

DPW-21 (EC): RECORD OF ADDENDA TO TENDER DOCUMENTS

Project title:	PROCUREMENT OF ALTERNATIVE OFFICE ACCOMMODATION: LEASE ACCOMMODATION FRO DEPARTMENT OF HIGHER EDUCATION & TRAINING IN EAST LONDON.		
Tender no:	LSPE09/2024	Reference no:	1348

1. I / We confirm that the following communications received from the Department of Public Works and Infrastructure before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer: *(Attach additional pages if more space is required)*

	Date	Title or Details
1.	14/08/2024	The Closing Date Of The Tender Has Been Extended Until 29/08/2024
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3.		
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10.		
11.		
12.		
13.		

1-e. made
14/08/2024

Name of Tenderer	Signature	Date

2. I / We confirm that no communications were received from the Department of Public Works and Infrastructure before the submission of this tender offer, amending the tender documents.

Name of Tenderer	Signature	Date

ESTIMATED SPACE REQUIREMENTS FOR LEASING OF BUILDINGS

1 PROJECT PARTICULARS						
PROJECT :		LEASING: DEPARTMENT OF HIGHER EDUCATION AND TRAINING				
FILE NO. :		PROCUREMENT OF NEW OFFICE ACCOMMODATION -				
LEASE PERIOD:		5 YEARS				
2 WORKSPACE						
DESCRIPTION OF ROOM	LEVELS	NUMBER FTE'S	SPATIAL RE- QUIREMENTS	ASSIGNABLE SQUARE METER	NORM	CLIENT MOTIVATION SIGNATURE: _____ REMARKS
EXECUTIVE MANAGEMENT INCL. MINISTERS					20-25m ²	
POST 1 (10)		-	25	-	25	WORKSPACE ASSIGNED
SENIOR MANAGEMENT					18-20m ²	
POST 1 (15)		-	20	-	20	WORKSPACE ASSIGNED
TECHNICAL & MANAGEMENT					8-16m ²	
POST 1 (14)		1	16	16	16	WORKSPACE ASSIGNED
POST 2 (13)		2	14	28	14	WORKSPACE ASSIGNED
POST 3 (11/12)		5	12	60	12	WORKSPACE ASSIGNED
POST 4 (9/10)		8	10	80	10	WORKSPACE ASSIGNED
POST 5 (7/8) (OPEN PLAN)			6	-	8	WORKSPACE ASSIGNED (OPEN OFFICE)
POST 5 (7/8) (OFFICE)		7	10	70	10	OFFICE (MIN AREA FOR WORKABLE OFFICE) MOTIVATE. SEE NOTE 1
ADMINISTRATION					6-8m ²	
POST 1 (5/6)		5	8	40	8	WORKSPACE ASSIGNED / OPEN OFFICE
POST 2 (3/4)		7	6	42	6	WORKSPACE ASSIGNED / OPEN OFFICE
POST 3 (2)		2	6	12	6	WORKSPACE ASSIGNED / OPEN OFFICE
POST 00 INTERNS		5	6	30		
TOTAL NET WORKSPACE (LESS CLEANERS)		42	9	378	-	<12m ²
3 SUPPORT SPACE PER WORKSPACE AREA						
3.1 SUPPORT SPACE PER WORKSPACE AREA 'A'						
SHARED SPACES		-				
BOARDROOM		2	40.00	80		
CONSULTATION ROOM		3	20.00	60		
KITCHEN		1	18.00	18		
STORE ROOM		2	25.00	50		
SERVER ROOM		1	20.00	20		
FILING ROOM		1	40.00	40		
						30 TO 60 % OF WORKSPACE AREA
						60% Max
TOTAL NET SUPPORT SPACE A		-	-	268	>60%	70.4%
NOTE: THIS GUIDE ONLY APPLIES TO TYPICAL OFFICE BLOCKS. EXCEPTIONS RELATING TO THE FUNCTION OF THE FACILITY MAY RESULT IN A PERCENTAGE ABOVE 60%. PLEASE NOTE IF THIS IS THE CASE						
EG. IF THE OFFICE IS A BRANCH OFFICE, THE NUMBER OF STAFF IS LIMITED, FUNCTIONAL SPACE WILL HAVE TO BE ALLOWED, AND THIS WILL INCREASE THE						
