



## SPECIFICATION FOR LEASE OF OFFICE SPACE FOR PSETA

### 1. INTRODUCTION

The Public Service Sector Education & Training Authority (PSETA) is a schedule 3A Public Entity established in terms of the Skills Development Act 97 of 1998 as amended to facilitate effective skills development within the Public Service Sector.

Therefore PSETA intends entering into a lease for office accommodation to conduct business operations within close proximity of the greater Pretoria Area to accommodate approximately 75 employees.

### 2. SPECIFICATIONS

	Description	Yes	No	Comment
<b>1</b>	<b>LOCATION:</b>			
1.1	PSETA requires accommodation within the greater Pretoria area within a reasonable proximity of PSETA stakeholders.			
1.2	The accommodation must be located in a general safe area where officials will not be at risk when leaving the offices after-hours.			
1.3	The accommodation must be at close proximity to public transport such as taxis, busses or trains.			

<b>2</b>	<b>ACCOMMODATION REQUIREMENTS:</b>			
	Description	Yes	No	Comment
2.1	PSETA requires proposals for the office accommodation for the period 1 July 2019 to 31 March 2020.			
2.1.1	<b>Proposal 1:</b> Office accommodation for the approximate number of 75 staff members, with the following: <ul style="list-style-type: none"> <li>• <u>Computer server room complying to server room specifications (25 m<sup>2</sup>),</u></li> <li>• <u>3 General storage rooms (12 m<sup>2</sup> each).</u></li> <li>• <u>6 Archive/filing rooms for the storage of official documentation (Finance, SCM, LP, Projects ETQA and HR). (50 m<sup>2</sup> each for )</u></li> <li>• <u>1 Big board rooms (80 m<sup>2</sup> each)</u></li> <li>• <u>2 Medium board rooms (50 m<sup>2</sup>)</u></li> <li>• <u>1 Small boardroom (40 m<sup>2</sup>)</u></li> </ul>			

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	<ul style="list-style-type: none"> <li>• <u>Kitchen with separate pantry (16 m<sup>2</sup> for kitchen) (12 m<sup>2</sup> for Pantry)</u></li> <li>• <u>11 Manager Offices (30 m<sup>2</sup> each)</u></li> <li>• <u>1 Office for CEO with adjoining rooms for EA (50 m<sup>2</sup> for CEO) (12 m<sup>2</sup> for EA)</u></li> <li>• <u>3 Offices for Executives with adjoining rooms for PA's (30 m<sup>2</sup> for Executives) (9 m<sup>2</sup> for PA's)</u></li> <li>• <u>5 Offices for Specialists (40 m<sup>2</sup>) (LP, SP, Projects, ETQA, Finance and SCM)</u></li> <li>• <u>Finance Office (40 m<sup>2</sup>)</u></li> <li>• <u>SCM Office (30 m<sup>2</sup>)</u></li> <li>• <u>Internal Audit Office (30 m<sup>2</sup>)</u></li> <li>• <u>Legal Office (30 m<sup>2</sup>)</u></li> <li>• <u>IT Office (30 m<sup>2</sup>)</u></li> <li>• <u>Covered Parking for 80 cars (75 staff and 5 visitors).</u></li> <li>• <u>Reception area (50 m<sup>2</sup>)</u></li> <li>• <u>Gents</u></li> <li>• <u>Dining area to accommodate 40 staff</u></li> <li>• <u>Open Plan areas for remainder of staff</u></li> </ul>			
2.1.2	The accommodation must be readily available, which means that the proposed building must be completed in full and must be able to accommodate at least 75 employees at the start.			
2.2	The total size of the accommodation required by PSETA is approximately 2500 m <sup>2</sup> to cater for both current needs as well as future growth. All the space is required immediately.			
2.3	The prospective bidder must as part of the bid <u>provide a certificate</u> in respect of the rentable accommodation in terms of the "SAPOA" method for measuring floor areas which is to be utilized for the calculation of payments.			
2.4	The accommodation must allow for the corporate image of PSETA to be enhanced and preferably easily accessible and clearly visible from the street front.			
2.5	The office accommodation must incorporate Covered Parking for 80 parking bays.			
2.6	The accommodation must have adequate <u>trunking</u> and <u>communication service shafts</u> for network communication infrastructure.			
	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
2.7	Safe electrical supply to the offices.			
2.8	The building(s) must have an <u>emergency power generator</u> to ensure essential areas, emergency lifts, emergency lighting, etc., are			

	functioning in the event of a power failure, load shedding, etc.			
2.9	The accommodation must provide for adequate access for persons with physical disabilities, i.e. handicapped, etc. including toilet facilities both for the office environment as well as public interface area.			
2.10	The office accommodation must have a minimum floor load capacity of <u>350kgm<sup>2</sup></u> to cater for office safes, high-density filing cabinets and the storage of files up and thus in identified areas it may be required to carry up to 550kgm <sup>2</sup> .			
2.11	The proposal must cater for a: <ul style="list-style-type: none"> <li>Lease from 1 July 2019 to 31 March 2020, with a possible extension based on the SETA landscape but not exceeding 5 years.</li> </ul>			
2.12	The office accommodation must cater for a general open plan environment (for staff workstations, filing cabinets and a number of high-density filing cabinets), with enclosed offices for identified persons.			
2.13	The office accommodation must cater for the respective business units to be enclosed and clearly demarcated to prevent unauthorised access to any such area.			
2.14	Within the office accommodation a secure <u>archive/filing area</u> of at least 300m <sup>2</sup> , (not necessarily in one location) must be provided for active official files of business units.			

