

REQUEST FOR INFORMATION (RFI)

Request for Quotation:	PROVISION FOR OFFICE SPACE RENTAL FOR DURBAN OFFICE		
RFQ Number:	RFI/LEASE/DURBANFPT/2024/01		
Opening Date:	09 April 2024		
Closing Date:	23 April 2024	Time:	16h00
Contact Person:	Portia Jonginyanga	Email:	PortiaJ@ppecb.com
Bid Validity Period	60 Days		

1. SPECIFICATION

The PPECB invite Bidders to submit proposals for the provision of office space rental for PPECB Durban office for a period of three (3) years with an option to renew for 2 years in the Durban region close to the Durban Port area, Point waterfront in DBN, Kingsmead area, and Bluff area. The building proposal needs to meet the following minimum requirements:

Item No.	Description	Specification
1.	Office Size	Gross Rentable Office Area between 500- 600 sqm.
2.	Property Information	Proposal should clearly outline the following: - <ul style="list-style-type: none"> • Preferable A/B Grade Building (as per SAPOA Specification) • Physical address of the building, stand number, • Detailed rental option, • Total floor space to be air-conditioned and floor covering. • Building layout drawings/ plans in CAD format • Building insurance information (provide proof of building insurance) • If there is more than 1 floor level – confirmation of elevators for people as well as a goods lift, Provide Lift / Elevator Certificate, and service history (if applicable) • Disability access to the building • Accessibility to public transport - easy access to public transport within 1km • A list of amenities within walking distance of the building
3.	Security	Proposal should clearly outline the provision of security and control of the building: Access control measures into the building (if any) Armed Response Alarm System (if any)
4.	Parking Facilities	Proposal should have a detailed layout of the secured parking area. A minimum of 60 on-site parking bays or sufficient space on the property to cater for the number of parking bays required.
5.	Ablutions for Male and Females	The bidder shall provide fully functional ablution facilities Bidders to declare if ablutions facilities are shared by multiple companies

6.	Technology and Communication	Power supply to be connected and distributed through the building. Provision of LAN, WAN and Fibre Optica Cabling. Secured facility to host ICT equipment (Server room that is conditioned and lockable) Roof or floor access to host the ICT infrastructure *No analogue connection being utilised for communications
7.	Availability of the building	The bidder to confirm the status of availability of the building .

NB: Bidders to submit their pricing proposal as the specification above.

SUBMIT YOUR PROPOSAL TO: PortiaJ@ppecb.com

2. Further Information

For further information a bidder may contact the Procurement Officer at the below contacts:

Contact number: 021 930-1134.

Commercial Enquiries: PortiaJ@ppecb.com