

YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA

PLEASE TAKE NOTE

BID NUMBER: H21/007 PF

CLOSING TIME: SHARP 11:00

CLOSING DATE: 08/12/2021

BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL, AS A RULE NOT BE ACCEPTED FOR CONSIDERATION

The **Original Valid Tax Clearance Certificate for Bid Purposes** from the Receiver of Revenue and the **Bid Form** must be completed and signed in the original that is in ink. Forms with photocopied signatures or other such reproduction of signatures may be rejected.

BID DOCUMENTS MAY BE POSTED TO

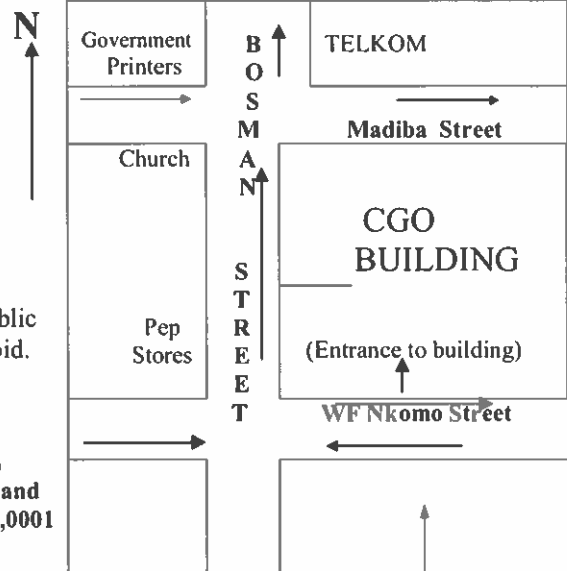
DIRECTOR-GENERAL
Department of Public Works
Private Bag X65
PRETORIA
0001

ATTENTION: TENDER SECTION:
Central Government office: Room 121

Bid documents that are posted must reach the Department of Public Works: Tender section, before 14:00 on the closing date of the bid.

OR

The bid documents may be deposit at the Dept of Public Works : Head Office: **Room 121, Central Government Office (CGO) c/o Bosman and Vermeulen (Madiba) Street.**(Entrance Vermeulen Street) Pretoria,0001



The Head Office of the Department of Public Works is open **Mondays to Fridays** **07:30 – 12:30 / 13:30 – 15:30**. However, if the bid is late, it will, as a rule not be accepted for consideration.

Bidders should ensure that bids are delivered timeously to the correct address.

SUBMIT ALL BIDS ON THE OFFICIAL FORMS - DO NOT RETYPE.

Bids by telegram, facsimile or other similar apparatus will not be accepted for consideration.

SUBMIT EACH BID IN A SEPARATE SEALED ENVELOPE, INDICATING THE TENDER NR, CLOSING DATE AND YOUR COMPANY NAME

The Government Tender Bulletin is available on the Internet on the following web sites:

1. <http://www.treasury.gov.za>
2. <http://www.info.gov.za/documents/tenders/index.htm>



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

RETURNABLE DOCUMENTS

FOR

**DEPARTMENT OF COOPERATIVE GOVERNANCE AND
TRADING AFFAIRS: PROCUREMENT OF
ALTERNATIVE OFFICE ACCOMMODATION LETTABLE
AREA OF 20 028 SQM AND 790 PARKING BAYS FOR A
PERIOD OF 5 YEARS IN PRETORIA (HATFIELD,
BROOKLYN AND CENTURION)**

TENDER NUMBER: H21/007 PF

PA-04 (LS): NOTICE AND INVITATION TO BID

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR PROVISION OF:

Property description:	PROCUREMENT OF ALTERNATIVE OFFICE ACCOMMODATION FOR THE DEPARTMENT OF COORPARATIVE GOVERNANCE AND TRADITIONAL AFFAIRS COMPRISING OF 20 028.70SQM AND 790 PARKING BAYS FOR PERIOD OF 5 YEARS IN HATFIELD, BROOKLYN AND CENTURION
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Bid no:	H21/007PF		
Advertising date:	16 November 2021	Closing date:	8 December 2021
Closing time:	11.00	Validity period:	60 days

Only bidders who are responsive to the following responsiveness criteria are eligible to submit bids:

<input checked="" type="checkbox"/>	Tender offer must be properly received on the tender closing date and time specified on the invitation, fully completed and signed in ink (All as per Standard Conditions of Tender).
<input checked="" type="checkbox"/>	The (DPW-08 (LS)): Bid offer must be clearly completed by the bidder, with clear specification of the financial offer in terms of rental and tenant installation allowance offered by bidder and the bid documents should be duly signed in ink, by the bidder. The offer should be submitted as per the bid questionnaire which forms part of the bid documents.
<input checked="" type="checkbox"/>	The building must be within the geographic boundaries specified in the bid documents. HATFIELD, BROOKLYN AND CENTURION
<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the Legal Entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
<input checked="" type="checkbox"/>	Submission of (PA-11): Declaration of Interest and Bidder's Past Supply Chain Management Practices..
<input checked="" type="checkbox"/>	Submission of (PA-29): Certificate of Independent Bid Determination.
<input checked="" type="checkbox"/>	Submission of other compulsory returnable schedules / documents as per (PA-09 (LS)): List of returnable documents.
<input checked="" type="checkbox"/>	If the bidder is an agent, a copy of the mandate from the owner must be submitted with the bid documents or in case of a prospective buyer the signed purchase agreement must be submitted.
<input type="checkbox"/>	Compliance to Local Production and Content requirements
<input checked="" type="checkbox"/>	Registration on National Treasury 's Central Supplier Database (CSD)
<input checked="" type="checkbox"/>	Compliance with Pre-qualification criteria for Preferential Procurement
<input checked="" type="checkbox"/>	PA32 should be fully completed
<input checked="" type="checkbox"/>	<i>An agent may bid on behalf of the owner of the Property but the responsiveness of the bid only measured on the owner/real owner of the property. No responsive points or functionality points will be given to the owner unless he/she is buying a property. A copy of the mandate from the owner must be submitted with the bid documents or in case of prospective buyer the signed purchased agreement with a Title Deed of the owner must be submitted. Title Deed will be required if the tenderer owns the building</i>
<input checked="" type="checkbox"/>	<i>The Building must be within the geographic boundaries specified in the bid documents: Hatfield, Brooklyn and Centurion</i>

Tenderer must comply with the Pre-qualification criteria for Preferential Procurement listed below

<input checked="" type="checkbox"/>	Category A - refers to segment where a property is owned by an enterprise(s)/ individual(s) which are not less than:
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- A maximum of 10/20 points may be allocated in accordance with sub-regulation 7(2) and 6(2) respectively of the PPPFA Regulations of 2017.
- The points scored by a tenderer in respect of the level of BBBEE contribution contemplated in sub regulation 6 (2) and 7(2) must be added to the points scored for price as calculated in accordance with sub regulation 6 (1) and 7 (1) respectively
- Subject to regulation 7, the contract must be awarded to the tenderer who scores the highest total number of points.
- A contract may be awarded to a tenderer that did not score the highest total number of points, only in accordance with section 2 (1) (f) of the Act.

1. COLLECTION OF BID DOCUMENTS:

- Bid documents may be collected during working hours at the following address **21 CGO Building**.
- A non-refundable bid deposit of R **1000.00** is payable, (Cash only) is required on collection of the bid documents.
- A **select** pre bid meeting with representatives of the Department of Public Works will take place at **insert address** on **dd/mm/yyyy** starting at **insert time**. Venue **insert venue**. (if applicable)

2. ENQUIRIES RELATED TO BID DOCUMENTS MAY BE ADDRESSED TO:

Contact person:	Tshifhiwa Muavha	Telephone no:	0123105242
Cell no:	0663701148	Fax no:	N/a
E-mail:	Tshifhiwa.Muvha@dpw.gov.za		

3. DEPOSIT / RETURN OF BID DOCUMENTS:

- 3.1. Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.
- 3.2. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the bid document.
- 3.3. All tenders must be submitted on the official forms – (not to be re-typed).

<p>BID DOCUMENTS MAY BE POSTED TO:</p> <p>THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 65 Pretoria 0001</p> <p>ATTENTION: PROCUREMENT SECTION: ROOM 212</p> <p><i>POSTED TENDERS MUST BE RECEIVED PRIOR CLOSING DATE AND TIME AT 11H00 BY THE DEPARTMENT</i></p>	OR	<p>DEPOSITED IN THE TENDER BOX AT:</p> <p>DEPARTMENT OF PUBLIC WORKS CENTRAL GOVERNMENT CORNER BOSMAN AND MADIBA STREER <i>Reception</i></p>
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4. COMPILED BY:

Notice and Invitation to Bid: PA-04 (LS)

	<ul style="list-style-type: none"> a. 51% Black-ownership b. 51% Black-management c. 51% Black controlled ; and d. With a B-BBEE certificate status level 4 or above assessed in terms of the Property Sector codes
<input checked="" type="checkbox"/>	<p>Category B – refers to a segment where a property is owned by an enterprise(s)/ individual(s) which have not less than :</p> <ul style="list-style-type: none"> a. 20% Black- ownership; b. 20% Black management c. 20% Black Controlled ; and d. With a B-BBEE certificate status level 4 or above assessed in terms of the Property Sector Codes
<input type="checkbox"/>	<p>Category C – refers to a segment where a property is owned by an enterprise(s)/ individual(s) with less than</p> <ul style="list-style-type: none"> a. 20% Black- ownership; b. 20% Black management c. 20% Black Controlled ; and d. With a B-BBEE certificate status level 4 or above assessed in terms of the Property Sector Codes
<input checked="" type="checkbox"/>	<p>Category D – refers to property funds listed on the Stock Exchange :</p> <ul style="list-style-type: none"> a. That qualify as listed property funds or real estate investment trusts (REITS); b. That have ownership by black individuals or black entities of more than 10% but less than 51% ; and c. That are managed by property asset management entities with not less than 51% Black ownership ; 51% Black management and 51% Black control

This bid will be evaluated according to the preferential procurement model in the PPPFA: *(Tick applicable preference point scoring system)*

<input type="checkbox"/> 80/20 Preference points scoring system	<input checked="" type="checkbox"/> 90/10 Preference points scoring system	<input type="checkbox"/> Either 80/20 or 90/10 Preference points scoring system
---	--	---

Price:	
Price:	% of
Total must equal:	100%

Functionality:	
Functionality:	%
Minimum Functionality Score	%
Total must equal:	100%

