

**OFFICE SPACE SPECIFICATIONS FOR THE
WESTERN CAPE (WC) REGIONAL OFFICE**



APPOINTMENT OF A PROPERTY OWNER/MANDATED PROPERTY MANAGEMENT COMPANY TO PROVIDE LEASED OFFICE SPACE TO HOUSE THE W&RSETA WC REGIONAL OFFICE.

1. BACKGROUND TO W&RSETA

The Wholesale and Retail Sector Education and Training Authority (W&RSETA) was established in 2000 in terms of the Skills Development Act (as amended). The public entity aims to facilitate the skills development needs of the Wholesale and Retail (W&R) sector through the implementation of learning programmes, disbursement of grants and monitoring of education and training as outlined in the National Skills Development Strategy (NSDS).

2. OBJECTIVE OF THE BID

The objective of the tender is to request Property Owners/Mandated Property Management Companies who specialize in the leasing of office space to submit proposals to W&RSETA for offices to house the WC Regional Office. The proposed office space must be located either in the **Century City Precinct or Tygervally** areas.

3. SCOPE OF SERVICE

The scope of services are as follows:

3.1. KEY INFORMATION

3.1.1. The bid is open to the following parties:

3.1.1.1. Property Owners; and

3.1.1.2. Reputable Property Management Companies who have a **direct mandate** with the Property Owner to contract and manage the proposed property.

3.1.2. The proposed office space must be located either in the **Century City Precinct or Tygervally** areas.

3.1.3. The proposed duration of the lease will be from 01 October 2025 to 30 September 2030 with the option to renew/extend if needed.

3.1.4. The proposed office space will be a minimum of approximately 650m² that can accommodate a Boardroom of 20m x 5m.

3.1.4.1. **Note: An allowance of 10% upwards to the preferred office space (as indicated in 3.1.4) will be accepted.**

3.1.5. **It is preferable that the proposed office space is a “White Box” that can be fitted in line with the W&RSETA operational requirements.**

3.1.6. **If the proposed office space is a fitted space, the demolition thereof will be in line with the W&RSETA operational requirements and will be for the bidder’s account, which is outside of the Tenant Installation Allowance (TIA).**

- 3.1.7. The proposed office space must have plumbing facilities for an in-office kitchen for use by the W&RSETA only.
- 3.1.8. 20 basement/undercover parking bay and 10 visitor parking bays must be made available for exclusive use by W&RSETA employees and visitors.
- 3.1.9. Be an A-Grade building of not more than 30 years old if an older building is proposed then upgrades/renovations must have been done within the last 15 years. Building construction certificate of completion must be provided as proof.
- 3.1.10. The building shall comply with local municipal by-laws, National Building Regulations and Building Standards Act, 1977; the South African National Standards (SANS), Occupational Health & Safety Act, 1993; and any other relevant legislation/regulations as applicable.
- 3.1.11. Comprise of one (1) stand-alone building or multi-tenant building to house the W&RSETA.
- 3.1.12. The main entrance to the building must have a disability ramp and if a multi-floored building is proposed, all floors must have wheelchair access as well as ablution facilities for People Living with Disabilities.
- 3.1.13. Prospective bidders are invited to provide comprehensive information on an existing building, which may be refurbished to suit W&RSETA's requirements.
- 3.1.14. Prospective bidders will be responsible for the submission of the construction work plans with the relevant council for any/all refurbishments and/or office fit outs to be made as part of the bid at its own cost.
- 3.1.15. The location must be clearly visible from traffic routes and must have unimpeded entrance to the public area from street level.
- 3.1.16. The proposed building must be easily accessible to the public and preferably be within 1 kilometer from public transport.
- 3.1.17. If standalone building, the bidder will be required to provide PSIRA registered physical guarding i.e. a minimum of one (1) day guard and one (1) night armed guard.
- 3.1.18. Maintenance on the exterior of the building, fire detection, fire extinguishers, heating and ventilation systems remains the responsibility of the bidder.
- 3.1.19. Prospective bidders must submit separate bid responses for each premises offered/proposed, should more than one premises be offered for consideration.

