



Independent Communications Authority of South Africa

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INVITATION FOR THE LEASING OF OFFICE ACCOMMODATION FOR ICASA'S EASTERN CAPE REGIONAL OFFICE, IN GQBERHA (PORT ELIZABETH), FOR A PERIOD OF NINE (9) YEARS AND ELEVEN (11) MONTHS.

The Independent Communications Authority of South Africa (ICASA) invites suitably qualified service providers to submit proposals for the leasing of an office building for ICASA's Eastern Cape Regional Office, in Gqeberha (Port Elizabeth) area (industrial areas are specifically excluded). The lease will be for a period of nine (9) years and eleven (11) months, commencing on 01 October 2024. The beneficial occupation will be for a period of three (3) months, commencing on 01 July 2024 or earlier. The building must be rated at Grade B or above.

BID TECHNICAL REQUIREMENTS

1. KEY INFORMATION

The building's location and its surrounding areas must not be exposed to flooding due to heavy rains, hail, and/or hazardous environments, making it difficult to access the building and parking facilities.

Prospective bidders are invited to provide comprehensive information on a newly built or existing building that can be refurbished to suit ICASA's requirements. The proposed building must be ready for beneficial occupation on 01 July 2024 or earlier, to allow for fit-outs and installations.

Prospective bidders must be prepared to provide a complete office accommodation solution, including fit-out of the premises (turnkey solution) as per ICASA's specific requirements (designs and specifications) at market

rates applicable at the time. ICASA reserves the right to appoint a third party at its own discretion to provide tenant installations and/or refurbishments.

The proposed building must have perimeter fencing (where applicable), electronic access control, and CCTV coverage of the building and any surrounding areas within the premises (e.g., parking bays), at the Landlord's cost. Provide full details of such security features (e.g., make and model where applicable). The bidder is expected to supply, install, commission, and maintain these security systems, in common areas, as per the manufacturer's requirements, and at the Landlord's cost, for the duration of the contract. The overall requirements of the proposed building will be assessed during the physical evaluation of the premises. This physical evaluation is an integral part of the bid process.

Maintenance of the exterior and interior of the building remains the responsibility of the service provider (Landlord). The prospective service provider/Landlord may be requested to maintain and repair the exterior and interior of the building (e.g., electrical, plumbing, faulty lighting, light bulb changes, carpentry, handyman services, servicing of air conditioners, etc., including supply and installation), as well as installed equipment (e.g., fire detection system, fire extinguishers, lightning/surge protection, etc.) on an "as and when required" basis, at prevailing market rates. The cost of these services will be billed as and when services are rendered, in addition to the monthly rent, water, and utilities.

Prospective bidders must submit separate bid responses for each premises offered/proposed, should more than one premises be offered for consideration.

2. BENEFICIAL OCCUPATION

- 2.1. The premises must be available for **beneficial occupation on 01 July 2024 or earlier**, for a period of three (3) months, allowing for ICASA's fit-outs and installations. The **lease commencement date is 01 October 2024**.
- 2.2. **For purposes of this bid, beneficial occupation means a rent-free period provided by the Landlord, to give ICASA time to do fit-outs and installations and ready the premises before moving in.**

3. MANDATORY REQUIREMENTS

The proposed building must meet the following mandatory requirements (valid proof must be attached):

Item Description	YES	NO
<p>Certificate of occupancy for existing building: the building must have an existing certificate of occupancy, issued by the local municipality. The certificate of occupancy should not exceed a period of five years from the previous lease.</p> <p>Occupancy Certificate for new building: The bidder must provide a certificate of occupancy prior to tenant occupation.</p> <p>Comments (if any):</p>		
<p>Metered electricity: the building must have an existing municipal account for electricity and water utilities (not prepaid), with municipal clearance which indicates the building/premise offered is cleared of any arrears (services, rates, and taxes accounts).</p> <p>Comments (if any):</p>		
<p>Alternative source of energy: the building must have an existing alternative source of energy, such as a generator, solar panels, power inverters, etc.</p> <p>Comments (if any):</p>		
<p>Alternative source of water: the building must have an existing alternative source of water, such as water tanks, etc.</p> <p>Comments (if any):</p>		
Item Description	YES	NO

<p>Tenant installation allowance: the bidder is expected to provide ICASA with a tenant installation allowance, in line with current market rates, which is standard practice in the commercial property industry (office rentals).</p> <p>Comments (if any):</p>		
<p>Fire detection system: the building must have an existing and well-maintained fire detection system (attach a copy of the latest maintenance job card from an accredited service provider).</p> <p>Comments (if any):</p>		
<p>The building must have 24/7 physical security guards, who are PSIRA accredited and must be in good standing with PSIRA.</p> <p>Comments (if any):</p>		
<p>Bidders who fail to provide all the required information and documentation/proof will be disqualified from further evaluation.</p>		

4. ACCOMMODATION NORMS

4.1. PROPERTY

4.1.1 Type of Premises: - The premises should be:

- 4.1.1.1. Well secured, with up-to-date security facilities/technology, and naturally or mechanically ventilated. The respective building must preferably have both windows and doors that can be opened if necessary. The respective service provider/Landlord must ensure that the building adheres to the Occupational Health and Safety Act requirements and any

other applicable legislation and regulations. Suitable for corporate office environment, as well as housing of technical monitoring equipment (stored in a dedicated storeroom).