<b>3</b>	<b>GENERAL REQUIREMENTS:</b>			
	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>3.1</b>	<b>Compliance</b>			
3.1.1	<p>The accommodation must comply with:</p> <ul style="list-style-type: none"> <li>The National Building Regulations and Standards Act, 1977 (Act 103 of 1977),</li> <li>The Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended.</li> <li>The building shall be fully accessible to disabled persons and adequate facilities must be provided for as per the Department of Public Service Administration's "Handbook on Reasonable Accommodation for People with Disabilities in the Public Service" dated October 2007. (Electronic copy available at request or on the DPSA (Department of Public Service</li> </ul>			

	Administration) website. <a href="http://www.dpsa.gov.za">www.dpsa.gov.za</a>			
3.1.2	Bidder's must commit by providing a formal letter indicating that after the refurbishment or finalising any construction works, the building will comply with all the National Building Regulations.			
3.1.3	Bidders must further also commit to submit, prior to occupancy: <ul style="list-style-type: none"> <li>• Certificates of electrical wiring complying with the Fire Regulations and Municipal By-Laws,</li> <li>• Certificate of compliance with the Occupational Health and Safety Act and</li> <li>• Accessibility Regulations.</li> </ul>			
<b>3.2</b>	<b>Appearance</b>			
3.2.1	The appearance of the accommodation must be: <ul style="list-style-type: none"> <li>• "Aesthetical" acceptable to PSETA and</li> <li>• Have the potential to enhance the corporate image in the branding of PSETA and</li> <li>• PSETA reserves the right to inspect any proposed building.</li> </ul> Bidders are to include photos, sketches, electronic presentations, drawings, plans, etc. to support their bids in respect of this aspect.			
	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>3.3</b>	<b>Security</b>			
3.3.1	The perimeter of the premises must be adequately secured to ensure no unauthorized access from outside, as the fence must deter and delay any such attempt which must be detected should there be an attempt.			
3.3.2	The external perimeter must be well illuminated at night as the illumination must be secured against the building illuminating the perimeter fence.			
3.3.3	Entrances to the building(s) must be limited to authorized persons only.			
3.3.4	External walls of all floors, up to at least (1) meter above the floor level, shall be of a heavy weight structure, such as 220mm thick brick or 190mm concrete.			
<b>3.4</b>	<b>Record Rooms</b>			
3.4.1	Record rooms shall consist of walls with the minimum specification of 220mm for masonry, 150mm for concrete or rhino-			

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	board dry-walling secured with expanded metal or steel sheeting from floor to ceiling.			
3.4.2	The record room doors either need to comply with a category1 door complying with the SABS Specification 949 or an appropriate level similar to the wall type.			
3.4.3	Record rooms may have no external windows and ventilation openings in the walls are to be fitted with fire dampers approved by the Local Fire Department.			
3.4.4	All record room doors shall be fitted with high security lock mechanisms and all keys are to be handed to the Manager: Facilities and Security on the hand-over of the building.			
<b>3.5</b>	<b>Offices and Partitioning</b>			
3.5.1	The respective work areas of business units accommodated within the respective floors shall be divided by means of dry-wall partitioning with a noise reduction capability of less than 45dB within a range of 100 to 1000 hertz. This factor has to be the same for wall and glass sections as well as doors.			
3.5.2	The dry-walling of the identified offices (Chief Executive Officer and Executive Boardroom) need to be adequately secured from any infiltration and eavesdropping as steel sheet metal plating is to be secured from floor to ceiling and double dry-wall panels to all such walls.			
	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
3.5.3	All work areas need to be fitted with access doors with high quality rotor hinges for high volume usage to a fire rating approved by the Local Fire Department and capability being fitted with access control in future, if required.			
3.5.4	The doors must be fitted with high security lock mechanisms.			
3.5.5	All windows need to be in good working order and fitted with blinds.			
<b>3.6</b>	<b>Passages</b>			
3.6.1	The general width of passages needs to comprise of a minimum width of 1.5m over short distances.			
3.6.2	The width of identified areas where there is high volumes of traffic, which includes the movement of files, this will be included in the planned layout of the floor.			
<b>3.7</b>	<b>Floor to Ceiling Heights</b>			
3.7.1	The clear floor to ceiling height needs to be as close as possible to 2.7m to be maintained throughout the building.			