3.2. IT INFRASTRUCTURE

- 3.2.1. High-Speed Fiber Optic to Business Infrastructure should be available with a minimum speed of 50Mbps.
- 3.2.2. Building must have clear Fiber Routes from the street to the server Room, and sufficient manholes inside the property for easy access to the fiber infrastructure.

- 3.2.3. If High-Speed Fiber Optic is not present, the W&RSETA must be granted permission to install a High-Speed Fiber Optic by its preferred service provider.
- 3.2.4. The W&RSETA must be granted permission to install a secondary wireless Microwave link by its preferred service provider.

3.3. ACCOMMODATION REQUIREMENTS

- 3.3.1. The proposed building must be **compliant** to the following requirements as prescribed by the Nation Building Regulations. Compliance with these requirements will be verified during the due diligence visits by the W&RSETA team for the shortlisted bids. Failure to these requirements will render the bid non-compliant from the due diligence visits:
- Adequate (HVAC) Heating, Ventilation and Air-Conditioning.
 - The ventilation of the building must be in accordance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993). The building should be fully air-conditioned, with all maintenance, repairs and replacements undertaken by the bidder. The air-conditioning installation / units should at least have a remaining life expectancy of the lease term.
 - Ablution Facilities
 - Adequate bathroom facilities in line with Sanitary Fixtures for Buildings (SANS 10400-1990) for both males and females.
 - Adequate disability bathroom facilities for People living with Disabilities (according to National Building Regulations, SANS 10400). If multi-floor office is proposed, a minimum of 1 (one) disability bathroom per floor.
 - The W&RSETA may, under a separate contract, install additional sanitation equipment as needed after taking occupation.
 - Water Supply
 - The municipal water supply where applicable shall be metered separately for the W&RSETA.
 - The bidder is to ensure that there is continuous water supply to the W&RSETA offices at the bidder's cost.
 - Electrical Supply
 - The power supply where applicable shall be metered separately and the installation is to comply with all relevant regulations and by-laws.
 - All main electrical supply shall be governed with class one and class two lightning surge protectors, which must be inspected regularly to ensure that it is and remain in good working condition, in line with SANS 62305. All Parts will be at the bidder's

cost and proof of installed lightning surge protection must be provided as part of building handover.

- The building must have a continuous emergency power supply enough to carry the electrical needs of the office during a power outage (i.e. back-up generators/alternative power supply). This must be maintained by the bidder to ensure minimal interruption of electrical service.
- Fire Protection & Risk Management
 - Fire control, safety and risk management shall be in full compliance with the National Building Regulations, SANS 10400 as amended. Provide full details of the fire detection/system, including features which includes but not limited to the public address system, warning alarms, sprinklers, gas suppression system (server room), make and model.
- Lifts & Escalators
 - If there is lift in the building, then it must be in line with SANS 10400 4.44 to 4.47, as set out in the SA Standard Code of Practice for the Application of the National Building Regulations, as issued by the South African Bureau of Standards (SABS).
 - Maintenance of the lift and escalators must be serviced regularly at the cost of the bidder and service records to be provided.
- Rental Rates & Maintenance
 - Rental rates and operational charges shall also include all future maintenance required to keep the building operational and shall be adjusted annually on the adjustment date. Rates shall also include but not limited to the maintenance of the exterior of the premises such as:
 - Roofs
 - HVAC including cleaning the diffusers inside
 - Lightning protection
 - Plumbing
 - Electrical supply, up to DB board
 - Fire Protection & Detection
 - Common area electrical reticulation
 - Grounds and gardens
 - Storm water and drainage
 - Washing the external windows & facades.
 - Security to be included if applicable
 - Repainting of the building interior and exterior should be accommodated
 - Pest control and routine fumigation services
 - Refuse collection
- Property/Building Insurance
 - The bidder shall provide all necessary and valid building insurance information, if the building is not yet insured then a letter of intent from the respective insurer will

suffice, as part of pre-qualification documents for this tender. The insurance cover should be confirmed within 14 days of award of this tender and the insurance cover should be aligned to the value of the property. The bidder must ensure the building insurance remains valid for the duration of the lease period.