3.2 PARKING SPACE: SUPPORT SPACE B						
PARKING SPACE		40				
COVERED PARKING		-				
GARAGES		-				
TOTAL NUMBER OF PARKING SPACES		40				
4 CORE SPACE PER WORKSPACE AREA						
ORGANISATION SUPPORT				50% Max		50 TO 80 % OF WORK SPACE (SHOULD A HIGHER PERCENTAGE THAN 60% BE REQUIRED, A FULL MOTIVATION IS TO BE PROVIDED)
CIRCULATION, TECHNICAL SUPPORT, FACILITIES MANAGEMENT AND ABLUTIONS ACC. SANS 10400				189.00		PROVIDE 1m ² PER CLEANER. MIN 8m ² PER REST ROOM WITH LOCKERS. PROVIDE ONE 6m ² CLEANER STORE ROOM PER 1950m ²
LETTABLE AREA				639.00		
TOTALS REFLECTED ARE ESTIMATED SPACE TO INFORM ACQUISITION OF LEASE ACCOMMODATION						
COST IMPLICATIONS & OTHER NOTES:						
WATER TANK REQUIRED: YES						
GENERATOR REQUIRED: YES/NO						
SECURITY MEASURES REQUIRED (BIOMETRIC/CARD SYSTEM/BURGLAR BARS/MOTION DETECTION/CAMERAS ETC): YES						
OTHER:						
COMPILED BY:						
ZUKISWA MASANGO		SAO	Signature		02-05-2023	Date
Name		Rank	Signature		Date	
CONFIRMED BY:						
MM NIENABER		C ARCH	Signature		28 APR 2023	Date
Name		Rank	Signature		Date	
APPROVED BY:						
Name		RANK	Signature		Date	
NOTES						
A= SUPPORT SPACE B= SUPPORT SPACE- PARKING SPACE						
CORE SPACE PER WORKSPACE AREA PERCENTAGE X TOTAL NETT WORKING SPACE CORE SPACE PERCENTAGE CAN BE ALTERED TO ACCOMMODATE SPECIAL NEEDS OF THE CLIENTS. MINIMUM PARAMETER IS 50% AND MAXIMUM PARAMETER IS 80%. MOTIVATION TO BE PROVIDED IF OVER 60%						
NOTE 1: THE NORM FOR LEVEL 5/6 AND 7/8 IS TO BE ACCOMMODATED IN OPEN OFFICES. SHOULD THE CLIENT REQUIRE AN OFFICE, A MOTIVATION MUST BE PROVIDED AN OFFICE SMALLER THAN 10 SQM IS NOT FUNCTIONAL						
NOTE 2: TO ENABLE SPACES TO WORK PROPERLY/ FUNCTIONALLY/ USABLE, THE MINIMUM AREA IS PRESCRIBED IN THE COMMENT COLUMN. WHEN THE OFFICE PROVIDED FOR IS SMALL, THE AREAS WILL BE MULTIPLIED WITH THE STAFF NUMBERS AND THE RESULT WOULD BE A VERY SMALL AREA. IN THIS CASE THE AREA WILL BE TOO SMALL TO BE FUNCTIONABLE, THEREFORE THE GUIDE TO A MINIMUM AREA IS PROVIDED. IN THIS CASE ONE REPLACES THE FORMULA WITH THE RECOMMENDED MINIMUM AREA.						
Example: change number FTE's and change Spatial Requirements : 1 X 4 = 4m.						
Do not change Assignable Square Meter formula						

ESTIMATED SPACE REQUIREMENTS FOR LEASING OF BUILDINGS

1 PROJECT PARTICULARS

LEASING: DEPARTMENT OF HIGHER EDUCATION AND TRAINING

PRETORIA

5 YEARS

PROJECT:

FILE NO.:

LEASE PERIOD:

WORKSPACE:

REMARKS

CLIENT MOTIVATION

NORM

SPATIAL RE-
QUIREMENTS

NUMBER

FTE'S

RANK

DESCRIPTION OF ROOM

Director (Higher Education Development) (HED)

Deputy Director (Higher Education Development) (HED)

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DEPT. OF PUBLIC WORKS & INFRASTRUCTURE
Private Bag X6612, Post Office Box 6056
Inspectorate & Compliance

20 JUN 2024

REVIEWED / RECOMMENDED / NOT RECOMMENDED

SIGNATURE

