

SCOPE REQUIREMENT

Scope Requirement

Title: NTCSA Telecomms at Shelly Beach purchase transaction

Unique Identifier: **TBA**

Alternative Reference Number: **Optional**

Area of Applicability: **NTCSA Telecomms in Shelly Beach**

Documentation Type: **SOW**

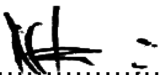
Revision: **0**

Total Pages: **8**

Next Review Date: **Not applicable**

Disclosure Classification: **CONTROLLED DISCLOSURE**

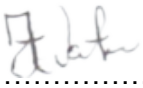
Compiled by:



**Mabusi Khama
Property Portfolio
Officer**

Date: 21/04/2026.....

Supported by:



**Fiona Walters
Property Portfolio Manager**

Date: 21 April 2026.....

Authorised by:



**Bronwyn Stolp
Middle Manager Real Estate**

Date: 21/04/2026.....

CONTROLLED DISCLOSURE

CONTENTS

	Page
1. INTRODUCTION	1
2. SCOPE	1
2.1 EVALUATION CRITERIA	2
3. NORMATIVE/INFORMATIVE REFERENCES	6
3.1 NORMATIVE REFERENCES	6
3.2 INFORMATIVE REFERENCES	6
4. DEFINITIONS AND ABBREVIATIONS	6
4.1 ABBREVIATIONS	6
5. PROCESS FOR MONITORING	6
6. RELATED/SUPPORTING DOCUMENTS	6
7. REQUIREMENTS	7
8. RECORDS	7
9. AUTHORISATION	7
10. ACKNOWLEDGEMENTS	7

CONTROLLED DISCLOSURE

When downloaded from the EDS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the database.

1. INTRODUCTION

NTCSA Telecomms manages and maintains communication infrastructure supporting the South Coast of the East Grid. Currently, its employees are accommodated at Hibberdene CNC, a Distribution (Dx) owned complex. The premises are utilised for offices, stores, workshop space and parking. However, the available space is inadequate to meet current operational needs and accommodate the existing seven employees. With the workforce expected to grow to around twelve over the next five years, the limitations of the current premises will become even more pronounced.

This anticipated growth will result in increased accommodation requirements, with the total space requirement estimated at approximately 700 m² to cater for offices, parking, storage, and workshop facilities for Telecoms operations.

Due to the absence of NTCSA-owned properties in the region that meet these requirements, leasing is the only practical option in the short to medium term. Therefore, leased accommodation is essential to sustain ongoing operations while a long-term solution—such as building or acquiring an NTCSA-owned facility—is developed.

2. SCOPE

Rental premises in Shelly Beach, which meets the following requirements:

- 600 m² – 700 m², with an allowable variance of $\pm 10\%$, resulting in an acceptable range of approximately 770 m².
- May consider more than one building.
- Parking for 10 vehicles.

The premises/building for the NTCSA offices must be near the current Eskom Shelly Beach offices. Close to necessary amenities; easily accessible by means of public transport; connected to main roads.

- It should be feasible to create both open plan and enclosed workstations within the rented space.
- Availability of storage or possibility to create.
- Feasible to create workshop space or availability of existing workshop space.
- Property should have adequate ablution facilities (females and males; compliant in terms of OHSA and NBR including provision for people with disabilities).
- Premises should comply with relevant applicable legislation (OHSA), and National Building Regulations.

CONTROLLED DISCLOSURE

2.1 EVALUATION CRITERIA

An occupancy certificate is mandatory, but tenderers will not be disqualified when submitting tenders, but documents must be provided before the transaction is concluded, should they meet the minimum threshold stipulated in the technical evaluations

Technical evaluation criteria with weightings (in percentages) for goods or services as follows:

	Description of criteria elements	Scoring Criteria		Overall, Weight
1.	Proof of ownership or valid mandate from the registered property and/or owner authorising the bidder to lease the premises. NB: The registered owner of the property must be clearly identifiable and verifiable in the supporting documentation provided.	Proof of ownership or a valid mandate from the registered owner must be provided. Ownership shall be evidenced by a Title Deed or Deeds Office search. Where the bidder is not the registered owner, a signed mandate from the owner must be submitted.	25%	25%
		No proof of ownership or valid mandate provided	0%	
2.	The building must be an existing structure measuring approximately: 600 m ² – 700 m ² , with an allowable variance of ±10%, resulting in an acceptable range of approximately 770 m ² . storage for production equipment, workshop should allow for installation for work benches	Confirmation provided	15%	15%
		Not provided and no commitment to provide confirmation.	0%	
3.	Provide most recent service reports or certificate (for lifts where applicable, pumps where applicable, aircons, fire equipment, service doors, glass doors). The tenderer to indicate what is applicable to their building when submitting reports.	Provided – 100%	5%	5%
		Provided – 50% and above	2.5%	
		Provided less than 50%	0%	
4.	Provide condition assessment reports with valid compliance certificates where applicable. Electrical and gas, where applicable. Mechanical (lifts, fire equipment, doors - if not applicable, tenderer must confirm.	Report with all certificates provided	10%	10%
		Report provided without certificates	5%	
		No report / no certificate provided	0%	
5.	Property / building plans (as built drawings/floor plans for the leased premises)	Provided	10%	10%
		Not Provided	0%	
6.	Preference for single building	Single building	10%	10%
		Multiple tenancy in same buildings	5%	
		Multi-buildings	2.5%	

