



TRANS-CALEDON TUNNEL AUTHORITY

TCTA was established by Government Notice No 2631 in Gazette No 10545 dated 12 December 1986 and then revised by Government Notice No 277 in Gazette No 21017 dated 24 March 2000

It is a specialised liability management body for bulk water supply development in the most cost-effective manner to the benefit of the water consumer.

TCTA is based in Centurion.

For more information on TCTA, please visit our web site www.tcta.co.za

REQUEST FOR TENDER RFT NO: TCTA /2010/CS/004

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF APPROXIMATELY 5000 M² OF A OR B GRADE OFFICE ACCOMMODATION, FOR A MAXIMUM PERIOD OF 5 YEARS IN THE CENTURION AREA (BETWEEN THE N1, N14 AND JEAN AVENUE AND INCLUDING ECO AND TECHNO PARK) AND TO PROVIDE A TURNKEY PROJECT TO FIT IT OUT TO TCTA'S REQUIREMENTS

RFT ISSUING DATE

Date : **9 December 2010**

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Appendix A: Standard Conditions of Tender

Appendix B: User Requirements

Appendix C: Map Showing Required Location

1. SPECIAL CONDITIONS OF TENDER

1.1 TENDER DATA

- Tender Number** : TCTA/2010/CS/004
- Title of this RFT** : Appointment of a service provider for the provision of approximately 5000 m² of a or b grade office accommodation, for a maximum period of 5 years in the centurion area (between the N1, N14 and Jean Avenue and including Eco and Techno park) and to provide a turnkey project to fit it out to TCTA's requirements
- Briefing Session** : Yes
- Briefing Session Date And time** : **14 December 2010 @ 10:00**
- RFT Closing Time & Date** : **26 January 2011 @ 14:00**
- Delivery Address** : Proposals must be **hand** delivered to TCTA's offices located at the address indicated below and addressed to **The Receiving Officer**, and marked **RFP No: TCTA/2010/CS/004** on or before the closing date and time:
- 265 West Street
Tuinhof Building
Stinkhout Wing
First Floor
Centurion
- Electronic submissions will not be accepted
- Originals to be submitted** : 1 for the Company Information.
1 for the Technical solution per Building

1 for the Costing Proposal per building including a soft copy of the costing proposal on a CD-R only, in MS Excel only, and not in any other format.

Copies to be submitted : 4 copies of the Technical solution per building.

Tender Validity Period : 120 calendar days commencing from the RFT closing date

1.2 AMENDMENTS TO THE STANDARD CONDITIONS OF TENDER

2.1 Replace Clause 2.2 with the following: "If a tenderer fails to submit and/or complete any of the returnable documents, the employer will call upon such tenderer to complete, update and/or correct and submit all the returnable documents in issue. If a tenderer should fail to submit any of the returnable documents duly completed, updated and/or corrected in their entirety within 5 working days of being called upon to do so, then the employer shall be entitled to disqualify the tenderer.

2. SCOPE OF WORK

2.1 GEOGRAPHICAL AREA OF BUILDING

In the Centurion area between the N1, the N14 and Jean Avenue, also including Eco and Techno Park. Refer to Appendix C.

2.2 LEASE REQUIREMENTS

Gross lettable area: 5000m²

Lease period: Maximum of 5 years. Lease to be drafted in line with SAPOA requirements.

Occupation Date: 1 June 2011

Project capital cost payment: Cost of the capital portion of the project will be paid by TCTA when each mile stone of the project has been achieved. Project mile stones will be negotiated with the successful bidder.

2.3 BUILDING SPECIFICATION

- The building must comply with the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended;
 - The National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977) as amended (SANS 0040).
 - The Municipal by-laws and any special requirements of the local supply authority
 - The local fire regulations
 - Copies of certificate to the above legislative requirements must be submitted together with your response to this tender.

- Space Requirements
 - Please refer to the User Requirements, Appendix B

- A or B Grade Building

- If building is higher than two storey lifts will have to be provided

- Internal pillars must be located on the centerline of partitioning or at centre point of workstations in open plan offices

- Corner angles of all rooms to be between 75° and 105°

- Occupancy of single office block in complex or full site. Multi tenant proposals will not be accepted.

- Accessible Garden, minimum 150 m² within premises excluding strip garden surrounding parking areas.

