be accepted.**

3.5 Bidders must initial each page of the bid document on the bottom right hand corner.

4. Pricing schedule

4.1 A pricing schedule in the format of Annexure B must be submitted on a separate sheet from the technical proposal for ease of evaluation. The pricing schedule must be submitted together with the SBD3.1 form in the bid proposal.

B. DEFINITIONS

5. Definitions

5.1 Unless inconsistent with or expressly indicated otherwise by the context.

5.1.1 **Council** shall mean the Ombud Council.

5.1.2 **Contractor** shall mean the successful bidder whose bid has been accepted by the Council and shall include the bidder's representatives.

5.1.3 **Contract** shall include the General Conditions of Contract and Special Conditions of Contract, the specifications including any schedules attached to the specifications, and any agreement entered into in terms of these Special Conditions of Contract.

5.1.4 **Service** shall mean the provision of rented, fully furnished and serviced office space accommodation services as described in paragraph 24 for a period of five (5) years.

5.1.5 **Person** includes any company incorporated or registered as such under any law, any body of persons corporate or unincorporated, any trust. Person, firm or company shall include an authorised employee or agent of such person.

5.2 Except where the context indicate otherwise, in this document the singular includes the plural, and with reference to gender, the one includes the other.

C. BID RULES

6. Capabilities and experience of bidders

- 6.1 Bidders are required to provide all information as necessary to demonstrate their capabilities and experience with regard to the requested services.

7. Form of bid

- 7.1 The bid shall be signed and witnessed on the form of bid incorporated herein. The certificates, schedules and forms contained in this document shall be completed and signed by the bidder in a clearly legible manner.

8. Signing of bid

- 8.1 The bid must be signed by a person who is duly authorised to do so.

9. Bid all inclusive

- 9.1 The bidder must provide an all-inclusive pricing schedule in the bid in the format as per **Annexure B**, priced in South African Rands.

10. Alterations to bid documents

- 10.1 No unauthorised alteration or addition shall be made to the form of bid, to the description of services to be rendered or to any other part of the bid documents. If any such alteration or addition is made or if the description of services to be rendered, or other schedules or certificates are not properly completed, such submission may be disqualified.

11. Qualifications on bid

- 11.1 Bids submitted in accordance with this bid document shall be without any qualifications.

12. The Council's rights

- 12.1 The Council is entitled to amend any bid conditions, bid validity period, bid specifications, or extend the bid's closing date, or change the date of any non-compulsory briefing session, all before the bid closing date. The Council reserves the right to extend the bid validity period before its expiry period. All bidders, to whom the bid documents have been issued and where the Council have record of such bidders, may be advised in writing of such amendments in good time and any such changes will also be posted on the Council's website under the relevant bid information. All prospective bidders should, therefore, ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

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- 12.2 The Council reserves the right not to accept the lowest priced bid or any bid in part or in whole.
- 12.3 The Council reserves the right to award this bid as a whole or in part.
- 12.4 The Council reserves the right to conduct site visits at a bidder's corporate offices and/or at client sites if so required.
- 12.5 The Council reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the Council to conduct background checks on the bidding entity and any of its directors/trustees/shareholders/members.

13. Undertaking by bidder

- 13.1 By submitting a bid in response to this bid, the bidder will be taken to have offered to render all or any of the services described in the bid response submitted by it to the Council on the terms and conditions and in accordance with the specifications stipulated in this bid document.
- 13.2 The bidder shall prepare for a possible presentation should the Council require such and the bidder shall be notified thereof in good time before the actual presentation date. Such presentation may include a practical demonstration of products or services as called for in this bid.
- 13.3 The bidder agrees that the offer contained in its bid shall remain binding upon them and receptive for acceptance by the Council during the bid validity period indicated in this document and calculated from the bid closing date. Its acceptance shall be subject to the terms and conditions contained in this bid document read with the bid.
- 13.4 The bidder furthermore confirms that they have satisfied themselves as to the correctness and validity of their bid response; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid response documents; and that the price(s) and rate(s) cover all their obligations under a resulting contract for the services contemplated in this bid; and that they accept that any mistakes regarding price(s) and calculations will be at their risk.
- 13.5 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on them under the supply agreement and Service Level Agreement (SLA) to be concluded with the Council, as the principal(s) liable for the due fulfilment of such contract.
- 13.6 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the services offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with this bid will become Council property unless otherwise stated by the bidder/s at the time of submission.

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14. Central supplier database

- 14.1 The Council will not award any bid to a supplier who is not registered as a prospective supplier on the Central Supplier Database (CSD) as required in terms of National Treasury Circular No. 3 of 2015/2016 and National Treasury SCM Instruction Note 4A of 2016/2017.
- 14.2 The supplier is responsible to continuously update their information, including personal information on the CSD to ensure that it is complete, accurate and not misleading.

15. Supplier performance management

- 15.1 Supplier performance management is viewed by the Council as a critical component in ensuring it acquires value for money and maintains good supplier relations between the Council and all its suppliers.
- 15.2 The successful bidder shall upon receipt of written notification of an award, be required to conclude an SLA with the Council (where applicable), which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier's performance and ensure effective delivery of service, quality and value-add to the Council's business.

16. Cancellation of contract

- 16.1 If the Council becomes aware or is satisfied that any person (including an employee, partner, director or shareholder of the bidder or a person acting on behalf of or with the knowledge of the bidder), firm or company, amongst others:
- 16.1.1 is executing a contract with the Council unsatisfactorily;
 - 16.1.2 has in any manner been involved in a corrupt act or provided a gift or remuneration in relation to any officer or employee of the Council, in connection with obtaining or executing a contract;
 - 16.1.3 has acted in bad faith, in a fraudulent manner or committed an offence in obtaining or executing a contract;
 - 16.1.4 has in any manner influenced or attempted to influence the awarding of an Council's bid;
 - 16.1.5 has when advised that their bid has been accepted, given notice of their inability to execute or sign the contract or to furnish any security required;
 - 16.1.6 has engaged in any anti-competitive behaviour, including having entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company to refrain from bidding for this contract, or relating to the bid price to be submitted by either party; or

16.1.7 has disclosed to any other person, any information relating to this bid, except where disclosure, in confidence, was necessary to obtain quotations required for the preparation of the bid,

16.1.8 The Council may, in addition to any other legal recourse which it may have, cancel the contract between the Council and such a person, firm or company and/or resolve that no bid from such a person will be favourably considered for a period, as prescribed by the National Treasury.

