

SPECIFICATION FOR:
APPOINTMENT OF A SERVICE PROVIDER FOR PROVISION OF CORPORATE
OFFICE SPACE FOR PSETA HEAD OFFICE OVER A PERIOD OF FORTY-
EIGHT (48) MONTHS

TENDER NUMBER: CS03/PSETA/11/2025

CLOSING DATE: 23 JANUARY 2026

CLOSING TIME: 11:00

No late applications will be accepted.

1. PURPOSE AND OBJECTIVES

This document requests proposals to lease corporate office space for the Public Service Sector Education and Training Authority (PSETA) for forty-eight (48) months, up to 31 March 2030, with an option to extend for a period not exceeding 60 months. The proposed space must be in Tshwane within a 5km radius from our current Head Office (Hillcrest Office Park, 177 Dyer Rd, Hillcrest, Pretoria).

The proposed corporate space must be within a 5km radius of the current Head office building, with access to public transport and retail shops or a retail complex. It must also be clearly accessible from major local traffic routes and feature an unimpeded entrance to the public area from street level, with parking sufficient for both employees and visitors.

Cognisance will be given to the security features of the proposed building/premises, such as access control, alarm system, CCTV, perimeter fencing, and armed response. The building's grade should not be below a B grade. The overall security aspects of the proposed building/premises will be assessed with the physical evaluation, which is an integral part of the bid process.

2. SCOPE OF WORK

2.1. The PSETA requires corporate office space comprising a minimum of 1800 m² and a maximum of 2000 m². A written agreement should be available for beneficial occupation on 01 April 2026 with a Tenant Installation allowance of 4 months rental cost at no extra cost to PSETA. The envisaged lease commencement date is 01 April 2026.

2.2. The characteristics of the building/premises shall cater for tenant installation as follows:

- a) Reception Area,
- b) Server Room,
- c) Executive Boardrooms,
- d) Meeting Rooms and Training Room Set-up,
- e) Office alterations and Renovations,
- f) Large boardroom to accommodate 64 people
- g) Available ablution facilities that can cater for both ladies and gentlemen, also paraplegic bathrooms for the physically impaired,
- h) ICT dedicated storage,

- i) CCTV room,
 - j) Strong room and Archive room,
 - k) A typical open plan office space accommodation, which needs to be easily assimilated on the premises and cater for any office alteration. The building should be user-friendly and accessible for people with disabilities.
 - l) Sick bay — a room set aside for the treatment or accommodation of the sick,
 - m) Eating/ Pause area,
 - n) Elevator available if the building has multiple floors, Emergency evacuation escape routes,
 - o) Roof access for maintenance,
 - p) Basement/ underground parking and external shaded or covered parking.
- 2.3.** The basement parking is preferred to be access-controlled, and all other parking (covered/ shaded and open, parking bays must be catered and secured via access control from the entrance and managed by security personnel. All parking bays in the access control area as part of the premises will be required for staff vehicles. All parking is to be provided within a safe and secure environment. Parking for people with disability to be made available as well.
- 2.4.** The required building or office space to conform to the following standards, specifications, and requirements in relation to office space allocations:
- a) Office floor allocation layout.
 - b) Open plan floor layout.
 - c) Meeting rooms, training rooms and storage facilities
 - d) Kitchenettes in each cluster/ unit with Hydro-boilers or Hydro taps.
 - e) Sick bay
 - f) Pause Areas
- 2.5.** PSETA requires that the landlord appoint a full professional team to assist with the internal fit-out of the premises to ensure conformance to all applicable South African statutory regulations, Acts, and the PSETA-specific fit-out requirements (tenant installation). The full professional team must include an Architect, a Project Manager, a Building Contractor, an Electrician, and a Plumber.