4.1.1.2 Suitable for parking ordinary and technical ICASA vehicles preferably in an enclosed facility.

4.1.2 **Broadband Infrastructure:** - It would be ideal if the building has fibre from one of the national ISPs. Please provide details of the existing network infrastructure for corporate offices.

4.1.3 **Property/Building:** - The property offered must provide an office space of a minimum of **300m² to a maximum of 350m²** for lease purposes. The property/building must be scalable to accommodate ICASA's office requirements in terms of volume/size. The proposed office space must be measured according to the latest South African Property Owners Association's (SAPOA) method for measuring floor areas in commercial buildings.

4.1.4 **Space Planner and Interior Designer/Decorator:** - The service provider may be requested to avail a draughtsman, space planner, and interior designer/decorator to assist ICASA with office layout planning and execution, at no cost to ICASA.

4.1.5 **Mast and Aerial Antennas:** - The office building must be suitable for the possible erection of a radio mast and/or aerial antennas for broadcasting monitoring purposes (maximum of 3 metres from roof top as described and required by ICASA), considering the approval required in terms of environmental, municipal, and civil aviation regulations.

4.2 THE BUILDING

The building shall comply with local municipal by-laws, National Building Regulations and Building Standards Act, 1977; the South African National Standards (SANS), Occupational Health and Safety Act, 1993; ISO standards and any other relevant legislation/regulations as applicable.

The building design should address lighting, natural ventilation (open

windows), indoor environmental pollutants, comfort factor/ergonomics, fire detection/prevention, fibre optic, and associated connectivity requirements as well as mitigation of noise levels to ensure a working environment that increases productivity and reduces the occurrence of sick building syndrome. ICASA may make a request to take the identified building "as is" if it fits ICASA's space planning requirements and to save time and costs. **Qualifying service providers may be requested to make presentations to ICASA on the proposed building.**

4.2.1 PARKING

A minimum of sixteen (16) **dedicated** covered parking bays (inclusive of 2 for persons with disabilities) must be made available **for exclusive use** by ICASA for official and staff vehicles, at the premises. The parking bays provided:

- 4.2.1.2 will be made available to ICASA on a daily, 24-hour basis, for the duration of the lease, in a safe and secure environment (e.g., preferably basement or lockable, covered/sheltered parking in the same building offered for office space (not any adjacent or nearby building).
- 4.2.1.3 will have acceptable dimensions/sizes, as per South African parking standards or the latest, relevant regulations/legislation/by-laws.
- 4.2.1.4 will not be available to anyone or shared with other residents except ICASA vehicles and staff.
- 4.2.1.5 will not be exposed to harsh weather conditions and
- 4.2.1.6 will accommodate specialized vehicles preferably in an enclosed, secure or lockable facility.

5. ACCOMMODATION STANDARDS

The Landlord of the proposed building must provide for the following, as prescribed by the National Building Regulations:

- 5.1 Heating, Ventilation, Air-Conditioning (HVAC) and Natural Ventilation;
- 5.2 Implementation of smoking by-laws;
- 5.3 Toilet Facilities;
- 5.4 Water supply (water tanks in case of municipality water disruptions or supply);

- 5.5 Electrical supply
- 5.6 Fire Risk management;
- 5.7 Emergency evacuations/exit;
- 5.8 Alternative source of energy (solar-panels/generator/power inverters/ etc);
- 5.9 Vertical Movements;
- 5.10 Carrying capacity of floors;
- 5.11 Acoustics and noise standards;
- 5.12 Security;
- 5.13 The building must be declared gun-free;
- 5.14 Accessibility for persons with disabilities and goods' deliveries;
- 5.15 CAD¹ drawings or the equivalent of the existing premises;
- 5.16 Full compliance certification must be supplied upon final works completion at the Landlord's cost;
- 5.17 Allow ICASA to put up signage in strategic spots within or around the building to make ICASA visible to the public;
- 5.18 Rental, operating, fit-outs/installation, and parking costs should be market-related.

The below-listed documents will be required for submission prior to finalization of the bid:

- a. Proposed building must be a grade B or above in Gqeberha (Port Elizabeth) area.
- b. Zoning certificates;
- c. Electrical approvals;
- d. CAD (building) drawings;
- e. Proof of valid insurance for the proposed building or letter of intent;
- f. Certificate of occupancy;
- g. The property offered should be able to provide a total lettable area of a minimum of 300m² to a maximum of 350m²;
- h. The proposed building must have a minimum of sixteen (16) covered

¹ CAD drawings refers to computer-aided design of 3D or 2D building drawings, showing overhead views of building floor plans and outdoor landscapes

parking bays (including 2 for persons with disabilities on the same premises as the proposed building);

- i. ICASA reserves the right to ask for a Mechanical Engineer's assessment report on the condition of the air-conditioning installed in the building. The air-conditioning installation and units should at least have a remaining life expectancy of the lease term;
- j. Proof of fire compliance will be required.
- k. The bidder needs to provide evidence of installed lightning surge protection; and
- l. Provide alternative power and water supply sources in case of supply disruptions.

6. IT INFRASTRUCTURE

The building should have an IT infrastructure, allowing tenants to utilize data/voice with an open-access fibre-optic network. The design of the required server room should be a 2-hour fire-rated door with brick wall and optimal air-conditioning, minimum 24 000 BTU, with equivalent backup units. ICASA will require the building to have a new aircon(s) in the server room or proof must be provided which will assure ICASA that the aircon(s) are not older than 5 years. The supply, maintenance and repairs of the aircon(s) in the server room will be the responsibility of the Landlord. In the case of aircon(s) not being functional, the response time by the Landlord should be approximately one (1) hour.

