

HEADING

RE-ADVERTISEMENT OF A SUITABLE CORPORATE OFFICE SPACE TO LEASE FOR MBOMBELA (NELSPRUIT) BRANCH-T23/10/25



AGENDA

1. HOUSEKEEPING
2. TERMS OF REFERENCE
3. OBJECTIVES, CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURES
4. THREE (3) STAGE EVALUATION PROCESS
5. QUESTIONS



TERMS OF REFERENCE



PURPOSE AND THE OBJECTIVE OF THE SUBMISSION

- The purpose of this document is to request for proposals of a suitable office space to lease in Nelspruit, Mpumalanga. The Land Bank Mpumalanga Provincial Office is currently located at 18 Ferreira Street, Nelspruit, Mpumalanga Province.
- The Land and Agricultural Development Bank of South Africa (hereon Land Bank) requires suitable Commercial Office space within the Nelspruit area. The proposed buildings should preferably have good accessibility and visibility from the main arterial roads.

SCOPE OF WORK

The Land Bank is looking for properties for leasing

- 5-years leasing proposal

TERMS OF REFERENCE



The minimum specifications for the office

NB: Any bid that is non-compliant with any minimum office space requirements, will be deemed non responsive.

Description	Condition	Confirmation	
		Yes	No
Size	600m ² (maximum of 700m ²) to be occupied on commencement of the lease being 01 April 2026		
Type of Offices	Commercial Office space, Ground floor or 1 st floor space		
Lease Term	5 years		
Location of premises	Mbombela CBD and surrounding areas, (5km radius from the CBD).		
	Proposed office space must be within 2km from essential amenities, public transport route, shops and medical facilities		
	The proposed buildings must have good accessibility and visibility from the main arterial roads, on the public transport routes and easily accessible to client and stakeholder		
	Visibility relates to the following:		
	- Space to install external illuminated Signage that can prominently place at the main entrance - Ability to install directional signage from the road and/or the precinct		
	Accessibility relates to the following elements:		
	- Building must be clearly identifiable from the road with prominent signage - Premises must be accessible via public transport		
Parking	25 secured and covered parking bays and 5 Visitors Parking		
Facilities	- Main Entrance to accommodate people with special needs and/or mobility challenges - Disabled toilets - Lift in Multi-storey building that accommodates wheelchairs - Stairs must have handrails on both sides with tactile indicators and non-slip enabled		
Premises	Secure (Electric fence or Barbed Wire) perimeter fence/wall/Building with the infrastructure that allows the landlord to adequately control access to the premises in order to secure the tenants' property.		
HVAC	HVAC with HEPA air filtration/purification capability or systems that do not assist airborne infections by recirculating the air within the office environment and all mechanical elements in place		
Back-up power	Building must have Generator or solar panels or inverter before occupation at no cost to Land Bank		
Water back-up	Availability of sufficient backup water before occupation at no cost to Land Bank		
Additional Infrastructure	Fibre termination/visibility		
Proposed lease start date	01 April 2026		
Beneficial occupation	Minimum two months beneficial occupation before contract start date		
Tenant installation	TI to be set at one-month rental for every year of lease at minimum.		

TERMS OF REFERENCE



Maintenance and Repair Responsibilities

Landlord Responsibilities: The Landlord shall be responsible for maintaining and repairing the following:

- Building systems, including HVAC, plumbing infrastructure, electrical infrastructure, and elevators.
- Structural elements, including roofing, windows, doors, walls, and flooring.
- Exterior areas, including landscaping and parking areas.
- Compliance with health and safety regulations, including fire safety systems and building codes.
- Addressing urgent repair issues within specified time frame and the Landlord shall provide contact information for emergency repair services and any other unforeseen emergencies.

Tenant Responsibilities: The Tenant shall be responsible for:

- Maintaining the interior of the leased space, including minor repairs and upkeep.
- Payment of utilities within the leased premises, including electricity, and water.
- Promptly reporting any maintenance issues or damage to the Landlord.

OBJECTIVES, CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURES

- All participating bidders must indicate their company name and company representative in Teams chat with contact details (email & number)
- Bidders are reminded that Telephone requests for clarification will not be accepted. Any clarification a bidder requires regarding the meaning and interpretation of the Terms of Reference or any aspect concerning the bid must be requested in writing via email from SCM (tenders@landbank.co.za).
- Written questions of clarification must be sent on or before:
 - **6 November 2025 by 16H00**
- A reply to all questions and answers is intended to be sent by email to all prospective bidders as follows:
 - **7 November 2025**



OBJECTIVES, CONDITIONS AND REQUIREMENTS OF THE TENDER PROCEDURES

- One original submission, and one softcopy /electronic version of the original in a USB
- Bids should be submitted in a sealed envelope marked with:
 - **Bid Number:** (T23/10/25)
 - **Bid Description:** Re-advertisement of a suitable corporate office space to lease for Mbombela (Nelspruit) branch.
 - **The name and address of the bidder**
 - Bids must be submitted on or before **11am on 20 November 2025**
- **Bids which are submitted after the closing date and time will not be accepted.**
- The bidder's representatives are encouraged to share the information with the person compiling the bid document to ensure that the tender requirements are understood.



THREE (3) STAGE EVALUATION PROCESS



Mandatory criteria (stage one)

- o During the mandatory assessment, failure to provide any mandatory information as requested in clause 3.1 on page 10 will result in the proposal being deemed non-responsive.
 - A completed pricing schedule following the template provided for lease of 5 years.
 - Evidence of ownership, in the form of a copy of the corporate office space's title deed. if a property practitioner is placing a bid on behalf of the property owner, the evidence of ownership must be accompanied by a letter from the property owner (not the property practitioner) authorizing the property practitioner to place the bid on the owner's behalf. – **No Joint venture (JV) allowed**
 - The bidder must comply with the minimum corporate office space requirements and has completed the 2.2. table.
 - The property practitioner bidding on behalf of the owner must submit a valid Fidelity Fund Certificate issued by the Property Practitioner's Regulatory Authority. No sub-letting will be allowed.
 - The property practitioner bidding on behalf of the owner must submit proof of registration as **the Accountable Institution** with the Financial Intelligence Centre (FIC) in terms of the Financial Intelligence Centre Act (FICA) and proof of compliance with **Directive 6 of 2023**.
 - The bidder must submit proof that the proposed building is a Modern Grade B or above
 - The bidder must submit a Building Brochure with General Building Information, building pictures and floor plan.

THREE (3) STAGE EVALUATION PROCESS



Site Inspections (Stage two)

- Site inspection will be done to verify information submitted by bidders as per 2.2. minimum office space requirements and to establish the suitability of premises in line with the Land Bank requirements. **Failure to comply, the bid will be deemed non responsive.**

Price and specific goals

- Either the 90/10 or 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.
- Bidders must comply with the price instructions as per clause 3.3.2 on page 12
- Land Bank will pay for the proposed office space of up to 500sqm. Excess office space will be deemed to be provided for free and must not be included in the price
- The bidder (Landlord) must clearly indicate the assistance to the Tenant, in the form of a Tenant's installation allowance

QUESTIONS/CLARITY/ COMMENTS





www.landbank.co.za

THANK YOU!

Follow Us:



- 272 Lenchen Avenue,
- Lakefield Office Park, Building A
- First Floor, Die Hoewes, Centurion