



**RENTAL OF OFFICE SPACE FOR MBOMBELA REGIONAL OFFICE ON A
MONTH-TO-MONTH BASIS, FOR A PERIOD NOT EXCEEDING EIGHT (08)
MONTHS**

1. Purpose

ICASA seeks to appoint a service provider/landlord with fully serviced, furnished, air-conditioned, and ready-to-use office space in Mbombela, Mpumalanga Province, with effect from 01 July 2024 or earlier, on a month-to-month basis, for a period not exceeding eight (8) months.

The service provider/landlord, with relevant experience in the provision of ready-to-use, furnished co-working spaces, must offer either grade A, or grade B or grade P office space and related facilities/solution and services that is responsive to ICASA's changing business requirements (refer to attached SAPOA grading definitions). At the time of physical inspection, the office space must have the following already in place and fully functional:

- 1.1. Ready-to-use, modern, contemporary interior decor with office furniture, equipment,
- 1.2. Optimal physical comfort and ergonomics for a conducive working environment,
- 1.3. Modern biometric access control, CCTV and alarm with armed response services, and, where applicable, perimeter fencing.

Prospective service providers/landlords are invited to provide comprehensive information on an existing building that can suit ICASA's requirements.



2. Proposed building

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

3. Maintenance

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

4. Scope of work

4.1. Office space

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

- 4.1.1. One (1) twenty square metres office or equivalent, to be used by ICASA,
- 4.1.2. One (1) thirty square metres, open plan office or equivalent to be shared by 10 employees on a rotation basis,
- 4.1.3. Six (6) secure parking bays (open/covered/basement),
- 4.1.4. Reception area signage,
- 4.1.5. Boardroom equipped with audio visuals technology and equipment to enable physical and virtual meetings, to accommodate at least 12-16 people, to be rented as and when required,
- 4.1.6. Reliable high-speed internet connectivity and/or Wi-Fi.

4.2. Office amenities/facilities

The service provider to offer the following additional services, whenever required:

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

¹ Furnished with appropriate, ergonomic office desks and chairs.



4.3. Parking

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

4.4. IT infrastructure

The building should have an IT infrastructure, allowing office space users to utilise data/voice with a reliable high-speed network, whenever required.

5. Toilet facilities

The service provider/landlord shall provide fully functional toilet facilities, with appropriate sanitation equipment, toilet rolls, soap, paper rolls/towels, with measures/protocols in place to prevent any occupational diseases or respond appropriately to same, whenever required. The proposed building must also have toilet facilities for persons with disabilities in line with National Building Regulations, SANS 0400 or latest standards/legislation.

6. Alternative sources of power/energy

At the time of physical inspection, the proposed office space must have fully functional alternative/emergency power supply during power failure (i.e. generator(s)/solar panels/inverters).

7. Property/building insurance

The service provider/landlord must have valid building insurance for the duration of the contract and must be able to produce valid proof within reasonable timeframe, whenever requested to do so.

8. Experience

The service provider must have a minimum of five (5) years relevant experience in the fully serviced, furnished and ready to use office space industry. Where applicable, the service provider must be accredited with the relevant & recognised regulatory body in property management. Please attach valid proof/ accreditation.



9. Proposal

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

	Description	Please indicate or describe:
9.1.	Name of the Building	
9.2.	Grade of the Building	
9.3.	Physical Address	
9.4.	Particulars of the Landlord/Owner	
9.5.	Building's compliance with fire, OHS and persons with disabilities.	
9.6.	Building's fire detection and/or fire sprinkler system	
9.7.	Building's proposed offices and boardroom(s)	
9.8.	Building's proposed parking	
9.9.	Building's internet/data & voice/telephone infrastructure	



	Description	Please indicate or describe:
9.10.	Building's alternative source of energy (e.g. generator/inverters, solar panels etc.)	
9.11.	Building's printing, copying & scanning facilities.	
9.12.	Building's refreshment facilities	
9.13.	Building's cleaning, hygiene routines/procedures	
9.15.	Building's maintenance routines/procedures	
9.14.	Security Features of the building (please specify)	



	Description	Please indicate or describe:
9.15	Others (please specify)	

10. FUNCTIONALITY CRITERIA

Potential service providers will be evaluated **through the physical inspection of the proposed office space**, using the following evaluation criteria:

DESCRIPTION	WEIGHT
Functionality Criteria 1	35
In addition to the physical inspection of the proposed office space, where applicable, potential service providers must submit valid documentation indicating their properties' compliance to the following:	
▪ Ready to use, furnished and suitable office space available on the proposed building. ▪ Six (6) suitable basement parking bays available on proposed building. ▪ Ready to use, furnished and suitable boardroom, equipped with ready-to-use audio visuals technology and equipment to enable physical and virtual meetings, for at least 12-16 people. ▪ Ready to use high speed internet connectivity and/or Wi-Fi available on premises.	=5
▪ Ready to use, furnished and suitable office space available on the proposed building. ▪ Six (6) suitable covered parking bays available on proposed building. ▪ Ready to use, furnished and suitable boardroom, equipped with ready-to-use audio visuals technology and equipment to enable physical and virtual meetings, for at least 12-16 people. ▪ Ready to use high speed internet connectivity and/or Wi-Fi available on premises.	=4



DESCRIPTION	WEIGHT
Functionality Criteria 1 (continued)	
- Ready to use, furnished and suitable office space available on the proposed building. - Six (6) suitable open parking bays available on proposed building. - Ready to use, furnished and suitable boardroom, equipped with ready-to-use audio visuals technology and equipment to enable physical and virtual meetings, for at least 12-16 people. - Ready to use high speed internet connectivity and/or Wi-Fi available on premises.	=3
Building meets any 2 of the above listed requirements.	=2
Building meets one or none of the above listed requirements.	=1
DESCRIPTION	WEIGHT
Functionality Criteria 2	35
In addition to the physical inspection of the proposed office space, where applicable, potential service providers must submit valid documentation indicating their properties' compliance to the following:	
- Proposed building is classified as P grade. - Building is OHS compliant, can be accessed and used by persons with disabilities. - Building has functional biometric access control, CCTV and alarm with armed response services and, where applicable, perimeter fencing). - Building has alternative source(s) of energy such as back-up generator, solar panels, inverters etc. - Building has functional & fully maintained fire detection or fire sprinkler system.	= 5
- Proposed building is classified as A grade. - Building is OHS compliant, can be accessed and used by persons with disabilities. - Building has functional biometric access control, CCTV and alarm with armed response services and, where applicable, perimeter fencing). - Building has alternative source(s) of energy such as back-up generator, solar panels, inverters etc. - Building has functional & fully maintained fire detection or fire sprinkler system.	= 4
- Proposed building is classified as B grade. - Building is OHS compliant, can be accessed and used by persons with disabilities. - Building has functional biometric access control, CCTV and alarm with armed response services and, where applicable, perimeter fencing). - Building has alternative source(s) of energy such as back-up generator, solar panels, inverters etc. - Building has functional & fully maintained fire detection or fire sprinkler system.	= 3
Building meets any 2 of the above listed requirements.	=2
Building meets one or none of the above listed requirements.	=1



DESCRIPTION	WEIGHT
Functionality Criteria 3	30
Experience: Provided details on the company's profile, with proof of five (5) years' experience in the provision of ready-to-use, furnished co-working spaces.	
• Provided details on the company's profile, with proof of five (5) years' experience in the provision of ready-to-use, furnished co-working spaces.	= 5
• Did not provide/Provided insufficient proof of five (5) years' experience in the provision of ready-to-use, furnished co-working spaces or irrelevant experience.	= 1
Total:	100
Threshold:	70

11. Pricing

Description	Frequency	Unit Cost	Qty	Period	Cost (excl. VAT)	Cost (incl. VAT)
Closed Office (20 sqm)	Monthly		01	8 months		
Open Plan Office Space (30 sqm – for sharing)	Monthly		01	8 months		
Parking bays	Monthly		06	8 months		
Reception area signage	Monthly		01	8 months		
Boardroom (for 12-16 persons)	Twice a month		01	8 months		
Telephones (for 5 persons)	Monthly		05	8 months		
Secure printing, copy & scanning facilities (estimate - 1000 pages)	Monthly		1000 Pages (estimate)	8 months		
Other costs – if any (please specify)						
Total Cost						
Deposit (if any)	Once-off					
Grand Total						

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