16.2 Any restriction imposed upon any person shall apply to any other person with which such a person is actively associated.

17. Applicable laws

17.1 The laws of the Republic of South Africa shall be applicable to each contract created by the acceptance of a bid and each bidder shall indicate an address in the Republic and specify it in the bid as his *domicilium citandi et executandi* where any legal process may be served on him.

17.2 Each bidder shall accept the jurisdiction of the courts of the Republic of South Africa.

18. Reasons for disqualification of bid

18.1 The Council reserves the right to disqualify any unacceptable bid as defined in the PPPFA Act and such disqualification may take place without prior notice to the offending bidder. The grounds for disqualification amongst others could include the following:

18.1.1 bidders who submit incomplete information and documentation as specified in the requirements of this bid document;

18.1.2 bidders who submit information that is fraudulent, factually untrue or inaccurate;

18.1.3 bidders who receive information not available to other potential bidders through any means;

18.1.4 bidders who do not comply with mandatory requirements, if stipulated in the bid document;

18.1.5 bidders who fail to attend a compulsory briefing session and sign a bid register, if stipulated in the bid advert and/ or in this bid document; and/or

18.1.6 bidders who fail to comply with FICA (Financial Intelligence Centre Act) requirements (where applicable).

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19. Delegation of authority

- 19.1 The Council may delegate any power vested in it by virtue of these Terms of Reference to an officer or employee of the Council.

20. Bid rules are binding

- 20.1 The bid rules as well as the instructions given in the official bid notice shall be binding on all bidders submitting bid applications for the service or services set out in the bid document.

21. Language of contract

- 21.1 The bid documents are drafted in English and any contract which originates from the acceptance of the bid, will be interpreted and construed in English.

D. TERMS OF REFERENCE

22. Purpose

- 22.1 The purpose of this request is to invite service providers to submit quotations to provide rented, fully furnished and serviced office space accommodation as described in paragraph 24 to the Ombud Council for a period of five (5) years.

23. Background

- 23.1. The Ombud Council is a Schedule 3A public entity for purposes of the Public Finance Management Act (PFMA).

24. Scope of work

- 24.1 The Ombud Council requires proposals for either P-Grade or A-Grade rented, fully furnished and serviced office space of between 150 and 250 m².
- 24.2 The Council requires occupation of the facility from between 01 October 2026 and 01 December 2026, for a period of five years. Upon expiration of the lease agreement, and an agreement between the lessor and lessee, the lease agreement may be renewed.
- 24.3 Where necessary, the service provider shall provide the Council with a tenant installation allowance to allow for the fitting out of the building to suit its requirements prior to occupation. The bidder shall also provide the designs and the project plan for the completion of tenant installation, in line with all the requirements stipulated in these terms of reference. The project plan must include the costs and quality attributed to the project.
- 24.4 Where applicable, the tenant installation cost and the proposed design must be included in the original bid price.

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- 24.5 All alterations or renovations (if any) and installation of furniture must be completed prior to the occupation date.
- 24.6 Where applicable, the tenant installation cost must be included in the original bid price and the proposed design must be included in the bid submission.
- 24.7 Where necessary, the service provider shall provide the Council with a minimum of a four (4) weeks beneficial occupation period prior to the start date of the lease for the Council to conclude the move, at no cost to the Council.

24.8 Location and access requirements:

24.8.1. The building must be located in the Northern Johannesburg region of Gauteng, specifically in Waterfall, Woodmead, Sunninghill, Sandton, Bryanston, Fourways, Midrand or immediately surrounding suburbs.

24.8.2. The premises must:

- be easily accessible to public transportation facilities, such as taxi ranks and bus stations;
- be in a secure and safe area that is preferably close to shopping centres or other well-known landmarks;
- be easily accessible to clients and suppliers;
- if it is not a ground-storey building, have functional lifts; and
- have an emergency exit door/s.

24.8.3. The building must comply with applicable legal requirements, particularly for persons with disabilities (SANS 10400-S: 2011. Edition 3) and other laws and regulations relating to the accessibility of premises by people with disabilities. People with disabilities have the right to access all facilities and services that the building offers, in any location. Access must be provided to the site and building, as well as to every facility within the building.

24.9. Building spatial requirements and other features

24.9.1. The premises must be able to accommodate the following approximate spatial requirements:

Table 1: Approximate spatial requirements per designation

FUNCTION REQUIREMENTS	SPACE REQUIREMENTS	SIZE PER (m ²)	QUANTITY	TOTAL AREA (m ²)
Senior Management	Chief Ombud	20	1	20

Organisational heads	Heads of Regulation & Oversight; Finance; and Operations	16	3	48
Supporting Staff	Open Plan (For 10 employees)	60	1	60
Workspace Support (Between 55% to 65% of workspace area)	Boardrooms, sanitation, kitchen, storage and pause area)	77	1	77
Circulation	Adequate circulation space between work areas			

24.9.2. The office space may be in a dedicated building or in a shared singular building structure with multiple tenants. In the latter case, there must be a cordoned/dedicated section of offices for exclusive use by the Ombud Council.

24.9.3. The premises must provide a reception service, manned at all times during standard office hours, to receive and direct visitors and reasonable physical deliveries to the Ombud Council.

24.10. **Building specifications**

24.10.1. The premises must satisfy the specifications set out in clauses 24.11. to 24.31.

24.11. **Parking**

24.11.1. The parking bays should not be less than 5 000 mm in length and 2 500 mm in width. The distance between bays should allow for vehicles to reverse with a minimum dimension of 7 500 mm for 90-degree parking, 4 800 mm for 60-degree parking, 3 800 mm for 45-degree parking, and 3 500 mm (side back-out) for parallel parking. Paraplegic parking bays should be as per SANS 10400 – Part S (3 500 mm x 5 000 mm). The parking facility for staff needs to be safe and monitored, and reserved / dedicated for the exclusive use of the Ombud Council.