Functionality criteria:	Weighting factor:
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<p>LOCATION</p> <p>1. Preferred areas, Hatfield, Brooklyn and Centurion = 5 2. Stand -alone building =4 3. Single tenant bilding = 3 4. two of the above =2</p>	<p>30%</p>
<p>Accessibility</p> <p>1. Property must be close to major routes and amenities 2. Meet entrance and exit requirements as per Building Regulations 3. Property to meet requirements for people with disability All three = 5</p> <p>None of the above=0</p>	<p>20%</p>
<p>SUITABILITY</p> <p>Proposed design and layout must meet requirements of the National building standards(bear in mind the impact on structural changes of prospective premises) as per attached specification</p> <p>BUILDING GRADES</p> <p>1. The property must be grade A or B</p> <p>A grade building = 5 Grade B =4 B with grade A finishes =3</p> <p>Commitment/confirmation letter that the building will be refurbished according to the grade finishes and attach grading certificate. None of the above =0</p>	<p>20%</p>
<p>Maintenance Plan</p> <p>1. maintenance plan that covers the whole period of the lease should be attached = 5</p> <p>2. none of the above = 0</p>	<p>10%</p>
<p>PARKING REQUIREMENTS</p> <p>- 100% =covered parking and open parking in the same building = 5 - 70 % covered parking in the same building and 30% adjacent to building = 4 - 50% covered parking in the same building = 3 - None of the above =0</p>	<p>20%</p>
<p>Total</p>	<p>100 Points</p>

Subject to sub-regulation 6(2) and /or 7 (2), points must be awarded to a tenderer for attaining B-BBEE status level contributor in accordance with the table below:

B-BBEE Status Level of Contributor	Number of Points (90/10 system)	Number of Points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0



Notice and Invitation to Bid: PA-04 (LS)

Tshifhiwa Muavha		15/11/2021
Name of Property Manager	Signature	Date

PA-09 (LS): LIST OF RETURNABLE DOCUMENTS

Property description:	<i>Department of Cooperative Governance and Traditional Affairs: Procurement of alternative office accommodation of 20 028 SQM and 790 parking bays for a period of 5 years in Hatfield, Brooklyn and Centurion</i>		
Property Manager:	Tshifhiwa Muavha	Bid / Quote no:	H21/007 PF

1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

(Bidders may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)

Bid Document Name:	Number of Pages:	Returnable document:
PA-04(LS) Notice and Invitation to Bid	4 Pages	<input checked="" type="checkbox"/>
PA-09(LS) List of Returnable Documents	2 Pages	<input checked="" type="checkbox"/>
PA-10(LS) Important Conditions of Bid	1 Pages	<input checked="" type="checkbox"/>
PA-11(LS) Declaration of Interest and Bidders' Past Supply Chain Management Practice	5 Pages	<input checked="" type="checkbox"/>
PA-15.1 Resolution of Board of Directors	2 Pages	<input checked="" type="checkbox"/>
PA-15.2 Resolution of Board of Directors to enter into Consortia or Joint Venture	2 Pages	<input checked="" type="checkbox"/>
PA-15.3 Special Resolution of Consortia or Joint Venture	3 Pages	<input checked="" type="checkbox"/>
PA-16 Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2017	6 Pages	<input checked="" type="checkbox"/>
PA-29 Certificate of Independent Bid Determination	4 Pages	<input checked="" type="checkbox"/>
PA-32(LS) Invitation to bid	3 Pages	<input checked="" type="checkbox"/>
PA-40 Declaration of Designated Groups for Preferential Procurement	2 Pages	<input checked="" type="checkbox"/>
DPW-06 (LS) Lease Agreement	12 Pages	<input checked="" type="checkbox"/>
DPW-08.1 (LS) Bid offer - Office Accommodation	3 Pages	<input checked="" type="checkbox"/>
DPW-11.1 (LS) Specification of Minimum Requirements - Office Accommodation	3 Pages	<input checked="" type="checkbox"/>
DPW-12 Compliance with all the Acts, Regulations and By-Laws Governing the Built Environment Certificate	1 Pages	<input checked="" type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".



Name of Bidder	Signature	Date
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PA-10 (LS): IMPORTANT CONDITIONS OF BID

Bid no:	H21/007 PF	Closing date:	08/12/2021
Advertising date:	16/11/2021	Validity period:	60 days

1. Bids that are not accompanied by written proof that the bidder is authorised to offer the accommodation for leasing will not be considered.
2. The only or lowest offer will not necessarily be accepted.
3. The Department of Public Works is the sole adjudicator of the suitability of the accommodation for the purpose for which it is required. The Department's decision in this regard will be final.
4. The Department of Public Works will in no way be responsible for or committed to negotiations that a user department may or might have conducted with a lessor or owner of a building.
5. It is a requirement that the accommodation offered, including all equipment and installations, must comply with the National Building Regulations and the requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended. **A certificate to this effect must be issued.**
6. Drawings/ Architect's plans of the accommodation offered must be submitted. **In this regard it is a prerequisite that bidders should do a preliminary planning on the floor plans in accordance with the norm document.**
7. Lettable areas have to be determined in accordance with the **SAPOA** method for measuring floor areas in office buildings. The offer may not be considered if a certificate by an architect, certifying the area is not submitted.
8. The commencement date from which rental will be payable or the lease shall begin is subject to the approval of the Department of Public Works.
9. The lease agreement and payment of rental will commence from the date of occupancy. Rental will be adjusted on a yearly basis thereafter in accordance with an agreed upon escalation rate starting at the beginning of the second year.
10. No bids sent by facsimile will be accepted.
11. Bidders are welcome to be present at the opening of bids.
12. This annexure is part of the bid documentation and must be signed by the bidder and attached.
13. The bid forms must not be retyped or redrafted but photocopies may be used. Additional offers may be made but only on photocopies of the original documents or on other forms requisitioned. Additional offers are regarded as separate bids and must be treated as such by the bidder. The inclusion of various offers as part of a single submission in one envelope is not allowed. Additional offers must be submitted under separate cover.
14. The successful bidder will be responsible for the cost of alterations necessary to adapt the offered accommodation to the specific needs of the user department in accordance with the norm document and/or specified and minimum requirements.
15. Appended herewith is an example of a **(PA-07): Application for Tax Clearance Certificate** of which an original signed and stamped certificate should be obtained from the SA Revenue Services and submitted together with the completed bid document.
16. Failure to comply with the above-mentioned conditions may invalidate a bid.

BIDDER'S SIGNATURE:

Name of Bidder	Signature	Capacity	Date

PA-11: DECLARATION OF INTEREST AND BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

Failure to complete this form in full and signed by the duly authorized person, as indicated on PA-15.1 or PA-15.3, shall render the tender non-responsive and will be removed from any and all further contention.

Project title:	<i>Department of Cooperative Governance and Traditional Affairs: Procurement of alternative office accommodation of 20 028 SQM and 790 parking bays for a period of 5 years in Hatfield, Brooklyn and Centurion</i>		
Bid no:	H21/007 PF	Reference no:	

The following particulars must be furnished. In the case of a joint venture, separate declarations in respect of each partner must be completed and submitted.

1. NAME OF ENTERPRISE

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2. CIDB REGISTRATION NUMBER (if applicable)

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3. PARTICULARS OF SOLE PROPRIETORS AND PARTNERS IN PARTNERSHIPS

Name*	Identity number*	Personal income tax number*

* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

4. PARTICULARS OF COMPANIES AND CLOSE CORPORATIONS

Company registration number	
Close corporation registration number	
Tax reference number	

Any reference to words "Bid" or Bidder" herein and/or in any other documentation shall be construed to have the same meaning as the words "Tender" or "Tenderer".

5. Any legal person, including persons employed by the State¹; or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where:

- The bidder is employed by the state; and/or
- The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

6. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

6.1 Full Name of bidder or his or her representative:

6.2 Identity number:.....

6.3 Position occupied in the Company (director, trustees, shareholder² ect

6.4 Company Registration Number:

6.5 Tax Reference umber:.....

6.6 VAT Registration Number:

6.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹ "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

² "Shareholder" means –

- (a) a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercise control over the enterprise

6.7 Are you or any person connected with the bidder presently employed by the state?

YES NO

6.7.1 If so, furnish the following particulars:

Name of person / director /trustees/shareholder/ member:.....

Name of state institution at which you or the person
is connected to the bidder is employed

Position occupied in the state institution:.....

Any other particulars:

.....

6.7.2 If you are presently employed by the state, did you obtain the appreciate authority to undertake remunerative work outside employment in the public sector? YES NO

6.7.2.1 If yes, did you attach proof of such authority to the bid document? YES NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

6.7.2.2 If no, furnish reasons for non-submission of such proof:.....

.....

6.8 Did you or your spouse, or any of the company's directors / trustees/shareholders / members or their spouses conduct business with the state in the previous twelve months? YES NO

6.8.1 If so, furnish particulars:.....

.....

6.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES NO

6.9.1 If so, furnish particulars.

.....

.....

6.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES NO

6.10.1 If so, furnish particulars.

.....

.....

6.11 Do you or any of the directors /trustees/shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?
 YES NO

6.11.1 If so, furnish particulars:

.....

7. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Pearsal Number

8. DECLARATION OF TENDERER / BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

8.1	Is the tenderer / bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the audi alteram partem rule was applied).	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.2	If so, furnish particulars:		
8.3	Is the tenderer / bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's	<input type="checkbox"/> Yes	<input type="checkbox"/> No

	website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.		
8.4	<i>If so, furnish particulars:</i>		
8.5	<i>Was the tenderer / bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.6	<i>If so, furnish particulars:</i>		
8.7	<i>Was any contract between the tenderer / bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8.8	<i>If so, furnish particulars:</i>		

9. CERTIFICATION

I the undersigned (full name) _____ certify that the information furnished on this declaration form is true and correct.

I accept that, in addition to cancellation of a contract, action may be taken against me should this declaration prove to be false.

Name of Tenderer / bidder	Signature	Date	Position

This form has been aligned with SBD4 and SBD 8



PA-14: MEDICAL CERTIFICATE FOR THE CONFIRMATION OF PERMANENT DISABLED STATUS

Project title:	<i>Department of Cooperative Governance and Traditional Affairs: Procurement of alternative office accommodation of 20 028 SQM and 790 parking bays for a period of 5 years in Hatfield, Brooklyn and Centurion</i>		
Tender / Bid no:	H21/007PF	Reference no:	

I, _____ (surname and name),
 identity number, _____ do hereby declare that I am a registered medical
 practitioner, with my practice number being _____, practising at
 _____ (Physical or postal addresses)

declare that I have examined Mr. / Ms. _____,
 identity number _____ and have found the said person to be
 permanently disabled or having a recurring disability.

"Disability" means, in respect of a person, a permanent impairment of a physical, intellectual, or sensory function, which results in restricted, or lack of, ability to perform an activity in the manner, or within the range, considered normal for a human being." –

The nature of the disability is as follows:

Thus signed at _____ on this _____ day of _____ 20____

 Signature

 Date

OFFICIAL STAMP OF
 MEDICAL PRACTITIONER

PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

_____ (legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

- The Enterprise submits a Bid / Tender to the Department of Public Works in respect of the following project:

_____ (project description as per Bid / Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid / Tender Document)

- *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			

15			
16			
17			
18			
19			
20			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP



PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

to the Department of Public Works in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid / Tender Document)

2. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: _____

_____ (code)



Postal Address: _____

 _____ (code)

Telephone number: _____

Fax number: _____

	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed

Note:

- * Delete which is not applicable.
- NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
- In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
- Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
- Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP



PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Held at _____ *(place)*

on _____ *(date)*

RESOLVED that:

RESOLVED that:

- A. The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Department of Public Works in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ *(Bid / Tender Number as per Bid /Tender Document)*



B. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

C. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:

D. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item D above.

F. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: _____

_____ (code)

Postal Address: _____

_____ (code)

Telephone number: _____

Fax number: _____



	Name	Capacity	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of Resolution PA-15.2.
3. Should the number of the Duly Authorised Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.
4. Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this Special Resolution (PA-15.3).

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 AND THE AMENDED B-BBEE CODES.

1. GENERAL CONDITIONS

1.1. The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2. The value of this bid is estimated to **Exceed** R50 000 000 (all applicable taxes included) and therefore the **90/10**.....system shall be applicable.

1.3. Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	POINTS
1.3.1.1 PRICE	90
1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION	10
Total points for Price and B-BBEE must not exceed	100

1.4. Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5. An Exempted Micro Enterprise (EME) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.

1.6. Qualifying Small Enterprise (QSE) is only required to obtain a sworn affidavit or a certificate issued by Companies and intellectual property Commission (CIPC) confirming their annual turnover of R10 Million or less and level of black ownership to claim points.

Preference Points Claim for Bids: PA-16

- 1.7 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.
- 1.8 CERTIFICATES ISSUED BY IRBA AND ACCOUNTING OFFICER HAVE BEEN DISCONTINUED; HOWEVER VALID CERTIFICATES ALREADY ISSUED BEFORE 01 JANUARY 2017 MAY BE USED UNTIL THEY PHASE OUT COMPLETELY BY DECEMBER 2017

2. DEFINITIONS

- (a) **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- (b) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (c) **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (d) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- (e) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (f) **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- (g) **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- (h) **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- (i) **“EME”** means an Exempted Micro Enterprise as defines by Codes of Good Practice under section 9 (1) of the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (j) **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- (k) **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;
- (l) **“non-firm prices”** means all prices other than “firm” prices;
- (m) **“person”** includes a juristic person;
- (n) **“QSE”** means a Qualifying Small Enterprise as defines by Codes of Good Practice under

Preference Points Claim for Bids: PA-16

Pmin = Comparative price of lowest acceptable bid

5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 6(2) and /or 7(2), of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.4 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.5 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: =(maximum of 10 or 20 points)

Preference Points Claim for Bids: PA-16

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or Sworn Affidavit for EME's and QSE's.

8 SUB-CONTRACTING (relates to 5.5)

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

(i) what percentage of the contract will be subcontracted?

.....%

(ii) the name of the sub-contractor?

(iii) the B-BBEE status level of the sub-contractor?

.....

(iv) whether the sub-contractor is an EME/ a QSE? YES / NO (delete which is not applicable)

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm

9.2 VAT registration number :

9.3 Company registration number

9.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company

(Pty) Limited

[TICK APPLICABLE BOX]

Preference Points Claim for Bids: PA-16

5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

9.6 COMPANY CLASSIFICATION

- Manufacturer
 - Supplier
 - Professional service provider
 - Other service providers, e.g. transporter, etc.
- [TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business?

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate/ Sworn Affidavit, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- (iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) Disqualify the person from the bidding process;
 - (b) Recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) Cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution

WITNESSES:

1.

2.

SIGNATURE(S) OF BIDDER(S)

DATE:.....

ADDRESS:.....

Preference Points Claim for Bids: PA-16

.....

PA- 29: CERTIFICATION OF INDEPENDENT BID DETERMINATION

Project title:	Department of Cooperative Governance and Traditional Affairs: Procurement of alternative office accommodation of 20 028 SQM and 790 parking bays for a period of 5 years in Hatfield, Brooklyn and Centurion		
Bid no:	H21/007PF	Reference no:	

INTRODUCTION

1. This PA-29 [Certificate of Independent Bid Determination] must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This form (PA-29) serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (PA-29) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

Certification of Independent Bid Determination: PA-29

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate.
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

Certification of Independent Bid Determination: PA-29

89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

Name of Bidder	Signature	Date	Position

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)			
BID NUMBER:	H21/007 PF	CLOSING DATE:	08/12/2021
		CLOSING TIME:	11:00 AM
DESCRIPTION	Department of Cooperative Governance and Traditional Affairs: Procurement of alternative office accommodation of 20 028 SQM and 790 parking bays for a period of 5 years in Hatfield, Brooklyn and Centurion		
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (DPW04.1 GS or DPW04.2 GS).			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)			
Department of Public Works, Corner Madiba and Bosman, Pretoria			
OR POSTED TO:			
Department of Public Works, Private bag x 65, Pretoria, 001 : Attention SCM			
SUPPLIER INFORMATION			
NAME OF BIDDER			
POSTAL ADDRESS			
STREET ADDRESS			
TELEPHONE NUMBER	CODE	NUMBER	
CELLPHONE NUMBER			
FACSIMILE NUMBER	CODE	NUMBER	
E-MAIL ADDRESS			
VAT REGISTRATION NUMBER			
TCS PIN:		OR	CSD No:
<input type="checkbox"/> Yes		<input type="checkbox"/> Yes	
<input type="checkbox"/> No		<input type="checkbox"/> No	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]			
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)
		<input type="checkbox"/>	A REGISTERED AUDITOR
		NAME:	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER		DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE ('ALL APPLICABLE TAXES)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	



TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			

PART B TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>
2. TAX COMPLIANCE REQUIREMENTS
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS
<p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. AN ORIGINAL OR CERTIFIED COPY OF THE B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE.

Note Well:

- a) In respect of non VAT vendors the bidders may not increase the bid price under Section 67(1) of the Value Added Tax Act of 1991 where the relevant transaction would become subject to VAT by reason of the turnover threshold being exceeded and the bidder becomes liable for VAT.
- b) All delivery costs must be included in the bid price, for delivery at the prescribed destination.
- c) The price that appears on this form is the one that will be considered for acceptance as **a firm and final offer.**
- d) The grand total in the pricing schedule(s), inclusive of VAT, attached to the bid offer must correlate and be transferred to this form (PA32).
- e) Where there are inconsistencies between the grand total price offer in the pricing schedule(s) and the PA32 price offer, the price offer on the PA32 shall prevail and deemed to be firm and final. No further correspondence shall be entered into in this regard.

¹ All applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies

PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

Name of Tenderer EME¹ QSE² Non EME/QSE (tick applicable box)

1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP AND DESIGNATED GROUPS.

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in Rural (R) / Under Developed Area (UD) / Township (T) / Urban (U).	Indicate if military veteran
1.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No

Where Owners are themselves a Company, Close Corporation, Partnership etc. identify the ownership of the Holding Company, together with Registration number
State date of South African citizenship obtained (not applicable to persons born in South Africa)

¹ EME: Exempted Micro Enterprise

² QSE: Qualifying Small Business Enterprise

PA- 40: DECLARATION OF DESIGNATED GROUPS FOR PREFERENTIAL PROCUREMENT

2. DECLARATION:

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), the Preferential Procurement Regulations, 2017, National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

Signed by the Tenderer

Name of representative	Signature	Date

DPW-06 (LS): LEASE AGREEMENT INDEX

CLAUSE	HEADING
1.	Parties
2.	Definition and Interpretation
3.	The Lease
4.	The Period
5.	Right to Renew
6.	The Rental
7.	Use of the premises
8.	Occupation of the premises
9.	Condition of the premises at the commencement date and at the termination date
10	Fixtures
11.	Expenses, Maintenance and Repairs
12.	Limitation of liability of the Lessor
13.	Fire fighting equipment and Lifts
14.	Damage to or destruction of the premises
15.	Breach
16.	Management Rules
17.	Reasonable Access
18.	Cession, Assignment and Sub-letting
19.	Non-Waiver
20.	Sale of premises
21.	Stamp Duty
22.	Termination
23.	Whole Agreement
24.	<i>Domicilium citandi et executandi</i>
	Signatures
	Schedule 1
	Schedule 2

LEASE

1. PARTIES:

The parties to this agreement are:

_____ Registration Number if the Lessor is a Company or
 Close Corporation represented by _____ duly authorised as per
 attached resolution, hereinafter referred to as the Lessor

AND

The Government of the Republic of South Africa, represented by the Director General of the Department of Public Works or his/ her delegate duly authorised, hereinafter referred to as the Lessee.

2. DEFINITIONS AND INTERPRETATION

2.1. In this agreement, unless the context indicates otherwise, the following words have the meaning assigned to them hereunder:

"adjustment date" - the date, or the last day of the period, mentioned in Item 4 of Schedule 1 on which the escalation rate comes into operation;

"building" - the entire structure known by the name as set out in Item 2 of Schedule 1 and situated on the property set out in Schedule 1;

"commencement rental" - the monthly rental payable in respect of the first year of the lease or, in the event of the first fixed period of the lease being less than one year, the rental determined for that period, the amount of which is stipulated in Item 6 of Schedule 1;

"commencement date" - the date stipulated in Item 5 of Schedule 1 on which the lease commences;

"escalation rate" - the percentage mentioned in Item 7 of Schedule 1, which adjusts the rental on every adjustment date;

"Lessee" - the Government of the Republic of South Africa, herein represented by the Director-General of the Department of Public Works or his delegate duly authorised;

"Lessor" - the owner of the premises (or a sub lessor who warrants his authority to enter into this lease agreement with the Lessee and attaches such authorisation hereto) who, if he does not sign personally, is herein represented by the person mentioned in Item 9 of Schedule 1 who by his signature hereto warrants that he is authorised to sign this agreement on behalf of the Lessor;

"occupant" - the Government Department that will physically occupy the premises for the duration of the contract of lease;

"premises" - the building and/or the structure and/or the land, or portions thereof, mentioned in Item 2 of Schedule 1, which forms the subject of this lease;

"renewal period" - the period mentioned in Item 12 of Schedule 1 for which this lease can be extended by the Lessee and the Lessor;

"termination date" - the date stipulated in Item 13 of Schedule 1 on which the lease terminates;

2.2. The clause headings of this agreement have been inserted for reference purposes only and shall not be taken into account in its interpretation. Unless the context indicates otherwise, words importing the singular shall include the plural, words importing persons shall include bodies corporate, and, in each instance, also the opposite thereof.

7. USE OF PREMISES:

- 7.1. The Lessee records that he will use the premises for the purpose specified in Item 14 of Schedule 1 and for no other purpose, except with the written consent of the Lessor, which consent shall not be withheld unreasonably.
- 7.2. The Lessor shall be obliged to obtain such consents and authorisations (excluding trade and other licences) as may be required by competent authorities or title conditions to enable the Lessee to use the premises for the purpose referred to in 7.1.

8. OCCUPATION OF THE PREMISES:

The Lessor warrants the Lessee's right to free and undisturbed possession of the premises from the commencement date until termination of the contract: Subject thereto that any delay in taking possession due to actions of the Lessee or the occupant, shall not be regarded as a delay on the part of the Lessor.