3.7.2	The floor to ceiling height of identified areas, i.e. filing rooms or record rooms will be identified in the floor layout planning.			
3.7.3	The conduits, water pipes, air ducts and other services shall not be visible underneath the ceiling in the open plan work areas, office and or public interface areas.			
<b>3.8</b>	<b>Doors, Locks and Keys</b>			
3.8.1	All offices shall be fitted with a door with a minimum width of 900mm and fitted with a high security lock mechanism.			
3.8.2	A minimum of (3) three keys need to be provided in respect of all office door locks to the Corporate Service Executive:			
3.8.3	Two master keys which can unlock all doors must be provided to the Corporate Service Executive at building handover.			
<b>3.9</b>	<b>Floor Covering</b>			
3.9.1	The floors need to be covered with a good industrial type floor covering.			
3.9.2	Record rooms, store rooms, filing areas, etc. need to be covered by means of a non-slip floor cement screeting.			
	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>3.10</b>	<b>Power Points</b>			
3.10.1	All workstations need to be fitted a 15A outlet socket as well as clean (dedicated) power supply unit.			
3.10.2	A total number of (150) power points may be required to cater for the workstations, printers and other equipment within the buildings.			
3.10.3	The preference for the position of power supply units for the general workstations is from the ceiling soffits, as workstations are to be fitted with power posts, thus to be fed from the soffits.			
3.10.4	The power points need to be provided within a 12m <sup>2</sup> radius or part thereof.			
3.10.5	The power points of general communal areas, lift lobbies, stairs, etc. need to be on the standard positions within the trunking for cleaning, etc.			
3.10.6	Provision needs to be made at the positions of access doors to the demarcated enclosed work areas for future installation of security systems, i.e. access control system and controllers, magnetic locks, CCTV cameras, etc.			
3.10.7	The electrical circuits for socket outlets shall be secured by means of a single phase earth leakage relay, having a sensitivity of 25mA.			

3.10.8	Does the building have any energy saving devices installed or is there any energy saving programme planned to save energy?			
<b>3.11</b>	<b>Lighting</b>			
3.11.1	The illumination of the building must comply with the minimum requirements of the National Building Regulations and cater for energy saving functionality.			
3.11.2	The illumination must consist of the necessary interface capabilities to be linked to a BMS (Building Management System) linked to an access control system.			
3.11.3	All work areas need to be provided with a light switch in a suitable position close to the access/exit door.			
3.11.4	The following minimum lighting standards need to be provided for the respective areas by means of utilising energy saving lighting: <ul style="list-style-type: none"> <li>• Reception areas                      100lux</li> <li>• General work areas                      300lux</li> <li>• Passages and general areas 50lux</li> <li>• Meeting rooms                              100lux</li> <li>• Storerooms                                  200lux</li> <li>• Parking                                        50lux</li> <li>• Offices                                         100lux</li> </ul>			
	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
3.11.5	All lighting levels are to be measures at the working plane.			
<b>3.12</b>	<b>Network and Communication Trunking</b>			
3.12.1	Adequate network and communication trunking needs to be available between the respective floors for the installation of the required network and communication infrastructure.			
3.12.2	The trunking servicing of the building must conform to the latest technological standards.			
3.12.3	PSETA shall appoint 3 <sup>rd</sup> parties to provide the necessary communication and network infrastructure, but the landlord needs to provide adequate conduits and or trunking.			
<b>3.13</b>	<b>Facilities for Cleaners and Security Personnel</b>			
3.13.1	Provision must be made for a cleaner's room on every floor of a multi-storey building or for every 1,350m <sup>2</sup> gross floor areas of not less than 6m <sup>2</sup> for cleaning equipment and materials.			

3.13.2	The cleaner's rooms need to be provided with a drip sink and shelves and sufficient cross ventilation, preferably by means of an outside window.			
3.13.3	The facility shall comply with the requirements of the Hazardous Chemicals Act regarding storage of chemicals.			
3.13.4	Separate ablution facilities, not within the office environment, must be provided for security and cleaning personnel to utilise as change and rest rooms.			
<b>3.14</b>	<b>Toilet Facilities (Males)</b>			
3.14.1	The requirements for toilet facilities to be applied in respect of "males" within the building is one WC (Water Closet) for every (15) persons to a total of (60) and thereafter one for every (20) additional persons or part thereof.			
3.14.2	In respect of urinals one urinal is required for every (15) persons to a total of (30) thereafter and one for every (30) additional persons or part thereof.			
	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
3.14.3	One hand wash basin is required for every two WC's.			
<b>3.15</b>	<b>Toilet Facilities (Females)</b>			
3.15.1	The requirements for "female" toilets is one WC (Water Closet) for every (10) persons to a total of (60) and thereafter one for every (20) additional persons or part thereof.			
3.15.2	One hand wash basin is required for every two WC's.			
<b>3.16</b>	<b>Toilet Facilities (Physical Challenged Persons)</b>			
3.16.1	Toilet facilities for physical challenged persons need to be in accordance to acceptable norms and standards with minimum internal dimensions of 1.7m by 1.8m.			
3.16.2	The toilets facilities for physical challenged are the only toilets facilities that operate as "dual gender" toilets i.e. a male may have to assist a disabled female in the toilet or vice versa.			
<b>3.18</b>	<b>Kitchens</b>			
3.18.1	Provision is to be made for at least (1) small kitchen in which a sink and cupboards as well as "hot and cold" water is available.			
3.18.2	The kitchen must have power points to accommodate for (1) coffee/tea vending machine, (1) fridge, (1) microwave oven and (1) kettles/urns.			
	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>