- Security Services
 - The proposed building must have appropriate security features such as perimeter fencing, PSIRA registered physical security guards, access-controlled entrance and exit to the premises, CCTV coverage of the building. Provide full details of such security features (e.g. make & model where applicable).
 - In addition to the above, for standalone properties the proposal must include the PSIRA registered physical security guards i.e. a minimum of one (1) day guard and one (1) night armed guard.

3.4. LEGISLATIVE SPECIFICATIONS

3.4.1. The building shall comply with all laws, construction service standards, building regulations, which include, but is not limited to:

- Occupational Health and Safety Act 1993 (Act 85 of 1993)
- The latest issue of SABS 0142: "Code of Practice for the Wiring of Premises"
- Code of practice – Interior Lighting SABS 0114:1996 - Part I
- The National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977) as amended (SANS 10400)
- The Municipal by-laws and any special requirements of the local supply authority
- The local fire regulations; and
- Building compliance certificates.

3.5. BENEFICIAL OCCUPATION

3.5.1. Beneficial occupation means a rent-free period provided by the landlord, in order to allow the W&RSETA time to fit-out the office in line with its operational requirements and ready the offices prior to occupying the offices.

3.5.2. The premises must be available for beneficial occupation immediately on concluding of the lease agreement to accommodate the duration required for the renovations, of which the period will be agreed upon between the parties.

4. EXPECTED TERMS OF AGREEMENT AND SPECIFICATION

4.1. The terms and conditions of the lease will be managed through the Lease Agreement to be concluded between the W&RSTA and the successful bidder.

5. CONTRACT MANAGEMENT

5.1. On an ongoing basis, the W&RSETA shall monitor and evaluate the performance against the deliverables outlined in the signed Lease Agreement.

6. DUE DILIGENCE

- 6.1. A due diligence site visit will be conducted on the proposed office space for all shortlisted bidders only.
- 6.2. Refer to Annexure D herein below for the evaluation criterion and list of documentation that will be required at the due diligence visit.

7. PRICING

- 7.1. Proposals must include all costing inclusive of VAT, which must be in line with market related rates.
- 7.2. All bidders are required to submit their cost breakdown in the table herein below marked as Annexure A

8. EVALUATION PHASES

- 8.1. The evaluation of tenders will be performed using the 80/20 principle.
- 8.2. The received bid proposals will be evaluated in different phases to arrive at the final phase of the bid award, and the phases will be as follows:

1.1.1. PHASE 1: MINIMUM ADMINISTRATIVE REQUIREMENTS

In this phase, all bids received will be verified for compliance and completeness of the submitted proposal according to the below set of administrative requirements.

This stage will assess the bidder's compliance with mandatory administrative requirements. The following requirements will be considered during the Administrative Compliance Evaluation.

- Submission of Standard Bidding Documents
- Proof of Registration on the Central Supplier Database (CSD)
- Company registration documents.
- Proof of tax compliance (tax pin).
- BBBEE certificate / Sworn Affidavit.
- Duly signed General Conditions of Contracts (GCC).

1.1.2. PHASE 2: DETAIL TECHNICAL EVALUATION CRITERIA AND POINT ALLOCATION

In this phase, the evaluation threshold is 80 points, and the Bidders must submit supporting documents as indicated in the last column of Annexure B in the table below.

1.1.3. PHASE 3: DUE DILIGENCE VISIT

In this phase, the evaluation threshold for the Due Diligence is 80%, therefore, Bids that fail to meet the 80% threshold will not be considered for Preference and Price Evaluation.

1.1.4. PHASE 4: EVALUATION OF BID RESPONSES USING THE PRICE AND SPECIFIC GOALS

8.1.4.1. PRICE EVALUATION

Bidders must submit their Pricing Schedule as per Annexure A.