9. CONDITION OF THE PREMISES AT THE COMMENCEMENT DATE AND AT THE TERMINATION DATE:

- 9.1. Schedule 2 contains details of the installations required by the Lessee, the party responsible for effecting those installations and the party who bears the costs in respect thereof. Schedule 2 also contains the obligations, if any, of the Lessee in regard to the removal thereof at the termination of the contract.
- 9.2. The Lessee shall, within five (5) working days of occupation, furnish the Lessor with three (3) dates and times, which dates must be within twenty-one (21) days of occupation, to convene a meeting to inspect the premises. The Lessor shall accept a date, from those furnished, that is suitable to him. At such meeting the parties, including the occupant, shall jointly inspect the premises, so as to ascertain any damage or defect in the premises and the general condition of the premises and to record them in a list which all three parties shall sign.
- 9.3. The Lessor shall within fourteen (14) days of such inspection repair the defect(s).
- 9.4. Should the Lessor fail to comply with his obligations in respect of installations required by the Lessee, if any, or fail to repair the defect(s), the Lessee shall notify the Lessor of such failure and unless the Lessor so complies within fourteen (14) days, save in emergencies, the Lessee shall be entitled to rectify those matters at his own expense and to recover the costs thus incurred from the Lessor.
- 9.5. The Lessor shall furnish the dates and times at least fourteen working (14) days prior to the expiry of the lease for the inspection of the premises after termination of the lease. Within fourteen (14) days after the expiry of the lease, the Lessor shall ensure that the following lists are compiled:
- 9.5.1. A list of all the items where both parties agree that such items are damaged or defective and that the Lessee is liable; and
- 9.5.2. A list of the items, which are damaged, or defective and which in the opinion of the Lessor the Lessee is liable for, whereas the Lessee denies liability.
- 9.6. The items recorded in the list contemplated in clause 9.5.2 shall be replaced as per agreement between the parties. Should the parties fail to reach such an agreement, the dispute may by agreement between the parties be referred to an independent professional who shall act as a mediator.
- 9.7. The Lessee shall not be responsible for the payment of rent or damages during the month when the damages caused to the premises are being repaired.

10. FIXTURES:

10.1. The parties agree that for the purposes of the interpretation of this clause and of this lease, fixtures shall refer to movable or immovable fittings installed by the Lessee and required for his purposes, such as computer cables and telephone systems. The Lessee shall be entitled, at his expense and with the written consent of the Lessor, which consent shall not be unreasonably withheld (alternatively, as arranged in Schedule 2), to install fixtures (which shall remain the property of the Lessee) on the premises: Provided that, after the termination of this lease –

- fixtures may be removed by the Lessee on condition that the premises are restored to the condition in which they were before the installation of the fixtures, fair wear and tear excepted; or
- the Lessor may demand that fixtures which have not been thus removed, shall be removed by the Lessee, in which event the same requirements regarding the restoration of the premises shall apply.

11. EXPENSES, MAINTENANCE AND REPAIRS:

11.1. For the purpose of the interpretation of this clause and of the lease, the parties agree that the words in the heading bear meanings assigned to them hereunder:

"expenses" - those disbursements in respect of the premises which are occasioned by the ownership or the operation thereof, e.g. assessment rates, municipal levies, air-conditioning and lift maintenance, insurance premiums, etc.;

"maintenance" - everything which is required to be done in order to enable the Lessee to return the premises to the Lessor on the termination date in the condition they were in at the commencement date, fair wear and tear excepted;

"repairs" - everything which is required to be done in order to achieve the same goal as that envisaged in the definition of "maintenance", but which requires more labour and more expense than maintenance, such as the replacement of cables, taps, locks, floor tiles, geysers and the like. The parties are agreed that normal wear and tear can through time require repairs.

11.2. Responsibilities of the Lessor: -

- assessment rates and fixed municipal levies including all related increases;
- Any related insurance of the premises and the increases thereof;
- normal maintenance and repairs (including painting) of both the exterior and interior of the premises, including the cleaning of the exterior of the premises as well as windows, in a high rise building;
- the operation (including maintenance and repairs) of the air-conditioning system and the lifts during normal office hours or during such times as may be agreed upon;
- water and electricity consumption to the extent that these are not separately metered for the Lessee;
- municipal rates (existing and future) levied on ownership (including rates increases);
- installation and maintenance of the fire extinguishing and fire detection equipment as stipulated in clause 13; and
- the replacement of carpeting at the expiry of their agreed lifetime.

11.3. Responsibilities of the Lessee: -

- domestic cleaning of the interior of the premises
- the domestic services such as the provision of toilet paper, soap, towels, etc.;
- the costs of water and electricity consumption to the extent that these are separately metered;
- the costs of refuse removal and sanitary services;

11.4. In the event of the premises being a portion of a building and it consequently being necessary to determine the Lessee's pro rata share in respect of maintenance or consumption of necessary services, the pro rata share of the Lessee, for the purpose of this agreement, shall be determined by calculating the area of the premises as a fraction of the total area of the building. For the purpose of such calculation areas shall be determined from time to time by the Sapoa-method for the calculation of rentable areas. Where the pro rata share or portion thereof is payable to the Lessor, the Lessee shall pay on receipt of a properly substantiated account. The parties agree that the Lessee's pro rata share (as contemplated in this clause) is the percentage as indicated in Schedule 1

11.5. Should the Lessor fail to pay expenses or to undertake repairs the Lessee may remind the Lessor in writing, and should the Lessor still be in default thirty days after receipt of such reminder (or such longer period which the parties may have agreed upon) the Lessee shall be entitled to demand specific performance or to pay such expenses or to undertake such repairs and to recover the amounts thus disbursed from the rental due to the Lessor by set off or by legal action. A certificate by the Lessee of such expenses shall be prima facie proof thereof.

12. LIMITATION OF THE LIABILITY OF THE LESSOR:

- 12.1. The Lessor shall insure the building and shall maintain such insurance throughout the currency of the lease and any extension thereof. The Lessee may not after the commencement of the lease do, or allow anything that is contrary to the provisions, which will cause an increase in the premiums of any insurance policy held by the Lessor over the property.
- 12.2. Should the Lessee do or cause to be done anything that causes an increase in the premiums of such policy, the Lessee will be liable for the increase in the premiums occasioned by the actions of the Lessee. The Lessor shall furnish to the Lessee proof from the insurer.
- 12.3. The Lessor shall not be liable for any damage which the Lessee may suffer as a consequence of rain, wind, hail, lightning, fire, earthquake, storm, riots, strikes, actions by enemies of the State or in consequence of the interruption of any facility or service supplies to the premises by third parties, unless such damage is caused by the intent or negligence of the Lessor, his employees or agents.
- 12.4. The Lessor shall not be liable for any accident, injury or damage incurred by the Lessee, his employees, agents or visitors, in or near the premises, unless it is the result of intent or negligence on the part of the Lessor, his employees or agents.

13. FIRE FIGHTING EQUIPMENT AND LIFTS:

- 13.1. The Lessor shall be obliged to install, maintain and operate on the premises fire extinguishing and fire detection equipment complying with the National Building Regulations and Building Standards Act (Act 103 of 1977) as amended, and /or other applicable legislation.
- 13.2. The Lessor shall be obliged to maintain the lifts and ensure that regular checks are done in accordance with the Occupational Health and Safety Act (Act 85 of 1993) as amended and /or any other applicable legislation.

14. DAMAGE TO OR DESTRUCTION OF THE PREMISES:

- 14.1. In the event of the premises being destroyed and therefore rendered totally unfit for occupation, this lease shall be terminated automatically.
- 14.2. In the event of the premises being damaged and remaining partially suitable for the purposes of the Lessee, the parties shall have the right to terminate the agreement forthwith. Should the parties continue with the agreement, the Lessee shall be entitled to a reduction in rental to the extent to which the Lessee is deprived of the full use of the premises

15. BREACH:

- 15.1. In the event of either one of the parties committing a material breach of any of the terms of this agreement, and failing to remedy such material breach within a period of thirty (30) days, after receipt of a written notice from the other party calling upon the defaulting party to remedy the material breach complained of, then: -

- 15.1.1. the aggrieved party will be entitled, at his sole discretion, and without prejudice to any of his rights in law and/or in terms of this agreement, either to:

- (a) claim specific performance and/or
- (b) cancel the agreement and/or
- (c) claim damages from the defaulting party.

16. MANAGEMENT RULES:

The Lessor will furnish the Lessee with all Management Rules, if any, prior to entering into this agreement.

17. REASONABLE ACCESS:

The Lessor is, after reasonable prior notification to the Lessee, entitled to reasonable admission to the leased premises in order to carry out inspections, maintenance and repairs and to show the premises to prospective new lessees.

The Lessor is, after reasonable prior written notification to the Lessee, entitled to reasonable admission to the leased premises in order to carry out inspections, maintenance and repairs and to show the premises to prospective new lessees.

18. CESSION, ASSIGNMENT AND SUB-LETTING:

- 18.1. The Lessee shall not, except with the prior written consent of the Lessor, which shall not be unreasonably withheld;

- 18.1.1. cede or assign all or any of the rights and obligations of the Lessee under this lease; or
- 18.1.2. sublet the premises in whole or in part; or
- 18.1.3. give up possession of the premises or any portion thereof to any third party;

it being an explicit provision of this agreement that the Lessee may substitute one occupant with another at its own discretion taking into consideration the preferences (if any) of the Lessor.

19. NON-WAIVER:

- 19.1. Neither party shall be regarded as having waived, or be precluded in any way from exercising, any right under or arising from this lease by reason of such party having at any time granted any extension of time for or having shown any indulgence to, the other party with reference to any

payment or performance hereunder, or having failed to enforce, or delayed in the enforcement of, any right of action against the other party.

- 19.2. The failure of either party to comply with any non-material provision of this lease shall not excuse the other party from performing that party's obligations hereunder fully and timeously.

20. SALE OF PREMISES:

- 20.1. Transfer of the premises from the Lessor pursuant to a sale thereof shall not in any way affect the validity of this lease. It shall accordingly, upon registration of transfer of the premises into the name of the purchaser, remain of full force and effect save that the purchaser shall be substituted as Lessor and acquire all rights and be liable to fulfil all the obligations which the Lessor, as Lessor, enjoyed against or was liable to fulfil in favour of the Lessee in terms of the lease.
- 20.2. Nothing shall prevent the Lessor from advertising the premises as "for sale" or as "to let" as long as it does not disturb the Lessee in its use and enjoyment of the premises.

21. STAMP DUTY:

- 21.1. The Lessor shall be liable for the payment of all administration costs in respect of the lease agreement.
- 21.2. The Lessor shall further be liable to pay stamp duty in terms of section 7(1) of the Stamp Duties Act (Act 77 of 1968).
- 21.3. The Lessor shall return a certified copy of the contract to the Lessee, duly signed and stamped, within thirty (30) days after affixing and cancelling the stamps.

