



**SCOPE REQUIREMENT**

**Scope Requirement**

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## 1. INTRODUCTION

Transmission (Tx) has been leasing a property situated at No. 1 Langford Road, Westville, KwaZulu-Natal (KZN), where the lease commenced on 1 November 2025 and shall terminate on 30 October 2030, facilitating the company's operations in the Westville region. The NTCSA Transmission office in Westville accommodates multiple departments, including Finance, Procurement, Transmission Projects Delivery (TPD), Telecoms, and Grids. These departments are currently housed within the NTCSA Westville office building, facilitating collaboration and efficient operations.

NTCSA, has issued an invitation to tender for a 60-month lease, on November 8, with a closing date of December 4, for office accommodation to meet the requirements of the Tx business. The requirements for the office space are as follows: a floor area of between 1,500m<sup>2</sup> and 2,500m<sup>2</sup>, designed to meet the medium to long-term needs of the organization.

The tender outcome was successful, with the existing landlord proposing a new lease for 1,579m<sup>2</sup> of office space (effective April 1, 2025) and additional space of 223.84m<sup>2</sup> (commencing October 1, 2025). The total allocated space will be 1,802.84m<sup>2</sup>, leaving a shortfall of 492.16m<sup>2</sup> against the required 2,295m<sup>2</sup> for NTCSA employees in Westville.

To ensure that the entire staff complement for the East Grid Westville office is adequately accommodated, NTCSA requires an additional 492.16m<sup>2</sup> of office space. This extra space is necessary to meet the current and future operational needs of the organization. The acquisition of this additional space will enable NTCSA to consolidate its staff in a single location.

## 2. SCOPE

Rental premises in Westville, Durban which meets the following requirements:

- Rented space should be between 492m<sup>2</sup> - 500m<sup>2</sup>, with variance of 20%. May consider more than one building.
- Approximately 14 parking spaces.

The premises/building for the NTCSA offices need to be near the Eskom Westville 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 OHS&A and NBR including provision for people with disabilities).
- Premises should comply to relevant applicable legislation (OHS&A), and National Building Regulations.

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## 2.1 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. | The building must be an existing structure that meets the minimum "B" grade standard (property valuation report to be submitted) measuring approximately:<br>- 492m <sup>2</sup> - 500m <sup>2</sup> offices  | Provided  | 15%  | 15%             |
|    |   | Not provided  | 0%   |                 |
| 2. | Provide most recent service reports or certificate not older than Sep 2023 (for lifts where applicable, pumps where applicable, aircons, service doors, fire equipment,). Where 3 x service reports are provided = 5%. The tenderer to indicate what is applicable to their building when submitting reports.   | Provided – 100%   | 10%  | 10%             |
|    |   | Provided – 50% and above  | 5%   |                 |
|    |   | Provided less than 50%  | 0%   |                 |
| 3. | Provide Condition assessment reports with valid compliance certificates where applicable not older than 3 (three) years.<br><br>Electrical and gas where applicable<br>Plumbing.<br>Civil and structural (structure, roofs, walls, drainage).<br>Mechanical (lifts, aircons, fire equipment - if not applicable, tenderer must confirm. Where there is a lift, compliance report not older than 1 year.<br><br>In case of the building being vacant, the supplier must indicate and provide the last condition assessment reports and certificates. | Report with all certificates provided                                     | 10%  | 10%             |
|    |   | Report provided without certificates / Vacant building                    | 5%   |                 |
|    |   | No report / no certificate provided                                       | 0%   |                 |
| 4. | Property / building plans (as built drawings/floor plans for the leased premises)   | Provided  | 15%  | 15%             |
|    |   | Not provided  | 0%   |                 |
| 5. | Preference for single building  | Single building   | 10%  | 10%             |
|    |   | Multiple buildings in same complex.<br>With access to roof                | 5%   |                 |
|    |   | Multi-buildings   | 2.5% |                 |
| 6. | Availability of Back-up power (Generator, UPS):   | Available / commitment provided for installation and maintenance records. | 10%  |                 |

