



11th Floor, The Marine Building,
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REQUEST FOR INFORMATION (RFI)

PROVISION OF OFFICE ACCOMMODATION FOR A PERIOD OF THIRTY-SIX (36) MONTHS WITH AN OPTION TO EXTEND FOR TWO (2) YEARS FOR THE PORTS REGULATOR OF SOUTH AFRICA

RFI	RFI/2024/25-01
RFI ISSUE DATE	16 OCTOBER 2024
BRIEFING SESSION	N/A
RFI DESCRIPTION	PROVISION OF OFFICE ACCOMMODATION FOR A PERIOD OF THIRTY-SIX (36) MONTHS WITH AN OPTION TO EXTEND FOR TWO (2) YEARS FOR THE PORTS REGULATOR OF SOUTH AFRICA
CLOSING DATE & TIME	06 NOVEMBER 2024 @ 16:00
LOCATION FOR SUBMISSIONS	quotations@portsregulator.org

Service providers must submit their responses via e-mail at: quotations@portsregulator.org before or on the stipulated date and time. For any queries or questions, please use above mentioned email address.

The Ports Regulator of South Africa requests your information on the services listed above. Please furnish us with all the information as requested and return your RFI on or before the date and time stipulated above.

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

MAAA NUMBER (CSD NO): _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF SERVICE PROVIDER: _____

DETAILED RFI
**PROVISION OF OFFICE ACCOMMODATION FOR A PERIOD OF THIRTY-SIX (36) MONTHS
WITH AN OPTION TO EXTEND FOR TWO (2) YEARS FOR THE PORTS REGULATOR OF
SOUTH AFRICA**

1. BACKGROUND

- 1.1 Ports Regulator of South Africa ("the Regulator") is a Schedule 3A public entity in terms of the Public Finance Management Act, 1 of 1999 (PFMA). Port Regulator South Africa must fully comply with all the requirements of the PFMA.
- 1.2 The Ports Regulator is the independent National Regulator for the South African ports, governed by the National Ports Act, 2005 (Act No. 12 of 2005). In terms of section 30 (1) and (2) of the National Ports Act, the main functions of the Regulator are to:
- Exercise economic regulation for the ports system in line with government's strategic objectives.
 - Promote equity of access of ports and facilities and service provider by ports.
 - Monitor the activities of the National Ports Authority to ensure that it performs its functions in accordance with the act; and
 - Hear appeals and complaints contemplated in terms of Section 48 of the Act.

2. PURPOSE

The Ports Regulator of South Africa (PRSA) requires a service provider to provide with information on office rental space for a period of three (3) years with an option to renew for a further two (2) years.

Therefore, the purpose of this Request for Information (RFI) is to invite and find suitably qualified service provider/s to submit proposals for the provision of leased office space (994 m² to 1000 m² excluding parking) and parking facilities for the PRSA around Durban (within a 20 km radius of its current offices) for a period of three (3) years with an option to renew for a further two (2) years.

3. MOTIVATION

The PRSA's current offices are based at 11th Floor, The Marine Building, 22 Dorothy Nyembe Street, Durban, 4001. The current office is approximately 795 square meters excluding parking. The organisation is growing, there are more vacant positions on the structure that need to be filled. The current office space is not sufficient to cater for more staff members, hence the PRSA is looking for bigger office space to cater for additional staff members.

It is against this background that the PRSA require the services of a service provider to provide information on office rental space in extent of 994 m² to 1 000 m² for a period of three (3) years with an option to renew further for two (2) years. .

NB: It must be taken into consideration that PRSA will also consider proposals that are above 1 000 square metres but below 1 100 square metres on offer.

4. SCOPE OF WORK

The requirements for office space are as follows:

4.1 Location, amenities, and property information

- The office building must be within the radius of 20 kilometres from our current offices (22 Dorothy Nyembe Street, Durban CBD).
- The office building must be within a walking distance to public transportation/route.
- The proposed office space should be approximately between 994 m² to 1 000 m² excluding parking. The office building should allow for safe and easily accessible entrance / exit to and from the building by staff, clients and service providers and be access controlled.
- The building must be an existing building (complete built structure) that is fit for purpose.
- The building should have access for persons with disabilities.
- The building must cater for individual offices, an open plan area, boardrooms, kitchen and ablution facilities.

4.2 Building classification

- The building must be Grade A or Grade B office building.
- Proof of grading must be submitted.
- Offices within an office park area and offices in Durban CBD will be given preference.