22. TERMINATION:

The Lessee shall be entitled to terminate the agreement by giving 6 (six) months written notice in the event that the Lessee is reasonably of the opinion that there is no need to lease the premises. In such an event, the Lessor shall be entitled to claim damages suffered, excluding loss of profit.

23. WHOLE AGREEMENT:

- 23.1. This is the entire agreement between the parties.
- 23.2. Neither party relies, in entering into this agreement, on any warranties, representations, disclosures or expressions of opinion, which have not been incorporated into this agreement as warranties or undertakings.
- 23.3. No variation or consensual cancellation of this agreement shall be of any force or effect unless reduced to writing and signed by the duly authorised representatives of both parties.

24. DOMICILIUM CITANDI ET EXECUTANDI

- 24.1. The parties respectively choose as domicilium citandi et executandi and as the address for the serving of notices the address appearing opposite their names in Item 1 of Schedule 1.
- 24.2. Any notice given by one of the parties to the other ("the addressee") which: -
- 24.2.1. is delivered by hand to the addressee's domicilium citandi et executandi shall be presumed to have been received by the addressee on the date of the delivery, until the contrary is proved;
- 24.2.2. is posted by prepaid registered post from an address within the Republic of South Africa to the addressee at the addressee's domicilium citandi et executandi, shall be presumed until

the contrary is proved, to have been received by the addressee on the fifth day of the date of posting; or

24.2.3. is faxed to the chosen fax number, will be presumed to be received unless the other party proves the contrary: -

24.2.3.1. within four (4) hours after being faxed during normal business hours;

or

24.2.3.2. if not faxed within normal business hours, at twelve o'clock on the first day of business that follows the day on which it was faxed.

24.2.3.3. within four (4) hours after being faxed during normal business hours; or

24.2.3.4. if not faxed within normal business hours, at twelve o'clock on the first day of business that follows the day on which it was faxed.

24.3. Either party shall be entitled, on seven (07) days notice to the other, to change the address of his *domicilium citandi et executandi*.

SIGNED AT _____ ON THIS THE _____ DAY OF _____ 20__

The witness:

Name of witness	Signature	Date

The witness:

Name of witness	Signature	Date



The Lessor / Representative *(Duly authorised as per attached resolution)*

Name of Lessor / Representative	Signature	Date

SIGNED AT _____ ON THIS THE _____ DAY OF _____ 20__

The witness:

Name of witness	Signature	Date

The witness:

Name of witness	Signature	Date

The Departmental delegation: *(Duly authorised as per Departmental delegation)*

Name of Departmental delegation:	Signature	Date

SCHEDULE 1

Physical address Lessor:	
Postal address Lessor:	
Fax no:	
Physical address Lessee:	
Postal address Lessee:	
Premises Leased:	
Floor Area Leased (m²):	
Storage (m²):	
Parking:	
Adjustment date:	
Commencement date:	
Commencement rental:	
Escalation rate:	
Lease period:	
Lessor / Lessor's representative:	
VAT Registration No.:	
Pro- rata share:	
Renewal Period:	
Termination date:	
Use of premises:	
Life time of carpeting:	

DPW – 08.1 (LS): BID OFFER – OFFICE ACCOMMODATION

Bid no:	H21/007 PF	Closing date:	08/12/2021
Advertising date:	16/11/2021	Validity period:	60 days

1. ACCOMMODATION PARTICULARS

Name of building	
Address of building	
Market Value of building	
Municipal valuation of building	
Gross floor area of accommodation	m ²
Date accommodation may be occupied	
Commencement date of lease	
Lease period	
Option period	
Value Added Tax Number	

2. RENTALS (OFFICES, STORES AND PARKING)

	Offices	Stores	Parking
Lettable Area	m ²	m ²	
Parking bays			
Rental per month	R		R
VAT per month	R		R
Total per month	R		R
Tariffs	R /m ²	R /m ²	R each
VAT	R /m ²	R /m ²	R each
Total (1)	R /m ²	R /m ²	R each
Escalation Rate	%	%	%
Operating Costs (Provide details on what costs entail)	R /m ²	R /m ²	
VAT	R /m ²	R /m ²	
Total (2)	R /m ²	R /m ²	
Escalation Rate	%		
Total (1 + 2)	R /m ²	R /m ²	R each
Alteration Cost for Lessor:	R	R	

3. RESPONSIBILITIES

Note: The state is not prepared to accept responsibility for services or costs involved as per grey areas.
 (Indicate where applicable)

3.1. Services	State	Lessor	Estimated cost per month
3.1.1. Water consumption			
3.1.2. Electricity consumption			
3.1.3. Sanitary services			
3.1.4. Refuse removal			
3.1.5. Domestic cleaning service			
3.1.6. Consumable Supplies			

3.2. Maintenance	State	Lessor	Estimated cost per month
3.2.1. Internal maintenance			
3.2.2. External			
3.2.3. Garden (If applicable)			
3.2.4. Air conditioning			
3.2.5. Lifts			
3.2.6. Floor covering: normal wear			

3.3. Rates and Insurance	State	Lessor	Estimated cost per month
3.3.1. Municipal rates & Increases			
3.3.2. Insurance & Increases			
3.3.3. SASRIA insurance + Increase			

3.4. Other Responsibilities	State	Lessor	Estimated cost per month
3.4.1. Contract costs			
3.4.2. Stamp duty			
3.4.3. Fire fighting equipment			
3.4.4. Cost of alterations			

Note: State is not prepared to accept responsibility for costs involved within grey coloured columns

Does the building comply with the National Building Regulations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

4. NATIONAL BUILDING REGULATIONS:

Electricity Compliance Certificate	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Accessibility Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Health and Safety Regulation	<input type="checkbox"/> Yes	<input type="checkbox"/> No

5. PARTICULARS FOR PAYMENT OF RENTAL:

Person/Organisation to whom cheque must be issued	
Postal address	
Telephone no.	
Cell. No.	
e-mail address	

6. INCOME TAX REFERENCE NUMBER:

INCOME TAX REFERENCE NUMBER (in terms of Section 69 of the Income Tax Act, 1962 (Act 58 of 1962) as amended)	
--	--

Name of owner / Duly authorised representative	Signature	Date



DPW-11.1 (LS): SPECIFICATION ON MINIMUM REQUIREMENTS – OFFICE ACCOMMODATION

SPECIFICATION FOR MINIMUM REQUIREMENTS AND FINISHES TO WHICH THE BUILDING MUST COMPLY

1. GENERAL:

- (a) This specification forms part of the written offer of the bidder and must be initialled and submitted with all other documents.
- (b) Any requirements laid down in this specification shall be considered as supplementary to those set out in the written offer of the bidder and on the drawings. The fact that the Department checked the documentation and its acceptance thereof does not exempt the bidder from his responsibilities with regard to the fulfilment of the requirements of this specification.

2. CONSTRUCTION AND APPEARANCE OF BUILDING:

The design, construction and appearance of the building, including the internal and external finishes shall be of a standard acceptable to the Department of Public Works. The building must comply with the National Building Regulations as proclaimed by the National Building Regulations and Building Standards Act 1977 (Act 103 of 1977) as well as the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended. The building shall be fully accessible to the disabled and the facilities must be provided as required by the Occupational Health and Safety Act, 1993 (Act 85 of 1993). A certificate to this effect must be submitted.

3. SECURITY:

The following security measures shall be complied with:

- (a) All entrances to the building, which shall be limited to the minimum, must afford entry through one or more access control points.
- (b) External walls of all floors, up to at least 1 metre above floor level, shall be of a heavyweight structure such as 220mm thick brick or 190mm thick concrete.

4. RECORD ROOMS:

- (a) Record rooms shall be rooms with category 1 record room doors which can be opened from both sides and which comply with SABS Specification 949. Record room walls shall be of masonry of not less than 220mm thick or of concrete of not less than 150mm thick or of such structure approved by the Department of Public Works.
- (b) Record rooms may have no external windows and all ventilation openings in the walls shall be fitted with fire dampers approved by the Fire Prevention Officer of the Department of Public Works.
- (c) All keys shall be handed over to the Department of Public Works.

5. ROOM AREAS AND PARTITIONS:

Partition walls shall be used to divide the total floor area of the building into office and other areas required. The walls shall have a noise reduction factor of not less than 45 dB within a range of 100 to 1000 hertz. The factor has a bearing on complete wall sections including glass and doors if any.

6. PASSAGE WIDTH:

As a general standard an average passage width with a minimum of 1.5m over short distances shall be provided. Where certain functions within the building necessitate wider passages those specific areas will be identified and the passage width specified as part of the accommodation particulars.

7. FLOOR TO CEILING HEIGHTS:

A clear floor to ceiling height of as close as possible to 2.7m throughout shall be maintained in all general areas of the building. Where a certain function inside a building necessitates a higher floor to ceiling height, the specific areas will be identified and the height specified as part of the accommodation particulars. Conduits, water pipes, air ducts and other services shall not be visible underneath the ceiling in offices and public areas.

8. DOORS, LOCKS AND KEYS:



All offices shall be provided with a door of at least 900mm and each fitted with a good quality five pin cylinder lock with two keys fitting one lock only and which shall be handed over to the Departmental Representative upon occupation of the building. Two master keys, which can unlock the locks of all offices, shall also be provided.

9. FLOOR COVERING:

Floor covering must be of an acceptable standard and quality to last for at least 10 years.

10. POWER POINTS:

(a) Offices and other rooms where electrical appliances can be used shall be provided with 15 A socket outlets. In offices two socket outlets shall be provided for every 12m² or part thereof. The Department of Public Works shall indicate any additional socket outlets, which are required, in the accommodation particulars for individual services. The wiring and securing of electrical circuits shall be such that an electrical heater as well as computer equipment can be run from the socket outlets in each office.

(b) Electrical circuits for socket outlets shall be secured by means of single phase earth leakage relays having a sensitivity of 25 mA.

11. LIGHTING:

(a) Each office shall be provided with its own light switch in a suitable position near the door. Lighting conforming to the following standard must be provided:

• Reception areas	100 lux
• General offices	300 lux
• Drawing office	500 lux
• Passages	50 lux
• Auditoriums	100 lux
• Conference rooms	100 lux
• Classrooms	200 lux
• Libraries	300 – 400 lux
• Store rooms	200 lux
• Parking	50 lux

(b) The lighting levels all measured at working plane.

12. TELEPHONES:

(a) Each office, conference room and security control area shall be fitted with a telephone jack in accordance with the requirements of Telkom.

(b) The user department itself will negotiate with Telkom as to the number of telephone lines that are to serve the building, but the owner of the building shall make provision for conduits, draw wires and telephone jacks.

13. TRUNKING:

The trunking servicing the building must conform to latest technological standards.

14. FACILITIES FOR CLEANERS

On every floor of a multi-storey building or for every 1 350m² gross floor area a cleaner's room of not less than 6m² shall be provided as a storeroom for cleaning equipment and material. It shall be provided with a drip sink, 4m long shelves and sufficient cross ventilation, preferably by means of an outside window and shall comply with the requirements of the Hazardous Chemicals Act regarding storage of chemicals.

