



## KWAZULU-NATAL PROVINCE

PUBLIC WORKS  
REPUBLIC OF SOUTH AFRICA

BID NO	: ZNT 03096 W
Description	: Suitable and capable service providers are invited to bid for supply and letting of suitable Office Accommodation to the Department of Public Works: KwaZulu-Natal on behalf of Department of Community Safety and Liaison: eThekweni Region and three District Offices in Durban CBD. Procurement of suitable office accommodation of the extent of 398m <sup>2</sup> plus 20- 25% (99.5m <sup>2</sup> ) non-assignable space totalling to 497.5m <sup>2</sup> , plus 09 lock-up parking Bays, 16 under cover bays, 12 open bays and 03 parking bays for disabled people, for a period of 5 years with escalation not exceeding 6%.
Advert date	: 14 April 2025
Closing Date	: 19 May 2025
Time	: 11h00
Documents available for collection from	: Department of Public Works: eThekweni Regional Office: 455A King Cetshwayo Highway, Mayville- Basement Tender Office (helpdesk), <b>during working hours (08h00 to 15h45)</b>
At no Cost documents to the	: The complete bid document can be downloaded from The e-Tender Portal and the Departmental website at
Cost of tender document	: <b>R380.00</b>

**Compulsory Pre-Tender Briefing Meeting/ Bid Clarification Meeting:**

Date: 07 May 2025

Venue: Board room ground floor

Time: 9:30 am

**NB. Completed bid documents are only to be deposited in the Tender box no.8 at 455A King Cetshwayo Highway, Mayville 4091- Basement Tender Office**

**Tender Validity: 120 days**

**Contract Period: Five years (05)**

**Enquiries relating to the bid document may be directed to**

**Tel: 066 535 7932 email: [thobeka.mncanyana@kznworks.gov.za](mailto:thobeka.mncanyana@kznworks.gov.za)**

**All technical enquiries may be directed to**

**Tel: 067 4116 782 email: [lungi.mchunu@kznworks.gov.za](mailto:lungi.mchunu@kznworks.gov.za)**

**Conditions of Tender**  
**Prequalifying Criteria**  
**Evaluation Criteria**

Administrative compliance, Mandatory requirements, Financial and preference offer

**Phase 1: Administrative compliance**

Correctness of bid documents

Compliance with bid regulations (registration with CSD and other prescripts requirements)

**Phase 2: Mandatory Requirements: Failure to submit any of the following will lead to immediate disqualification of the tender.**

**MANDATORY REQUIREMENTS**

**1. PROPERTY OWNERSHIP**

Bidder to provide proof of ownership.

Compliance requirements:

- i) Certified copy of the Title Deed/Certified Windeed printout (department reserves the right to verify the correctness of windeed printout) if owner is directly bidding or;
- ii) Attach both certified copy Title Deed and copy of Power of Attorney/ signed mandate letter/lease agreement, if bidding as an agent/broker/independent company using another person's property or
- iii) Copy of fully signed Sale Agreement, together with the Title Deed of the current owner of the building if is in the process of being purchased as well as the certified copies of Identity Documents for both the bidder and the owners(s) of the property.

**2. PROPERTY SIZE AND SPACE PLANNING REQUIREMENTS**

The building must comprise a minimum of **398m<sup>2</sup>** Plus 20% -25% (**99.5m<sup>2</sup>**) Non – Assignable space totaling to **497.5m<sup>2</sup>**, Gross Lettable Area (GLA) depending on the configuration, measured according to the latest SAPOA Method for Measuring Floor Areas (MOMFA) for Offices.

**3. PROVISION OF PARKING**

3.1 The Bidder must submit a parking plan, signed off by the Professional Architect, indicating the availability of required parking bays.

**PARKING REQUIREMENTS :**

Total Parking required is 40 parking bays. Required Parking bays to be provided on site 40 made up of the following categories.