7. HEATING, VENTILATION AND AIR CONDITIONING

The ventilation of the building must be in accordance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993). The building should be fully air-conditioned,

with all maintenance, repairs, and replacements undertaken by the Landlord.

The ambient temperature required will be 22 degrees Celsius (with a variance of 8 degrees Celsius up or 6 degrees Celsius down).

In this regard, provision must be made for the air-conditioning system to:

- be connected to a programmable HVAC building management system (BMS).

- be on a timer for different building zones.
- comply with all SANS and SABS codes and Health and Safety codes.
- be energy efficient (in terms of design and functionality) with heat capture.
- be of a low-noise and low-vibration type.

The make and model (description) of the air conditioners should be provided, including the type of filters installed. The service intervals as per manufacturer’s recommendations and/or in line with Communicable diseases regulations/ guidelines should be provided.

The building must have an effective local extraction ventilation system, preferably with High-Efficiency Particulate Air (HEPA) filters, which are regularly cleaned and maintained, and ensure that its vents are not located close to opening windows.

8. ABLUTION FACILITIES

The service provider/Landlord shall hand over modern, fully functional ablution facilities that are in good condition at beneficial occupation. The following norm shall be applied.

Sanitary Fixtures for Buildings (SANS 10400-1990)

Number of sanitary fixtures to be installed relative to the population					
For a population of up to:	Males			Females	
	WC ²	Urinals	Washbasins	WC	Washbasins
15	1	1	1	2	1
30	1	2	2	3	2
60	2	3	3	5	3
90	3	5	4	7	4
120	3	6	5	9	5
	For a population of more than 120 add 1WC pan,1 Urinal & 1 was basin for every 100 persons.			For a population of more than 120 add 1 WC pan for every 50 persons.	For a population of more than 120 add 1 washbasin for every 100 persons.

² WC: a water closet/bathroom

ICASA may, under a separate contract, install sanitation equipment, toilet roll holders, soap dispensers, paper dispensers, and any other hygiene requirements, where the building is for sole use by ICASA. If the ablution facilities are shared with other tenants, the service provider must provide such hygiene equipment (e.g., modern, functional toilet roll holders, soap dispensers, paper dispensers, etc.)

9. PERSONS WITH DISABILITIES

The building and its facilities must accommodate persons with disabilities, which includes but is not limited to access to the building (ramps), lifts, ablution facilities, etc. These facilities must be provided according to National Building Regulations, SANS10400, and any other applicable legislation/regulations. The provision of toilet for persons with disabilities must be in line with SANS 10400-S:2011 (Edition 3) or latest amendments, which states that *"persons with disabilities shall not be required to travel a distance of more than 45m on the same floor, or 25m where horizontal and vertical distance are covered, in order to reach a toilet accessible to them"*.

10. WATER SUPPLY

The municipal water supply where applicable shall be metered separately for ICASA. ICASA requires a water pressure of at least 4 Bars, should 4 Bars not be available, ICASA requires the service provider to provide water equipment(s) at its own cost to achieve the desired water pressure.

ICASA requires standby water tanks with a capacity of 2000 litres or more, with fully automated booster pumps or equivalent, to provide continuous water supply to ICASA's premises, at the service provider's cost (compulsory).

11. ELECTRICAL SUPPLY

The electrical supply where applicable shall be metered separately and power factor correction and Automatic Voltage Regulator (AVR) equipment shall be installed. The installation must comply with all relevant regulations and by-laws. A sufficient power supply is to be provided to meet demand at peak times of more than 20% of normal use.

All main electrical supplies shall be governed by class one and class two lightning surge protectors. There must be a primary continuous emergency power supply (i.e., alternative sources of energy such as generators at the Landlord's own cost). The proposed building must be configured and wired to provide alternative sources of energy in case of power outages. ICASA will not contribute to any upgrading/provisioning of additional power supply to the building/site. Where a generator is an alternative source of energy, the bidder must clearly specify how the diesel cost is going to be billed. Where required, ICASA will only pay for diesel costs at prevailing market rates, on a pro-rata basis (i.e., as per office space occupied).

12. POWERPOINTS

The electrical (or building) design must make provision for power points to be provided as per ICASA requirements with the following guidelines:

- A boardroom must be fitted with sufficient power and data points (e.g., underneath the boardroom table, for projector(s) and screens, for refreshment serving areas, etc.).
- A kitchen must be fitted with sufficient power points for the use of e.g., the kettle, fridge, microwave, water cooler, etc.
- A reception area must be fitted with sufficient PowerPoints for the use of e.g., the TV area, clients waiting areas, etc.
- Single-phase 15 Amp socket outlets in passages and operational areas must be provided for cleaning and maintenance tasks and be wired separately from the power supply to the main operational areas.
- A separate DB³ in the server room with feed from the generator with a mains/ isolator switch and 2 x 3-phase 32amp isolators, 1 for the UPS and 1 for the cooling.

13. LIGHTNING PROTECTION

The building shall have sufficient lightning/surge protection, which must be inspected regularly to ensure that it is and remains in good working condition, in line with SANS 62305 – all parts, at the service provider's cost. Proof of installed lightning surge protection must be provided as part of the building

³ DB in the server room with feed from the generator with a mains/ isolator switch and 2 x 3-phase 32amp isolators, 1 for the UPS and 1 for the cooling

handover.

