

	SCOPE REQUIREMENT	Scope Requirement
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Title: Empangeni / Richards Bay lease transaction

Unique Identifier: **233-131**

Alternative Reference Number: **Optional**

Area of Applicability: **NTCSA Empangeni/ Richards Bay**

Documentation Type: **SOW**

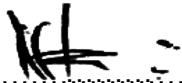
Revision: **0**

Total Pages: **8**

Next Review Date: **Not applicable**

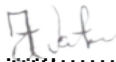
Disclosure Classification: **CONTROLLED DISCLOSURE**

Compiled by:



Mbuyiselo Ntoi
Property Portfolio Officer

Supported by:



Fiona Walters
Property Portfolio Manager

Authorised by:



Bronwyn Stolp
Middle Manager Real Estate

Date: 17.04.2026.....

Date: 17-04-2026.....

Date: 17/04/2026..

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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	7
4.1 ABBREVIATIONS	7
5. PROCESS FOR MONITORING	7
6. RELATED/SUPPORTING DOCUMENTS	7
7. REQUIREMENTS	7
8. RECORDS	7
9. AUTHORISATION	7
10. ACKNOWLEDGEMENTS	7

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1. INTRODUCTION

Historically, Eskom Real Estate managed the national property portfolio. This included asset management and deriving the best value from the property portfolio through increased occupancy, and the reduction of leases. This initiative was to support the holistic corporate plan by reducing operating expenditure through lease closures. The Covid-19 pandemic also introduced a new way of working, thus encouraging a further reduction in the leased property portfolio. Consequently, several leases were terminated and significantly reduced the property footprint in the regions.

NTCSA Telecoms and East Grid departments currently have 52 employees accommodated in Dx offices in Empangeni. The total number of employees is expected to increase to 64 within the next 4 years. The current arrangement to accommodate NTCSA employees by Dx is inadequate, and there is no centralized facility to place all NTCSA employees and provide suitable services. There are no alternate Eskom-owned properties in the region that can meet NTCSA's operational requirements.

The current projected space requirements to adequately accommodate the 64 employees is approximately 754m². The space includes the provision of offices, parking, storage and workshops for the Grids and Telecoms operations.

2. SCOPE

Rental premises in Empangeni or Richards Bay, which meets the following requirements:

- The required leased premises should meet the following requirements:
- The required rentable area is between 700 m² and 800 m², with an allowable variance of ±10%, resulting in an acceptable range of approximately 880 m².”
- A total of 52 parking bays (covered and open) is required,.”

The premises/building for the NTCSA offices needs to be within proximity to the current Eskom offices in Empangeni or Richards Bay CBD, 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/ existing 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 to relevant applicable legislation (OHSA), and National Building Regulations.

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2.1 EVALUATION CRITERIA

An occupancy certificate is mandatory. Where the certificate is not available at submission stage, the tenderer **must provide a written** undertaking to submit the occupancy certificate prior to site evaluation. Failure to provide the certificate before occupation will render the property non-compliant.

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: <ul style="list-style-type: none"> - 700 m² and 800 m², with an allowable variance of ±10%, resulting in an acceptable range of approximately 880 m².” - 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	5%	5%
		Report provided without certificates	2.5%	
		No report / no certificate provided	0%	
5.	Property / building plans (as built drawings/floor plans for the leased premises)	Provided	15%	15%
		Not provided	0%	
6.	Preference for single building	Single building	10%	10%
		Multiple tenancy in same buildings	5%	
		Multi-buildings	2.5%	

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	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 52 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 ≤70 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 located within Empangeni, in close proximity to the existing Eskom Distribution offices, or within a reasonable distance of the Richards Bay CBD 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)

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ON-SITE OBJECTIVE TECHNICAL EVALUATIONS

ON-SITE OBJECTIVE TECHNICAL EVALUATIONS

	Measure	Description of criteria elements	Scoring Criteria	Score
1.	Universal Accessibility	<p>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.</p> <p>Where such features are not currently in place, a written commitment to install and make fully operational prior to occupation may be provided.</p>	<p>Fully compliant (availability of ramp, lift for multi-level building, wheelchair-friendly bathroom, double-door from outside to allow wheelchair access and material delivery)</p> <p>Commitment to install (supported by written undertaking, to be completed within an agreed timeframe = 25%</p> <p>Fairly compliant (availability of ramp, lift for multi-level building, bathroom wheelchair friendly) = 15%</p> <p>Commitment to install (supported by written undertaking, within an agreed time period) =15%</p> <p>Non-compliant = 0%</p>	25%
2.	Visual assessment	<p>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.</p>	<p>Property has no apparent defects. Appearance is as new = 25%</p> <p>Property exhibits superficial wear and tear, with minor defects and minor signs of deterioration to surface finishes = 15%</p> <p>Property exhibits significant wear and tear, with visible defects and significant signs of deterioration to surface finishes = 0%</p>	25%
3.	Security features	Secure perimeter fence	<p>Secure perimeter fence = 10%</p> <p>No Secure perimeter fence – 0%</p>	10%

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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%	10%
			Partially = 5%	
			None = 0%	
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%	5%
			Not installed or not functional = 0%	
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%	25%
			Non-compliant = 0%	
TOTAL SCORING				100
Minimum Threshold to be considered for further evaluation				60%

Applicability

This document is applicable to the Empangeni / Richards Bay lease transaction for NTCSA.

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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

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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.

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

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