

	<b>Specification</b>	<b>Transmission Real Estate</b>
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Title: **The appointment of an industry expert to conduct an in-depth analysis and to provide recommendations for the potential Tx HQ office accommodation.**

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## **Content**

	Page
1. Introduction.....	3
2. Supporting Clauses .....	3
2.1 Scope.....	3
2.1.1 Purpose.....	3
2.1.2 Effective date.....	3
2.2 Normative/Informative References .....	4
2.2.1 Normative.....	4
2.2.2 Informative.....	4
2.3 Definitions .....	4
2.4 Abbreviations .....	4
3. Document Content.....	5
3.1 Requirements.....	5
3.1.1 Adherence to Eskom generic policies .....	5
3.1.2 Provision of Manpower .....	5
3.1.3 <i>Contractor's</i> Management, Meetings and Key People .....	5
3.1.4 Equipment .....	5
3.2 Management Reporting and Process for Monitoring.....	5
3.2.1 General Requirements .....	6
3.3 Applicable Scope of Work .....	6
3.3.1 Works.....	6
3.3.2 Scope parameters: .....	6
3.3.3 Evaluation criteria .....	7
4. Revisions.....	8
5. Development Team .....	9

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## **1. Introduction**

There are currently approximately 822 Transmission (Tx) employees accommodated within the Eskom Head Office being Megawatt Park (MWP). Future Tx growth figures are estimated to increase this staff complement to between 1 100 and 1 300 within the short term.

Whilst MWP has adequate space to be able to accommodate head office staff into one area, there is some uncertainty around the future plans for MWP, and whether Eskom should and will retain ownership of the facility. Furthermore, it has been indicated that the Transmission Division will be charged market related rental when they legally separate.

To create a new and differentiated brand identity as required by Government resultant from the legal separation, and in the minds of consumers, investors, employees, and the public, there needs to be a physical and mental separation for Tx Division from Eskom Holdings.

The COVID-19 pandemic has impacted the commercial property market significantly, vastly changing how commercial buildings are utilised. As such, there is a lot to consider when it comes to planning the building to be optimal in this evolving landscape.

The appointed Service Provider will be required to investigate and propose solutions for the Tx Head Office and to provide an exhaustive and consolidated report on analysis/ investigations and recommendations.

## **2. Supporting Clauses**

### **2.1 Scope**

#### **2.1.1 Purpose**

The purpose of this project is to appoint a service provider to investigate and propose solutions for the Tx Head Office and to provide an exhaustive and consolidated report on analysis/ investigations and recommendations.

#### **2.1.2 Effective date**

The effective date of this document is as per the date and signature of the functional manager as indicated on the cover page of this document.

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## 2.2 Normative/Informative References

Parties using this document shall apply the most recent edition of the documents listed in the following paragraphs.

### 2.2.1 Normative

- [1] Act No 85: Occupational Health and Safety Act & Regulations.
- [2] ISO 9001: Quality Management Systems.
- [3] 32-37: Eskom Substance Abuse Procedure.
- [4] 32-418: Working at Heights Procedure.
- [5] 240-62946386: Eskom Vehicle and Driver Safety Management Procedure.
- [6] 32-726: S.H.E. Requirements for the Eskom Commercial Process.
- [7] 240-62196227: Eskom Life Saving Rules Standards.

### 2.2.2 Informative

- SANS 10142-1
- SANS 10400 The Application of the National Building Regulations
- Ekurhuleni Town Planning Schemes
- City of Johannesburg Town Planning Schemes
- CIDB – Construction Industry Development Board

## 2.3 Definitions

Definition	Description
<i>Contractor</i>	Service provider contracted for supplying specific services to Eskom Transmission Real Estate.
<i>Employer</i>	Transmission Real Estate

## 2.4 Abbreviations

Abbreviation	Explanation
ISO	International Standards Organisation
OHS	Occupational Health and Safety Act
SANS	South African National Standards
SHE	Safety Health and Environment
TX	Transmission Division

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### **3. Document Content**

#### **3.1 Requirements**

##### **3.1.1 Adherence to Eskom generic policies**

All *Contractor Employees* shall comply with the non-use of cell phones in restricted areas, adherence to Eskom's life-saving rules and no smoking policy etc.

##### **3.1.2 Provision of Manpower**

The successful *Contractor* shall utilise / provide skilled and suitably qualified staff and should conform to: -

- Quality Management Control and Assurance as per ISO Standards.
- Occupational Health and Safety Act 85/1993 and (SHE) Standards.
- Have valid medical fitness certificate.
- The contractor shall supply provision of all necessary general labour, supervision and management to do all the works.
- Conduct criminal and site clearance check (before offer of employment).
- Conduct training, testing and verifying personnel qualifications and competence.

##### **3.1.3 Contractor's Management, Meetings and Key People**

- The *Contractor* shall be required to do safety induction prior to start any work on site.
- Other contract related meetings shall be communicated to the *Contractor* on arrival to site.

##### **3.1.4 Equipment**

The *Contractor* shall provide all tools and equipment required for the service.

#### **3.2 Management Reporting and Process for Monitoring**

The *Employer* will establish sound contract management principles.

