

Non-Compulsory Briefing Session	Appointment of a Property Owner/Mandated Property Management Company to Provide Leased Office Space to house the W&RSETA Gauteng South, KwaZulu Natal, Limpopo, Mpumalanga and Western Cape Regional Offices
Date and time	Thursday, 11 June 2026 @ 9:00am – 16:30
Venue	Via teams

Question	Answer / Guideline
1. How do you claim the specific goals on SBD 6.1?	Bidders must complete the SBD 6.1 on the column written “To be completed by the tenderer” and submit corresponding supporting evidence.
2. Bidders who wish to submit multiple office spaces or buildings must complete separate SBD documents for each office space, or can they complete one set of documents and simply submit individual pricing for each space?	Bidders must submit separate proposal documents for each office space being offered, ensuring each that tender pack includes all required supporting documentation as specified in the specifications.
3. Would you consider Parktown?	Although Parktown was not included in the specifications, the bidder is welcome to submit proposals for office space in Parktown. Furthermore, in terms of the Due Diligence visit the bidder will be penalised 10 points on area but can still obtain 80% overall to be considered.
4. The bid award is anticipated around the 6th of August, please confirm whether the planned occupation date is 1 March 2027 and whether this represents an implementation period approximately seven months from the award date to occupation?	The occupation date of 1 March 2027 was determined based on the expiry of the current lease agreement of 28 February 2027; however, the existing lease includes a provision allowing for early termination by agreement with the current landlord.
5. Where a property manager or property agent submits a bid on behalf of a property owner, if the bid is successful the lease agreement will be concluded with the bidder. Furthermore, can a property or agent submit a bid on behalf of the property owner with the owner’s compliance and vetting documents included for evaluation, so that lease agreement may ultimately be concluded with the property owner rather than the agent?	The lease agreement will be concluded with the bidder as their documentation as evaluated and vetted by the W&RSETA. It is advisable to submit the documentation of both the bidder and the property owner so that both parties can be evaluated and vetted.
6. Must the mandatory documents be certified?	Usually certification is not required, However, certification is appreciated because it provides assurance on the documentation submitted. Regardless, the W&RSETA still performs its own due diligence during the administrative evaluation process.
7. When we submit our bid, will there be a register at the tender box where the courier must sign something before dropping it in?	Yes, there is a register at the reception that they need to complete prior to dropping the proposals in the tender box.

Question	Answer / Guideline
8. If you could point us to where in the document, do we have to insert the landlord's tenant installation allowance?	The tenant installation allowance was not included in the tender specification as landlords and bidders calculate tenant installation differently. To keep the process fair, the W&RSETA excluded it from the tender requirements. It was further clarified that the tenant installation allowance will be addressed during contract negotiations when finalizing the lease agreement.
9. Is it possible for the W&RSETA to provide us with a spreadsheet for the pricing offer? It just makes it easier for completion?	An excel spreadsheet will not be provided and the bidders are encouraged to utilize the pricing schedule that has been provided in the specifications.
10. My understanding is that SANS 10400 doesn't require an ablution on that particular floor being offered under circumstances where the building holds a valid occupation certificate. So, what happens with SANS codes that change from time to time? It's only when buildings go through major renovations that the building owner is obliged to bring its compliance up to date with the latest SANS codes. So, we have a building which is compliant. We hold a valid occupation certificate. However, our building does not offer ablution facilities for disabled persons on the floor that we intend offering, but it does offer a disabled ablution on the ground floor. We are offering a third-floor office or suite, and the disabled ablution is on the ground floor. So is this may be something that the W&RSETA might want to look into and come back to us.	<p>The W&RSETA's specific requirement on ablution facilities for People Living with Disabilities is that the facility must be on the same floor where the office space is being offered. Facilities located on another floor other than the one being offered creates practical difficulties.</p> <p>The facility being on the same floor caters for the wellbeing and convenience for the Person Living with Disabilities.</p> <p>Further to the above, the W&RSETA requirement is an enhancement of the minimum SANS10400 requirements.</p>
Comments:	
Bidders to forward any enquiries or clarity seeking feedback to tenders@wrseta.org.za . The closing date for questions and answers will be on Monday, 22 June 2026 at end of business day.	
Bidders must be registered on Central Supplier Database (CSD) email address: https://www.csd.gov.za/	