8.1.4.2. PREFERENCE POINT SYSTEM

SOCIO-ECONOMIC OBJECTIVES

The W&RSETA strives to achieve socio economic objectives of the country to contribute to the upliftment of South Africa's people's lives. The promotion of socio-economic objectives through public procurement will be guided by the provisions of the Preferential Procurement Policy Framework Act, and Regulations of 4 November 2022, the Broad Based Black Economic Empowerment Act and their associated regulations and codes of good practice.

The W&RSETA Social Strategy will ensure promotion of the following specific goals:

- Enterprises owned by black people.
- Enterprises located in specific provinces, districts, W&RSETA, towns, townships, villages or rural areas.
- Enterprises owned by black women, black youth and people who are disabled.
- Cooperatives, civil society organisations and non-government organisations owned by black people

The following preference points systems apply to this invitation request for proposal:

The 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included).

The points for this request for proposal shall be for:

- Price and
- Specific Goals

A maximum of 80 points is allocated for the price on the following basis. Points for this request for proposal: 80/20.

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmin	=	Price of lowest acceptable tender

The table below reflects Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

A maximum of 20 points are allocated for specific goals on the following basis:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Form of evidence
SPECIFIC GOAL 1: HDI	Maximum 15		
Black ownership by 51% or more	5		CIPC document, Certified Copy of ID and Shareholder's certificate
Women ownership by 51% or more	5		
Youth ownership by 30% or more	3		
People with Disability ownership	2		Certified copy of disability certificate
SPECIFIC GOAL 2: PROMOTION OF LOCAL ECONOMY & RDP	Maximum 5		
SMMEs (EME/ QSE)	3		Valid BBEE Certificate / Affidavit
Enterprise located in specific Provinces: Western Cape	2		Proof of business Address (Municipal Rates Statement or Lease Agreement)
Local Content	N/A		SBD 6.2 Completed and signed with relevant local content disclosure

Annexure A: Cost Breakdown							
Proposed m² Offered							
Item		Amount	VAT	Total			
Proposed Base Rental Rate per m²							
Proposed Operating Costs per m²							
Basement Parking rate per bay							
Covered Parking Rate per Bay							
Open Parking Rate per Bay							
Proposed Annual Escalation Rate							
Proposed Deposit (Once Off)							
Rental Period*	Office Space Rental**	Parking (Basement/Covered)	Parking (Open Area)	Sub – Total	Vat	Total Monthly Rental	Annual Total
Year 1 – 12 Months 01/10/2025 to 30/09/2026							
Year 2 – 12 Months 01/10/2026 to 30/09/2027							
Year 3 – 12 Months 01/10/2027 to 30/09/2028							
Year 4 – 12 Months 01/10/2027 to 30/09/2029							
Year 5 – 12 Months 01/10/2029 to 30/09/2030							
Estimated Totals***							

Note

* *The rental duration will be for a period of 60 months*

***The Office Space Rental must include the Proposed Base Rental and Proposed Operating Costs*

*** *Estimated Totals exclude variable costs e.g. Rates & Taxes, Water & Electricity, etc.*

ANNEXURE B: TECHNICAL EVALUATION

80/20 preferential point system will be applied.

The Technical threshold for this bid is 80 points.

Bids that fail to meet the 80 points threshold will not be considered for Due Diligence evaluation.