14. LIGHTING

All interior lighting shall be designed and installed to conform to SABS 10114-1:2005 Edition 3 or the latest approved standards. A professional lighting design engineer shall certify the design and installation at the service provider's own cost.

The lighting design shall take into consideration the type of work that will be performed which includes high-security considerations, sorting, filing, data capturing, and computer-based work areas. Each functional area and/or team shall have independent control of lighting while emergency lights shall comply with National Building Regulations.

15. FIRE PROTECTION AND RISK MANAGEMENT

Fire control, safety, and risk management shall be in full compliance with the National Building Regulations, SANS 10400 as amended. Provide full details of the fire detection/system, including features that include but are not limited to the public address system, warning alarms, make, and model. **Proof of fire compliance must be submitted along with all other information, as part of the handover documents for this tender.** Provisioning, certification, and continuous maintenance of the installations and equipment will be the responsibility of the service provider/Landlord, for the duration of the lease period. Fire extinguishers will be serviced by the service provider/Landlord at intervals stipulated on the fire extinguisher canister.

16. VERTICAL MOVEMENTS

16.1 STAIRS

Non-slippery stairs and accompanying handrails/banisters must be installed in line with National Building Regulations. They should allow free and safe movement of ICASA staff and clients from one floor to another. They must have dimensions appropriate to their use, as prescribed by SANS 10400 or the latest amendments, and must be applied in conjunction with several other standards.

16.2 LIFTS, HOISTS AND ESCALATORS

If the building consists of more than one floor, it must have at least one (1)

lift to be utilized as a passenger lift to transport at least eight (8) persons or goods with a minimum payload of 1,000 kg at a given time. This must be in line with the rules contained in SANS 10400 4.44 to 4.47, as set out in the SA Standard Code of Practice for the Application of the National Building Regulations, as issued by the South African Bureau of Standards (SABS).

The minimum clear entrance to the lift shall be of such dimension that it will be accessible for a wheelchair. The minimum recommended lift width and depth should respectively be 1000 mm and 1500 mm. If the building has a basement, the lift shall also serve that area.

All passenger lifts shall be equipped with voice sensitizers and braille buttons, as required by national elevator codes and recommended for all elevator applications. These features allow employees, visitors, and clients access to crucial information in and outside of the elevator for safe use. This is in line with the EN81-70 standard and related standards, which define lift size, interior accessories, and functionality. In addition, the lifts shall be connected to the control room of the service provider, for purposes of continuous communication in the event of lift stoppages.

The breakdown time allowed per lift or hoist per month shall not exceed 6 hours monthly. The breakdown times shall be recorded, reported, and agreed upon with ICASA before raising the rental invoice. In the event of breakdowns exceeding the allowed breakdown time, ICASA shall be entitled to deduct a penalty equal to the monthly maintenance contract cost from the following month's rental payment.

If the response time for passenger or goods entrapment exceeds sixty (60) minutes per event, ICASA shall be entitled to deduct a penalty equal to 10% of the monthly maintenance contract cost from the following month's rental payment.

17. CARRYING CAPACITY OF FLOORS

The floors should allow a carrying capacity of at least 250kg/m² in normal office areas. The service provider shall issue a certificate, during the building handover, signed by an independent professional engineer who is registered with the Engineering Council of South Africa (ECSA), confirming the carrying

capacity of such areas.

18. ACOUSTIC AND NOISE

All outside noises shall be reduced to an acceptable level (between 40 – 60 decibels) that allows people to perform their functions.

19. SECURITY SERVICES

The proposal should include the service provider's/Landlord's contribution to the physical security requirements of the proposed building, in terms of Minimum Physical Security Standards (MPSS). The supply of modern, fully functional security systems, installation, commissioning, and testing, inside and outside the building and basement parking (e.g., Perimeter fencing – where applicable, access control systems, CCTV cameras, beams, alarm, and armed response, etc.), in common areas, will be the sole responsibility and cost of the Landlord, ICASA will be responsible for security systems installations in the office space allocated for the exclusive use of ICASA. **ICASA shall be entitled to deduct a penalty equal to 10% of the monthly maintenance security systems cost from the following month's rental payment if the access control and/or CCTV systems are not operational for any period longer than 120 minutes per event.**

20. ACCESSIBILITY TO THE BUILDING

The building shall accommodate persons with disabilities and comply with the relevant acts, regulations, and municipal by-laws.

21. RATES

21.1 RATES AND MAINTENANCE

Rental rates and operational charges shall also include all future maintenance required to keep the building operational and shall be adjusted annually on the **adjustment date at the Landlord's cost**. Rates shall also include but not be limited to the maintenance of the exterior of the premises such as:

- 21.1.1 Roofs;
- 21.1.2 HVAC including cleaning the diffusers/louvre vents inside;
- 21.1.3 Lightning protection;
- 21.1.4 Plumbing;

- 21.1.5 Electrical supply, up to DB board;
- 21.1.6 Fire Protection & Detection;
- 21.1.7 Common area electrical reticulation;
- 21.1.8 Grounds and gardens;
- 21.1.9 Storm water and drainage;
- 21.1.10 Parking; and
- 21.1.11 Washing the external windows and facades.

21.2. ADJUSTMENTS

Unless otherwise indicated, the annual escalation of the rental and operating charges shall not exceed the average escalation rates for similar properties in the relevant area, as indicated in the most recent Rode’s Report on the SA Property Market, which is published quarterly. The escalations must be CPI-related.

21.3 VARIATIONS

The proposal must indicate all variations to the escalation rate(s), resulting from annual increases and a complete list of allowances must be provided to ICASA.