15. TOILET FACILITIES:

The following norms shall be applied:

15.1. Males – staff and public

One WC for every 15 persons to a total of 60 and thereafter one for every 20 additional persons or part thereof. One urinal for every 15 persons to a total of 30 and thereafter 1 for every 30 additional persons or part thereof. One wash hand basin for every two WC's.



15.2. Females – staff and public

One WC (Water Closet) for every 10 persons to a total of 60 and thereafter one for every 20 additional persons or part thereof. One wash hand basin for every two WC's.

15.3. Physically challenged persons

Toilet facilities for physically challenged persons have to be provided according to norms and standards.

16. MATERIAL AND FINISHES:

(a) All walls and ceilings, whether painted or finished otherwise, shall be of a neutral colour.

(b) Walls of tea kitchens, stairs, entrance halls and toilets shall be washable and hardwearing and acceptable to the Department of Public Works.

17. INSPECTION:

The Department of Public Works considers it a condition of contract that in consultation with the lessor and with reasonable frequency during the process of refurbishment its inspector shall be given access to the building that he wishes to see. The inspector's approval of any part of the building does not exempt the owner from complying with any of these minimum standard requirements. A deviation from the minimum requirements may only be allowed with written permission from the Department of Public Works.

DPW-12 (LS): COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY- LAWS GOVERNING THE BUILT ENVIRONMENT CERTIFICATE

Bid no:	H21/007PF	Closing date:	08/12/2021
Advertising date:	16/11/2021	Validity period:	60 DAYS

COMPLIANCE WITH ALL THE ACTS, REGULATIONS AND BY- LAWS GOVERNING THE BUILT ENVIRONMENT

I, _____ duly authorised to represent
 _____ (the bidders name) acknowledge that I as
 _____ shall ensure that _____ (description of
 the property in question) complies in every respect with the requirements of the following Acts, Regulations
 and By - Laws:

- (i) Occupational Health and Safety Act, 1993. (Act 85 of 1993)
- (ii) The National Building Regulations and Building Standards Act, 1977 (Act 103 of 1977)
- (iii) The Municipal by-laws and any special requirements of the local supply authority.
- (iv) The local fire regulations, to guarantee/ensure the health and safety of all State employees occupying this/these premises and the public visiting the premises for business or other purposes.

I furthermore agree to advise the Department of Public Works immediately in writing of any reason I am unable to perform in terms of this agreement and to apply the necessary corrective measures.

Name owner / authorised representative	Signature	Date

1. WITNESS:

Name of witness	Signature	Date

2. WITNESS:

Name of witness	Signature	Date

	DESCRIPTION OF ROOM	LEVEL	PROPOSED PU	NORM PER PU	ASM	REMARKS
	ASSIGNABLE AREA					
	CENTURION					
	BRANCH: NATIONAL DISASTER MANAGEMENT CENTRE					
1	DEPUTY DIRECTOR GENERAL	15	1	25.00	25.00	PRIVATE BATHROOM TO BE PROVIDED
2	SENIOR MANAGER	13	1	18.00	18.00	
3	EXECUTIVE ASSISTANT	8	1	8.00	8.00	
4	DEPUTY MANAGER	9	4	12.00	48.00	
	CHIEF DIRECTORATE: LEGISLATION AND POLICE AND COMPLIANCE MANAGEMENT					
5	EXECUTIVE MANAGER	14	1	20.00	20.00	
	DIRECTORATE: POLICY AND COMPLIANCE MANAGEMENT					
6	SENIOR MANAGERS	13	1	18.00	18.00	
7	ADMIN ASSISTANT	6	1	6.00	6.00	
8	MANAGER	11	1	18.00	18.00	
9	DEPUTY MANAGER	9	1	12.00	12.00	
	DIRECTORATE: FIRE SERVICES COORDINATION					
10	SENIOR MANAGERS	13	1	18.00	18.00	
11	MANAGER	11	1	18.00	18.00	
	CHIEF DIRECTORATE: PLANNING, COORDINATION INTERVENTION AND SUPPORT					
12	EXECUTIVE MANAGER	14	1	20.00	20.00	
13	ADMIN ASSISTANT	6	1	6.00	6.00	
	DIRECTORATE: PLANNING, INTERVENTION AND SUPPORT					
14	SENIOR MANAGERS	13	1	18.00	18.00	
15	DEPUTY MANAGER	9	2	12.00	24.00	
16	SENIOR ADMIN OFFICER	8	1	8.00	8.00	
	DIRECTORATE: CAPACITY BUILDING AND DEVELOPMENT					
17	SENIOR MANAGER	13	1	18.00	18.00	
18	ADMIN ASSISTANT	6	1	6.00	6.00	

GAUTENG: DEPT. OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS: CENTURION: NATIONAL DISASTER MANAGEMENT CENTRE BRANCH: NEW ACCOMMODATION

	DESCRIPTION OF ROOM	LEVEL	PROPOSED PU	NORM PER PU	ASIS	REMARKS
19	MANAGER	11	2	16.00	32.00	
20	DEPUTY MANAGER	9	1	12.00	12.00	
21	ADMIN OFFICER	7	1	8.00	8.00	
	CHIEF DIRECTORATE: INTELLIGENCE AND INFORMATION MANAGEMENT AND SYSTEMS					
22	EXECUTIVE MANAGER	14	1	20.00	20.00	
23	ADMIN ASSISTANT	6	1	6.00	6.00	
	DIRECTORATE: INTELLIGENCE AND COMMUNICATION MANAGEMENT SYSTEMS					
24	SENIOR MANAGER	13	1	18.00	18.00	
25	MANAGER	11	3	16.00	48.00	
26	DEPUTY MANAGER	9	2	12.00	24.00	
27	ADMIN OFFICER	7	1	8.00	8.00	
	DIRECTORATE: EARLY WARNING AND CAPABILITY SYSTEMS					
28	MANAGER	11	1	16.00	16.00	
	CHIEF DIRECTORATE: INTERGATED DISASTER MANAGEMENT SUPPORT AND MONITORING AND EVALUATION SYSTEM					
29	EXECUTIVE MANAGER	14	1	20.00	20.00	
30	ADMIN ASSISTANT	6	1	6.00	6.00	
	COMMON AREAS					
31	BOARDROOM		1	40.00	40.00	To be used by staff
32	REGISTRY		1	60.00	60.00	Registry will be used by NDMC
33	KITCHEN		2	6.00	12.00	
34	LIBRARY		1	20.00	20.00	
	TOTAL ASSIGNABLE AREA			ASIS	655.00	

	DESCRIPTION OF ROOM	LEVEL	PROPOSED PU	NORM PER PU	ARM	REMARKS
	NON ASSIGNABLE AREA (33%)				322.81	
	CIRCULATION, MAINTENANCE, DUTY AND STRUCTURAL SPACE					
	RECEPTION AREA					
35	STRONG ROOM PER FLOOR		1	24.00	24.00	
36	STORE ROOM		1	40.00	40.00	
37	CHANGE ROOM (CLEANERS)		1	12.00	12.00	
38	CHANGE ROOM (GENERAL ASSISTANTS)		1	12.00	12.00	
39	CHANGE ROOM (SECURITY)		1	12.00	12.00	
40	CHANGE ROOM (AIRCON TECHNICIAN)		1	12.00	12.00	
41	SERVER ROOM		1	50.00	50.00	
42	CANTEEN		1	30.00	30.00	
	COMMON AREAS					
43	SICK BAY ROOM		1	24.00	24.00	
	PARKING					
44	STAFF AND VISITORS PARKING		50			UNDERCOVER PARKING
	TOTAL GUIDELINE GROSS LETTABLE AREA (GLA)				1183.81	
	TOTAL LETTABLE AREA FOR LEASE PURPOSES				1885.10	

COMPILED BY: P. D. D. D.
 DATE: 2016-03-16

CHECKED BY: [Signature]
 DATE: 2016/03/16

VERIFIED BY: [Signature]
 DATE: 17 December 2016

CONFIRMED: ACCOMMODATION PARTICULARS AND SPACE NORMS APPLIED
 DATE: 16.03.2016

DEPARTMENT OF COOPERATIVE GOVERNANCE NATIONAL DISASTER MANAGEMENT CENTRE BRANCH

DESCRIPTION OF ROOM	PROPOSED PU	NORM PER PU	ASM	REMARKS
ASSIGNABLE AREA				
PRETORIA				
BRANCH: NATIONAL DISASTER MANAGEMENT CENTRE				
DEPUTY DIRECTOR GENERAL (15)	1	25 00	25 00	Private bathroom to be installed
SENIOR MANAGER (13)	1	18 00	18 00	
EXECUTIVE ASSISTANT (8)	1	8 00	8 00	
DEPUTY MANAGERS (9)	4	12 00	48 00	
CHIEF DIRECTORATE: LEGISLATION AND POLICY AND COMPLIANCE MANAGEMENT				
EXECUTIVE MANAGER (LEVEL 14)				
EXECUTIVE MANAGER (LEVEL 14)	1	20 00	20 00	
DIRECTORATE: POLICY AND COMPLIANCE MANAGEMENT				
SENIOR MANAGERS (LEVEL 13)				
SENIOR MANAGERS (LEVEL 13)	1	18 00	18 00	
ADMIN ASSISTANT (LEVEL 5)				
ADMIN ASSISTANT (LEVEL 5)	1	6 00	6 00	
MANAGER (LEVEL 11)				
MANAGER (LEVEL 11)	1	16 00	16 00	
DEPUTY MANAGER (LEVEL 9)				
DEPUTY MANAGER (LEVEL 9)	1	12 00	12 00	
DIRECTORATE: FIRE SERVICES COORDINATION				
SENIOR MANAGERS (LEVEL 13)				
SENIOR MANAGERS (LEVEL 13)	1	18 00	18 00	
MANAGER (LEVEL 11)				
MANAGER (LEVEL 11)	1	16 00	16 00	
CHIEF DIRECTORATE: PLANNING, COORDINATION INTERVENTION AND SUPPORT				
EXECUTIVE MANAGER (LEVEL 14)				
EXECUTIVE MANAGER (LEVEL 14)	1	20 00	20 00	
ADMIN ASSISTANT (LEVEL 5)				
ADMIN ASSISTANT (LEVEL 5)	1	6 00	6 00	
DIRECTORATE: PLANNING, INTERVENTION AND SUPPORT				
SENIOR MANAGERS (LEVEL 13)				
SENIOR MANAGERS (LEVEL 13)	1	18 00	18 00	
DEPUTY MANAGERS (LEVEL 9)				
DEPUTY MANAGERS (LEVEL 9)	2	12 00	24 00	
SENIOR ADMIN OFFICER (LEVEL 8)				
SENIOR ADMIN OFFICER (LEVEL 8)	1	8 00	8 00	
DIRECTORATE: CAPACITY BUILDING AND DEVELOPMENT				
SENIOR MANAGERS (LEVEL 13)				
SENIOR MANAGERS (LEVEL 13)	1	18 00	18 00	
ADMIN ASSISTANT (LEVEL 5)				
ADMIN ASSISTANT (LEVEL 5)	1	6 00	6 00	
MANAGER (LEVEL 11)				
MANAGER (LEVEL 11)	2	16 00	32 00	
DEPUTY MANAGER (LEVEL 9)				
DEPUTY MANAGER (LEVEL 9)	1	12 00	12 00	
ADMIN OFFICER (LEVEL 7)				
ADMIN OFFICER (LEVEL 7)	1	8 00	8 00	
CHIEF DIRECTORATE: INTELLIGENCE AND INFORMATION MANAGEMENT AND SYSTEMS				
EXECUTIVE MANAGER (LEVEL 14)				
EXECUTIVE MANAGER (LEVEL 14)	1	20 00	20 00	
ADMIN ASSISTANT (LEVEL 6)				
ADMIN ASSISTANT (LEVEL 6)	1	6 00	6 00	
DIRECTORATE: INTELLIGENCE AND COMMUNICATION MANAGEMENT SYSTEMS				
SENIOR MANAGERS (LEVEL 13)				
SENIOR MANAGERS (LEVEL 13)	1	18 00	18 00	