Evaluation Criteria	Submission requirements		Points	Supporting Documents
1. Capacity to Deliver	Provide at least 4 (four) reference letters of leases that are not more than 5 (five) years old which confirm that the bidder has provided a commercial leasing service. The W&RSETA reserves the right to verify the authenticity of leases/references provided by the bidder.		40 Points	Reference letters
	0=0 points	No evidence submitted		
	1=10 points	1 (one) reference letter of leases that are not more than 5 (five) years old		
	2=20 points	2 (two) reference letters of leases that are not more than 5 (five) years old		
	3=30 points	3 (three) reference letters of leases that are not more than 5 (five) years old		
	4=40 points	4 (four) or more reference letters of lease that are not more than 5 (five) years old		
2. Experience and Expertise	CV's to be provided of the team who will be the direct liaison with the W&RSETA, e.g., the Property Portfolio Manager, Property Manager, Building/Facility Manager (but not limited to).		30 Points	CVs with qualifications
	0=0 points	No evidence submitted		
	1=10 points	the team has a combined experience of less than 15 (fifteen) years		
	2=20 points	the team has a combined experience of 15 (fifteen) to 20 (twenty) years		
	3=30 points	the team has a combined experience of more than 20 (twenty) years		
3. IT Infrastructure (high speed Fiber)	Availability of High-Speed Fiber Optic to Business Infrastructure at the proposed building		15 Points	Letter from service provider confirming High-Speed Fiber Optic connection points
	0=0 points	No Fibre Optic Access to fibre Optic connection more than 100m outside the proposed building		
	1=5 points	Access to High-Speed Fiber Optic connection is more than 100m outside the proposed building and permission granted to install a secondary microwave link.		
	2=10 points	Access to High-Speed Fiber Optic connection between 50m to 100m outside the proposed building and permission granted to install secondary microwave link.		
	3=15 points	Access to High-Speed Fiber Optic connection points inside the proposed building and permission granted to install secondary a microwave link.		

Evaluation Criteria	Submission requirements		Points	Supporting Documents
4. Back-up or Alternate power	Letter from the installer and/or servicing company that a generator and/or other alternate power source is provided.		15 Points	Letter from the installer and/or servicing company
	0=0 points	No back-up or alternate power source provided		
	1=15 points	back-up or alternate power source provided		

ANNEXURE D: DUE DILLIGENCE VISIT




DUE DILIGENCE - MANDATORY DOCUMENTATION REQUIREMENTS			
The following documentation will be required at the due diligence visit, failure to provide the required documentation will result in the disqualification of the bid from the bidding process.			
DOCUMENTATION	AVAILABLE		BEC COMMENTS
	YES	NO	
Certificate of Occupation issued by the Municipality			
Electrical Certificate of Compliance (ECOC) <i>The ECOC for the building/proposed office space not older than 2 years from date of submission of the bid.</i>			
Electrical Certificate of Compliance (ECOC) for Solar installation if applicable.			
Plumbing Certificate of Compliance (PCOC) <i>The PCOC for the building/proposed office space not older than 2 years from date of submission of the bid.</i>			
Provide 3 (three) months latest statements issued by local municipality confirming that the account status on all municipal rates/levies/tax payments are updated and current.			
Proof of valid insurance/letter of intent (supported by a quotation from the insurer) to insure the proposed building (refer to paragraph 3.3.1. Property/Building Insurance).			
Proof of property ownership			
In the event that the bidder is not the owner, proof of property ownership, proof of agreements/mandate between the owner(s) and the property management company, registered and practicing as such (refer note in paragraph 3.1.1.)			
Zoning from the municipality to confirm the proposed building is appropriately zoned.			

DUE DILLIGENCE CHECKLIST				
<p>The Due Dilligence threshold for this bid is 80%.</p> <p>Bids that fail to meet the 80% threshold will not be considered for Preference and Price Evaluation.</p>				
No.	Definition	Points Allocation	Bid Evaluation Committee (BEC)	
			Points Allocated	Comments
1.	Proposed Building Location	10		
1.1.	The proposed office space is to be located in either the Century City Precinct or Tygervally areas.	10		
1.2.	The proposed office space is located outside of the requested areas.	0		
2.	Grading and Age of the Proposed Building	10		
2.1.	The proposed building offered is an A-Grade building less than 30 years old.	10		
2.2.	The proposed building offered is not an A-Grade building, but less than 30 years old	3		
2.3.	The proposed building is older than 30 years and upgrades/renovations must have been made within the last 15 years.	2		
2.4.	The proposed building is older than 30 years and no upgrades/renovations have been made.	0		
3.	Size of the Proposed Office Space	10		
3.1.	The size of the office space offered is a minimum or approximately 650m ² that can accommodate a Boardroom of 20m x 5m.	10		
3.2.	The size of the office space offered is below 650m ²	0		
4.	IT Infrastructure (Verification Purposes only)		Verify if Fiber Optic exists	
4.1.	The proposed office space High-Speed Fiber Optic to Business Infrastructure			

