

DATE: 23 JUNE 2025
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ADDENDUM NO 1

RFP055/2025

RENTAL OF A THREE-YEAR LEASE, WITH AN OPTION WITH AN OPTION FOR AN ADDITIONAL 2-YEAR RENEWAL, FOR THE DBSA OFFICE IN EITHER UMHLANGA RIDGE OR LA LUCIA RIDGE TO ACCOMMODATE PERSONNEL ASSIGNED TO THE KWAZULU-NATAL DEPARTMENT OF EDUCATION (KZNDOE) AND KWAZULU-NATAL DEPARTMENT OF HEALTH (KZNDH) INFRASTRUCTURE PROGRAMME

Dear Bidder.

1. BRIEFING SESSION NOTES (Q/A)

1.1 I just wanted to double check in terms of the tenant installation. I do remember Mr. Khumalo mentioned that we would have plus-minus a month in terms of the budget for that fit out. The landlord will provide the tenant installation allowance. And I just want to clarify if DBSA will be topping that budget application allowance provided by the landlord.

Response:

The DBSA will not provide any budget top-up for tenant installations. Bidders must ensure that their bid price includes all costs necessary to comply with our requirements, as outlined in the table below. In addition, the bid must cover operational and facilities maintenance costs, including office cleaning, general upkeep, toilet utilities, and related supplies.

The following costs are excluded from the bidder's pricing schedule:

- Furniture
- IT-related infrastructure and equipment
- Municipal Electricity, Water, Sewerage, and Waste Removal and

| # | REQUIREMENT |
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| 1. | <p>The total size of office accommodation required by the DBSA and to be offered by the bidder is 338m2 of USEABLE area.</p> <p>NOTE 1: The total Useable area required by the department is 338 m2. The Department will therefore pay only for a maximum space requirement of 338m2. Useable space in excess of the requirement will not be paid for by the DBSA.</p> <p>To simplify the calculation of spatial requirements the "Useable Area" of the Building is to be used (as calculated by using the SAPOA method of measuring). This does not influence the income-generating value of the rentable space. The value of the common area is to be added to the rate per m² of the useable area.</p> <p>The reasoning is that all buildings have different R/U Ratio (Rentable area divided by Useable area) due to design criteria, which could differ by up to 30%.</p> <p>For the purpose of ensuring that the actual USEABLE area is provided, it is essential that when calculating the COMMON area, both Primary and Secondary Common areas are to be factored in. Therefore, the</p> |

| | Secondary common area shall remain part of the Common area and NOT be included in the USEABLE area as is defined in clause 1.2.4 of the SAPOA method of measuring. | | | | | | | | | | | | | | | | | | | | | | |
|---|---|-------------|---|---------------------------------------|----|----------------------|----|---------------|----|------------------|----|--|----|---------------|----|------------------|----|-----------------|----|---|----|-------------------|------------|
| 2. | <p>The building must have a minimum total of 11 parking bays, comprising of 02 disabled and 9 parking bays. Parking area to be paved or tarred, demarcated, and numbered. (See Note 2 below)</p> <p>NOTE 2: Bidders may offer more covered parking bays than required, BUT, the same must be priced at rate of an uncovered bay. Parking bays more than the required bays as indicated on page 1 will not be paid for by the DBSA.</p> | | | | | | | | | | | | | | | | | | | | | | |
| 3. | The Landlord/Accommodation must allow for the corporate image of the DBSA to be enhanced visibly. | | | | | | | | | | | | | | | | | | | | | | |
| 4. | <p>The electrical supply to the office accommodation must cater for both normal and clean (dedicated) power. Provision must be made for one (1) normal and one (1) clean plug point for every 6 m² of useable office accommodation, an additional two (2) plug points per 150 m² of Useable office accommodation to be allowed for to cater for fax, copiers etc. In addition, normal plugs to be provided in passages to accommodate cleaning machinery. (Provision of interconnection power extension boxes with leads).</p> <p>In the kitchenette, sufficient provision for plug points is made for all electrical equipment. (minimum of 6 plugs and in the case of a kitchenette, on each floor, the same will be applicable).</p> | | | | | | | | | | | | | | | | | | | | | | |
| 5. | <p>The accommodation must provide for adequate access for persons with physical disabilities etc., including toilet facilities both for the office environment as well as the public interface area. Public toilets will remain part of the useable area. Provision of a safe and secure wheelchair ramp and railings.</p> <p>Assisted ablution facility/facilities with the requisite door handles (bar). Safe and secure handrails inside to be aligned to SAN 10 400.</p> | | | | | | | | | | | | | | | | | | | | | | |
| 6. | <p>The office accommodation must cater for a combination of a general open plan environment (for staff workstations, filing cabinets, and several high-density filing cabinets) and enclosed offices for identified persons. See item Space Requirements.</p> <p style="text-align: center;"><u>DETAILED MINIMUM SPACE REQUIREMENTS</u></p> <table border="1"> <thead> <tr> <th>Description</th><th>Min. Estimate for Total SQM (m²)</th></tr> </thead> <tbody> <tr> <td>7x Offices with loose timber cabinets</td><td>85</td></tr> <tr> <td>8x Open plan offices</td><td>40</td></tr> <tr> <td>1 x Boardroom</td><td>60</td></tr> <tr> <td>2 x Meeting Room</td><td>26</td></tr> <tr> <td>1 x Server Room (with separate air conditioning)</td><td>12</td></tr> <tr> <td>1 x Reception</td><td>20</td></tr> <tr> <td>1 x Storage Room</td><td>10</td></tr> <tr> <td>1 x Kitchenette</td><td>20</td></tr> <tr> <td>1 x Bathrooms (2 Males & 2 Females) and 1 disabled toilet</td><td>65</td></tr> <tr> <td>Total Area</td><td>338</td></tr> </tbody> </table> <p>Detailed information in terms of space norms and standards will be provided once the tender is awarded.</p> | Description | Min. Estimate for Total SQM (m ²) | 7x Offices with loose timber cabinets | 85 | 8x Open plan offices | 40 | 1 x Boardroom | 60 | 2 x Meeting Room | 26 | 1 x Server Room (with separate air conditioning) | 12 | 1 x Reception | 20 | 1 x Storage Room | 10 | 1 x Kitchenette | 20 | 1 x Bathrooms (2 Males & 2 Females) and 1 disabled toilet | 65 | Total Area | 338 |
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| Total Area | 338 | | | | | | | | | | | | | | | | | | | | | | |
| 7. | <p>The accommodation must comply with: The National Building Regulations and Standards Act, 1977 (Act 103 of 1977) and The Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended. All certificates of electrical wiring complying with the Fire Regulations and Municipal By-Laws and certificate of compliance with the Occupational Health and Safety Act must be provided.</p> | | | | | | | | | | | | | | | | | | | | | | |


