



employment & labour

Department:
Employment and Labour
REPUBLIC OF SOUTH AFRICA

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TENDER NUMBER: TCF 02: 2026/27

TENDER DESCRIPTION: THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE INTERIM OFFICE ACCOMODATION FOR COMPENSATION FUND FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

THE FOLLOWING QUESTIONS/ENQUIRIES WERE ASKED

NO	QUESTIONS	RESPONSES
1	Who will bear the cost of tenant installation?	The Compensation Fund, as tenant, will undertake the tenant installation. The tenant installation allowance is intended to provide financial assistance/customary allowance from the landlord, including the possibility of a rent-free period, but it may not cover the full cost of the tenant installation.
2	If a building already has partitions or tenant installations, must the landlord remove them?	Not necessarily. Existing installations may be considered separately. If the Fund determines that the existing installations are suitable, a separate discussion and pricing arrangement may be considered. If they do not meet the Fund's requirements, the landlord may be required to remove them and return the premises to a white-box condition.
3	When can the landlord expect the Compensation Fund to take occupation of the proposed premises?	The Fund appreciates the bidders' request for indicative timelines relating to the anticipated operational occupation and lease commencement dates. However, at this stage of the procurement process, it would not be practical to provide definitive dates for these milestones, as the timelines following the award will be influenced by, amongst other factors, the outcome of the lease negotiations, finalisation and signing of the lease, the agreed landlord obligations,



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		base-build readiness, beneficial occupation arrangements and the tenant installation programme. For purposes of providing bidders with greater clarity, the Fund can provide an indicative end-to-end process up to and including the lease negotiation and signing stage, as set out below. The timelines for activities following the signing of the lease, including base-build works, beneficial occupation, tenant installation, testing and commissioning, final handover, operational occupation and the commencement of the lease, will be determined and agreed during the lease negotiation process, taking into account the specific circumstances and implementation requirements of the successful building. End-to-End Process: Interim Office Accommodation Procurement. The following process provides an indicative sequence from advertisement of the procurement opportunity through to lease commencement, beneficial occupation, tenant installation and operational occupation.
4	Is the bidder expected to provide cleaning and security services?	Cleaning, hygiene and pest-control services do not form part of the mandatory requirements of this bid. Bidders are therefore not required to include these services in their pricing. The cleaning and maintenance of common areas will remain the responsibility of the property owner/landlord, in accordance with the applicable lease arrangements. Landlords may hire and have their own security personnel to protect the building and the landlord's assets, manage access to common areas, safeguard shared facilities such as parking and plant rooms, enforce building access procedures, coordinate emergency responses and fulfil their contractual security obligations.
5	Can bidders amend the prescribed pricing schedule to provide a clearer breakdown over the two-year period?	Bidders are requested not to add or amend any items contained in the prescribed Pricing Schedule. However, bidders may attach an Annexure to the Pricing Schedule to provide supporting information and/or a breakdown explaining how the submitted pricing was calculated.
6	How will differences in building grades be dealt with when comparing prices?	The building grade will not, in itself, be a determining factor in the evaluation of the bids. However, the location, suitability, condition and overall compliance of the proposed building will be taken into consideration in accordance with the requirements of the TOR. Bidders are

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		encouraged to submit proposals for each suitable building available to them, where they have more than one building or building grade that may meet the Fund's requirements. Note: Bidders who have more than one suitable building available are encouraged to submit a separate bid/proposal for each building. The Fund will not accept multiple building proposals submitted as a single bid in response to the RFP. Each proposed building must therefore be submitted as a separate and complete bid, with all required information and supporting documentation provided for that specific building.
7	Would the Fund consider an arrangement whereby two smaller buildings are used to accommodate the Fund's total occupancy requirements? If so, what would be the acceptable travel radius between the two buildings?	No. The Fund intends to secure one building capable of accommodating its staff and operational requirements. The Fund will therefore not consider proposals involving two or more smaller buildings, whether located within the same precinct or across separate locations, to collectively meet the Fund's accommodation requirements. Accordingly, there is no permissible travel radius between two buildings, as the procurement requirement is for one suitable building capable of accommodating the Fund's required personnel and operational functions.
8	Why did the TOR not indicate the size of the building and instead only indicated the number of officials?	The Fund intends to secure one building of sufficient size and capacity to accommodate its operational requirements and approximately 1,200 officials. The Fund has deliberately not prescribed a fixed m²-per-person ratio or a specific space-planning formula for purposes of determining the minimum size of the building to be offered by bidders. The Fund recognises that the detailed allocation and configuration of internal accommodation will be determined by the Fund as the tenant during the tenant-installation and space-planning process. Accordingly, bidders are required to propose a single building that is sufficiently large and suitably configured to accommodate the Fund's anticipated operational requirements, including the required office accommodation, records and storage facilities, meeting and collaboration

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	spaces, staff facilities, circulation, building services and other functional requirements specified in this TOR. For internal planning purposes, the Fund has considered an indicative accommodation scale of approximately 18,000 m². This figure is provided solely to indicate the approximate scale of accommodation contemplated by the Fund and must not be interpreted as a prescribed minimum lettable area or a mandatory m²-per-person requirement. The detailed internal space allocation, including the application of applicable space-planning norms and standards to different categories of accommodation and personnel, will be undertaken by the Fund during the tenant-installation and design process. Bidders are therefore not required to determine or apply the Fund's internal staff accommodation ratios for purposes of their bids. Bidders must, however, demonstrate that the proposed building has sufficient overall capacity and appropriate base-build infrastructure to accommodate the Fund's operational requirements and facilitate the subsequent tenant installation. Each bidder must provide a schedule indicating the total available and lettable areas of the proposed building, together with sufficient information regarding the building's configuration, floor areas and existing facilities to enable the Fund to assess whether the building has adequate capacity and is suitable for the intended use. The Fund will assess the proposed buildings primarily on their overall capacity, suitability, functionality, configuration, condition, statutory compliance, infrastructure and ability to accommodate the Fund's requirements, rather than by applying a single m²-per-person calculation.
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Matshwenyego Samson Mokau

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