M. Mole T. B.

DEPARTMENT OF COOPERATIVE GOVERNANCE NATIONAL DISASTER MANAGEMENT CENTRE BRANCH

DESCRIPTION OF ROOM	PROPOSED PU	NORM PER PU	ASM	REMARKS
MANAGER (LEVEL 11)	3	16.00	48.00	
DEPUTY MANAGER'S (LEVEL 9)	2	12.00	24.00	
ADMIN OFFICER (LEVEL 7)	1	8.00	8.00	
DIRECTORATE-EARLY WARNING AND CAPABILITY SYSTEMS				
MANAGER (LEVEL 11)	1	16.00	16.00	
CHIEF DIRECTORATE-INTERGATED DISASTER MANAGEMENT SUPPORT AND MONITORING AND EVALUATION SYSTEMS				
EXECUTIVE MANAGER (LEVEL 14)	1	20.00	20.00	
ADMIN ASSISTANT (LEVEL 6)	1	6.00	6.00	
COMMON AREAS				
BOARDROOM	1	48.00	48.00	To be used by Staff
REGISTRY	1	60.00	60.00	Registry will be used by NDMC
TWO KITCHENS PER FLOOR	2	12.00	24.00	To be individual
SICK BAY ROOM	1	24.00	24.00	
LIBRARY	1	20.00	20.00	
TOTAL ASSIGNABLE AREA			ASM	334.60
NON ASSIGNABLE AREA (33%)				164.61
CIRCULATION, MAINTENANCE, DUTY AND STRUCTURAL SPACE				
RECEPTION AREA				
STRONG ROOM PER FLOOR	1	24.00	24.00	
STORE ROOM	1	40.00	40.00	
CHANGE ROOM (CLEANERS)	1	12.00	12.00	
CHANGE ROOM (GENERAL ASSISTANTS)	1	12.00	12.00	
CHANGE ROOM (SECURITY)	1	12.00	12.00	
CHANGE ROOM (AIRCON TECHNICIAN)	1	12.00	50.00	
SERVER ROOM	1	50.00	50.00	
CANTEEN	1	30.00	30.00	
STAFF AND VISITORS PARKING	60			UNDERCOVER PARKING
TOTAL GUIDELINE GROSS LETTABLE AREA (GLA)				
TOTAL LETTABLE AREA FOR LEASE PURPOSES				
<p>COMPILED BY: <i>M. Moela</i> SM: Facilities Management</p> <p>DATE: 10.12.2014.</p> <p>APPROVED BY: ACCOUNTING OFFICER: <i>[Signature]</i></p> <p>DATE: 12/12/14</p>				



PUBLIC WORKS

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

USER SPECIFIED ACCOMMODATION SCHEDULE (To be completed and attached by the User Department to leased accommodation requests)		
1.	USER DEPARTMENT:	Department of Cooperative Governance National Director Management Centre
2.	ACCOMMODATION REQUIREMENT:	Mark with X if applicable
2.1.	New	<input type="checkbox"/>
2.2.	Additional	<input checked="" type="checkbox"/>
2.3.	Alternative	<input type="checkbox"/>
2.4.	Renewal	<input type="checkbox"/>
2.5.	Renewal and additional	<input checked="" type="checkbox"/>
2.6.	Alterations to existing accommodation	<input type="checkbox"/>
Specify:		
3.	RECOMMENDED LEASE PERIOD:	2015 TO 2017
4.	ACCOMMODATION TYPE:	Mark with X where applicable
4.1.	Office	<input checked="" type="checkbox"/>
4.2.	Parking	<input checked="" type="checkbox"/>
4.3.	Functional	<input type="checkbox"/>
4.4.	Residential	<input type="checkbox"/>
4.5.	Storage	<input type="checkbox"/>
4.6.	Other	<input checked="" type="checkbox"/>
Specify:		
5.	PREFERRED LOCATION: (TOWN/SUBURB)	Conventer
5.1.	LOCALITY	Mark with X where applicable
5.1.1.	Central	<input checked="" type="checkbox"/>
5.1.2.	Decentralised (outskirts of CDB)	<input type="checkbox"/>
5.1.3.	Industrial	<input type="checkbox"/>
5.1.4.	Residential	<input type="checkbox"/>
5.1.5.	Township	<input type="checkbox"/>
5.1.6.	Farm	<input type="checkbox"/>
5.1.7.	Other:	<input type="checkbox"/>

Mphahlela

6.	BUILDING SPECIFICATIONS:	Mark with X where applicable
6.1.	Cellular building (stand alone)	<input checked="" type="checkbox"/>
6.2.	Multi-tenanted	<input checked="" type="checkbox"/>
6.3.	Ground floor	<input type="checkbox"/>
6.4.	Other	<input type="checkbox"/>
7.	USER SPECIFIED REQUIREMENTS: * Specifications to be attached (where available)	
7.1.	SECURITY MEASURES	
7.1.1.	Basic (specify)	<input type="checkbox"/>
7.1.2.	Advanced (specify)	<input checked="" type="checkbox"/>
7.1.3.	Specialised (specify)	<input type="checkbox"/>
7.2.	ELECTRICAL (SPECIFY)	
7.2.1.	Energy efficiency	<input checked="" type="checkbox"/>
7.2.2.	Generators	<input checked="" type="checkbox"/>
7.2.3.	Other	<input type="checkbox"/>
7.3.	ACCESSIBILITY: (SPECIFY)	
7.3.1.	Proximity to specific service providers(specify)	Yes NAT Joint
7.3.2.	Near to public transport nodes (specify)	Yes
7.3.3.	Facilities for physically challenged (specify) <small>(Pre-requisite responsive bid criteria)</small>	Yes
7.4.	Corporate image/internal finishings (specify)	Yes
8	Additional comments:	

SIGNATURE OF ACCOUNTING OFFICER
OR DELEGATED OFFICIAL

DATE:

22/02/14

M. A. A. A.

(M)

ESTIMATED SPACE REQUIREMENTS FOR LEASING OF BUILDINGS

1 PROJECT PARTICULARS

PROJECT: LEASING- APPLICATION FOR NEW ACCOMMODATION FOR NATIONAL DISASTER MANAGEMENT CENTRE (NDMC)

FILE NO.:

LEASE PERIOD: 5 YEARS

2 WORKSPACE

DESCRIPTION OF ROOM	NUMBER	FTE'S	SPATIAL REQUIREMENTS	ASSIGNABLE SQUARE METER	NORM	CLIENT MOTIVATION	REMARKS
EXECUTIVE MANAGEMENT INCL. MINISTERS							
POST 1 (16)	-	25		-	20-25m2		WORKSPACE ASSIGNED
SENIOR MANAGEMENT							
POST 1 (15)	1	20		20	16-20m2		WORKSPACE ASSIGNED
TECHNICAL & MANAGEMENT							
POST 1 (14)	21	16		336	8-10m2		WORKSPACE ASSIGNED
POST 2 (13)	-	14		-			WORKSPACE ASSIGNED
POST 3 (11/12)	10	12		120			WORKSPACE ASSIGNED
POST 4 (9/10)	-	10		-			WORKSPACE ASSIGNED
POST 5 (7/8) (OPEN PLAN)	75	8		600			WORKSPACE ASSIGNED (OPEN OFFICE)
POST 5 (7/8) (OFFICE)	-	8		-			OFFICE (MIN AREA FOR WORKABLE OFFICE) MOTIVATE SEE NOTE 1
SPECIALIST AREAS: ICT AND GIS							
ADMINISTRATION							
POST 1 (5/8)	-	8		-	6-8m2		WORKSPACE ASSIGNED / OPEN OFFICE
POST 2 (3/4)	-	6		-			WORKSPACE ASSIGNED / OPEN OFFICE
POST 3 (2)	-	6		-			WORKSPACE ASSIGNED / OPEN OFFICE
TOTAL NET WORKSPACE (LESS CLEANERS)	107	10		1,076	-		<12m2
SUPPORT SPACE PER WORKSPACE AREA							

3.1 SUPPORT SPACE PER WORKSPACE AREA A		ENTER NUMBER OF PERSONS UTILISING SPACE PER DAY			
RECEPTION/PUBLIC WAITING AREA	150	0.30	45		
BOARDROOM 20 PERSONS	1	36.00	36		FOR 20 PEOPLE @ 1.8 M2 PER PERSON. ENTER NUMBER OF BOARDROOMS
BOARDROOM 25 PERSONS	7	45.00	315		FOR 15 PEOPLE @ 1.8m2 PER PERSON. ENTER NUMBER OF BOARDROOMS
DOC OPERATIONS ROOM (300 PERSONS)	1	540.00	540		
AUDITORIUM 150 PERSONS	1	270.00	270		AS ALIGNED TO DISASTER MANAGEMENT ACT OF 2002 THIS IS A REQUIREMENT TO ENABLE FUNCTIONING TOGETHER WITH THE INCLUSION OF PROVISION FOR ICT
AUDITORIUM 50 PERSONS	1	90.00	90		AS ALIGNED TO DISASTER MANAGEMENT ACT OF 2002 THIS IS A REQUIREMENT TO ENABLE FUNCTIONING TOGETHER WITH THE INCLUSION OF PROVISION FOR ICT
VIP BRIEFING 50 PERSONS	1	90.00	90		
SERVER ROOM	2	16.00	32		
ICT REPAIR AND MAINTENANCE ROOM	1	16.00	16		
STRONG ROOMS	6	10.00	60		
REGISTRY	1	250.00	250		ENTER NUMBER: CLIENT TO MOTIVATE IF MORE THAN 16SQM
REPRODUCTION STATION 8SQM	4	8.00	32		ONE PER UNIT
REPRODUCTION STATION 4SQM	2	4.00	8		20 FILES PER PERSON X 5 YEARS. ENTER TOTAL NUMBER OF STAFF MEMBERS
CAFETERIA (FOOD SERVICES) (KITCHEN)	107	0.22	24		NUMBER OF STAFF MEMBERS TO BE USED IN CONJUNCTION WITH CAFETERIA (SEATING) FUNCTIONAL AREA IS 12 SQM MINIMUM
CAFETERIA (FOOD SERVICES) (SEATING)	107	0.48	51		30% OF STAFF MEMBERS. ENTER STAFF MEMBERS. SEATING TO BE USED IN CONJUNCTION WITH CAFETERIA (KITCHEN) FUNCTIONAL AREA IS 25SQM MINIMUM
VIP CAFETERIA (FOOD SERVICES) (SEATING)	3	50.00	150		PLEASE MOTIVATE
LIBRARY	1	100.00	100		SEEMS QUITE LARGE- POSSIBLY MAKE IT A BIT SMALLER?