22. TENANT INSTALLATION ALLOWANCE

The bidder is expected to provide ICASA with a tenant installation allowance, which is standard practice in the commercial property industry (office rentals). Please specify the tenant installation allowance to be provided to ICASA, and how it was determined /arrived at. The two most widely used methods is to (a) work on a negotiated R/sqm amount, or (b) work on one month’s office rental per year of the lease. For example, if your office rental is R10 000 pm plus VAT and you sign a 3-year lease, then the landlord will make available a maximum amount of R30 000 plus VAT as a tenant installation allowance.

Bidders must complete the table below, indicating the tenant installation allowance to be offered to ICASA and explain how they arrived at the tenant installation allowance amount to be provided:

Tenant Installation Allowance Options	YES	NO	Tenant Installation Allowance Amount (to be provided)
Landlord offering 10 (ten) months or more tenant installation allowance.			R_____ (Indicate amount to be provided)

Briefly explain how you arrived at the proposed amount:			
Landlord offering five to nine (5-9) months tenant installation allowance.	YES	NO	R _____ (Indicate amount to be provided)
Briefly explain how you arrived at the proposed amount:			
Landlord offering less than five (5) months or no tenant installation allowance.	YES	NO	R _____ (Indicate amount to be provided)
Briefly explain how you arrived at the proposed amount:			

ICASA reserves the right to negotiate for a tenant installation allowance which is in line with industry standards.

23. INFORMATION REQUIRED

23.1. PROPERTY INFORMATION

- 23.1.1. Property street address and stand number, as specified in zoning documents;
- 23.1.2. Landlord (lessor) name, address, city, postal code, telephone and fax numbers;
- 23.1.3. Leasing agent, representative, and telephone and fax numbers;
- 23.1.4. Details of all partners to this offer;
- 23.1.5. Detail of proposed rental options, indicating the nine (9) years and eleven (11) months lease period; and
- 23.1.6. The tenant installation allowance provided by the service provider.

24. LAYOUT DRAWINGS

The service provider shall provide detailed layout drawings that include all areas required for the building to be functional including the usable space listed. (Usable space in terms of South African Property Owners Association

(SAPOA). The successful service provider shall be required to provide office layout drawings in Revit and AutoCAD formats during the space planning process.

The layout drawing shall also indicate major vertical penetrations, column spacing, and sizes, and any other building elements that may impact the configuration of workstations and surfaces. The layout drawing shall be provided as hard copies and in CAD format together with your response to this bid.

Where applicable, the service provider may be requested provide ICASA with layout drawings once the premises have been finalised and agreed upon, according to ICASA's requirements, as well as furniture layout drawings once the seating arrangements have been finalised and any other building-related plans (e.g., electrical, plumbing, air-conditioning, etc.).

25. BUILDING AREAS

The service provider shall measure the building space as defined by the South African Property Owners Association Method for measuring floor areas in commercial and industrial buildings, at its own cost. The Gross Building Area (GBA), Rentable, and Usable areas must be tabulated, split per floor, and certified by a suitably qualified independent professional and ICASA shall have the right to audit the calculations. The certificate shall be on the professional's letterhead and shall include the Usable/Rentable ratio and Gross Building Area.

26. BUILDING RUBBLE

Where applicable, any building rubble resulting from the demolition and building works/refurbishments must be cleared. The premises must be kept clean by the contractor during the fit-outs and installations, maintenance, and/or renovations/refurbishments.

27. PROPERTY AREA

The service provider shall provide the stand numbers with size/s.

28. PROPERTY/BUILDING INSURANCE

The service provider shall provide proof of valid insurance for the proposed

building or a letter of intent to provide insurance. On awarding of the bid, the service provider will be expected to provide valid proof of insurance for the proposed building.

29. MANUFACTURERS’ SPECIFICATIONS

All materials and equipment shall be installed to the manufacturer’s specifications and relevant SABS and building regulations specifications.

30. STANDARD SPECIFICATIONS

30.1. SABS SPECIFICATIONS

The building shall comply with all laws, construction service standards, and building regulations, which include, but are not limited to:

- 30.1.1. Occupational Health and Safety Act 1993 (Act 85 of 1993);
- 30.1.2. The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises";
- 30.1.3. Code of practice – Interior Lighting SABS 0114:1996 - Part I;
- 30.1.4. The National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977) as amended (SANS 10400);
- 30.1.5. The Municipal by-laws and any special requirements of the local supply authority;
- 30.1.6. SANS 10400: Part T Fire Protection; and
- 30.1.7. Building Compliance Certificates.

31. REFERENCES & EXPERIENCE

Experience	References
Experience: The bidder has more than 5 years in managing lease agreements, refurbishments, renovations, and general construction.	Bidder to submit formal and valid reference letters on the company letterhead, contactable references in the office leasing environment.