- Façade: - demonstratable low maintenance façade.(Gamma Zenith Coating, face brick or similar)

- External windows with aluminum window frames.

- 90% of ceiling height to be a maximum of 2.65 meters

2.4 INTERNAL OFFICE ACCOMMODATION SPECIFICATIONS

Unit	Specification
Assessment Centre	A 50m ² room fully carpeted with carpet tiles, constructed of noise reducing drywall partitioning. Dedicated air-conditioned. Installation of two 2 meters x 1 meter white board.
Board room	121 m ² conference room designed around TCTA's existing boardroom furniture and carpeted with executive carpets. Constructed out of noise reducing drywall partitioning covered in wall paper. Colours of wall paper will be decided upon with the successful bidder. Dedicated aircon system, dropped ceiling with executive down lights.
CEO's Office	Office measuring 40m ² . Floor to ceiling height glazed glass panels, glass door and drywall partitioning. Glass panels 80%, and drywalling 20% of construction. Fully carpeted with executive carpets. Wall paper to be applied to the inside of the office area. Colours schemes will be decided upon with the successful bidder.
CEO's Lounge	16m ² lounge. Wall paper, carpets and fittings to match the CEO's office specifications.
CEO's Office suite	5 offices, each office to be 20m ² in size, wall paper, carpets and fittings to match the CEO's office specifications.
Double volume meeting room (2 adjacent meeting rooms with a moveable partition enabling a single meeting room to be created)	Meeting rooms fully carpeted with high durability carpet tiles and separated by a fold up noise reducing glazed glass and aluminum frame partition. Floor to ceiling glass panels, glass door and drywall partitioning. Glazed glass panels 80%, and drywalling 20% of construction. Drywall must be painted with high a sheen washable PVA paint. Colours schemes will be agreed upon with the successful bidder.
Executive Managers Office	Office measuring 25m ² and fully carpeted with executive carpets. Floor to ceiling glazed glass panels, glass door and drywall partitioning. Glass panels 80%, and drywalling 20% of construction. Drywall and walls must be painted with high a sheen washable PVA paint. Colours schemes will be agreed upon with the successful bidder.
Filing rooms	All filing rooms must be constructed to NARS specifications. Successful bidder to install shelving as per TCTA's requirements under the provisional sum.
Filing room ESS	Filing room must be constructed to NARS specification and existing filing zipline units must be used.
Fish Bowl	100m ² area enclosed by full length glass partitions and a glass door. High durable carpet tiles. Areas that need painting must be painted with high sheen washable PVA paint. 8 workstations. Colours schemes will be agreed upon with the successful bidder.
Kitchen	12m ² enclosure by sound proof dry wall partitioning or glass panels. Drywall panels must be painted with a high sheen washable PVA paint. Tiled floor and walls. Colour schemes will be decided on with the successful bidder. Water and waste reticulation for dishwasher and sink. Power supply for microwave and appliances, water cooler & 240 litre fridge. Fittings and appliances to include the following

Unit	Specification
	<ul style="list-style-type: none"> • Granite tops, • Built in cupboards with maple finish (5 under counter cupboards, 1 broom cupboard 6 overhead cupboards) • Stainless steel double sink with hot and cold water mixer • 240 liter fridge, • 1200 watt micro wave oven, • 14 place dishwasher, 2 slice toaster, • 25 liter wall mounted urn, • 5 liter water cooler unit.
Meeting room CEO	<p>Floor to ceiling height glazed glass panels, glass door and drywall partitioning. Glass panels 80%, and drywalling 20% of construction. Fully carpeted with executive carpets and existing furniture has to be used. Wall paper, carpets and fittings to match the CEO's office specifications. Colours schemes will be decided upon with the successful bidder.</p>
Departmental Meeting rooms (excluding double volume meeting rooms)	<p>To be constructed of Drywall partitioning, glass door and a floor to ceiling height 400mm width glass panel next to door. Fully carpeted with high durable carpet tiles. Drywall panels must be painted with a high sheen washable PVA paint.</p>
PMID Board Room	<p>Board room to be constructed of Drywall partitioning, glass door and a floor to ceiling height 400mm width glass panel next to door. Fully carpeted with high durable carpet tiles. Drywall panels must be painted with a high sheen washable PVA paint.</p>
Senior Manager's Office	<p>20m² enclosed office area fully carpeted with high durable carpet tiles. Floor to ceiling glazed glass panels, glass door and drywall partitioning. Glass panels 80%, and drywalling 20% of construction. Drywall must be painted with high sheen PVA paint. Colours schemes will be agreed upon with the successful bidder.</p>
TCTA Meeting rooms	<p>A 30m² conference hall or conference room fully furnished using existing TCTA's furniture and carpeted with executive carpet tiles. Floor to ceiling glazed glass panels, glass door and drywall partitioning. Glass panels 80%, and drywalling 20% of construction. Drywall and internal walls must be covered in wall paper. Colours schemes will be agreed upon with the successful bidder.</p>
Open Plan workstation	<p>A workstation with no structural enclosures below ceiling height. Upholstered screens are to be used, either floor-based or desk-based, on one or 2 sides of the workstation, depending on the space planning, at a height of 1200 mm including adjuster foot, from the floor. Workstations are to be clustered in groups of 4 or 6. Size of workstation is 2.4 x 1.8 meters. Walls must be painted with high a sheen washable PVA paint. Carpet tiles to be fitted in open plan area. Colours schemes will be agreed upon with the successful bidder.</p>