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|  | Description of criteria elements   | Scoring Criteria   |      | Overall, Weight |
|--|--|--|------|-----------------|
|  | <ul style="list-style-type: none"> <li>In good working condition and connected for emergencies</li> <li>Record of maintenance to be provided.</li> <li>If not available, commitment (in writing) should be made to provide back-up power within 6 months of occupancy.</li> </ul>  | Available / commitment provided for installation and without maintenance records.    | 5%   | 10%             |
|  |  | Unavailable and no commitment to install.  | 0%   |                 |
| 7.   | Parking availability within the perimeter fence of the property.   | Covered secure parking   | 10%  | 10%             |
|  |  | Combination of secure covered parking and open parking bays                          | 7.5% |                 |
|  |  | Secure open parking bays   | 5%   |                 |
|  |  | No Parking or ≤30 bays within the perimeter fence will be cause for disqualification | 0%   |                 |
| 8.   | Town/ City/ Nodal Centre: <ul style="list-style-type: none"> <li>Proximity to Eskom Westville office</li> <li>Accessible by means of public transport.</li> <li>Transportation routes within walking distance.</li> </ul> A property profile with print out of google maps indicating location of the property to be provided. | ≤ 3 Km radius  | 15%  | 15%             |
|  |  | >3km - ≤5 Km radius  | 10%  |                 |
|  |  | >5 km radius   | 5%   |                 |
| 9.   | Backup water storage <ul style="list-style-type: none"> <li>In good working condition and connected for emergencies</li> <li>Record of maintenance to be provided.</li> <li>If not available, commitment (in writing) should be made to provide back-up water within 6 months of occupancy.</li> </ul>                         | Available / commitment provided for installation and maintenance records.            | 5%   | 5%              |
|  |  | Unavailable and no commitment to install.  | 0%   |                 |
| <b>Total Score</b>   |  |  |      | <b>100%</b>     |
| <b>Minimum threshold to be considered for further evaluation</b> |  |  |      | <b>70%</b>      |

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

#### **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. That is i.e. availability of ramp, lift for multi-level building, bathroom wheelchair friendly, double-door from outside | Fully compliant (availability of ramp, lift for multi-level building, bathroom wheelchair friendly, double-door from outside to allow | 25%   |

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|    |                   |  |   |     |
|----|-------------------|--|---|-----|
|    |                   | to allow wheelchair access and material delivery.  | wheelchair access and material delivery) = 25%  |     |
|    |                   |  | Fairly compliant (availability of ramp, lift for multi-level building, bathroom wheelchair friendly) = 15%                        |     |
|    |                   |  | Non-compliant = 0%  |     |
| 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%  | 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% |     |
| 3. | Security features | Secure perimeter fence (fully electrified or motion-sensored)  | Fully electrified or motion-sensored = 10%  | 10% |
|    |                   |  | Not Electrified/Not energized – 5%  |     |
|    |                   |  | None installed – 0%   |     |
| 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                  | 25% |

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|  |  |  |                                     |            |
|--|--|--|-------------------------------------|------------|
|  |  |  | national building regulations = 25% |            |
|  |  |  | Non-compliant = 0%                  |            |
| <b>TOTAL SCORING</b>   |  |  |                                     | <b>100</b> |
| <b>Minimum Threshold to be considered for further evaluation</b> |  |  |                                     | <b>60%</b> |

#### Applicability

This document is applicable to the NTCSA Westville Additional Space lease transaction.

### 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 |

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| Abbreviation | Description    |
|--------------|----------------|
| 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 | Officer Properties         |
| Fiona Walters  | Manager Properties         |
| Bronwyn Stolp  | Middle Manager Real Estate |

## 10 ACKNOWLEDGEMENTS

N/A

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