

SCOPE REQUIREMENT

Scope Requirement

Title: Newcastle lease transaction

Unique Identifier:

233-131

Alternative Reference Number:

Optional

Area of Applicability:

NTCSA Newcastle

Documentation Type:

SOW

Revision:

0

Total Pages:

8

Next Review Date:

Not applicable

Disclosure Classification:

CONTROLLED DISCLOSURE

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1. INTRODUCTION

NTCSA currently leases office accommodation in Newcastle to accommodate the Grids and Telecoms operational requirements in the area. The current staff complement consists of 43 employees, with projections indicating an increase to 54 employees. As a result of the operational growth and expanding business requirements, additional accommodation will be required to adequately support the Grids and Telecoms operations in the area.

The current lease agreement expires on 30 April 2030. Although the existing lease remains active, the currently leased premises were not designed to accommodate the projected operational growth and expanded Telecomms requirements in the area. Based on the current and projected operational requirements, NTCSA requires additional accommodation of approximately 350m², with an allowable variance of $\pm 10\%$, resulting in an acceptable range of approximately 315m² to 385m² to address the existing accommodation shortfall and to adequately provide for the operational, office, storage and workshop requirements associated with the Grids and Telecoms functions in the area..

2. SCOPE

Rental premises in Newcastle, which meets the following requirements:

- The required leased premises should meet the following requirements:
- Rented space should be between 350m², with an allowable variance of $\pm 10\%$, resulting in an acceptable range of approximately 315m² to 385m². May consider more than one building.
- Parking for 14 vehicles.

The premises/building for the NTCSA offices need to be near the Eskom Newcastle office. 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.
- Available 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. . EVALUATION CRITERIA

An occupancy certificate is mandatory, but tenderers will not be disqualified when submitting tenders, but documents must be provided before site evaluation is done, 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. <i>NB: The registered owner of the property must be clearly identifiable and verifiable in the supporting documentation provided.</i>	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: - 350m ² , with an allowable variance of ±10%, resulting in an acceptable range of approximately 315m ² to 385m 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	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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7.	Parking availability within the perimeter fence of the property <ul style="list-style-type: none"> Approximately 14 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 Newcastle, in close proximity to the existing Eskom Distribution offices. 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)

Suppliers who achieve the minimum threshold will be subjected to a site evaluation.

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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)</p> <p>Non-compliant = 0%</p>	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.	<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%

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 Newcastle lease transaction for NTCSA.

4. NORMATIVE/INFORMATIVE REFERENCES

The following references are included:

4.1. 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.

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4.2. INFORMATIVE REFERENCES

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

5. DEFINITIONS AND ABBREVIATIONS

Classifications:

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

Abbreviations:

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

6. PROCESS FOR MONITORING

Document revisions will be marked in ascending numeric order.

7. RELATED/SUPPORTING DOCUMENTS

Not applicable.

8. REQUIREMENTS

N/A

9. RECORDS

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

10. AUTHORISATION

This document has been seen and accepted by:

Name	Designation

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11. ACKNOWLEDGEMENTS

N/A