- Parking for disabled users must be located close to the entrance of the building/s, on a level surface.
- Provide a minimum of 1/200 disabled parking bays as per SANS 10400 – Part S.
- Parking must be clearly demarcated for the use by disabled persons only.

24.11.2. The following numbers of parking bays should be provided:

Table 2: Minimum parking requirements

PARKING BAYS	
Staff Minimum (Reserved covered parking)	Visitor Minimum (not necessarily reserved / dedicated or covered)
8	12

24.12. *Ablution facilities*

24.12.1. The landlord is required to provide fully functional and/or refurbished ablution facilities (to the satisfaction of the Ombud Council) in accordance with SANS 10400 Part P – Drainage, to accommodate 15 employees. The facilities must cater for all genders, as well as for people with special needs.

24.12.2. A waterproof vanity slab (or similar and approved vanity top) must be installed around all basins, and a mirror must be provided in compliance with SANS standards. Hot and cold water must be supplied to each basin in accordance with SANS 10252 (SABS 0252-2).

24.12.3. Toilet facilities for people with disabilities (employees and visitors) must be provided in accordance with the National Building Regulations, SANS 10400 Part S. All such facilities must be equipped with approved grab rails. It must also be noted that the Ombud Council is committed to providing amenities that are fully accessible to people with disabilities.

- The maximum allowable travel distance to a disabled WC from any point in the building must not exceed 200 m.
- All dimensions and layout must comply with SANS 10400 Part S.

24.13. *Office layout*

24.13.1. The office shall be designed with well-planned spacing to ensure efficient circulation while accommodating all of the Council's spatial requirements. It shall include four (4) fully furnished private single offices each containing at least the following:

- 1 X Chair
- 1 X Office desk with credenza
- 1 X filing cabinet
- A lockable door.

24.13.2. An open-plan area capable of accommodating a minimum of ten (10) employees, designed to promote comfort, accessibility, and efficient workflow and must include:

- 10 X office desks with credenza
- 10 X chairs,
- 10 visitors chairs,
- 5 filing cabinets

24.13.3. The premises must also feature at least a sixteen (16) seat boardroom and preferably (see clause 24.32) a separate six (6) seat meeting room. These must both be designed to accommodate their intended occupancies comfortably, with appropriate spatial allowances, acoustics, and lighting. To support effective communication and presentations, the 16 seater boardroom must include a wall-mounted television screen/s or digital display panel. These screens should be suitable for video conferencing, virtual meetings, and multimedia presentations.

24.13.4. Sixteen seat boardroom must include:

- 1 X 16 seater Boardroom table
- 16 x chairs
- adequate separate surfaces for refreshments, documents, etc.

24.13.5. Dedicated storage facilities shall be provided, in the form of a storage room ideally sized above 8 m² to accommodate filing cabinets, a safe, and storage space for client promotional materials.

24.13.6. The overall layout should optimise workflow, support both collaborative and private work, and maintain a professional and organised office environment.

24.14. ***Kitchen/Cafeteria***

24.14.1. A functional and welcoming kitchen/cafeteria area shall be incorporated, allowing staff to prepare and enjoy meals comfortably and must include:

- Microwave
- Fridge

24.14.2. The kitchen area should be well-equipped and fully suitable for daily office use. It must include adequate hot and cold-water connections, sink and storage cabinets.

24.14.3. Provided the above specifications are met the kitchen area may be shared with other tenants if applicable.

24.15. ***Electrical Supply***

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- 24.15.1. The installation must comply with all relevant regulations and by-laws. A sufficient power supply must be provided to accommodate an increase in demand of up to 20% above normal usage during peak periods.
- 24.15.2. Power points to be provided as per the Council's requirements and in accordance with the SANS 10142.
- In offices: one normal plug and one red dedicated plug.
 - The total number of power points to be provided in the office space to accommodate the number of staff as per the organisational structure.
 - Single-phase 15 Amp socket outlet in passages and operational areas shall be provided for cleaning and maintenance tasks and shall be wired separately from the power supply to the main operational areas. The minimum distance for the repetition of these points should not be less than 15m.
- 24.15.3. The building shall have sufficient lightning protection, in compliance with SANS 10313: latest version – Protection against lightning – Physical damage to structure and life hazard.

24.16. Emergency/Backup Power

- 24.16.1. The building must be equipped with a backup diesel-electric generator with sufficient capacity to power the entire office space. It is the responsibility of the landlord to ensure that the generator is adequately fuelled at all times.
- 24.16.2. An Uninterrupted Power Supply (UPS) system must be provided by the landlord, including its associated network, equipment, and electrical connections.
- 24.16.3. The entire leased premises must remain fully functional during any power failure through the use of standby generator(s). The capacity of the generator and the electrical design and installation must be sufficient to meet this requirement. The generator must provide power to the lifts, emergency lighting, water tanks, and red plugs.

24.17. Lighting

- 24.17.1. All interior lighting shall conform to SABS 0114–1:1996 and SANS 10400 Part O – Lighting and Ventilation, for building classification G1. Light positions must be coordinated with the office layout and allow a degree of flexibility. Lux levels must comply with OHS Environmental Regulations.
- Lighting to comply with SANS 10144 – 1:2005 Edition 3 for interior.
 - SANS 10144 – 1:2005 Edition 3 interior lighting Part 1: Artificial Lighting of interiors.

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- SANS 10144 – 2:2009 Edition 1.2 Part 2: Emergency lighting.

24.17.2. Lighting levels on stairways and in corridors and routes, both internally and externally, are an important aspect of safe vertical circulation, alongside the correct installation of stair nosings and handrails.

24.17.3. All means of escape routes, which are typically unfamiliar to building users, must have adequate lighting to ensure that exits can be located safely and efficiently.

24.18. Water Supply

24.18.1. The facility should allow for a backup of water to be used for at least eight (8) hours of normal use at the required pressure.

24.19. Heating, Ventilation, and Air Conditioning (HVAC) System

24.19.1. The ventilation of the building must be in accordance with the requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993) and SANS 10400. The premises must be fully air-conditioned, with all maintenance being the responsibility of the bidder.

