



RENTAL OF OFFICE SPACE FOR BLOEMFONTEIN REGIONAL OFFICE FOR A PERIOD OF EIGHT (08) MONTHS

1. Purpose

ICASA seeks to appoint a service provider with fully serviced, furnished, air-conditioned and ready to use office space in Bloemfontein, Free State Province, with effect from 01 June 2021, for a period of eight (8) months.

The service provider must offer 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 Section 11 for definition of grades). The office space must have modern, contemporary interior decor with office furniture, equipment, optimal comfort/ergonomics and conducive working environment. The building and its infrastructure must, preferably have modern biometric access control, CCTV and alarm with armed response services, perimeter fencing etc. Prospective 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) office to be used by ICASA;
- 4.1.2. One (1) office space to be shared by 4 persons;
- 4.1.3. Ten (10) parking bays (undercover/basement);
- 4.1.4. Reception area signage;
- 4.1.5. Boardroom equipped with a projector to accommodate at least 10 people available on site on an ad-hoc basis on a predetermined hourly rate; and
- 4.1.6. IP Telephone connectivity ² and reliable high-speed internet connectivity³;

4.2. Office amenities/facilities

The service provider to offer the following additional services:

- 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

4.3. Parking

Ten (10) 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.

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.

5. Toilet facilities

The landlord shall provide fully functional toilet facilities, with appropriate sanitation equipment, toilet rolls, soap, paper rolls to wipe the hands and any other hygiene and

¹ Furnished with appropriate office desks and chairs

² Telephone(s) for allocated offices

³ Internet connectivity for allocated offices



COVID-19 requirements. The proposed building must also have toilet facilities for persons with disabilities in line with National Building Regulations, SANS 0400.

6. Generator(s)

The proposed office space must have emergency power supply during power failure (i.e. generator(s)).

7. Property/building insurance

The landlord must have valid building insurance for the duration of the contract. Attach proof of valid insurance or letter of intent as part of the response to this RFQ.

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. Please furnish three contactable references. The details should include company name, contact person, contact number, contract period/dates. 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 OHS and persons with disabilities	



	Description	Please indicate or describe
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	
9.10.	Building's generator	
9.11.	Building's printing, copying & scanning facilities	
9.12.	Building's refreshment facilities	



	Description	Please indicate or describe
9.13.	Building's cleaning, hygiene routines/procedures	
9.15.	Building's maintenance routines/procedures	
9.14.	Security Features of the building (please specify)	
9.15	Others (please specify)	



10. FUNCTIONALITY CRITERIA

Potential service providers will be evaluated according to the following evaluation criteria:

ITEM	DESCRIPTION	WEIGHT	
	Functional Proposal		
	Potential service providers must submit valid documentation indicating their properties' compliance to the following:		
	▪ Ready to use, furnished and suitable offices available on proposed building; ▪ Ten (10) suitable basement parking bays available on proposed building; ▪ One (1) suitable open parking bay available on proposed building for visitors ; ▪ Reception area signage to be granted; ▪ Ready to use, furnished and suitable boardroom, equipped with a projector in proposed building available for rental on and adhoc basis ; ▪ Ready to use telephone and high-speed internet connectivity available on premises	=5	45
	▪ Ready to use, furnished and suitable offices available on proposed building; ▪ Six (6) suitable basement and four (4) covered parking bays available on proposed building; ▪ One (1) suitable open parking bay available on proposed building for visitors ; ▪ Reception area signage to be granted; ▪ Ready to use, furnished and suitable boardroom, equipped with a projector in proposed building available for rental on and ad-hoc basis ; ▪ Ready to use telephone and high-speed internet connectivity available on premises	=4	
	▪ Ready to use, furnished and suitable offices available on proposed building; ▪ Six (6) suitable basement and four (4) covered parking bays available on proposed building; ▪ One (1) suitable open parking bay available on proposed building; ▪ Ready to use, furnished and suitable boardroom, equipped with a projector in proposed building available for rental on and ad-hoc basis ; ▪ Ready to use telephone and high-speed internet connectivity 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	
Category: Functionality Criteria		Weight	
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 all listed four (4) security requirements (biometric access control, CCTV and alarm with armed response services and perimeter fencing) - Building has back-up generator - Building has functional & fully maintained fire detection or fire sprinkler system		= 5	45
- Proposed building is classified as A grade; - Building is OHS compliant, can be accessed and used by persons with disabilities; - Building has three (3) of the listed security requirements (biometric access control, CCTV and alarm with armed response services and perimeter fencing) - Building has back-up generator - 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 three (3) of the listed security requirements (biometric access control, CCTV and alarm with armed response services and perimeter fencing); - Building has back-up generator; - 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	
Experience & References:			
Provided details on the company's profile, experience and a minimum of 3 contactable references, where similar services were provided.		10	
1	Five (5) or more references provided	= 5	
2	Four (4) references provided	= 4	
3	Three (3) references provided	= 3	
4	Two (2) references provided	= 2	



	5	Irrelevant references or none submitted	= 1	
	Total:			100
	Threshold:			70
	Proposed office space will be viewed by ICASA delegates			

11. Building Grades Definitions

P - grade	Top quality, modern and latest/recent generation of building, with prestigious lobby finish, airconditioned, good views/environment, with ample onsite parking
A - grade	Building not older than 15 years and has had major renovations, with high quality, modern finishes, good quality lobby finishes, airconditioned and with adequate onsite parking
B - grade	Generally older building (16 years or more) refurbished to modern standards, airconditioned, with onsite parking

12. Pricing

Description	Frequency	Size	Unit Cost	Qty	Period	Cost (excl. VAT)	Cost (incl. VAT)
Office	Monthly			01	8 months		
Office (shared by 4 persons)	Monthly			01	8 months		
Parking bays	Monthly			10	8 months		
Reception area signage	Monthly			01	8 months		
Boardroom (for 10 persons)	Ad Hoc Basis			1 hour	8 months		
Telephones (for 5 persons)	Monthly			05	8 months		
High-speed internet connection (for 5 persons)	Monthly			05	8 months		
Secure printing, copy & scanning facilities (estimate - 1 500 pages)	Monthly			1500 pages	8 months		
Other costs – if any (please specify)							
Total Cost							



Deposit (if any)	Once-off				8 months		
Grand Total							

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