2.5 PARKING REQUIREMENTS

- Minimum of 225 parking bays of which
 - A minimum of 90 basement parking
 - A minimum combination of basement and shaded parking bays totaling 150 and
 - 3 disabled bays

2.6 ELECTRICAL REQUIREMENTS

- Electrical Installation to meet SANS 10142 and Code of practice – Interior Lighting SABS 0114:1996 – Part I
 - Separate cable tray trays in the ceiling for Electrical and IT cables
 - Where applicable, cable trays under desks must be 300 mm wide. All cable trays to be equal or similar to O-line grid span. Sufficient ducting from cable tray installation is to be provided. Such ducting will terminate in power skirting to the required points.
 - Installation of electrical reticulation as per the following requirement:
 - 2 SSO (Single Standard Outlet), white and 2 DSO (Dedicated Single Outlet), red plug points per office
 - 6 SSO, white and 6 DSO, red plug points in photocopier rooms
 - 4 SSO, white and 2 DSO, red plug points in meeting rooms
 - 8 SSO, white plug points in all kitchens
 - 4 three phase plugs in the server room
 - The minimum ‘power’ requirement for each workstation is SSO and DSO.
 - The minimum IT requirements for each workstation are 1 Data (Cat 6 blocks) and 1 Voice (Cat 6 blocks) points.
 - The building must have sufficient lightning protection.
 - lighting must comply with recommended OHS Act LUX levels and;
 - Energy saving light bulbs and sensors should be installed in Boardrooms, Meeting Rooms, Filing Rooms, Store Rooms & Server Room, which turn off lights when the areas are unoccupied;
 - Emergency lighting to relevant SABS specification

2.7 BACKUP POWER SUPPLY AND UNINTERRUPTED POWER SYSTEM.

The successful bidder will only be responsible for the supply and installation of this requirement. TCTA will be responsible for the maintenance of these units.

Backup Power Supply

The bidder must specify the KVA rating of the generator according to the following requirements:

- All workstations (75 desktops and 175 laptops).
 - All IT equipment and only server room air conditioners app. 50 amps
 - All photocopiers.
 - All security and surveillance systems
 - Emergency lights
 - The fuel tank must have the capacity to run the generator for 48 hours before the being refilled. Automatic notification, is required via SMS when generator starts up, switches off and when fuel level is at the $\frac{1}{2}$ and $\frac{1}{4}$ full.
- Uninterrupted Power Supply
 - load carrying time 30 minutes
 - The following areas must be provided with Uninterrupted Power Supply. The bidder will have to spec the KVA rating of the proposed system;
 - 10 computers in the Fish Bowl, (area/ section of office enclosed in a glass cubicle), and
 - Server room equipment excluding server room air conditioner power, estimated consumption at 50 Amps.
 - Notification by SMS when unit starts up.