24.19.2. Split units or separately regulated air-conditioning units may be installed in cellular offices, meeting rooms and common areas.

24.20. Security

24.20.1. The building must provide comprehensive and reliable security measures that always ensure the safety of both personnel and company property. These measures must include, at a minimum, the following:

- 24-hour on-site security personnel for access management and routine patrols.
- Access control systems, such as biometric scanners, key card or key fob entry, or other electronic identification systems at all main entry and exit points.
- Intruder detection and alarm systems, integrated with the building's security control room or external security service.
- Electric perimeter fencing and boundary walling, providing a secure barrier around the premises.
- Security-controlled vehicular and pedestrian access points, with visitor sign-in or verification procedures.
- Adequate lighting and emergency backup power for all external and parking areas to ensure visibility and safety during power outages.

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24.20.2. The bidder is responsible for the provision and maintenance of all standard security infrastructure within the leased premises. Any additional or specialised security installations required beyond the standard provisions shall be at the cost and discretion of the Ombud Council.

24.20.3. The premises must fully comply with the any applicable national safety regulations.

24.21. Fire Protection and Risk Management

24.21.1. Fire control, safety, and risk management shall be in full compliance with the National Building Regulations, SANS 10400 Part T – Fire Protection.

24.21.2. Provision, certification, and continuous maintenance of the installation and equipment will be the responsibility of the landlord for the duration of the lease period. Annual servicing of the firefighting equipment is the sole responsibility of the bidder.

24.22. Acoustics and Noise for Office Space

24.22.1. All outside noise shall be reduced to an agreed acceptable level that allows people to perform their functions in compliance with relevant acts, regulations, and municipal by-laws.

24.23. Signage

24.23.1. Reasonably prominent Ombud Council signage should be allowed in appropriate public areas to reinforce the Council's identity and visibility.

24.24. Wi-Fi and Connectivity

24.24.1. The premises must provide high-speed fibre internet connectivity capable of supporting the Ombud Council's operational and administrative functions efficiently.

24.24.2. The internet service must be reliable, secure, and uninterrupted, enabling seamless use of digital communication platforms, cloud-based applications, and online meetings.

24.24.3. The connection must deliver a download speed of 50-100 Mbps and upload speed of 20-100 Mbps, with low latency to ensure consistent network performance.

24.24.4. Wi-Fi connectivity must be included in the lease and the bidder must ensure ongoing maintenance, technical support, and service reliability.

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24.24.5. The bid must include IT support services related to the building's internet infrastructure, including troubleshooting, network monitoring, and user assistance, including in relation to the audio-visual facilities in the boardroom.

24.25. Cleaning Services

24.25.1. The leased premises must be maintained in a clean, hygienic, and presentable condition at all times, the cost of which must be included in the total monthly rental amount. Cleaning must be undertaken a minimum of two (2) times per week, or more frequently if required to maintain acceptable workplace standards.

24.25.2. The cleaning service must include, at a minimum, the following activities:

- Sweeping, mopping, and vacuuming of all office floors and common areas.
- Dusting and wiping of all surfaces, furniture, and equipment.
- Cleaning and sanitizing of kitchen, pause areas, and ablution facilities.
- Emptying of waste bins and removal of refuse to designated disposal areas.
- Cleaning of internal glass, windows, and doors where accessible.

The bidder must ensure that such services are performed by trained personnel and that all cleaning materials and consumables are supplied.

24.26. Building regulations legal compliance

24.26.1. The building offered shall comply with the minimum laws of local authority requirements and South African National Standards. SANS 10400 (National Building Regulations). All safety equipment must be serviced and up to date (e.g., firefighting equipment) as per the Occupational Health and Safety (OHS) and SANS legislative requirements.

24.27. Occupational Health and Safety Act

24.27.1. The premises/building must comply with the Occupational Health and Safety Act 85 of 1993, as amended, and the latest issue of SABS 0142: 'Code of Practice for the Wiring of Premises' before occupation of the building.

- Codes of Practice – Interior Lighting SABS 0114-1996 – Part 1.
- The National Building Regulations and Building Standards Act 103 of 1977, as amended (SANS 10400).
- The municipal by-laws and any special requirements of the local supply authority.
- The local fire regulations.
- Lightning protection SANS 10313.
- Lifts, escalators, and passenger conveyor regulation.

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- South African National Standards (SANS) 10142-1:2020, latest version, The Wiring of Premises Part 1: Low-voltage installations.

24.28. Legal Compliance

24.28.1. The Ombud Council reserves the right to:

- Inspect the building before awarding the contract, as contemplated in paragraph 27.1.4.
- Request the certificates and documents contemplated in Annexure A.
- Request any or all other documentation confirming compliance with fire regulations, municipal by-laws, the Occupational Health and Safety Act, and Accessibility Regulations.
- Review compliance with municipal by-laws and any special requirements of relevant local authorities.

24.29. Tenant installations

Requirements

24.29.1. Where tenant installations are necessary, the bidder must provide for the following:

- The condition of the floor finishes in common areas should be in good condition.
- The bidder shall make sure that the floor finishes are usable, and the cost for fixing the floor finishes should not be allocated to the tenant installation; the provision must be made by the successful bidder at no cost to the Ombud Council.
- The bidder must provide their own Space Planner and Project Manager for the tenant installations.

Tenant Installation and Furnishing Cost

24.29.2. The bidder shall be responsible for the full tenant installation and furnishing of the premises, including but not limited to the provision and installation of floor coverings, dry-walling, wall finishes, doors, frames, ironmongery, and any associated fittings, and all furniture as indicated in this document, as well as the applicable Value Added Tax (VAT). All tenant installation and furnishing costs shall be contained within the approved total bid amount.

24.29.3. Where applicable, the bidder must ensure that the proposed tenant installation allowance comprehensively covers all costs associated with the complete fit-out and furnishing of the office space, in accordance with the Ombud Council's specified spatial and functional requirements detailed in this document.

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24.29.4. Any optional or additional fit-out or furniture items beyond the approved specification shall be priced separately and provided at optional rates, to be clearly stated in the bid submission.