4.3 Heating, ventilation, and air conditioning

- The office building must be fully air-conditioned and ventilated and be flexible to be converted to the PRSA requirements.
- The building ventilation must comply with Occupational Health and Safety Act 85 of 1993 as amended.
- The air conditioners must be well maintained and a preventative maintenance record and schedule to be provided to PRSA when requested.
- All offices must have individual air conditioners. If the air conditioner is centralised, a provision must be made for individuals to control and or/adjust the temperature in their own demarcated areas.
- All air conditioners must be energy efficient, low vibrant, low noise, remote controlled and modern.

4.4 Escalators and lifts

- The building must have elevators (for multi-storey buildings).
- The elevators should meet the following minimum standards: ➤ Audio and visual warning
➤ Control button including emergency button.

4.5 Power supply and Electrical

- The office space on offer must have its own electric distribution board(s).
- Back-up generator power supply must be available in the event of any power interruptions for the entire building 24/7 including maintenance and refill of fuel at no cost to PRSA.
- The office building must have double tier cable trays in ceiling voids or make allowance for these.
- The building must have sufficient power points to cater for all the number of the staff indicated.
- Each person/office should be allocated two (2) white plugs and one (1) red plug.

4.6 Ablution facilities

- The building must have ablution facilities accommodating approximately 35 employees and visitors.
- There must be male and female ablution facilities.
- There must be ablution facilities accommodating persons living with disabilities.

4.7 Fire equipment

- The building fire safety and control systems should be compliant in accordance with the Occupational Health and Safety Act 85 of 1993 as amended.
- The building should be equipped with fire panel system and other fire equipment such as fire extinguishers, hose reels, smoke detectors and sprinklers, etc.

4.8 OHS requirements

- The office building must fully comply with the National Building Regulations and Building Standards Act 103 of 1977 as amended, Occupational Health and Safety Act 85 of 1993 as amended and other relevant legislations.
- The office building must have facilities that fully cater for persons living with disabilities.
- The office building must comply with Occupational Health and Safety Act 85 of 1993 as amended in terms of emergency/escape routes.
- All relevant OHS signages to be fully installed.

4.9 IT infrastructure

- Server room requirements will be provided during the tender process.

4.10 Security management and systems

- The office premises must have security cameras and be access controlled, with manned security 24/7.

4.11 Parking

- Preference will be given to a building that has twenty (20) secure covered on-site parking, additional five (5) visitors' parking - two (2) which will cater for persons with disability and must be available in accordance with municipal by-laws. Additional parking may be requested in future as the organisation grows.

4.12 Occupancy

- The building must be readily available from the date of signature of the Lease Agreement for beneficial occupation.

4.13 Interior design and space planning

- A floor plan of the proposed allocated space must be submitted with the proposal.

5. BUILDING SPECIFICATIONS OVERVIEW

No.	Specifications	Requirement(s)
1.	Facility description	- Building should fully comply with the National Building Regulations and Building Standards Act 103 of 1977 as amended, Occupational Health and Safety Act 85 of 1993 as amended and other relevant legislations. - The proposal must include a full description of the proposed property/ies including the following: • Physical Address • Erf number • Portion number • Floor number (if in a high-rise building)
3.	Accessibility	- The building must be easily accessible and be close to public transport or along public transport route.
4.	Operating expenses	- All services offered by the lessor must be stated. These services should include as a minimum, but not limited to, the provision of all utilities and building services, building security, building compliance to Health and Safety requirements, general maintenance, repairs of electrical installations, air conditioning, custodial and municipal services. - Escalation cost must be provided in the submission.
5.	General layout	- A floor plan of the proposed allocated space must be provided.

6.	Technology	- The proposed office space must have access to the latest technology provided by major service providers (i.e., fibre ready building)
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6. COSTING / COMPREHENSIVE BUDGET

- a. The information submitted must give an indication of estimated rental per month and reflect parking bay cost.

7. DOCUMENTS TO BE SUBMITTED

7.1 The following documents must accompany your submission:

- 7.1.1 The service provider must submit their company profile
- 7.1.2 Full details of the buildings being proposed as well as all other necessary documents.

7.2 Pricing Considerations:

- 7.2.1 Information must include estimated rental for the proposed building/s and must be inclusive of all applicable taxes **(including VAT)**.

8. CONDITIONS TO BE OBSERVED

No contract will be awarded based on this RFI. Participation in the RFI is optional; a response to this RFI is not a requirement of any subsequent procurement. This RFI and any responses to it are non-binding. Responses may be used to structure the tender, from which a contract may be awarded. If the PRSA decides to create an RFQ, a copy will be distributed to all responders to this RFI and will be posted on the PRSA website as well as e-tenders.

9. COMMUNICATION

All enquiries relating to this RFI should be sent via email: quotations@portsregulator.org

10. COST OF SUBMITTING THE RFI

The service provider shall bear all costs and expenses associated with preparation and submission of its RFI, and the Ports Regulator of South Africa shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFI DOCUMENT