2.8 HVAC (HEATING VENTILATION AND COOLING)

- The ventilation of the building must be in accordance with the Occupational Health and Safety Act, 1993 (Act 85 of 1993). The building should be fully air-conditioned, with all maintenance undertaken by the successful bidder through the period of the lease.
- Most cost effective solution to be recommended by bidder for comfort cooling thus ensuring that the temperature in the work areas can be controlled and maintained at all times.
- Natural ventilation to be provided to all areas
- Air conditioners should be zoned and must be able to be switched off when areas are not in use.
- Timers to be installed and units to be switched on automatically at 6:00 and switched off at 18:00 during the week.
- Individually controlled air conditioners must be installed in individual offices, Board and meeting rooms.

- Cooling to be provided to the entire open plan office. 2 temperature sensors must be installed for every 400 m² of open plan office space.
- Humidity control to be provided in office areas.

2.9 FIRE DETECTION AND PREVENTION

- Minimum requirements as per SABS 10139 requirements
- Capability to monitor unit remotely via internet.
- Notification by sms of any alarms

2.10 CHURN / RELOCATION TO TCTA TO NEW PREMISES

- Relocation of 150 employees, all equipment, etc, from TCTA's current location to the proposed location.
- 50 additional workstations will be provided by TCTA to allow staggered relocation of employees. Relocation from old working area to new working area will be by simply moving personal belongings. A maximum of one day's disruption per employee will be allowed.

2.11 BUILDING INFRASTRUCTURE

- Water Supply
 - 4000 liter header water tank that will ensure that there is a constant supply of water to all ablution facilities, kitchens, etc, in the event that municipal water services are disconnected due to construction etc.
- All walls and drywall partitioning must be painted in a high sheen washable PVA paint. Colours will be agreed upon with the successful bidder.
- TCTA may, under separate contract, install sanitation equipment, toilet roll holders, soap dispensers and paper dispensers.
- Toilet facilities for people with disability (Clients and Staff) have to be provided for according to National Building Regulations, SANS 0400.
- Partitioning/ Drywalling Requirements
 - Office sizes as per TCTA's User Requirements refer to Annexure A.
 - Glazed glass panels 80% of construction, and drywalling 20% of construction, to ceiling height is to be used for all Boardrooms, Meeting rooms, kitchens, offices. (Where there is brickwork, drywalling will meet up to the brickwork).
 - In reception and meeting rooms, walls are to be acoustically treated.

- Drywalling to ceiling height, with glazed panels are to be used in areas of internal division in accordance with space planning recommendations.
- Skirting and top trim to drywalling; and door frames are to be natural anodized aluminum in general office areas.
- Timber skirting and timber door frames and architraves are to be used in public areas and meeting rooms.

2.12 WALLS, FLOOR, WINDOW AND CEILING FINISHES

- Vinyl wallpaper is to be installed to public areas and to other areas as is deemed necessary.
- 8mm, Heavy duty Commercial carpet tiles (of a high quality and durability) are to be used throughout the open plan office areas and public areas.
- 12mm laminated flooring is to be used where appropriate within the space planning and conceptual recommendations.
- A grade Ceramic Tiles are to be used in kitchens, toilets and in open areas where/ if there is water supply.
- 2mm semi flexible Tuff Floor / Vinyl Tiles are to be used in filing rooms, store rooms and copy rooms.
- An anti-static floor treatment is to be installed to the server room and rear-projection room.
- In general office areas (both individual and open plan), kitchens and special purpose space, acoustic ceiling tiles will be used, dropped into a suspended grid.
- All windows to be fitted with venetian wooden blinds.

2.13 TECHNICAL SECURITY

- Security regarding access control and surveillance, appointment of TCTA's service provider. Provisional sum allowance for co-ordination of installation. The successful bidder will have to project manage the installation and the payment process once the work has been completed.

2.14 INFORMATION TECHNOLOGY

2.14.1 PABX System

The successful bidder will have to manage TCTA's existing service provider for the installation of the PABX system and the payment process once the work has been completed.

2.14.2 Cisco Network Kit

The successful bidder will have to manage TCTA's existing service provider for the installation of the Cisco Network Kit and the payment process once the work has been completed.

2.14.3 Network and Cabling

The successful bidder will have to manage TCTA's existing service provider for the installation of the Network Cabling and the payment process once the work has been completed.

2.14.4 Relocation of existing IT equipment, the Blade server centre

The successful bidder will have to manage TCTA's existing service provider for the relocation of the existing IT equipment, the Blade server Centre and procuring additional server racks and the payment process once the work has been completed.