CONTROLLED DISCLOSURE

	Description of criteria elements	Scoring Criteria		Overall, Weight
7.	Parking availability within the perimeter fence of the property <ul style="list-style-type: none"> Approximately 10 covered parking bays & open parking for trucks 	Covered secure parking	10%	10%
		Combination of secure covered parking and open parking bays	7.5%	
		Secure open parking bays	5%	
		No parking or ≤ 9 bays within the perimeter fence will be cause for disqualification.	0%	
8.	Town/ City/ Nodal Centre: <ul style="list-style-type: none"> The property must be in close proximity to the current NTCSA offices in Shelly Beach. A property profile with print out of google maps indicating location of the property to be provided.	≤ 3 Km radius	15%	15%
		>3 km – ≤ 5 km radius	10%	
		>5 km radius	5%	
	Total Score			100%
	Minimum Threshold to be considered for further evaluation			60%

Minimum Threshold to be considered for further evaluation: 60% (scores of up to 5% below the threshold, i.e. a minimum of 55%, may be considered, subject to technical motivation and approval by the evaluation committee).

CONTROLLED DISCLOSURE

When downloaded from the EDS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the database.

ON-SITE OBJECTIVE TECHNICAL EVALUATIONS

	Measure	Description of criteria elements	Scoring Criteria	Score
1.	Universal Accessibility	The accommodation's location supports service delivery objectives, accessible for the physically challenged and delivery of equipment & materials, i.e., availability of ramp, lift for multi-level building, wheelchair-friendly bathroom, double-door from outside to allow wheelchair access and material delivery. Where such features are not currently in place, a written commitment to install and make fully operational prior to occupation may be provided.	Fully compliant (availability of ramp, lift for multi-level building, wheelchair-friendly bathroom, double-door from outside to allow wheelchair access and material delivery) Commitment to install (supported by written undertaking, within an agreed time period) Fairly compliant (availability of ramp, lift for multi-level building, bathroom wheelchair friendly) = 15% Commitment to install (supported by written undertaking, within an agreed time period) = 15% Non-compliant = 0%	25%
2.	Visual assessment	The premises are well maintained, with finishes as new. Adequate lighting, fixtures and fittings, paint work and flooring, do not require much work and premises can be occupied with minimal works.	Property has no apparent defects. Appearance is as new = 25% Property exhibits superficial wear and tear, with minor defects and minor signs of deterioration to surface finishes = 15% Property exhibits significant wear and tear, with visible defects and significant signs of deterioration to surface finishes = 0%	25%
3.	Security features	Secure perimeter fence	Secure perimeter fence = 10% No Secure perimeter fence – 0%	10%
4.	Security features	Security features such as security gates, outdoor lighting, burglar bars on windows, CCTV, security guards on premises/ entrance	All (security gates, outdoor lighting, burglar bars on windows, CCTV, security guards on premises/ entrance) =10% Partially = 5% None = 0%	10%

CONTROLLED DISCLOSURE

	Measure	Description of criteria elements	Scoring Criteria	Score
5.	Security features	Availability of functional alarm system or commitment (in writing) to install within 6 months of occupancy.	Installed or willingness to install = 5% Not installed or not functional = 0%	5%
6.	Existing layout	Occupational Health & Safety compliant (emergency exits, fire extinguishers, adequate ventilation, adequate ablution facilities in line with national building regulations, adequate lighting).	Compliant - emergency exits, fire extinguishers, adequate ventilation, adequate ablution facilities in line with national building regulations = 25% Non-compliant = 0%	25%
TOTAL SCORING				100%
Minimum Threshold to be considered for further evaluation				60%

Minimum Threshold to be considered for further evaluation: 60% (scores of up to 5% below the threshold, i.e. a minimum of 55%, may be considered, subject to technical motivation and approval by the evaluation committee).

Applicability:

This document is applicable to the Shelly Beach Bay lease transaction for NTCSA.

CONTROLLED DISCLOSURE

3. NORMATIVE/INFORMATIVE REFERENCES

The following references are included:

3.1 NORMATIVE REFERENCES

- ISO 9001 Quality Management Systems.
- National Building Regulations and Building Standards Act No. 103 Of 1977
- SANS 784, Design for access and mobility
- SANS 10400-A, The application of the National Building Regulations. – Part A: General principles and Requirements
- SANS 10400-D, The application of the National Building Regulations. – Part D: Public safety.
- SANS 10400-M, The application of the National Building Regulations. – Part M: Stairways.

3.2 INFORMATIVE REFERENCES

- Eskom Real Estate Standards
- Occupational Health and Safety Act 85 of 1993
- National Building Regulations and Building Standards

4 DEFINITIONS AND ABBREVIATIONS

4.1 Classifications:

Controlled disclosure: controlled disclosure to external parties (either enforced by law, or discretionary).

4.2 ABBREVIATIONS

Abbreviation	Description
NTCSA	National Transmission Company of South Africa SOC LTD
SOW	Scope of works

5 PROCESS FOR MONITORING

Document revisions will be marked in ascending numeric order.

6 RELATED/SUPPORTING DOCUMENTS

Not applicable.

CONTROLLED DISCLOSURE

When downloaded from the EDS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the database.

7 REQUIREMENTS

N/A

8 RECORDS

All records to be managed in compliance to the Eskom records management policy.

9 AUTHORISATION

This document has been seen and accepted by:

Name	Designation
Mbuyiselo Ntoi	Property Portfolio Officer
Fiona Walters	Property Portfolio Manager
Bronwyn Stolp	Middle Manager Real Estate

10 ACKNOWLEDGEMENTS

N/A

CONTROLLED DISCLOSURE

When downloaded from the EDS database, this document is uncontrolled and the responsibility rests with the user to ensure it is in line with the authorised version on the database.