3.18.3	The kitchen need to be fitted with a "hydro-boil" for the constant supply of hot water.			
<b>3.19</b>	<b>Lifts</b>			
3.19.1	Dependent on the layout of the building and the requirements of the National Building Regulations, adequate lifts must be available for staff to access the office work area from the ground floor.			
3.19.2	The lifts must be in a good working condition and remain in a good state for the entire period of the lease.			
3.19.3	The landlord must at handover, provide PSETA a certificate of the lifts being in a good working condition.			
3.19.4	A "goods lift" must be available for the daily movement of files from the basement and or ground floor to the working environment.			
3.19.5	Should the lift cater for movement from the basement to the rest of the building, it must have the capability of being manually controlled to ensure no unauthorised access to the secure office environment.			
<b>3.20</b>	<b>Floor Load Capacity</b>			
3.20.1	PSETA being an organisation handling large volumes of active official documentation within the site requires confirmation on the buildings floor load capability as the files need to be secured within high-density filing cabinets and or safes, which requires accommodating a weight between 350-550kg per m <sup>2</sup> .			
	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>3.21</b>	<b>Emergency Power Supply</b>			
3.21.1	The building must have an adequate emergency power supply as required in terms of the National Building Regulations.			
3.21.2	Does the building have an emergency power supply unit?			
	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
3.21.3	If the building has an emergency power supply unit, please specify and list all the equipment, etc. for which it caters?			
3.21.4	If the building has an emergency power supply unit, please indicate what period (time) this can provide such emergency power?			
3.21.5	If the building has an emergency power supply unit, indicate whether this will be able to cater for additional items, i.e. computer servers and or at least (50) critical work stations.			

3.21.6	If the building has an emergency power supply unit, indicate estimated period of time this will be able to provide power?			
<b>3.22</b>	<b>Existing Security Equipment</b>			
3.22.1	Please indicate and elaborate briefly on whether the building has any of the following existing security equipment/systems.			
3.22.1.1	Access control system? What type of system and software, please elaborate.			
3.22.1.2	CCTV Camera system? What type of system and software, please elaborate.			
3.22.1.3	Smoke Detection? Which area(s) does this cover?			
3.22.1.4	Fire Suppression system? What type of system and which area(s) does this cover?			
3.22.1.5	Motion Detection? Which area(s) does this cover?			
3.22.1.6	Parking Management system?			
3.22.1.7	Does the building have any security control room? If so, please specify what this comprises of.			
<b>3.23</b>	<b>Emergency Exit Doors</b>			
<b>3.24</b>	<b>Ablution Facilities and Change Rooms</b>			
3.24.1	The accommodation must make provision for ablution facilities (change-, locker-room, including toilet facilities) for security and cleaning staff to secure their uniforms, etc.			
	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
3.24.2	The ablution facilities must preferably not be located within or close to the working environment.			
<b>3.25</b>	<b>Space Planning</b>			
3.25.1	The bidder must provide a floor plan or must provide space planner to do space planning in metric format according to PSETA measurement.			
3.25.2	Once the bid has been awarded to the successful bidder, PSETA will within (5) days require an electronic copy of the buildings floor layout for purposes of space planning.			
3.26.3	The layout of the accommodation, will besides the planned demarcated open plan working environments, also cater for the following preliminary accommodation to be confirmed:			
	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>

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<b>3.27</b>	<b>Server Room</b>			
3.27.1	The landlord will be required to prepare a server room of approximate 25 m <sup>2</sup> .			
3.27.2	<p><i>Room specifications</i></p> <ul style="list-style-type: none"> <li>• Room walls, ceiling, and doors should be sound isolated from other occupied areas.</li> <li>• Antistatic floor finishing (no wax) is recommended for raised floor tiles or sheet vinyl.</li> <li>• Room should not have windows (for security, sound, and environmental management reasons).</li> </ul>			
3.27.3	<p>Fire prevention</p> <ul style="list-style-type: none"> <li>• Room should have an adequate fire suppression system (a "pre-action" type system is highly recommended).</li> <li>• Room should be fire rated if cabling and cooling systems are combined in the same space above the ceiling or below the floor.</li> </ul>			
3.27.4	<p>Air conditioning (AC)</p> <ul style="list-style-type: none"> <li>• Room cooling and humidity control should be via an independent AC system</li> <li>• There should be sufficient clearance between the A/C unit and computer racks in order to avoid potential damage from water leaks, as well as to allow for maintenance access.</li> </ul>			
3.27.5	<p>Electrical Systems</p> <p>Capacity and quality</p> <ul style="list-style-type: none"> <li>• The room should have separate, dedicated power panels for both computer equipment and the A/C system.</li> <li>• Building power quality considerations should be taken into account to determine the need for isolation transformers, UPS systems, and other power conditioning equipment. To the extent possible, such heat generating support equipment should not be located in the server room</li> <li>• A Power Distribution Unit (PDU) layout is preferred, with power monitoring and UPS support provided on a per rack basis.</li> <li>• Electrical system should be designed to provide an isolated ground, dedicated neutral, and a grounding grid.</li> </ul>			
3.27.6	<p>Emergency planning</p> <ul style="list-style-type: none"> <li>• Emergency/backup power should not be tied into the building life safety system. The landlord must supply and</li> </ul>			