STATIONARY	1	25.00	25	EACH UNIT TO HAVE STATIONARY SPACE. FUNCTIONAL SPACE 650MM MIN. SEE NOTE 2. ENTER TOTAL NUMBER OF STAFF MEMBERS
STORE ROOMS EQUIPMENT	2	25.00	50	EACH UNIT TO HAVE STORE SPACE. FUNCTIONAL SPACE 850MM. SEE NOTE 2. ENTER TOTAL NUMBER OF STAFF MEMBERS
STORE ROOMS EQUIPMENT	2	15.00	30	
FITNESS AND SHOWER AREA	107	0.30	32	THE CLIENT'S FUNCTION THE PERCENTAGE USAGE IS INCREASED TO 60 %
EMERGENCY MEDICAL ROOMS	2	12.00	24	WITH BASIN AND WC IN CLOSE PROXIMITY
SECURITY	1	16.00	16	FOR AT LEAST 2 STAFF MEMBERS
SLEEPING QUARTERS MALE	12	8.00	96	
SLEEPING QUARTERS FEMALE	12	8.00	96	30 TO 60 % OF WORKSPACE AREA
GENERATOR/ UPS/ WATER BACK UP	1	0.00	-	INCLUDED IN CORE SPACE
TOTAL NET SUPPORT SPACE A	-	-	2,478	60% Max 230.3%
3.2 PARKING SPACE: SUPPORT SPACE B			>60%	NATURE OF THE CLIENT AS A DISASTER CENTRE
PARKING SPACE	75	18	-	
COVERED PARKING	75	18	-	
BUS COVERED PARKING SPACE	1	35	-	
COVERED PARKING SPACE WITH ELECTRICAL PLUGGING POINTS	4	25	-	
UN DEMARCATED SPILL OVER PARKING	200	18	-	
HELIPAD X 1	1	3,850	-	
REHABILITATION AREA X 1	1	2,500	-	
TOTAL NUMBER OF PARKING SPACES	357			

CORE SPACE PER WORKSPACE AREA

ORGANISATION SUPPORT	60% 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	645.60	PROVIDE 1m2 PER CLEANER. MIN 8m2 PER 'REST ROOM WITH LOCKERS. PROVIDE ONE (8m2) CLEANER STORE ROOM PER 1350m2
LETTABLE AREA	4,189.60	

TOTALS REFLECTED ARE ESTIMATED SPACE TO INFORM ACQUISITION OF LEASE ACCOMMODATION

COST IMPLICATIONS & OTHER NOTES:

WATER TANK REQUIRED: YES

GENERATOR REQUIRED: YES

SECURITY MEASURES REQUIRED (BIOMETRIC/CARD SYSTEM/BURGLAR BARS/MOTION DETECTION/CAMERAS ETC): YES

OTHER:

COMPILED BY:

I.I. Ndlovu
Name

Asst
Rank

I.I. Ndlovu
Signature

17/05/2021
Date

CONFIRMED BY:

MIM NIENABER
Name

C ARCH
Rank

Mimniab
Signature

17 MAY 2021
Date

APPROVED BY:

Name

Signature

Date

NOTES

A= SUPPORT SPACE
B= SUPPORT SPACE- PARKING SPACE

CORE SPACE PER WORKSPACE AREA
PERCENTAGE X TOTAL NET 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 30 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 = 4sqm.

Do not change Assignable Square Meter formula



1. USER DEPARTMENT: DEPARTMENT OF COOPERATIVE GOVERNANCE (NATIONAL DISASTER MANAGEMENT CENTRE)		1. USER DEPARTMENT: DEPARTMENT OF COOPERATIVE GOVERNANCE (NATIONAL DISASTER MANAGEMENT CENTRE)	
(To be completed and attached by the User Department to leased accommodation requests)			
2.	ACCOMMODATION REQUIREMENT:	Mark with X if applicable	X
2.1.	New		X
2.2.	Additional		
2.3.	Alternative		
2.4.	Renewal		
2.5.	Renewal and additional		
2.6.	Alterations to existing accommodation		
Specify: The requirements of the NDMC are set out in the attached document pertaining to the Minimum Infrastructural Requirements for the National Disaster Management Centre:			
3.	RECOMMENDED LEASE PERIOD:	5 YEARS, Period of lease to be linked to the time needed to design, fund and build a dedicated facility for the NDMC.	
4.	ACCOMMODATION TYPE:	Mark with X where applicable	X
4.1.	Office		X
4.2.	Parking		X
4.3.	Functional		X
4.4.	Residential		
4.5.	Storage		X
4.6.	Walk in safes or strong rooms		X
Specify: The requirements of the NDMC are set out in the attached document pertaining to the Minimum Infrastructural Requirements for the National Disaster Management Centre.			
5.	PREFERRED LOCATION: (TOWN/SUBURB)	Thaba Tshwane (preferred), Centurion North, Brooklyn, Hatfield, Lynnwood, Murrayfield, Lyttleton, Groenkloof, Mukleneuk	
5.1.	LOCALITY	Mark with X where applicable	
5.1.1.	Central		
5.1.2.	Decentralised (outsirts of CBD)		X
5.1.3.	Industrial		

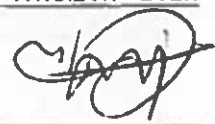
5.1.4. Residential		
5.1.5. Township		
5.1.6. Farm		
5.1.7. Other:		
6.	BUILDING SPECIFICATIONS:	Mark with X where applicable
6.1.	Cellular building (stand alone)	X
6.2.	Multi-tenanted	
6.3.	Ground floor	X
6.4.	Single tenant A- B Grade	X
7.	USER SPECIFIED REQUIREMENTS: The requirements of the NDMC are set out in the attached document pertaining to the 'Minimum Infrastructural Requirements for the National Disaster Management Centre';	
7.1.	SECURITY MEASURES	
7.1.1.	Basic (specify)	
7.1.2.	Advanced (specify)	X
7.1.3.	Specialised (specify)	
		<ul style="list-style-type: none"> • High security boundary fence • Access control to site and building (guard house(s) and security control room • Security lighting • Integrated security camera • Digital cameras • High Definition Cctv cameras • Biometric access control • Operational fire detection system with sprinklers with full maintenance plan from the property owner.
7.2.	ELECTRICAL (SPECIFY)	
7.2.1.	Energy efficiency	X
		<ul style="list-style-type: none"> • Energy saving lights • Water efficient ablutions and taps • Emergency lights • Water tanks to serve the building as set out in the criteria
7.2.2.	Generators	X
		<ul style="list-style-type: none"> • UPS • Standby Generator with adequate capacity

to power the entire building as set out in the criteria		
<ul style="list-style-type: none"> Split Unit air-conditioner with full maintenance plan for the entire lease period. Cross Ventilation 		7.2.3. Other
ACCESSIBILITY: (SPECIFY)		
<ul style="list-style-type: none"> Other government departments and Entities to the extent that they may travel to the NDMC 	Proximity to specific service providers(specify)	7.3.1.
<ul style="list-style-type: none"> Easy access to main roads Public buses and taxis Tshwane bus service Gautrain 	Near to public transport nodes (specify)	7.3.2.
<ul style="list-style-type: none"> Compliance with SANS 10400, Part S1 Parking and main entrance ramps conducive for use by people with disability. Lifts should be user friendly in terms of audio, braille and wheelchair users. 	Facilities for physically challenged (specify) <small>(Pre-requisite responsive bid criteria)</small>	7.3.3.
<ul style="list-style-type: none"> According to NDMC requirements/specifications 	Corporate image/internal finishings (specify)	7.4.
<p>X</p> <p>The requirements of the NDMC are set out in the attached document pertaining to the 'Minimum Infrastructural Requirements for the National Disaster Management Centre' which include a Disaster Operations Centre (DOC), Central Communications Centre (COC), Training, Media and Public Information Centre.</p>	Additional comments:	8.

**SIGNATURE OF ACCOUNTING OFFICER
OR DELEGATED OFFICIAL**



**HEAD : NATIONAL DISASTER MANAGEMENT CENTRE
OR DELEGATED OFFICIAL**



DATE:

2021/07/23

DATE:

21 July 2021

<p>Administrative offices, Information Technology and Communication System facilities (server rooms), Security and parking. Open area.</p> <ul style="list-style-type: none">• DOC, Server room, Registry and Security control room.• Assembly Point SHOULD BE MARKED.• Floor allocated for boardrooms.• Strong communication network access etc.		
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Item	Q1	Q2	Q3	Q4	Total
1. General Administration	100	100	100	100	400
2. Personnel	200	200	200	200	800
3. Materials	150	150	150	150	600
4. Maintenance	100	100	100	100	400
5. Transportation	50	50	50	50	200
6. Utilities	50	50	50	50	200
7. Miscellaneous	50	50	50	50	200
Total	700	700	700	700	2800

Item No.	Description	Unit	Quantity	Rate	Total
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1. **Dr. Mmapbaka Tau**
 2. **27 April 2021**
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ANNEXURE A:

1. Procedures and Processes:

- Ensure compliance to:-
- The approved space and cost norm (attached)
- The standard operating procedures of Supply Chain Management
- The leasing procedures and processes according to Internal Circular number 4 of 2007

2. Specifications and mandatory regulations in terms of access for Disabled Persons as contained in:

- SABS/SANS 400 – 1900: National Building Regulations (Section S)
- SABS/SANS 0246 – 1993: Accessibility of Buildings to Disabled Persons.
- DPW: Standard Guidelines for the Design of Accessible Buildings (Facilities for people with Disabilities): March 2001.

3. Asset Management:

- Ensure that all State-owned and leased accommodation is optimally utilised before new, additional or alternative accommodation is procured.
- If suitable State-owned building is identified please revert back to KAM to engage with Portfolio Performance Monitoring: (Portfolio Analysis) to undertake a viability study.
- Portfolio Performance Monitoring: (Portfolio Analysis) to provide technical report indicating the estimated cost for refurbishment and to ensure compliance with building regulations.

4. Reporting Framework:

- Provide the Directorate: Customer Billing Head Office with the following leasing information for billing purposes:-
- Building Name
- Cost per m² and monthly rental
- Total area leased
- Number of parking bays and cost per parking bay
- Lease commencement and expiry date
- Lease period
- Occupation date
- Ensures that a copy of the signed lease agreement is forwarded to the client for information, record keeping and budgetary purposes.