2.6. The following shall constitute a minimum mandatory corporate office space requirement.

Bidders must indicate compliance or non-compliance with the below mandatory requirements. Indicate compliance with the relevant bid requirements by marking the YES box and non-compliance by marking the NO box. Bids not completed in the manner

prescribed will be considered incomplete and disqualified. Should bidders fail to indicate agreement/compliance, PSETA will assume that the bidder is not in compliance or agreement with the statement (s) as specified in this bid.

#	Conditions	Confirmations		
		Yes	No	Comment
1	The building offers sufficient space of a minimum of 1800 m2 with a maximum of 2000 m2. The building must be a standard full standalone B grade building. Common floor areas to be included in the disclosed floor spacing for renting			
2	The location of the proposed corporate space must be in Tshwane municipality within a 5km radius from the current Head office building (Hillcrest Office Park, 177 Dyer Rd, Hillcrest, Pretoria) using the shortest route on Google maps, with access to public transport and retail shops services (The radius will be calculated using the shortest route on Google Maps.			
3	A minimum of 40 parking bays in the access-controlled area as part of the premises (inclusive of 2 for people with disability bays) will be required for staff vehicles and the visitors' vehicles at the premises, and must be available for exclusive use by PSETA.			
4	Air-conditioned units can be operated at the office with Temperature settings between 21° Celsius and 26° Celsius and controlled independently of other Offices (tenants). Split aircon units in offices are preferred.			

#	Conditions	Confirmations		
		Yes	No	Comment
5	Manage the impact of sharing (if shared) the building with other tenants by demarcating the PSETA allocated space separately.			
6	The building must have 24/7 access control			
7	The building must have an alarm system linked to armed response and CCTV as part of building security managed by the landlord.			
8	Backup electricity – generator and inverter - on occupation			
9	Water backup system – Jojo tanks (10,000 litres) on occupation			
10	The building must have fibre optic for ICT connectivity and cater for additional ICT requirements (installation of microwave)			
11	Disability access (offices and parking for staff and visitors). Facilities for disabled people include ablution facilities.			
12	Issue an Occupational certificate as per municipal regulations before occupation by the PSETA. Electrical COC, Glazing COC, Plumbing COC, HVAC COC			
13	The property owner should give PSETA brand image and signage rights. Such disclosure will be included in the service level agreement.			

2.7. The following scope of work is excluded from the fit-out requirements and will be dealt with by PSETA internally:

- a) Furniture
- b) PSETA specific internal corporate signage
- c) Information Technology infrastructure and cabling
- d) Internal security equipment and cabling.

2.8. The successful bidder shall be responsible for maintaining the building/premises. This shall include, at least, but not limited to the following:

- Power backup Generator:
- Windows:
- Roofs;
- HVAC & Fresh air, including cleaning the diffusers, filters, etc.
- Servicing of Air Conditioners
- Lightning protection: Electrical supply: Up to the Distribution board:
- Fire Protection and Detection:
- Servicing of Fire Protection Equipment (Fire Alarm Panel, Fire Extinguishers and Hose Reels);
- Plumbing: Up to first fix:
- Disposal of Sanitary Waste (common areas)
- Lift service plan (if applicable)
- Common area: Maintenance and upkeep, electrical reticulation: Stormwater drainage,
- JoJo Tanks;
- Parking, Grounds, and Gardens (if applicable)
- Washing the external windows & facades: and
- Landlords will need to grant permission for the PSETA fit-out on the building for signage and ICT microwave link Installation.
- From time to time, the landlord will be required to conduct or run tests concerning the health, safety, and environment for the well-being of PSETA, such as water tests for bacteria, Air Quality tests, and Lighting Lux level tests. A report will be required.

2.9. PSETA will be responsible for the interior wear and tear, including the cleaning of the premises, subject to the above-listed items.

2.10. Provision for tenant Installation costs

The landlord must make a provision for the tenant's installation costs of 4 months ' rent to fit out and modify the leased space to make it more suitable to the PSETA's floor plan requirements at no cost to PSETA. This allowance will be used at the PSETA's discretion and is typically used for carpets, tiles, partitioning, electrical work, plumbing, painting, security, etc.