	<p>maintain separate backup power (e.g., UPS or generator) if desired.</p> <ul style="list-style-type: none"> <li>Server room electrical distribution system should have easily accessible shunt trip capabilities for emergency shutdown.</li> </ul>			
3.27.7	<p><b>Alarms and Security</b></p> <p><b>Alarm systems</b></p> <ul style="list-style-type: none"> <li>Critical alarms related to the functioning of the A/C system and physical environment of the room must be installed.</li> </ul> <p><b>Security</b></p> <ul style="list-style-type: none"> <li>All entrances to the room should be properly secured and alarmed where appropriate.</li> </ul>			
<b>3.28</b>	<b>Air-conditioning</b>			
3.28.1	The building must be fitted with a suitable and effective air-conditioning system, catering for the respective work areas (floors) as zones which operate independently.			
3.28.2	What type of air-conditioning system does the building have? Please elaborate.			
3.28.3	The landlord shall be responsible for the maintenance and repairs in respect of the air-conditioning system during the period of lease.			
	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
3.28.4	Complaints in respect of the escalated air-conditioning problems need to be responded to within a period of (2-4) hours of being reported.			
3.28.5	Complaints reported in respect of escalated air-conditioning problems need to be resolved with (4-8) hours after the initial response period.			
<b>3.29</b>	<b>ICT Infrastructure</b>			
3.29.1	Does any ICT Infrastructure exist within the building? Please elaborate.			
3.29.2	If an ICT Infrastructure exists, please indicate the number of network points this caters for.			
3.29.3	If an ICT Infrastructure exists, please indicate whether the cabling is CAT 5, CAT 6 or fiber optic?			
3.29.4	Is there an existing computer server room within the building? If so, please elaborate on what this consists of. Provide detail thereof.			
3.29.5	Are there computer hub rooms available within the building? If so please indicate the number and where they are located within the building.			

3.29.5	Are there computer hub rooms available within the building? If so please indicate the number and where they are located within the building.			
3.29.6	Does the computer server room have a raised floor?			
3.29.7	Does the computer server room have an independent air-conditioning system installed?			
3.29.8	Does the computer server room have a fire detection and suppression system installed? Please provide details.			
3.29.9	Does the computer server room have an access control system installed to control access to this facility?			
<b>3.30</b>	<b>Maintenance, Service and Repairs</b>			
3.30.1	It is required that the landlord be responsible for all building maintenance, service and repairs in respect of the accommodation, i.e. electrical, plumbing, air-conditioning, lifts, general maintenance, fire equipment, etc. which forms part of the building.			
3.30.2	Should PSETA install any security equipment, this will be excluded from the landlord's responsibilities for maintenance, service and repairs.			
	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
3.30.3	As part of the bid a maintenance contract is to be included, this may be utilised as the basis of negotiating the lease and service level agreement.			
3.30.4	The response in respect of accommodation defects needs is to be within a period of (2) hours after being escalated to the landlord.			
3.30.5	Reported accommodation defects need to be resolved within a period of (8) eight hours unless otherwise agreed to by the delegated responsible official as per the conditions of the SLA contract.			
<b>3.31</b>	<b>Project Plan to Prepare Accommodation</b>			
3.31.1	Bidders as part of the bid proposal, need to include a detailed project plan with their proposals and projections on the respective phases and actions, etc. to prepare the building(s) for occupancy, (allowing for adequate time to finalise the space planning by a 3 <sup>rd</sup> party). This will also be utilised as part of the evaluation of the bids.			
3.31.2	To finalise the project plan, bidders may need to make assumptions and therefore need to include comments on assumptions			

	for the Bid Evaluation Committee to take note of during the evaluation of bids.			
<b>3.32</b>	<b>Rental Area Available</b>			
3.32.1	What is the size of rentable area available?	_____ m <sup>2</sup>		
3.32.2	What numbers of covered parking bays are available?	_____ bays		

<b>4 SPECIAL CONDITIONS:</b>				
	Description	Yes	No	Comment
4.1	The successful bidder must ensure that the work is confined to the scope as defined and agreed to.			
4.2	No advance payments will be made in respect of this bid.			
4.3	Payments shall only be effected from the date of occupancy.			
4.4	Payments shall strictly be made in terms of the deliverables as agreed upon within the SLA. (PSETA and the contractor).			
4.5	Payments shall be made strict in accordance with the prescripts of the PFMA (Public Finance Management Act, 1999. Act 1 of 1999)			
4.6	The price quoted for the services must include Value Added Tax (VAT).			
4.7	All prices must be valid for (90) days.			
4.8	The successful bidder shall at all times comply with PSETA's policies and procedures and maintain a high level of confidentiality of information for the execution and duration of the contract.			
	Description	Yes	No	Comment
4.15	No information, documents, etc. in respect of the organisation, business operations, building layout, etc. may be divulged to any persons or a 3 <sup>rd</sup> party without the written consent from the Commissioner or his/her delegate.			
4.16	Bidders must provide at least (3) contactable references of persons within institutions to whom large office accommodation is or has been provided within the past (2) years. The following details must be provided: <ul style="list-style-type: none"> <li>• Name of the institution,</li> <li>• Name and Surname of contact person,</li> <li>• Office Contact Telephone Number,</li> <li>• Size of Accommodation and</li> <li>• Lease Period.</li> </ul>			