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### **3.2.1 General Requirements**

- The *Contractor* shall carry out tasks as described in the scope of work and will only report to the *Employers* contract manager appointed for this project.

### **3.3 Applicable Scope of Work**

#### **3.3.1 Works**

The service provider is to provide Tx with information/quote to investigate a solution for the Tx HQ office requirements.

- Project plan (time and cost).
- Resource requirements (architect, space planner, land surveyor, QS etc.).
- Method statement.

#### **3.3.2 Scope parameters:**

- Provide advisory services and conduct a study on the Gauteng commercial property industry.
- Analysis of the Simmerpan complex, Megawatt Park and surrounds to provide market trends. Excess land parcels, existing structures, possible development opportunities in-line with the existing market trends.
- Analysis of current space utilisation, improvement initiatives and disposal strategy (for non-core assets).
- Analysis of benchmarked real estate industry trends (including local and international).
- SOE (State Owned Entities) business, governance, and technology to be incorporated in the recommendations.
- Provide possible insights on the market trends around Simmerpan, Megawatt Park and surrounding suburbs within a 10 km radius of these Eskom owned commercial buildings.
- Explore possible options and advise on the most suitable location for the Transmission Head office, considering the multitude of alternatives between rental, development, purchase (combinations thereof, under one roof or locate per department).
- Configure a holistic study and provide recommended solutions for approval providing the best value for the Transmission company and its shareholders. Include cost benefit analysis for each solution, incorporating possible financing models for each solution.

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### 3.3.3 Evaluation criteria

#### Functional Criteria for Technical Scoring

The tendered will be evaluated against the criteria set out in the table below. The Evaluation criteria has been sub-divided into sub-criteria, the sub-criteria percentages will add to 100 % and will only carry the weight specified in the Weight % column. An Evaluation Score of 1 to 5 will be given for each of the sub-criteria as specified. The results will be calculated as:

$$Results = \frac{Evaluation\ Score}{5} \times Score\ \% \times Weight\ \%$$

Evaluation criteria		Weight%	Sub Criteria	Sub Weighting %	Score
<b>STAGE 1: FUNCTIONALITY</b>					
1	Company experience and previous work on investigating, evaluating, and providing solutions on commercial accommodation options i.e. lease, buy, develop, combinations, industry trends, locations, for purposes of establishing a commercial office.	30	1.1 Number of relevant references with a description of a similar scope work (investigating, evaluating, and providing solutions on office accommodation, best value considering lease, buy, develop, options include PPPs).	50	5 - ≥ 5 relevant references 4 - 4 relevant references 3 - 3 relevant references 2 - 2 relevant references 1 - 1 relevant reference 0 - no relevant references
			1.2 Company years of related experience (provide company profile)	50	5 - ≥ 5 years' experience 4 - ≤ 5 years' experience 3 - ≤ 4 years' experience 2 - ≤ 3 years' experience 1 - ≤ 2 years' experience 0 - ≤ 1 years' experience
2	Resource plan (indicating expertise required for the purposes of this investigation)	30	2.3.1 Cumulative average years of relevant experience of the subject matter experts (Industry experts in real estate provision) CVs to confirm	40	5 - ≥ than 10 years' experience 4 - ≤ 10 years' experience 3 - ≤ 8 years' experience 2 - ≤ 6 years' experience 1 - ≤ 4 years' experience 0 - ≤ 2 years' experience
			2.3.2 CVs (Town planner, Quantity Surveyor, Architect, Space Planner, Professional Land Surveyors, Civil Engineers, Property Developer, other relevant). No more than 2 CVs for any one profession.	60	5 - ≥ 5CVs provided 4 - 4 CVs provided 3 - 3 CVs provided 2 - 2 CVs provided 1 - 1 CV provided 0 - no CVs provided

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4	Lead time to mobilise team	20	Indicate time frame to mobilise specialist team	100	5 - assemble team within 1-2 weeks of appointment. Internal resources. 4 - assemble team within 2-4 weeks of appointment 3 - assemble team within 4-6 weeks of appointment experience 2 - assemble team within 6-8 weeks of appointment. 1 - assemble team within 8-12 weeks. 0 - assemble team in ≤ 12 weeks
5	Method statement	20	Provide a detailed initial method statement with projected timelines, resources and hours, potential risks, and mitigation.	100	5 - detailed plan providing methodology, project timelines, resources, hours for the project, risks etc. 4 - project method statement, not fully articulated and missing some components provided with more than 80% of required components. 3 - method statement provided with more than 60% of required components. 2 - poorly documented method statement, missing 50% of components 0 - more than 50% of components missing or not submitted or no method statement submitted.
		100			

Minimum threshold for consideration for invitation for proposals is at least 60% of the total score. Tenderers who achieve less than 60% will be eliminated from the next stage of the process.

**4. Revisions**

Date	Rev.	Compiler	Remarks

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## **5. Development Team**

The following people were involved in the development of this document:

<b>Name and Surname</b>	<b>Designation</b>
Bronwyn Stolp	Senior Manager RE,SLM
Phelokazi Nqwelo	Middle Manager Real Estate

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