24.29.5. The full tenant installation and furnishing process, from project inception to beneficial occupation, must be completed prior to the commencement of the lease period to ensure that the Ombud Council can take occupation of a fully fitted and operational workspace.

24.30. Rates and Maintenance

Rates

24.30.1. Rental rates and operational charges shall also include all future maintenance required to keep the building operational and shall be adjusted annually on the adjustment date.

24.30.2. Rental rates shall also include the maintenance of the exterior of the premises/building. This shall include at least, but not be limited to, the following:

- Windows
- Roofs
- HVAC, including diffusers inside
- Lightning protection
- Plumbing
- Common area electrical reticulation
- Gardens and Waste management (if applicable)
- Stormwater
- Fixed firefighting equipment (fire hoses and piping)
- Lifts and escalators
- Parking
- Washing the external windows and facades
- Generator and watwr back-up maintenance.

24.30.3. The turnaround time is to be clearly stated on maintenance and repair work by the Landlord. The Ombud Council reserves the right to negotiate the turnaround times should they not be satisfactory.

Adjustments

24.30.4. The annual escalation basis of the rental and operating charges must be stipulated in **Annexure B** and must be market related.

Variation to the Rate

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24.30.5. The bidder is required to specify all variations to the rates, and a complete list of allowances must be provided.

24.31. The Lease Agreement

24.31.1. The lease will be for a period of five (5) years with an option for the Ombud Council to renew it thereafter.

24.31.2. Detailed cost per item (schedule) must be provided (Rent, Operational Cost, Parking, Storage, etc.)

24.31.3. The following costs must be included in the indicated rental rate:

- Municipal rates and taxes plus increases
- Sanitation and refuse removal rates
- All insurance (excluding content belonging to Ombud Council).

24.32. Added Value Benefits

24.32.1. In addition to meeting the minimum technical and spatial requirements set out elsewhere in this document, bidders are encouraged to offer added-value benefits that enhance the functionality, accessibility, and overall user experience of the Ombud Council's office space. These features will be considered favourably during the evaluation process, as they contribute to operational efficiency, staff well-being, and long-term sustainability.

24.32.2. The following benefits will be regarded as advantageous:

- *1X round 4 seater meeting table and chairs in each private office*
- *Separate 6 seater meeting room with meeting table and chairs.*
- *Green Building Certification* – Premises that are Green Star-rated or capable of achieving certification under the Green Building Council of South Africa (GBCSA) standards will be viewed favourably, as they support energy efficiency and environmental responsibility.
- *Outdoor Amenities* – Provision of outdoor braai or recreational facilities for staff and visitors, promoting wellness and informal engagement.
- *Pause area* – Provision of an internal pause area, over and above office and formal meeting spaces, for informal staff engagements.

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- *Natural Lighting* – Excellent access to natural daylight throughout the workspace, enhancing comfort, productivity, and energy efficiency.

24.32.3. Bidders are encouraged to highlight any additional amenities or building features that may further improve sustainability, functionality, or workplace quality.

25. Bid Conditions

- 25.1. Bidders are required to complete the standard bidding documents referred to in clause 32 and failure to do so will result in disqualification from further evaluation.
- 25.2. Bidders must be validly registered on the Central Supplier Database (CSD) as hosted by the National Treasury.

26. Contract Condition

- 26.1. The successful bidder will be required to sign the Ombud Council anti-fraud statement.
- 26.2. The successful bidder will be required to provide such documentary evidence as the Ombud Council may request, that the compliance requirements referred to in clauses 24.26 to 24.28 are met, including but not necessarily limited to:
- 26.2.1. Proof that the municipal rates and taxes account for the proposed building is up to date, including evidence of payment to the municipality.
 - 26.2.2. Proof of lift maintenance contract (in the case of a multi-storey building).
 - 26.2.3. Fire equipment service records.
 - 26.2.4. Air conditioner service maintenance certificate.
 - 26.2.5. Glazing conformance certificate (where applicable).
 - 26.2.6. Proof of building insurance in place.
 - 26.2.7. PSIRA certificate of Grade C security guarding.

27. Bid evaluation

- 27.1. The proposals will be evaluated as follows.

27.1.1. Evaluation Stage One: Compliance

Compliance with administrative requirements stated in the Standard Bidding Documents referred to in clause 32 and the bid conditions as set out in clause

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25. In this evaluation stage, all bidders that fail to provide the required information and documentation may be disqualified from further evaluation.

27.1.2. Evaluation Stage Two: Mandatory Requirements

Bidders are required to submit the required documentation and confirmations as stipulated in **Annexure A** and to submit duly completed **Annexures B** and **C**. Compliance with these requirements is mandatory. Non-compliance with any requirement listed on Annexure A or failure to submit a fully completed Annexure B and C will lead to disqualification.

27.1.3. Evaluation Stage Three: Functional evaluation (Desktop evaluation)

In this evaluation stage, bidders are expected to obtain a minimum of 80 out of 100 points based on the evaluation criteria set out in paragraph 28 to proceed to the next evaluation stage. Failure to obtain the prescribed minimum points will automatically disqualify the bid offer from proceeding to the next evaluation stage.

27.1.4. Evaluation Stage Four: Site Inspection

The Ombud Council will visit the proposed office premises with the objective of verifying information as contained in the bid documents as per **Annexures A and C**. Should it be discovered during a site inspection or presentation that the actual features or condition of the premises are inconsistent with the information submitted by the bidder as indicated in those Annexures, the desktop evaluation score will be adjusted to align with the actual features or condition of the property or, in the event of material inconsistencies, the bidder will be disqualified.

27.1.5. Evaluation Stage Five: Preference Point System

The 80/20 preference point system shall be applicable to this phase, where 80 points represent maximum obtainable points for the lowest acceptable price, and 20 points represents specific goals. Points will be awarded to a bidder for attaining the specific goal points in accordance with the table as listed in the bid documentation.