2.14.5 Video Conferencing

The successful bidder will have to manage TCTA's existing service provider for the installation of the Video Conferencing facilities and the payment process once the work has been completed.

2.15 PROCUREMENT OF FURNITURE

- Provisional sum allowance for co-ordination of installation. The successful bidder will have to procure any additional furniture or refurbish any existing furniture identified by TCTA and will ensure that the service provider is paid once the goods or services have been delivered and fitted.

2.16 RE-INSTATEMENT OF EXISTING BUILDING

The existing office to be re-instated and handed back to the landlord as a clean empty white shell within 1 month after TCTA has vacated the offices.

TCTA is currently leasing office space situated at 265 West Avenue Tuinhof Building Stinkhout and Karee Building from Eris Properties which totals to 3519.17m².

The allocation of this space and the usage of it are as follows:-

Stinkhout Building Lease measuring 2140.67m²

- Ground floor 548.43m²:-
 - Meeting Rooms and lounge area fully carpeted 500 m2, laminated floor 10m2, ablution facilities 20.96m2 and kitchen 17.47 m2
 - Balcony measuring 48 m2 and not included in the 548.43m2

- North side 1st floor 940.10m²:-
 - Reception area measuring 125m2 and fully carpeted.
 - Laminated floor measuring 5m2.
 - Two kitchens fully tiled. Kitchen A on the South Side measures 9m2 and kitchen B on the North Side Measures 18 m2.
 - Total office area measuring 788.10m2 and fully carpeted.
 - Balcony on the South side measuring 12 m2 and on the North side measuring 15 m2, not included in the 940.10m2.

- 4th floor 599.42m²:-

Entrance passage to floor fully tiled measuring 24m2

 - Kitchen fully tiled and measuring 8m2
 - Office area measuring 567.42 m2 and fully carpeted.
 - Balcony on the South side measuring 20m2 and on the North side also measuring 20m2, not included in the 599.42m2.

- Store rooms in Stinkhout Building's basement measuring 52.72m2

Karee Building 1378.50m²

- 1st floor 709.50m2:-
 - Office area 609m2 Meeting rooms 20m2 all fully carpeted
 - Tiled kitchen A measuring 8m2 and tiled kitchen B measuring 6m2
 - Balcony on the South side measuring 12m2 and on the North side measuring 12m2, not included in the 709m2.

- 2nd floor 689m2:-
 - Office area 639.50m2, Rest area 10m2, Meeting rooms 40m2 all fully carpeted.
 - Tiled kitchen A measuring 20m2 and tiled kitchen B measuring 6m2

- Balcony on the South side measuring 12m² and on the North side measuring 12m², not included in the 689.50m².
- Store rooms in Karee Building Basement measuring 35m².

3. SUBMISSION INSTRUCTIONS

The following submission instructions must be adhered to, namely:

- All proposals must be packaged and numbered in accordance with the numbering set out in the tables below and each bid must be compiled in a book format.
- For each proposed building a Technical and Financial proposal must be submitted in separate envelopes. Each bidder is limited to a maximum of two proposals any combination of A and or B grade buildings.

ENVELOPE A: COMPANY INFORMATION	
Section 1	Signed off copy of this RFT
Section 2	Original valid SARS Tax Clearance Certificate
Section 3	Completed Forms from the Standard Conditions of Tender (Appendix A)
	Annexure A:- Covenant of Integrity
	Annexure B:- Bribery and corruption Declaration
	Annexure C:- Enterprise Information Affidavit (including company registration documents and cancelled cheque)
	Annexure D:- Enterprise Information
	Annexure E:- BBBEE scorecard and Certificate
Section 4	Proof of capacity to undertake space planning must be submitted, i.e. a cv of space planner, minimum of 5 years experience and a copy of the certificate of the software program.
Section 5	A minimum of 2 references from previous clients of past turn key projects amounting to a minimum of R20million.
Section 6	Bank comfort letter or equivalent from a recognised banking institution/s (institution must be recognised by the Registrar of Banks under the SA Reserve Bank Act) stating that the bidder will be capable to fund a project in the context of this RFT.