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4.17	A list with the following details in respect of all company directors/member of Close Corporation must be provided: <ul style="list-style-type: none"> <li>• Full Names and Surname,</li> <li>• Identity Number</li> <li>• Designation within organisation.</li> </ul>			
4.18	A comprehensive company profile of the organisation which covers all aspects of the company from initial establishment, i.e. services rendered, management experience, company experience, company structure, experience in refurbishment of buildings, affiliation to controlling bodies, etc.			
4.19	A copy of the company or close corporation registration certificate must be provided.			
4.20	The company must be in good standing with CIPC and SARS in respect of Annual Returns, if applicable.			
4.21	The bidder must provide copies of all affiliations to any building and or accommodation related controlling bodies to which the company is affiliated to.			
4.22	Provide particulars of any contract awarded to the bidder by an organ of the State during the past (5) five years, including particulars of any material non-compliance or dispute concerning the execution of such contract.			
4.23	The bidder must provide a methodology on their proposal in the execution of processes to prepare the accommodation for occupancy as per the required work set out in the bid specification. This will form the basis for finalising the SLA contract.			
4.24	The requirements of the Construction Industry Development Board (CIDB) will be applicable to this bid.			
	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
4.25	Bidders are to ensure that the following information is provided as this will be utilised in the evaluation of bids: <ul style="list-style-type: none"> <li>• Physical address of building(s)</li> <li>• Photographs of the building(s)</li> <li>• Total area m<sup>2</sup></li> <li>• Floor load capacity</li> <li>• Potential occupancy date</li> <li>• Minimum lease term</li> <li>• Completed Price Schedule</li> <li>• Operating costs (Breakdown)</li> <li>• Total parking bays</li> <li>• Additional costs</li> </ul>			

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	<ul style="list-style-type: none"> <li>• Tenant Installation Allowance</li> <li>• Escalation per annum</li> <li>• Methodology (Plan) for preparing accommodation</li> </ul>			
4.26	<p>The tender should include a brief summary of the following:</p> <ul style="list-style-type: none"> <li>• Bidders understanding of the nature of the required service required by PSETA</li> <li>• Brief statement on the facilities, services and products to be provided.</li> <li>• A statement of commitment to provide the facilities, services and products requested within the required time and manner specified.</li> </ul>			
4.27	<p>Bidders are required to provide any supporting documentation, brochures, photos, drawings, sketches, reference letters, curriculum vitae's, contracts, statements, reports, registration documents, certificates, agreements, partnerships, joint ventures, etc. which they are of opinion may be considered by the evaluation committee as evidence demonstrating the bidders ability, capacity, skills, experience, etc. to commit to the execution of this contract.</p>			
	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
<b>4.29</b>	<b>Financial Implications: (Fees and Payment)</b>			
4.29.1	Pricing will be a major factor in determining the suitability of the proposal regarding the service to be provided.			
4.29.2	The Total Cost should include VAT.			
4.29.3	Detailed cost break down must be provided whereas the ceiling price must be indicated on the Pricing Schedule.			
<b>4.30</b>	<b>Copyright</b>			
4.30.1	<p>Copyright in all documentation, electronic data/programme source codes, manuals and documentation produced or prepared for the State (any training material included) by or on behalf of the Contractor or emanating from this Contract shall vest in the State which shall have the right to adopt them for other projects. Any base systems, programme source codes, technical manuals or adaptations developed by the Contractor or its supplier prior to this contract will be excluded. The contractor shall not, without the written consent of the State, granted by a duly authorised official, use, copy or communicate to any person such documents or information, except as strictly necessary for the purposes of the Contract. In addition and without limiting</p>			

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	the foregoing, the Contractor shall deliver such documentation to the State, immediately upon the expiry or termination of the Contract.			
<b>4.31</b>	<b>Scope of Work</b>			
4.31.1	The service provider must ensure that their work is confined to the scope as defined and agreed.			

<b>5</b>	<b>PRICE:</b>			
<b>5.1</b>	<b>Tenant Installation</b>	<b>Amount R ___ per m<sup>2</sup> for respective leases</b>		
5.1.1	The prospective bidder needs to indicate what amount has been allocated for tenant installation.	R _____		
	<b>Description</b>	<b>Yes</b>	<b>No</b>	<b>Comment</b>
5.1.2	The prospective bidder needs to provide a breakdown of all aspects covered within the tenant installation cost.			
<b>5.2</b>	<b>Operational Costs</b>			
5.2.1	The prospective bidder needs to provide a list of all aspects included within the operational costs within this bid, for which PSETA will be responsible, (i.e. electricity, water, sewerage, refuse removal, waste management, CID levies, assessment rates, maintenance, etc.).			
<b>5.3</b>	<b>Rental</b>			
5.3.1	The price schedules for the respective period must be completed in respect of the office accommodation. The price per square meter must be clearly indicated and will form the basis for evaluation			

### 3. EVALUATION PROCESS AND CRITERIA.

The bids will be evaluated on the 80/20 principle with 80 points being allocated for price and 20 points allocated for B-BBEE, once the minimum functionality criteria are met.