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28. Functional evaluation (Desktop)

28.1. The bid/proposal will be evaluated for functionality and be rated as follows:

Table 4

No	ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	WEIGHT
1.	Company Profile	1.1. The bidder must submit a detailed company profile with proven experience and track record in providing furnished and serviced commercial office lease accommodation.	1.1.1. The bidder did not submit a company profile.	0	10
			1.1.2. The bidder submitted a company profile with less than five years of experience but the profile partially (1 – 2 points) or fully (3 points) meets the requirements.	1-3	
			1.1.3. The bidder submitted a company profile with five or more years of experience which meets (4 points) or exceeds (5 points) the requirements.	4-5	
2.	Alignment with Office Specifications	2.1. The bidder must provide premises that meet the requirements set out in Section 1 of Annexure C .	2.1.1. Premises meet 1 or 2 of the requirements in section 1 of Annexure C.	0	40
			2.1.2. Premises meet 3 or 4 of the requirements set out in section 1 of Annexure C.	2	
			2.1.3. Premises meet 5 or 6 of the requirements in Section 1 of Annexure C.	3	

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No	ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	WEIGHT
			2.1.4. Premises meet 7 of the requirements in Section 1 of Annexure C.	4	
			2.1.5. Premises meet all 8 requirements in Section 1 of Annexure C.	5	
		2.2. The bidder must provide premises that meet the requirements set out in Section 2 of Annexure C.	2.2.1. Premises meet 1 or 2 of the requirements set out in section 2 of Annexure C.	1	30
			2.2.2. Premises meet 3 or 4 of the requirements set out in section 2 of Annexure C.	2	
			2.2.3. Premises meet 5 of the requirements set out in section 2 of Annexure C.	3	
			2.2.4. Premises meet 6 of the requirements set out in section 2 of Annexure C.	4	
			2.2.5. Premises meet all 7 of the requirements set out in section 2 of Annexure C.	5	
3. Building Grade		3.1. P/A-grade: Top quality, modern space and includes the latest or recent generation of building services.	3.1.1. A-Grade Building.	3	10
			3.1.2. P-Grade Building.	5	
4. Value Added Features			4.1.1. The bidder's proposal does not include any of the value added benefits listed in Section 3 of Annexure C.	0	

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No	ITEM	DESCRIPTION	DETAILED DESCRIPTION	RATING	WEIGHT
			4.1.2. The bidder's proposal includes 1 or 2 of the value added benefits listed in Section 3 of Annexure C.	1	10
			4.1.3. The bidder's proposal includes 3 or 4 of the value added benefits listed in Section 3 of Annexure C.	2	
			4.1.4. The bidder's proposal includes 3 or 4 of the value added benefits listed in Section 3 of Annexure C and also includes additional value added benefits.	3	
			4.1.5. The bidder's proposal includes all 5 of the value added benefits listed in Section 3 of Annexure C.	4	
			4.1.6. The bidder's proposal includes all 5 of the value added benefits listed in Section 3 of Annexure C and also includes additional value added benefits.	5	
		4.1. Value added benefits listed in Section 3 of Annexure C.			
TOTAL					100

**LEASING OF OFFICE SPACE ACCOMMODATION FOR
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29.1.1. The following preference point systems are applicable to invitations to bidders:

the 80/20 system for requirements with a Rand value from R2 000 up to R50 000 000 (all applicable taxes included); and

29.1.2. The applicable preference point system for this tender is the 80/20 preference point system.

29.2. Points for this bid (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

29.3. The maximum points for this bid are allocated as follows:

Table 5

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

29.4. Failure on the part of a bidder to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

29.5. The organ of state reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

30. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**30.1. POINTS AWARDED FOR PRICE****30.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

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$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

P_{min} = Price of lowest acceptable tender

31. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

31.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis

80/20 or 90/10

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of bid under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable bid

31.2. POINTS AWARDED FOR SPECIFIC GOALS

31.2.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the bid. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this bid.

31.2.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the bid documents, stipulate in the case of—:

- (a) an invitation for bidder for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable bid will be used to determine the applicable preference point system; or
- (b) any other invitation for bids, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

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then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Specific goals for the tender and points claimed are indicated per the table below.

Table 6

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)
QSE (Qualifying Small Enterprise R10-R50 million annual revenue) OR EME (Exempted Micro Enterprise < R10 million annual turnover) per the definitions in the PFA.	(a)
Enterprises owned by 51% or more black people.	(b)
Women ownership of 31% or more of the enterprise shareholding.	(c)

Criteria	80/20
(a) only	5
(b) only	10
(c) only	10
(b) + (c)	12
(a) + (b)	15
(a) + (c)	15
(a) + (b) + (c)	20

Note: In the event that the bidder is claiming specific goals, the Ombud Council will allocate points claimed, provided that proof of evidence such as valid BBBEE Certificates/sworn affidavits, CIPC etc. is attached. Failure to submit the acceptable verifiable proof will result in an allocation of 0 points.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

32. Standard bidding documents

32.1. The following compulsory additional information is required. Failure to complete, and supply any of these documents might lead to disqualification from this bid:

**LEASING OF OFFICE SPACE ACCOMMODATION FOR
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Invitation to bid	SBD 1
Pricing Schedule	SBD 3.1
Bidder's Disclosure	SBD 4
Preference Points Claim Form	SBD 6.1

33. Timeline of the bid process

- 33.1. The period of validity of the tender and the withdrawal of offers, after the closing date and time is 90 days, expiring on 03 November 2026. The project timeframes of this bid are set out below:

Table 8

STAGE	DESCRIPTION OF STAGE	TIMELINES
1.	Advertisement of bid on Government e-tender portal / print media / Tender Bulletin	13 July 2026
2.	Closing date for questions relating to bid from bidder(s)	21 July 2026
3.	Bid closing date	05 August 2026
4.	Compliance: Bid Evaluation Committee	07 August 2026
5.	Functional Evaluation: (Desktop evaluation)	11 August 2026
6.	On-site Inspection	24-28 August 2026-
7.	Preference Point System: Bid Evaluation Committee	28 August 2026
8.	Bid Adjudication Committee	04 September 2026
9.	Bid Award: Accounting Authority	11 September 2026
10.	Notification of the outcome to the bidders	14 September 2026

- 33.2. All dates and times in this tender are South African Standard Time.