No.	Definition	Points Allocation	Bid Evaluation Committee (BEC)	
			Points Allocated	Comments
5.	Plumbing Facilities	10		
5.1.	The proposed office space has plumbing facilities available for an in-office kitchen to be constructed.	10		
5.2.	The proposed office space does not have plumbing facilities available for an in-office kitchen to be constructed.	0		
6.	Disability Accessibility	10		
6.1.	The proposed office space provides the following facilities for People Living with Disabilities:			
	• disability ramp to the main entrance of the building.	4		
	• disability facilities with wheelchair access to all areas of the proposed office space.	3		
	• ablution facilities with wheelchair access on each floor in a multi-floored building.	3		
7.	Electricity Supply	10		
7.1.	The proposed office space has a dedicated electricity meter.	10		
7.2.	The proposed office space has an electrical supply but does not have a dedicated electricity meter.	5		
8.	Water Supply	10		
8.1.	The proposed office space has a dedicated water meter.	10		
8.2.	The proposed office space has water supply but does not have a dedicated water meter.	5		
9.	Alternate Back-up Power (Verification Purposes only)		Verify if Alternate Back-up Power exists	
9.1.	The proposed office has a Back-up Power that can provide a minimum of 5 hours backup power.			

No.	Definition	Points Allocation	Bid Evaluation Committee (BEC)	
			Points Allocated	Comments
10.	Dedicated Meter for Back	10		
10.1.	The proposed office space has a dedicated meter for the alternate power (generator).	10		
10.2.	The proposed office space as alternate power supply but does not have a dedicated meter for the alternate power (generator).	5		
11.	Accessibility to Public Transport	10		
11.1.	The proposed office space is accessible to public transport with a distance up to 1 km.	10		
11.2.	The proposed office space is accessible to public transport with a distance of 1km to 2km.	5		
11.3.	The proposed office space is accessible to public transport more than 3km.	0		
12.	Fire Protection System	15		
12.1.	The proposed offices have the following fire protection systems:			
	• Fire extinguishers	2		
	• Fire hose reels	2		
	• Smoke/Fire Detection with an alarm warning system	5		
	• Sprinkler system	2		
	• Gas Suppression system (server room)	4		
13.	Lifts or Escalators (Multi-floor Building)	10		
13.1.	The proposed building has lifts or escalators to each floor.	5		
13.2.	The proposed building has lifts or escalators from the basement parking.	5		
13.3.	The proposed building does not have lifts or escalators to each floor or from the basement parking.	0		

No.	Definition	Points Allocation	Bid Evaluation Committee (BEC)	
			Points Allocated	Comments
14.	Heating, Ventilation and Air-Conditioning (HVAC)	5		
14.1.	Proposed offices have an HVAC system including ducting, or an HVAC system will be installed prior to occupation.	5		
15.	Security Measures	20		
15.1.	Access-controlled Premises	6		
15.2.	PSIRA registered physical security guards	6		
15.3.	CCTV coverage of the building	4		
15.4.	Perimeter fencing	2		
15.5.	Perimeter fencing with Electric fencing	2		
15.6.	There are no security measures in place	0		
Total		130		

BSC Approval:			
Name	Mr. Ben Khonyane		
Position	BSC Chairperson		
Signature		Date	14/04/2025
Recommendations			
Recommended:	<input checked="" type="checkbox"/>	Not Recommended:	<input type="checkbox"/>
Manager's Full Name	Ms. Lindiwe Nhlapo		
Position	Chief Financial Officer (BAC Chairperson)		
Notes			
CFO's Signature		Date	24/04/2025
Approvals			
Approved:	<input checked="" type="checkbox"/>	Not Approved:	<input type="checkbox"/>
Manager's Full Name	Mr. Tom Mkhwanazi		
Position (Executive)	Chief Executive Officer		
Notes			
CEO's Signature		Date	29/04/2025