32. EVALUATION CRITERIA

The following criteria and weightings will be applicable to the evaluation of the Bid received:

FUNCTIONALITY EVALUATION		WEIGHTS
1. Building grade		30
1a. Grade B building or above offered.	= 5	
1b. Lower than Grade B building offered.	= 1	
2. Building availability The building is available for beneficial occupation on 01 July 2024 or earlier, and lease commencement on 01 October 2024, with a tenant installation allowance of 10 (ten) months or more. The location of the office is Gqeberha (Port Elizabeth)		5
2a. The proposal meets the minimum requirements as specified above.	= 5	
2b. The proposal does not meet the minimum requirements as specified above.	= 1	
3. Parking		5
3a. Access controlled parking exclusively allocated onsite-basement or undercover (not carport) parking bays. Sixteen (16) parking bays inclusive of 2 for persons living with disabilities. Access to the office- via elevator for persons with disabilities.	= 5	
3b. Sixteen (16) exclusively allocated access-controlled onsite covered parking bays. Included in the 16 parking bays are, 14 parking bays, and 2 for persons with disabilities,	= 3	
3c. The proposal does not meet the specified minimum requirements	= 1	
4. References Bidder to submit formal and valid reference letters on the company letterhead, contactable references in the office leasing		5



environment:			
4a	Minimum 5 references provided	= 5	
4b	Minimum 4 references provided	= 4	
4c	Minimum 3 references provided	= 3	
4d	Minimum 2 references provided	= 2	
4e	Minimum 1 reference provided	= 1	
5. Experience			
5a	15 cumulative years or more in managing leases in an office leasing environment	= 5	5
5b	12-14 cumulative years in managing leases in an office leasing environment	= 4	
5c	9-11 cumulative years in managing leases in an office leasing environment	= 3	
5d	6-8 cumulative years in managing leases in an office leasing environment	= 2	
5e	5 cumulative years or less in managing leases in an office leasing environment	= 1	
Total:			50
FUNCTIONALITY EVALUATION (Sub-total):			50



PROPOSED BUILDING SITE INSPECTION EVALUATION

33. PROPOSED BUILDING SITE INSPECTION/EVALUATION (see below)		50
Bidder has met all 24 requirements listed under building site inspection	= 5	
Bidder has not met all 24 requirements listed under building site inspection	= 1	
Total:		100
Minimum cut-off point: 70		

The building has:

	ITEM	DESCRIPTION	YES	NO	COMMENTS
a.	Ablution Facilities	Building regulations recommend the number of toilets required is at least 1 toilet per 8 males and 2 toilets per 8 females, with access to washbasins, running water, etc.			
b.	Access for persons with disabilities	All public buildings must be accessible to wheelchair users and must have dedicated ablution facilities for persons with disabilities. Persons with disabilities shall not be required to travel a distance of more than 45m on the same floor, or 25m where horizontal and vertical distance are covered, in order to reach a toilet accessible to them.			
c.	Clearly marked and illuminated emergency exits, with no obstructions	Emergency routes and exits must be provided with emergency lighting of adequate intensity in the case of failure of their normal lighting.			
d.	Emergency Exit Doors	Emergency exit doors swing in the direction of the exit with emergency push bar/breaker glass or equivalent properly attached/installed and in good working order.			



	ITEM	DESCRIPTION	YES	NO	COMMENTS
e.	Ventilated Staircases	Well-ventilated staircases with a safe structure, easy-to-grip handrails on both sides, acceptable height and width, and stair treads in good condition.			
f.	Interior quality finishes in common areas	Acceptable and functional basic wall and floor finishes, of modern standards due to refurbishments and/or renovations.			
g.	Exterior quality finishes and structure of the building	Visible maintenance and/or upgrading of building infrastructure and its facilities.			
h.	Lift(s)	A smoothly operated lift with particulars of a lift such as the manufacturer's name, emergency contact details, speed, and load capacity, with bright lighting and emergency lighting, and with easy access for wheelchairs and visible signs of good maintenance.			
i.	Aircons	Installed air conditioners are functional and maintained.			
j.	Fire detection/sprinkler system, with fire alarm and easy access to water hydrant(s) for fighting fires	Automatic fire detection system with multi-sensor detectors, using a combination of more than one type of sensor – smoke, heat, or carbon monoxide to detect the presence of a fire, with easy access to functional water hydrants.			
k.	Fire Extinguishers	Easily accessible and visible fire extinguishers, with up-to-date service maintenance, fixed by brackets to the wall or attached to a rigid floor stand.			
l.	Ceilings	Well-maintained, matching ceilings with no visible signs of water spots/leakages.			
m.	Walls	Well-maintained walls with no visible signs of damp walls or paint peeling off due to leakages.			



	ITEM	DESCRIPTION	YES	NO	COMMENTS
n.	Windows openings	Secure windows, allowing natural lighting, which can be opened for natural ventilation.			
o.	Alternative source of energy (during power failures or outages)	Functional and well-maintained generator, or other alternative sources of energy such as solar panels, inverters, etc. in place to enable ICASA's full functionality despite power failures/outages.			
p.	Alternative source of water (water tanks)	Well-maintained water tanks available for use during water disruptions.			
q.	Sufficient Parking Bays	Sixteen (16) parking bays are offered, with access control at the gate.			
r.	Parking bays	Sixteen (16) exclusively allocated access-controlled onsite covered parking bays. Included in the 16 Bays are 14 Parking bays, 2 for persons with disabilities.			
s.	Security access control system	Functional access control system in place, preferably biometrics, in interior and exterior common areas of the building, with visible signs of maintenance.			
t.	CCTV Cameras	Functional CCTV camera system in place in interior and exterior common areas, main entrance, and other strategic points of the building, with day and night recording capacity and visible signs of maintenance.			
u.	24/7 physical guarding services or perimeter fencing	24/7 PSIRA accredited, uniformed physical guards on premises, with patrols and a guard monitoring system in place.			
v	Alarm system with armed response	Functional alarm system and armed response services for common areas with an accredited security service provider.			
	ITEM	DESCRIPTION	YES	NO	COMMENTS
w	Zero to minimal structural defects	Has no visible interior and exterior structural defects such as major cracks/dents/damages threatening the			



		structural components of the building, with visible maintenance of building infrastructure.			
X	Low exposure in surrounding areas, such as flooding and/or hazardous environment.	Reasonably safe and clean street interface and surrounding areas, with no visible signs of flooding or hazardous environment.			

