Tender Clarifications and responses - RFP125.2026 - Appointment of a Property Owner/Mandated Property Management Company to Provide Leased Office Space to House IFISA for a Period of Four (4) Years		
No	**Question**	**Responses**
1.	Would the DBSA consider a sub-lease property?	No, sub-leased properties/premises/ office space are not permitted. IFISA want to contract with a direct property owner or a Property Management Company on behalf of the owner (as described in the tender document)
2.	One original Bid document in separate folders; Folder 1 - for Pre Qualifying Criteria and Functional Evaluation and Folder 2 - Price / Financial Proposal – Electronic submission	This means that everything that is relating to price must be in a separate folder non-compliance will result into the bidder being disqualified.
3.	I just wanted to check in terms of the space, the acceptable minimum and maximum. For instance if I have a building spanning 3000 square meters GLA. Can I submit that?	Yes, we have no problem as long as the space is adequate to accommodate all the IFISA requirements. 2000m2 is a minimum requirement
4.	Can you advise if property brokers or agents allowed to participate in the tender process According to the Commercial Property industry norms, property brokers or agents are generally allowed to submit property-related bids (such as for leasing or selling office accommodation) on behalf of a property owner, provided the submission includes a valid, signed mandate or power of attorney explicitly authorizing the broker to act for the owner. Key Rules for Broker Submissions Mandatory Authorization: The bid must include a signed letter of authority, broker mandate, or power of attorney from the registered property owner. Evaluation on Owner: The responsiveness, compliance, and evaluation of the bid (such as tax	Yes, brokers may submit tenders on behalf of property owners or landlords, provided that the following requirements are met and not compromised: 1. There is a legitimate mandate and/or a valid Power of Attorney must be in place between the property owner (or landlord) and the broker, authorizing the broker to act on the owner's behalf. 2. Both the property owner and the broker must be registered on the **Central Supplier Database (CSD)** and must be eligible to do business with the State, with no restrictions that would prevent them from contracting with government institutions. In addition, the following

	compliance or property ownership criteria) are measured against the registered property owner, not the broker.	information must be submitted as part of the bid: • CIPC registration details of the property owner; • Details of the directors, members, or owners of the property-owning entity; and • Details of the broker acting on behalf of the property owner. Brokers may only represent landlords or property owners who are legally eligible to enter into contracts with the State. 3. The property owner must not have any conflicts of interest that would disqualify them from participation. Also, a broker may not represent a landlord or property owner who submits multiple bids for the same property through **different brokers**. To ensure fairness and transparency, only **one broker may represent a specific property or premises** in this bid.
5.	The tender documentation appears to require that the premises be furnished and fitted out according to IFISA's operational requirements. Under normal leasing arrangements, landlords typically provide the space in its current condition and grant a tenant installation allowance for fit-out works. Can you confirm whether the expectation is for the landlord to undertake the required fit-out and furnishing, with the associated costs being incorporated into and recovered through the rental charge?	Yes, the landlord must provide the full service. The bid price must be accommodative of every costs associated with a fully furnished office space. Costs will be recovered from a rental charge as per the pricing schedule submitted.
6.	The tender documentation refers to different floor area requirements, including approximately 2,000m^2, a minimum of 2,000m^2, and a minimum of 1,500m^2 as reflected in the presentation. Can IFISA clarify the actual minimum space requirement? Specifically, would a building measuring 1,500m^2 be considered if it can accommodate all functional requirements? Furthermore, can IFISA issue an addendum to formally clarify the minimum space	The office requirements as per the tender document (see Table 1) stipulate the following: *The proposed building must provide a **minimum lettable area of 1,500 m²,** excluding non-assignable space. An additional 25% (**approximately 500 m²)** shall be allocated for non-assignable areas, resulting in a **total Gross Lettable Area (GLA) of approximately 2,000 m²**, subject to final configuration*.

	requirement to ensure all bidders submit proposals on the same basis?	
7.	Under the Energy Availability Criteria, Item 5 requires a method to measure water consumption. In the case of a multi-tenanted building, installing a dedicated water meter may not be practical. Will IFISA accept a pro-rata allocation method for measuring and charging water consumption where a separate dedicated meter cannot be provided?	The bidder's proposal must clearly indicate how IFISA will be charged for Energy. What is key is for IFISA not being charged for energy consumed by others or a dispute over the charges for IFISA.
8.	Under Item 7 of the Energy Availability Criteria, bidders are required to provide a dedicated electricity meter for the generator. Can IFISA clarify what is meant by a dedicated generator meter, given that generators are generally connected to the building's main electrical supply and meter?	The bidder's proposal must clearly indicate how IFISA will be charged for power generated by a generator. What is key is for IFISA not being charged for energy or fuel consumed by others or a dispute over the charges for IFISA.