3. OFFICE SPACE NORMS AND OTHER STIPULATIONS

3.1. BUILDING REGULATIONS AND COMPLIANCE

The leased premises shall comply with local council bylaws and the National Building Regulations and site handover certificate shall be required for public use.

4. Facility Information Background

4.1 The PSETA requires and seeks to acquire rental offices for a period of forty-eight (48) months, with an option to extend for a period not exceeding 60 months . The beneficial occupation and tenant installation will be needed for the floor space and parking. The Facility character guide, sample floor plan, and organisational structure must be used to draft a floor plan customised to your building.

4.2 The landlord should comply with all building-related issues, such as Zoning rights, Servitudes, Municipal requirements, Occupational Health Certificates, Electrical Compliance Certificates, Mechanical Compliance Certificates, Plumbing Certificates, and other related statutory requirements, prior to signing a final lease agreement.

4.3 The office floor layout is to be as specified in the table below:

Floor Space and Parking Facility Character Guide		
No:	Facility	specifications
1	Large boardrooms	To accommodate 32 people per boardroom – Qty: 2 interlinked boardrooms that can be combined to accommodate 64 people.
2	Small boardrooms	To accommodate 12 people – Qty:2.
3	Meeting rooms	To accommodate eight people – Qty: 2 meeting rooms; 4 meeting pods; 1 Pause area; 2 Telephone booths;
4	Kitchenette x 2	Qty: 2; centrally located on one floor of the building
5	Reception area	With a waiting area and space for

Floor Space and Parking Facility Character Guide		
No:	Facility	specifications
		tender box
6	Executive waiting area	To accommodate six people
7	Ablutions	Qty: 4 for females and 01 for disabled persons and 2 for males. Located on one floor.
8	Parking	A minimum of 40 secured parking spaces for employees, including two(2) parking bays for people with disabilities. Additional space for the public at the landlord's costs should be made available
9	Demarcated Lockable Offices	Offices in different wings or sections to cater for several Executives, Office of the Board, Senior Manager, Managers, a n d Hot Desk area, etc
10	Open plan seating	Multiple open-plan workstations for 67 staff members.
11	Electrical	Provide 1 white and 1 red plug per office desk. Extra support for white plugs as per your layout
12	Security	Secure environment, with surveillance Camera system, alarm, and armed response.
13	Server room	Rooms of not less than 3m x 4m With antistatic and lifted flooring

5. TECHNICAL/FUNCTIONALITY EVALUATION

Bids must meet the minimum eligibility criteria in respect of functionality of **75 points out of 100 points** to be evaluated on price and specific goals.

Any bid that does not meet the minimum eligibility threshold will be automatically disqualified. The functionality criteria, together with the maximum points to be awarded, are set out below.

Phase 1: Technical Evaluation

Domain	Evaluation Method	Criteria	Weight
1. Experience and Capacity:	Testimonial letters from current or previous tenants not older than three (3) years, the letter must be on the letterhead and must be addressed to the bidder.	1= One or no positive letter 2 = Two letters 3= Three letters 4= 4 Letters 5 = 5 letters and above	20
2. Sustainability	- Does the proposed space planning design meet the minimum requested scope of work? - Does the layout meet with building regulations and standards.	1=No requirement met 2= one requirement met 3= 2 requirements met	30

Domain	Evaluation Method	Criteria	Weight
	3. Does the space planning fit the number of staff? 4. Will the landlord set up the offices fully to PSETA needs without additional cost to PSETA	4= 3 requirements met 5= 4 requirements met	
3. Methodology and approach	The methodology should cover the general maintenance and mitigation plan of the proposed corporate office space	1= No maintenance plan and maintenance mitigation plan 2= A detailed maintenance and mitigation plan that covers less than 10 activities in 2.8 3= A detailed maintenance and mitigation plan that covers at least 10 activities in 2.8 4= A detailed maintenance and mitigation plan that covers more than 15 but not all activities in 2.8	30