34. COMPLIANCE

The following criteria shall be considered during adjudication of the Bid responses:

Item	Description	Bidder to supply the following	Comply	Do not comply	Comments / further information
34.1.1	The proposed building must be a grade B or above building in Gqeberha (Port Elizabeth)	Attach the grading certificate or equivalent and proof of the building location.			
34.1.2	Existing building electrical approvals are attached as part of supporting documents (valid and approved by the relevant Municipality).	Electrical certificate (COC)			
34.1.3	AutoCAD drawings are attached as part of supporting documents.	Attach AutoCAD drawings			
34.1.4	Proof of valid insurance for the proposed building or letter of intent to provide insurance. On awarding	Attach building insurance/ letter of intent			



Item	Description	Bidder to supply the following	Comply	Do not comply	Comments / further information
	of the Bid, the service provider will be expected to provide valid proof of insurance for the proposed building attached as part of supporting documents.				
34.1.5	Existing certificate of occupancy approvals are attached as part of supporting documents (valid and approved by the relevant Municipality).	Attach the certificate of occupancy.			
34.1.6	Natural ventilation (through doors and windows that can be opened).	Attach images of the building (opening doors and windows).			
34.1.7	The property/office size offered is a minimum of 300m ² to a maximum of 350m ² .	Attach proof/ floor plans.			
34.1.8	The proposed building must have a minimum of 16 covered parking bays (including 2 for persons with disabilities).	Attach proof.			
34.1.9	A Mechanical Engineer's assessment report on the condition of the air-conditioning installed in the building.	Attach report.			



Item	Description	Bidder to supply the following	Comply	Do not comply	Comments / further information
34.1.10	Proof of fire compliance.	Attach report.			
34.1.11	Proof of installed lightning surge protection.	Attach proof.			
34.1.12	The bidder must have an alternative power supply (generators/ inverter/ solar panels) in case of load-shedding.	Attach proof of installation and maintenance.			
34.1.13	The bidder must have an alternative water supply in case of municipal disruptions or disconnections.	Attach proof of alternative water supply.			
34.1.14	The bidder must provide a functional air-conditioning system in the building.	Attach proof of maintenance of air conditioners.			

35. SITE INSPECTIONS:

35.1. Site inspections for the proposed building(s) will be conducted to verify the following:

- 35.1.1. Proximity;
- 35.1.2. Building assessment & OHS compliance;
- 35.1.3. Security & surrounding areas;
- 35.1.4. Visibility & accessibility; and
- 35.1.5. Building design, layout & suitability.



Item	Description	Please describe	indicate	or	Comply	Not Comply	Comments
35.2.1.	Provided comprehensive details on the building's access for persons with disabilities, emergency exits, OHS compliance, including signage, interior and exterior of the building finishes, air-conditioning with timers, lighting, floor, wall & ceiling coverings, bathrooms, kitchens, lifts and any other facilities, fixtures and fittings)						
35.2.2.	Provided comprehensive details on the security of the building and surrounding areas, which includes but is not limited to physical guarding services, features, make and model of electronic security systems, perimeter fencing, and any other security features.						



Item	Description	Please indicate or describe	Comply	Not Comply	Comments
35.2.3.	Provided comprehensive details on the building design, layout, suitability, features, make and model of fire detection, and provision for alternative sources of power and water. If water tanks are provided, then they should be accompanied with fully automated booster pumps or equivalent.				

35.3. ADDITIONAL INFORMATION (TO BE COMPLETED BY THE BIDDER)

Item	Description	Please indicate or describe	Comply	Not Comply	Comments
35.3.1.	Is the lease flexible to accommodate period, expansion, extension, termination, and first right of refusal?				
35.3.2.	The air conditioning system remains the responsibility of the landlord (i.e., maintenance, repairs, replacement, etc.) (attach maintenance report)				



35.3.3.	Is the building compliant with the national building requirements, Occupational Health and safety, and all other legislative or building requirements?				
35.3.4.	Experience: The service provider has more than 5 years in managing lease agreements.				

35.4. BUILDING HANDOVER DOCUMENTS/INFORMATION: STAGE 4

For purposes of this Bid, building handover refers to the building being handed over to ICASA prior to the lease commencement date of 01 October 2024. The following documents/information must accompany the building handover process:

- 35.4.1. Certificate of occupancy after the completion of fit-outs and installations if done by the Landlord;
- 35.4.2. New/current electrical certificate of compliance including a functional fire detection system;
- 35.4.3. New/current fire compliance certificate; and
- 35.4.4. Lifts certification by a reputable service provider (proof).

29. PRICING STRUCTURE

Having read through and examined the bid document, we offer to render these services for the following amount:

- C1. Please indicate your total bid price, which includes rentals and all related costs:
R (Compulsory, including VAT)
- C2. Please specify if there is a rental deposit to be paid: R.....
(VAT incl.)
- C3. Please specify your tenant installation allowances, based on indicated square metres: R..... (Including VAT)
- C4. Important: all the consortium or joint venture partners may be requested to submit a complete set of the latest audited financial statements.
- C5. **Important: It is mandatory to indicate your total bid price as requested above. This price must be the same as the total bid price you submit in your pricing schedule.**
- C6. NB: All prices must be VAT inclusive and must be quoted in South African Rands (ZAR).
- C7. Are the rates quoted firm for the full period of the contract?