ENVELOPE B: TECHNICAL SOLUTION (Per building)

Section 1	Template A
Section 2	Bidder to submit a colour brief on the proposed building, Floor layout showing that the space requirements have been met
Section 3	Copies of Building certificates showing that the building complies with all the relevant legislative requirements
Section 4	Proposed Electrical solution, including the following information: <ul style="list-style-type: none">○ Quantity of incoming feeds into the building. (One or state number)○ Capacity/ KVA of incoming power supply○ Maximum capacity of incoming power supply○ Capacity of circuit breakers at HV side.○ Capacity of circuit breakers at LV side.○ Capacity provided per m²○ Load demand of A/C installations & lifts on existing supply.
Section 5	Proposed diesel Generator solution including cost of the trade in of the existing 70 KVA generator shown as a separate item on the BOQ.
Section 6	Proposed UPS solution including cost of the trade in of the existing 60KVA UPS system shown as a separate item on the BOQ.
Section 7	Air conditioning solution

ENVELOPE C: FINANCIAL PROPOSAL (per building)

Use TCTA costing sheet, Template B that is attached to this RFT. Soft copy of costing template to be submitted on **CD R** in Excel format **only**. The completed Costing Proposal template **MUST** be signed off by the bidder.

Completion of all “**Additional Information templates 1, 2 and 3.**”

4. EVALUATION CRITERIA

TCTA will evaluate all Proposals in terms of the Preferential Procurement Policy Framework Act, No.5 of 2000 (PPPFA). The 90/10 scoring methodology will apply. A copy of the PPPFA regulations can be downloaded from www.treasury.gov.za

	Preferential Procurement Evaluation Criteria	% Target	Max Score
	<p>Scores, (□) = 0.05, (◇) = 0.025 & (■) = 0.05 <i>(adjust depending on the weighting)</i></p> <p>Control at board level and Ownership</p> <ul style="list-style-type: none"> • Ownership - Black people (◇) - Black women (◇) • Board Members – Black people (◇) - Black women (◇) <p>Executive Management (people directly reporting to CEO)</p> <ul style="list-style-type: none"> • Black people (□) • Black women (□) <p>Employment Equity (Senior management – people reporting to Executive management)</p> <ul style="list-style-type: none"> • Black senior management (□) • Black women senior management (□) • Black middle management (□) • Black women middle management (□) <p>Skills Development (SD)</p> <ul style="list-style-type: none"> • Expenditure on SD of black people (◇) • Expenditure (of payroll) on black students, target 1% of payroll (■) <p>Procurement</p> <p>Total expenditure on BE, BEE & SMME (◇)</p>	<p>40</p> <p>20</p> <p>40</p> <p>20</p> <p>20</p> <p>10</p> <p>20</p> <p>10</p> <p>10</p> <p>20</p> <p>10</p> <p>40</p> <p>20</p> <p>40</p>	<p>1</p> <p>0,5</p> <p>1</p> <p>0,5</p> <p>1</p> <p>0,5</p> <p>1</p> <p>0,5</p> <p>1</p> <p>0,5</p> <p>1</p> <p>0,5</p> <p>1</p> <p>10</p>
	Maximum Total		10

5. PENALTIES

- The bidder will be liable for all additional costs incurred by TCTA should the occupancy date not be met.

TEMPLATE A

BIDDER'S PROPOSAL PER BUILDING		
Property Address		
Property Type	<input type="checkbox"/> A Grade or <input type="checkbox"/> B Grade	
DESCRIPTION	TCTA's REQUIREMENT	BIDDER'S PROPOSAL {Please complete with the required information}
GLA	Approximately 5000 m ²	
Maximum Lease term	5 years from occupation date	
Occupation Date	1 June 2011	
Occupancy	Single tenant office block in complex or full site	
Central Garden Area	Gardens, water features, etc 150 m ²	
Required Occupancy	Occupancy of single office block in complex or full site	
	Demonstratable low maintenance façade: - Gamma Zenith Coating (or similar) or face brick	
	External windows with aluminum window frames.	
	90% of ceiling height in open and office areas to be 2.65 meters	
Parking	Minimum of 225 parking bays of which:	
	A minimum of 100 basement parking	
	A minimum combination of basement and shaded parking bays totaling 150	
	3 disabled bays	

TEMPLATE B

PLEASE USE THE EXEL TEMPLATE FOR THE SUBMISSION OF THE COSTING PROPOSAL.