The evaluation will be based on:

<b>Phase 1 : Functional Evaluation</b>	
<b>Phase 2: Site Evaluation</b>	
<b>Phase 3 : Preferential Point System</b>	<b>Points</b>
Price	80
B-BBEE status level of contribution	20
<b>Total</b>	<b>100</b>

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### PHASE 1 – FUNCTIONALITY EVALUATION

Bids must meet the minimum eligibility criteria in respect of functionality of 70 points out of a 100 points that will be awarded for functionality before they are considered further for site evaluation.

Any bid that does not meet the minimum eligibility threshold will be automatically disqualified.

The functionality criteria together with the maximum points to be awarded are set out below:

The Bids will be evaluated on a scale of 1–5 in accordance with the criteria below. The rating will be as follows:  
**1 = Very poor, 2 = Poor, 3 = Good, 4 = Very good, 5 = Excellent**

FUNCTIONAL EVALUATION CRITERIA	Rating					Weight	Total
	1	2	3	4	5		
<b>Functional Requirements</b>							
The following criteria would be utilised for the functional evaluation phase: Bidders must reach a cut off score of 70 points during this stage in order to advance to phase 3 evaluation stage(site evaluation)							
<b>a). Completeness of Accommodation:</b> Based on the information provided, is the building complete or still in a construction phase.						10	
FUNCTIONAL EVALUATION CRITERIA	Rating					Weight	Total
	1	2	3	4	5		
<b>b). Understanding and Interpreting PSETA's Requirements:</b> <ul style="list-style-type: none"> <li>Has the company provided the information to determine that they grasp the necessary understanding of PSETA requirements in respect of the accommodation lease?</li> <li>Has the company provided a complete methodology of the execution in preparing the accommodation?</li> <li>Does the project plan seem to be realistic?</li> <li>Are all the phases for execution included?</li> <li>Has at least three (3) contactable references been provided as required?</li> </ul>						20	
<b>c). Capacity of the Company (Fulfilling Lease Obligations):</b> <ul style="list-style-type: none"> <li>Does the company have the capacity to fulfill the obligations in terms of the bid?(i.e</li> <li>Is a comprehensive company profile included?</li> <li>Is an organisation structure included indicating all the areas including the operational areas to be executed / managed?</li> <li>Has the company provided any proof that they possess the necessary experience to manage the leases?</li> <li>Has this service previously been executed successfully? (Similar- sized buildings, office requirements, etc.)</li> <li>Is there any evidence attached?</li> </ul>						15	
<b>d). Capacity of the Company (Fulfilling Maintenance Obligations):</b> <ul style="list-style-type: none"> <li>Does the company have the capacity to provide the</li> </ul>						5	

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<p>required maintenance support?</p> <ul style="list-style-type: none"> <li>• Has this been done previously?</li> <li>• Is there any evidence of this?</li> <li>• Is a draft maintenance contract included?</li> </ul>								
<p><b>e). Capacity of the Company:</b></p> <ul style="list-style-type: none"> <li>• Has the company provided the necessary evidence to prove that they possess the required management/technical capabilities to provide, prepare the accommodation requirements?</li> <li>• Is there sufficient evidence that the proposed methodology can be executed successfully?</li> <li>• Does the methodology include all actions and phases to complete the accommodation?</li> <li>• Does the company have sufficient teams to prepare the accommodation in terms of the requirements?</li> <li>• Is there evidence to prove that previously office fit-outs were successfully completed?</li> <li>• Is there any evidence of agreements with sub-contractors to assist in finalising the project?</li> <li>• Is there proof that the necessary skills are available to address PSETA's needs in respect of the floor load capacity?</li> <li>• Is there sufficient proof the company understands PSETA's needs for accommodation and does their proposal prove that they interpreted the needs and that the accommodation will be suitable for the staff numbers and other specific accommodation needs as per the space matrix?</li> </ul>						10		
<p><b>FUNCTIONAL EVALUATION CRITERIA</b></p>	<b>Rating</b>					<b>Weight</b>	<b>Total</b>	
	1	2	3	4	5			
<p><b>f). Technical Compliance in Bid Response:</b></p> <ul style="list-style-type: none"> <li>• Overall compliance in respect of the bid proposal in terms of the response to technical specifications?</li> <li>• Does the building meet the user requirements?</li> <li>• Is the accommodation readily available?</li> <li>• Does the accommodation have an acceptable floor load capacity?</li> <li>• Does the building have a BMS (Building Management System) to control the environment? (Lights, air-conditioning, etc.)</li> <li>• Does the company agree to the maintenance requirements?</li> <li>• Does the accommodation have the necessary kitchen/catering facilities as required available?</li> <li>• Is the building equipped with an emergency power generator?</li> <li>• Can the emergency power generator address our emergency power needs for critical workstations?</li> <li>• Does the building have adequate vertical and horizontal communication service shafts for the necessary IT and other cabling and is there room for any future expansion?</li> <li>• Is there any Fiber Optic cabling, CAT 6 or CAT 5 cabling available within the building?</li> <li>• Does the company, accept the response times for accommodation defects reported to be addressed and resolved?</li> <li>• Does the company understand the user</li> </ul>						25		