YES	NO
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- C8. **Mandatory: If not firm for the full period, adjustments must be linked to CPI.**

PRICE SCHEDULE "A": YEAR 1, YEAR 2, YEAR 3, YEAR 4 AND YEAR 5

Lease/Rental Costs (including disbursements and annual escalations)

Description	YEAR 1 Cost (Incl. VAT) (12 months)	YEAR 2 Cost (Incl. VAT) (12 months)	YEAR 3 Cost (Incl. VAT) (12 months)	YEAR 4 Cost (Incl. VAT) (12 months)	YEAR 5 Cost (Incl. VAT) (12 months)
Upfront Deposit (once off, if required)					
Rand per m ²					
Total square metre (on offer)					
Office Rental per month:					
Annual Escalation rate (Percentage: _____%)					
Rates & Taxes (if not part of operating costs):					
Operating costs per month:					
Lifts (if not part of operating costs):					
Open parking rent per month (if offered): specify the number of parking bays offered					
Covered parking rent per month (if offered): Specify the number of parking bays offered.					
Basement parking rent per month (if offered): Specify the number of parking bays offered.					
24/7 Security Guards, alarm response and CCTV etc (if not included in the operating costs)					
Please specify any other additional costs					
Total Cost Incl. VAT (A)					
Building and equipment maintenance and diesel costs to be billed separately in addition to rental, water & utilities costs					



**PRICE SCHEDULE "B": YEAR 6, YEAR 7, YEAR 8, YEAR 9 AND YEAR 10
(11 Months only in year 10)**

Lease/Rental Costs (including disbursements and annual escalations)

Description	YEAR 6 Cost (Incl. VAT) (12 months)	YEAR 7 Cost (Incl. VAT) (12 months)	YEAR 8 Cost (Incl. VAT) (12 months)	YEAR 9 Cost (Incl. VAT) (12 months)	YEAR 10 Cost (Incl. VAT) (11 months only)
Upfront Deposit (once off, if required)					
Rand per m ²					
Total square metre (on offer)					
Office Rental per month:					
Annual Escalation rate (Percentage: _____%)					
Rates & Taxes (if not part of operating costs):					
Operating costs per month:					
Lifts (if not part of operating costs):					
Open parking rent per month (if offered): specify the number of parking bays offered					
Covered parking rent per month (if offered): Specify the number of parking bays offered.					
Basement parking rent per month (if offered): Specify the number of parking bays offered.					
24/7 Security Guards, alarm response and CCTV etc (if not included in the operating costs)					
Please specify any other additional costs					
Total Cost Incl. VAT (B)					
Building and equipment maintenance and diesel costs to be billed separately in addition to rental, water & utilities costs					

Bidders may submit their own price schedule as the above serves as a guideline. Ensure that all stipulated costs are covered.

The table below refers to the above price schedules.

Description	Cost for a lease period (Including VAT)
Total Cost Including VAT (A)	
Total Cost Including VAT (B)	
Total Bid Price (A+B)	

SERVICE PROVIDER’S CONFIRMATION

The service provider confirms that this price covers all activities associated with the project management and consulting service, as called for in the bid document. The service provider confirms that ICASA will not incur any additional costs whatsoever over and above the amount in connection with the provision of this service.

We undertake to hold this offer open for acceptance for a period of 90 days from the date of submission of the offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of service when required to do so by the Authority, ICASA.

We understand that you are not bound to accept the lowest or any offer and that we must bear all costs that we have incurred in connection with preparing and submitting this bid.

We hereby undertake, not to divulge to any persons, other than the persons to which the bid is submitted, any information relating to the submission of this bid or the details therein except where such is necessary for the submission of this bid. This is applicable for the period during which this tender remains open for acceptance.

SIGNED		DATE	
<u>Print name of signatory</u>			
<u>Designation</u>			

FOR AND ON BEHALF OF:	<u>COMPANY</u>	
	<u>Tel No</u>	
	<u>Cell No</u>	

SERVICE PROVIDER’S CONSENT FORM FOR INSTALLATION OF WIRELESS EQUIPMENT

To be completed by the service provider for the installation of wiring/cablings of wireless equipment

I/We,

_____ ID No/Company Registration No:

_____ In my/our capacity as the registered owner/s, duly authorized representative/s of the registered owner/s of the property known as:

_____ hereby grant/s the tenant, known as:

_____ permission to install wireless equipment and antennas on the premises and for future usage of the installed equipment for telecommunication/communication purposes. The Landlord/Installer acknowledges that ownership of the wireless equipment will always remain vested in the Tenant and/or its associated companies. The Landlord/ Installer consents not to attach such wireless equipment and relinquishes its right to the “service provider hypothec”.

All equipment has been Type-approved by the Independent Communications Authority of South Africa (ICASA).

Service provider - Signature _____

Signed at _____ on this _____ day of _____ 202__ (year)

SERVICE PROVIDER’S CONTACT DETAILS:

Full Name: _____

Contact Details:

Tel: _____

Fax: _____

Email: _____

Building Name: _____

Physical Address:

Below is an example of the positioning of an antenna on the roof of the premises and the cabling/wiring route:

Line Of Sight (LOS) Picture



Mounting Position (Picture 1)