- 33.3. Any time or date in this tender is subject to change at the Council's discretion. The establishment of a time or date in this bid does not create an obligation on the part of the Council to take any action or create any right in any way for any bidder to demand that any action be taken on the date established. The bidder accepts that, if the Council extends the deadline for bid submission (the Closing Date) for any reason, the requirements of this bid otherwise apply equally to the extended deadline.

**LEASING OF OFFICE SPACE ACCOMMODATION FOR
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BID NUMBER:	OC2026/27-T001	CLOSING DATE:	05 August 2026	CLOSING TIME:	11h00
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DESCRIPTION:	LEASING OF OFFICE SPACE ACCOMMODATION FOR THE OMBUD COUNCIL
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BIDDING PROCEDURE AND TECHNICAL ENQUIRIES MAY BE DIRECTED TO

CONTACT PERSON	Thato Maleka
E-MAIL ADDRESS	quotations@ombucouncil.org.za/thato.maleka@ombudcouncil.org.za
TELEPHONE NUMBER	+27 87 804 1741

SUPPLIER INFORMATION

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER					
CELLPHONE NUMBER					
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE	☐ Yes		ARE YOU A	☐ Yes	

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**LEASING OF OFFICE SPACE ACCOMMODATION FOR
THE OMBUD COUNCIL**ACCREDITED
REPRESENTATIVE IN SOUTH
AFRICA FOR
THE GOODS
/SERVICES
/WORKS
OFFERED?☐

No

[IF YES ENCLOSE
PROOF]FOREIGN BASED
SUPPLIER FOR
THE GOODS
/SERVICES
/WORKS
OFFERED?☐

No

[IF YES,
ANSWER THE
QUESTIONNAIRE
BELOW]**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? ☐ Yes☐

No

DOES THE ENTITY HAVE A BRANCH IN THE RSA? ☐ Yes ☐ NoDOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? ☐ Yes ☐ NoIS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION? ☐ Yes ☐ No**IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT
TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE
SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3
BELOW.**

Standard Bidding Document (SBD 3.1)**PRICING SCHEDULE – FIRM PRICES**
(Purchases)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

NAME OF BIDDER: BID NO.: OC202627-T001

CLOSING TIME **11:00**CLOSING DATE: **05 August 2026**

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO**DESCRIPTION BID PRICE IN RSA CURRENCY**
**** (ALL APPLICABLE TAXES INCLUDED)****R.....**

Required by:

At:

Brand and mode

Country of origin

- Does the offer comply with the specification(s)? *YES/NO

- If not to specification, indicate deviation(s)

Period required for delivery

*Delivery: Firm/not firm

Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

*Delete if not applicable

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SBD 4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned,
(name)..... in submitting the
accompanying bid, do hereby make the following statements that I certify to be true
and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

**LEASING OF OFFICE SPACE ACCOMMODATION FOR
THE OMBUD COUNCIL****SBD 6.1****PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PRCouncilUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(delete whichever is not applicable for this tender).

a) The applicable preference point system for this tender is the 80/20 preference point system.

b) Either the 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (c) Price; and
- (d) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	

SPECIFIC GOALS

Total points for Price and SPECIFIC GOALS

100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PRICING OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20

or

90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

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P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PRCouncilUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(c) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(d) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be

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used to determine the applicable preference point system,
then the organ of state must indicate the points allocated for specific goals for
both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)																
QSE (Qualifying Small Enterprise R10-R50 million annual revenue) OR EME (Exempted Micro Enterprise < R10 million annual turnover) per the definitions in the PFA.	(a)																
Enterprises owned by 51% or more black people	(b)																
Women ownership of 31% or more of the enterprise shareholding.	(c)																
<table> <tr> <th>Criteria</th><th>80/20</th></tr> <tr> <td>(a) only</td><td>5</td></tr> <tr> <td>(b) only</td><td>10</td></tr> <tr> <td>(c) only</td><td>10</td></tr> <tr> <td>(b) + (c)</td><td>12</td></tr> <tr> <td>(a) + (b)</td><td>15</td></tr> <tr> <td>(a) + (c)</td><td>15</td></tr> <tr> <td>(a) + (b) + (c)</td><td>20</td></tr> </table>		Criteria	80/20	(a) only	5	(b) only	10	(c) only	10	(b) + (c)	12	(a) + (b)	15	(a) + (c)	15	(a) + (b) + (c)	20
Criteria	80/20																
(a) only	5																
(b) only	10																
(c) only	10																
(b) + (c)	12																
(a) + (b)	15																
(a) + (c)	15																
(a) + (b) + (c)	20																

DECLARATION WITH REGARD TO COMPANY/FIRM

- 4.3. Name _____ of
company/firm.....
- 4.4. Company _____ registration _____ number:
.....
- 4.5. TYPE OF COMPANY/ FIRM
Y Partnership/Joint Venture / Consortium

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- Y One-person business/sole propriety
 Y Close corporation
 Y Public Company
 Y Personal Liability Company
 Y (Pty) Limited
 Y Non-Profit Company
 Y State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors [who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

**LEASING OF OFFICE SPACE ACCOMMODATION FOR
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SIGNATURE(S) OF TENDERER(S)**SURNAME AND NAME:****DATE:****ADDRESS:**

.....

.....

.....

**LEASING OF OFFICE SPACE ACCOMMODATION FOR
THE OMBUD COUNCIL****E. ADMINISTRATIVE CHECKLIST**

Hereunder is a checklist to ensure that the bid document is complete in terms of administrative compliance. Please ensure that the following forms have been completed and signed and that all documents, as requested, are attached to the tender document.

ITEM	DOCUMENT REFERENCE		ACTION TO BE TAKEN	YES/NO
1.	SBD 1	Invitation to bid	Is the form duly completed and signed?	
2.	SBD 3.1	Pricing Schedule	Is the form duly completed and signed?	
3.	SBD 4	Declaration of Interest form	Is the form duly completed and signed?	
4.	SBD 6.1	Preference Points Claim Form	Is the form duly completed, specific goals points claimed, and form signed?	
5.	Annexure A	Mandatory requirement	Is the form duly completed and are all supporting documents provided?	
6.	Annexure B	Pricing Schedule	Is the form duly completed?	
7.	Annexure C	Property Features	Is the form duly completed?	