MONTHLY OPERATING COST PROPOSAL		
Property Type	<input type="checkbox"/> A Grade or <input type="checkbox"/> B Grade	
Property Address		
DESCRIPTION	BIDDER/S COST PROPOSAL	BIDDERS COMMENTS
Rental (submit cost per m ²)	R m ²	
Operating Cost (submit cost per m ²)	R m ²	
Parking Cost per bay	Basement	R
	Shaded	R
	Open	R
Rates and taxes (submit cost per m ²)	R m ²	
Rental Escalation per anum (submit % rate increase)	%	
Operating Cost escalation per anum (submit % rate increase)	%	
Rates and taxes escalation per anum (submit % rate increase)	%	
Parking escalation per anum (submit % rate increase)		
Additional Costs (Please specify rand value in this template and give a break down of the cost in a separate Annexure marked AOC 1)	R m ²	

CAPITAL CONTRIBUTION COST PROPOSAL		
DESCRIPTION	BIDDER/S COST PROPOSAL	BIDDERS COMMENTS
Upfront Rental Deposit Requirements	R	
Electrical	R	
Generator	R	
UPS System	R	
HVAC (Heating, Ventilation and Cooling)	R	
Fire detection and prevention	R	
Infrastructure	R	
Current office re-instatement costs	R	
Airconditioning	R	
Churn / Relocation of TCTA to new premises	R	
Existing Office re-instatement costs	R	
Project Management costs	R	
Technical Security ** (Appointment of TCTA's service provider. Provisional sum allowance)	R2,000,000.00	
Information Technology ** (Appointment of TCTA's service provider. Provisional sum allowance)	R8,000,000.00	
Procurement of Furniture ** (Appointment of TCTA's service provider. Provisional sum allowance)	R2,000,000.00	
Any additional costs (Bidder must specify any additional costs in a separate Annexure marked as ACC1)		
CAPITAL COST OF PROJECT	R	
Minus Tenant installation allowance	R m ²	
TOTAL CAPITAL COST	R	
PROJECT CAPITAL COST INFORAMTION		
*** A complete breakdown of the bill of quantities of the capital cost component must be submitted as a separate Attachment. It must be clearly marked Bill of Quantities and each sub heading, e.g. Electrical, HVAC, Infrastructure, etc, must be discussed for the exception of Technical Security, IT and		

Procurement of furniture.

RATE ONLY PRICING INFORMATION	
DESCRIPTION	COST
Assessment Centre	R m ²
Board room	R m ²
CEO's Office	R m ²
CEO's Lounge	R m ²
CEO's Office suite	R m ²
Double volume meeting room	R m ²
Executive Managers Office	R m ²
Filing rooms	R m ²
Filing room ESS	R m ²
Fish Bowl	R m ²
Kitchen	R m ²
CEO Meeting room	R m ²
Meeting rooms other departments (excluding double volume meeting rooms)	R m ²
PMID Board Room	R m ²
Snr Manager's Office	R m ²
TCTA Meeting rooms	R m ²

RATE ONLY PRICING INFORMTION 2		
DESCRIPTION	COST	
Cost of glass door with aluminum frame	R	
Cost of drywalling per linear meter	R	l/m
Cost of full length wooden door	R	
Cost of A grade tiles per square meter	R	m ²
Cost of executive carpets per square meter	R	m ²
Cost of high durable carpet tiles per square meter	R	m ²
Cost of painting high sheen washable PVA paint per square meter	R	m ²
Cost of installing a power point (white power)	R	
Cost of installing a power point (red power)	R	
Cost of installing a 100 liter geyser	R	
Cost of installing a cold water tap	R	
Cost of installing a hot water tap	R	
Cost of installing 12mm laminated flooring per square meter	R	m ²
Cost of installing a 4 tube florescent tube light fitting	R	
Cost to demolish a drywall partition	R	l/m
Cost to remove high durable carpet tiles and executive carpets per square meter	R	m ²
Cost to remove ceramic tiles and wooden flooring per square meter	R	m ²
Cost to remove a wooden door	R	
Cost to refit a wooden door	R	
Cost to remove an aluminum door	R	
Cost to refit an aluminum door	R	
Cost to fit venetian wooden window blinds cost per unit	R	

Appendix A: Standard Conditions of Tender

Appendix C: Map Showing Required Location