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| | Provide an emergency layout plan |
| 8. | Fire protection equipment to be installed to comply with SANS 10400-T . A full Fire maintenance plan to be provided. |
| 9. | 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. Provision must be made for 600mm wide side lights from 300mm F.F.L. to door height to all offices. |
| 10. | All offices shall be provided with a semi-solid hollow core door of at least 813 mm x 2032 mm and each fitted with a good quality three-pin cylinder lock with three keys fitting one lock only and which shall be handed over to the DBSA Representative at time of handing over of the building. The handles to be secured by means of male and female screws to ensure that the handles remain secured on the door leaf. |
| 11. | Provision is to be made for at least (1) small kitchenette per 10 staff members, in which a sink as well as "hot and cold" water is available. Sink to be housed in an appropriate floor mounted cabinet complete with matching wall mounted cabinet's above. Cabinet – tops to be fitted with no less than a granite post formed top. Provision is to be made to house a microwave, floor standing fridge and a kettle. |
| 12. | Floor covering must be of an acceptable standard and quality to last for at least ten years. Foyers, passages, kitchens, bathrooms to be tiled either in a ceramic or porcelain tiles. Office to be carpeted with carpet tiles. No unfinished cement screed shall be permitted. |
| 13. | No warehouse or Industrial type buildings shall be accepted. Previous warehouse typology buildings reconfigured to office will not be accepted. |
| 14. | Floor to ceiling heights-a clear floor to ceiling height of as close possible to 2.7m throughout shall be maintained in all general areas of building. Where a certain function inside a building necessitates a higher floor to ceiling height, the specific areas will be identified and 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. |
| 15. | Adequate lifts must be available for staff to access the office work area from the ground floor of any building that has more than one (1) floor. (Lifts must be disabled friendly.) |
| 16. | Proof of a lift maintenance contract must be provided. The maintenance contract must be in place for the duration of the contract. |
| 17. | The building must be fitted with a suitable and effective air-conditioning system, catering for the respective work areas (floors) as zones which operate independently. Fresh air to be supplied in office areas that have no direct access to opening windows |
| 18. | The bidder must indicate the type of air- conditioning system to be fitted/ fitted in the building. |
| 19. | The landlord shall be responsible for the maintenance and repairs in respect of the air-conditioning system during the period of lease. |
| 20. | The landlord will conclude a contract with an independent air-conditioning contractor in terms of which: <ul style="list-style-type: none"> • Complaints in respect of the reported air- conditioning problems need to be logged and responded to within a period of (2-4) hours of being reported. • Complaints reported in respect of air- conditioning problems need to be resolved with (24) hours after the initial report. |

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| 21 | Proof of an air-conditioning maintenance contract must be provided. The maintenance contract must be in place for the duration of the contract. |
| 22 | The building must have an emergency power supply unit subject to the size of the building to ensure essential areas, emergency lifts, emergency lighting, computer server room, computer workstations etc., are functioning in the event of a power failure, load shedding, at occupation. |
| 23 | Bidder must indicate the make and electrical capacity of the emergency power supply unit installed in the building and also provide a list of the standard equipment that it is currently connected to. |
| 24 | An indication of how long (duration) the emergency power supply unit can provide emergency power to the standard equipment currently connected. |
| 25 | The landlord must provide at least a minimum of two (2) water tank (2*5000 litres water storage tank with a pressure pump) as a water backup supply during office hours. In case of a double storey building, the tank must be elevated to assist the pressure of water supply to all floors. |
| 26 | Should water shading be implemented by local authorities, the water supply mentioned above should be sufficient to cover two days or more. A regular maintenance of all water related equipment is compulsory. |
| 27 | The landlord will be required to install a security access complete with a biometric and card reader system (hardware and software to be included), CCTV cameras to be installed at office entrance and linked to the system. |
| 28 | The landlord will be required to provide a boom gate and guardroom in the parking area. |
| 29 | The landlord will be required to provide burglar bars for all windows at least at the ground floor level. |

1.2 The specifications call for a Grade A building, please advise how are we the bidder's expected to indicate this? Will an architect's letter suffice?

Response:

Please note that the DBSA did not specify a formal office grading system in the bid documentation. However, the expectation is that the proposed office space should be of high quality and meet Grade A standards as generally recognized in the property industry.

DocuSigned by:

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NOMA RAKOMA
PROCUREMENT & TENDER OFFICER
SUPPLY CHAIN MANAGEMENT

ACKNOWLEDGEMENT OF RECEIPT

I **(Name)**..... hereby acknowledge the existence of
Addendum **No 1** on behalf of **(Company Name)**

.....

SIGNATURE

DATE