Domain	Evaluation Method	Criteria	Weight
		5= A detailed maintenance and mitigation plan that covers all activities in 2.8	
4. Project plan	Project plan outlining the milestones and time frames of tenant installation within 4 months	1= Non submission 2= Irrelevant plan 3= A plan entailing some of the Requirements 4= A plan entailing most of the Requirements 5= Comprehensive plan of detailing all requirements and above	20
Total			100

6. Phase 2: Site Inspection

PSETA will conduct a physical evaluation and assessment of the premises as outlined in the scope. Site inspection will include, but not be limited to, the following:

- Verifying and/or demonstration of information as per corporate office space requirements, item 2.6, reviewing the floor plan in line with PSETA requirements
- **Failure to comply with PSETA requirements, your proposal will be deemed non-responsive.**

7. Phase 3: Pricing and special goals

Bidders meeting the minimum functionality criteria, will then be scored on the 80/20 principle, based on their price and specific goals. The bidders with the highest points on price and specific goals will be awarded the contract. Bidder must submit full pricing for the duration of the lease period as per SBD 3.1 form.

Phase 3: Preferential Point System		Points
Price		80
Special goals		20
Black owned company Bidder who has 51% to 100% black people ownership	8	
Women Bidder who has 51% to 100% women ownership	4	
Youth Bidder who has 51% to 100% youth ownership	5	
Disability Bidder who has 51% to 100% disability ownership	3	
Total		100

8. FORMAT OF THE BID SUBMISSION

- 8.1. Proposals must be submitted in physical copies: three (3) hard copies, comprising one (1) original and two (2) copies (replica of the original proposal).
- 8.2. Company profile indicating all the requirements as per the evaluation criteria.
- 8.3. Track record and experience
- 8.4. Reference letters from past clients.
- 8.5. Proposed space planning design and layout.
- 8.6. Methodology and project plan
- 8.7. Certified copies of the director's ID's document (refer to SBD 6.1)

8.8. Valid Tax compliance status (TCS) PIN or proof of exemption from SARS.

8.9. Copy of the registration document of the organisation (CIPC)

9. IMPORTANT MANDATORY INFORMATION FOR BIDDERS

9.1 All Standard Bidding documents (SBD) must be completed and signed.

- SBD 1 (all sections must be fully completed)
- SBD 3.1 (all sections must be fully completed)
- SBD 6.1(all sections must be fully completed)
- SBD 4 (all sections must be fully completed)

9.2 Proof of ownership, by way of a copy of the title deed, of the proposed corporate office space.

Where a Property Practitioner is bidding on behalf of the landlord/property owner, the proof of ownership must be supported by a Power of Attorney from the owner of the property (not properly practitioner or Agent) authorizing the property practitioner to bid on behalf of the owner and, if successful, collect rentals and the deposit on behalf of the owner/ Landlord.

9.3 A floor plan that shows the layout of the proposed corporate office in line with PSETA Requirements

9.4 The bidder must meet the minimum corporate office space requirements and must have completed the 2.6 table above.

9.5 General Conditions of Contract (all pages must be initialled)

9.6 Copy of central supplier database.

9.7 Audited/independently reviewed financial statements for the past three years.

NB: FAILURE TO SUBMIT DOCUMENTS UNDER SECTION 9 WILL DISQUALIFY THE BID

Proposals must be submitted to:

Ms. Ursula Mathonsi

Manager: Supply Chain Management

Public Service Sector Education and Training Authority (PSETA)

Woodpecker Building, 177 Dyer Road

Hillcrest Office Park, Hillcrest, Pretoria, 0083

The tender is valid for 120 days from the closing date.

Electronic documents will not be accepted.