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	<p>requirements in respect of the technical specifications?</p> <ul style="list-style-type: none"> <li>• Has the scope of aspects covered in the tenant installation been clearly provided?</li> <li>• Has the company provided proposals for all the required lease terms?</li> <li>• Has the company in their proposal proved that they understand PSETA requirements in respect of the electrical-, emergency and uninterrupted supply of power?</li> <li>• Has the company provided sufficient evidence in support of their bid in providing, photo's, plans, electronic presentations, drawings, letters, certificates, etc.?</li> </ul>							
<b>FUNCTIONAL EVALUATION CRITERIA</b>		<b>Rating</b>					<b>Weight</b>	<b>Total</b>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>		
<b>g). Size of Accommodation:</b>							<b>10</b>	
<ul style="list-style-type: none"> <li>• Does the size of the proposed accommodation meet PSETA requirements?</li> <li>• Is there room for future growth?</li> <li>• Has the bidder provided a space matrix and successfully proven that the accommodation is suitable for the staff numbers, as per provided accommodation needs requirements?</li> <li>• Has all the other accommodation requirements been accommodated within the space matrix?</li> </ul>								
<b>h). Financial Stability:</b>							<b>5</b>	
<ul style="list-style-type: none"> <li>• Latest Audited Financial Statements.</li> <li>• Letter from Financial Institution,</li> <li>• Any supporting evidence proving financial stability of company and include a bank rating.</li> </ul>								
<b>Total</b>							<b>100</b>	
<b>6.5</b>	<b>Phase 2: Site Evaluation</b>							
6.5.1	The following criteria would be utilised for the site evaluation phase: Bidders must reach a cut off score of 50 points during this stage in order to advance to the last evaluation stage where points for price and B-BBEE scores will be determined based on the 80/20 principle.							
<b>SITE EVALUATION CRITERIA</b>		<b>Rating</b>					<b>Weight</b>	<b>Total</b>
		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>		
<b>6.5.2</b>	<b>GENERAL</b>							
6.5.2.1	Access from All Major Access Routes						<b>7</b>	
6.5.2.2	Location of Office Accommodation (Within close proximity of PSETA's stakeholders etc.)						<b>8</b>	
6.5.2.3	Amenities (retail, services, restaurants, child care centres, etc.)						<b>7</b>	
6.5.2.4	Safe and Secure Business Environment						<b>10</b>	
6.5.2.5	Adequate Parking on Site						<b>6</b>	
6.5.2.6	Attractive Landscaping and Plants						<b>3</b>	
6.5.2.7	Corporate Exposure and Visibility						<b>8</b>	
6.5.2.8	Vehicle Access						<b>3</b>	
<b>6.5.3</b>	<b>BUILDING</b>							
6.5.3.1	Age of Building and Grading						<b>5</b>	
6.5.3.2	General High Quality Presentation						<b>8</b>	
6.5.3.3	General Building Finishes (External and Internal)						<b>4</b>	
<b>6.5.4</b>	<b>BUILDING INFRASTRUCTURE</b>							
6.5.4.1	Functional Design and Layout						<b>12</b>	
6.5.4.2	Internal Access						<b>6</b>	

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6.5.4.3	Good Balance Between Light and Environmental Control							3	
<b>6.5.5</b>	<b>ICT INFRASTRUCTURE AND RELATED AREAS</b>								
6.5.5.1	Availability of Server Room							6	
<b>6.5.6</b>	<b>SECURITY</b>								
6.5.6.1	Access Control and CCTV Security Systems							4	
<b>Total</b>								<b>100</b>	

#### 4. IMPORTANT INFORMATION FOR BIDDERS

1. Proposals must be submitted in four (4) hard copies including one (1) original
2. Submission of the company's registration certificate from the Registrar of Companies (CIPC).
3. Original and Valid Tax Clearance certificate; and
4. Completed signed Standard Bidding documents
  - SBD 1
  - SBD 4
  - SBD 8
  - SDB 6.1
  - SBD 9

**NB: FAILURE TO SUBMIT DOCUMENTS UNDER PARAGRAPH 9 WILL DISQUALIFY THE BID**

**Proposals must be submitted to:**

**Ms. Ursula Mathonsi**

Acting Manager: Supply Chain Management

The PSETA

2<sup>nd</sup> Floor, Sanlam Building

353 Festival Street, Hatfield

Pretoria

No electronic bid applications will be accepted

**The Validity periods of the bids is 90 days from the closing date .Please direct all queries to Ms. Ursula Mathonsi via email on [ursulam@pseta.org.za](mailto:ursulam@pseta.org.za) or telephonically on 012-4235700**



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