I, the undersigned (name)
certify

that the information furnished on this checklist is true and correct.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

**LEASING OF OFFICE SPACE ACCOMMODATION FOR
THE OMBUD COUNCIL****ANNEXURE A****EVALUATION STAGE TWO MANDATORY REQUIREMENTS**

No.	BUILDING MANDATORY REQUIREMENTS	Yes	No
1.	The Building is either P or A Grade rated.		
2.	The proposed office space is in Waterfall, Woodmead, Sandton, Sunninghill, Bryanston, Fourways, Midrand or immediately surrounding suburbs.		
3.	The office space is furnished or confirmation that it will be furnished before occupation.		
4.	The space available is in line with the spatial requirements in clause 24.1 and 24.9.		
5.	The office building has access for persons with disabilities that meets the requirements in clause 24.8.3 of the bid document. If not, confirm that such access will be installed before occupation.		
6.	Building insurance is provided by the Landlord.		
7.	The office building is fully air-conditioned and ventilated.		
8.	Back-up power supply that meets the requirements in clause 24.16 is available.		
9.	Back-up water supply that meets the requirements in clause 24.18 is available.		
10.	The office building must have existing fire detection and prevention services.		
11.	Dedicated secure onsite 8 covered parking bays.		
	MANDATORY DOCUMENTS	Non-submission may result in disqualification	
		Documents tick box.	
		Yes	No
1.	Copy of the title deed for the building to confirm ownership thereof. In the event that the building is not owned by the bidder, the bidder must submit a signed agreement/letter with the landlord that they are authorised to act on behalf of the owner and to lease the premises.		
2.	Municipality Occupancy certificate for the premises.		
3.	HVAC compliance certificate		
4.	Copy of emergency escape routes.		
5.	Electrical Compliance Certificate		
6.	Lightning Protection Certificate		
7.	Plumbing Compliance Certificate		

8.	Fire Compliance Certificate		
9.	Professional engineer's structural stability certificate.		
10.	Lift Compliance Certificate issued by an accredited Engineer (if multi-storey building).		
11.	Floor plans indicating square meterage per spatial requirements in clause 24.9.		
12.	Proof of A or P grading issued by the South African Property Owners Association (SAPOA) or an equivalent accredited professional.		

ANNEXURE B

PRICING SCHEDULE

1.1. The bidder must provide the following:

1.1.1. Rate per square metre and parking cost per bay;

1.1.2. Operational cost per square metre (please indicate which costs are covered under this item);

1.1.3. Total rental per annum for 5-year period based on fixed escalation rate or proposed market related escalation basis. Please indicate escalation rate/basis.

PRICING SCHEDULE						
ANNUAL LEASE COSTS						
PRICE COMPONENT		2026/27	2027/28	2028/29	2029/2030	2030/31
Office Space						
Base rental per M ²						
Operational cost per M ²						
Parking rate per bay for Staff						
Parking rate per bay for Visitors						
Tenant Installation costs (if applicable)						
Deposit (once-off)						
Additional costs not included in operational cost (if applicable)	Itemised:					
Price (Excluding VAT)						
Total (Including VAT)						
Optional Extras	Itemised:					

ANNEXURE C

Evaluation Criteria		
PROPERTY FEATURES		
(Take note: These details will be used for the desktop valuation phase, and verified in the on-site inspection phase. Please use the "Comment / description" field to provide any explanations regarding the extent to which the feature complies with the relevant requirements in the bid document.)		
SECTION 1		
REQUIREMENT	YES	NO
1.1. The premises meet the spatial requirements set out in clause 24.9.1 and 24.9.2. • Senior Manager office – 20 sqm X 1 • Organisational head offices – 16 sqm X 3 • Support staff offices (Open plan) – 60 sqm • Workspace support area (Boardrooms, Kitchen, Storage and pause area) – 77 sqm • Offices in a dedicated building or in a shared singular building structure with multiple tenants (if the latter, then cordoned/dedicated section).		
Comment/description		
1.2. A reception service as set out in clause 24.9.3 is provided. • Premises with reception services manned at all times during office hours.		
Comment/description		
1.3. Office layout and furnishings meet the requirements as set out in clause 24.13.1 and 24.13.2		
Comment/description		

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1.4. A boardroom with specifications as set out in clause 24.13.3 and 24.13.4 is provided.		
Comment/description		
1.5. Storage facilities meeting the requirements set out in clause 24.13.5 are available.		
Comment/description		
1.6. A kitchen area meeting the requirements in clause 24.14 is provided.		
Comment/description		
1.7. Wi-Fi and Connectivity. The services and support as set out in clause 24.25 are provided.		
Comment/description		
1.8. Cleaning services in accordance with the requirements in clause 24.26 are included.		
Comment/description		
SECTION 2:		
REQUIREMENT	YES	NO
2.1. In addition to the minimum requirements for staff parking in Annexure A, parking bays meet the requirements in clause 24.11.1 and 24.11.2.		

**LEASING OF OFFICE SPACE ACCOMMODATION FOR
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Comment/description		
2.2. Ablution facilities comply with the requirements of clause 24.12.		
Comment/description		
2.3. Electrical supply must include power points as stipulated in clause 24.15.2.		
Comment/description		
2.4. Lighting requirements as set out in clause 24.17 are met.		
Comment/description		
2.5. In addition to the core security requirements set out in Annexure A, all other security measures set out in clause 24.20.1 are met.		
Comment/description		
2.6. Acoustic and noise requirements as set out in clause 24.22 are met.		
Comment/description		
2.7. Signage is allowed as per clause 24.23.		
Comment/description		

SECTION 3:

ADDED VALUE BENEFIT	YES	NO
3.1. Additional office furniture as indicated in clause 24.32.2.		
Comment/description		
3.2. Six seater meeting room as indicated in clause 24.32.2.		
Comment/description		
3.3. Green Building Certification as indicated in clause 24.32.2.		
Comment/description		
3.4. Provision of a Pause area as indicated in clause 24.32.2.		
Comment/description		
3.5. Provision of Outdoor braai or recreational facilities as indicated in clause 24.32.2.		
Comment/description		