	Type of parking	Quantity
	Lock-up	09
	Under-cover	16
	Open	12
	Bays for people with Disabilities	03

Compliance requirements:

- i) At least 50% is located on site and the balance within 100m from the building.
- ii) Bays for people living with disabilities – to be located within 50 meters of the accessible entrance as per SANS part S and must be undercover.
- iii) If parking is in a shared building plan to show clear demarcation and numbering.

#### 4. BUILDING SUPPORT SERVICES-

4.1 Business Continuity Plan signed by the Bidder in respect of the following;

- i) Water -back-up water tank for a 12 hour period to service toilets; available drinking water in the instance of disruption of municipal services.
- ii) Electricity -provision of functional back up electricity supply that will service 100% capacity to the leased premises in the event of municipal disruption.

If the above requirement is not fully complied with at the time of bidding, the Bidder must submit a letter of Commitment that confirms the provision of potable back up water and electricity supply, which will be made available prior to the client taking occupation of the building.

4.2 Latest Occupation Certificate of the Offered Building if it is an existing building that was previously occupied. If it is a partially constructed building, this will not apply however, this certificate will be required prior to occupation.

4.3 Bidders must provide a letter from the Fire Department confirming full fire compliance of the offered premises.

If the offered premises is partially constructed building, this will not apply however, this certificate will be required prior to occupation, however, bidder must supply municipal approved plans for the building.

#### 5. ZONING OF PREMISES

Buildings must be zoned either; Commercial; Office or Public Buildings

Bidder must provide Town planning certificate from Local Municipality confirming the zoning

#### 6. MAINTENANCE PLAN

Bidder to submit a comprehensive plan detailing the maintenance scheduling for the lease duration in respect of the following;

- (i) All categories (structural; mechanical; electrical; plumbing; upgrading of finishes, as required; etc)
- (ii) Dates of planned maintenance
- (iii) Provision for dealing with unplanned maintenance and turnaround time
- (iv) Plan to include sub-contractors and address issue of locality; targeted groups and job creation for the lease period.

**NB! If the building was previously leased (in less than 2 years) / is occupied by Government Departments, a reference will be sought confirming the maintenance history, and the cooperativeness of the landlord.**

**Bidders to specify all premises let to Government Departments in the reference table provided (page 6 of this document**

**The bidder to declare and indicate in writing whether the offered building was occupied by any Government Department in the last two years from the closing date of this bid or whether is currently occupied and indicate such occupation.**

#### 7. LOCATION OF PREMISES

The offered building to be situated at Durban Central within 3–5-kilometer radius from the Durban City Hall situated at 234 Anton Lembede Street, Durban, 4001

Compliance Requirements:

- (i) Google Road Maps satellite print out indicating the requirement.

## 8. EPC REGULATION

### 8) TECHNICAL BRIEF:

8.1 Bidders are alerted to the regulations promulgated in terms of the National Energy Act (Act No. 34 of 2008) making it mandatory for accounting officers and building owners to display and submit an Energy Performance Certificate (EPC) for their building.

8.2 As per the Regulation for the Mandatory Display and Submission of Energy Performance Certificates for buildings (Government Gazette No, 43972, dated 8 December 2020), further amended on 25 November 2022 (Government Gazette Number 48569) and on 3 August 2023 (Government Gazette Number 49075) the Accounting Officer /Building Owner must by 7 December 2025 publicly display an Energy Performance Certificate at the entrance of the building that is owned, operated or **occupied** by an Organ of State, provided that the building;

8.5 Failure to publicly display the energy performance certificate in terms of this Regulations is a contravention of the Act.

### RETURNABLE DOCUMENTS:

1. Certified copy of EPC (applicable for bids submitted after 07 December 2025);
2. Commitment to submit a certified copy of the building's EPC by 07 January 2026 (applicable for bids submitted before 07 December 2025); for buildings which have not undergone any major renovations.
3. Proof of building registration (building size and type) on National Building Energy Performance Register (NBEPR) maintained by SANEDI;
4. Where the building has been subject to a major renovation within 2 years of submitting the bid:
  - a. Proof of plans approval to the relevant Municipality; and
  - b. Commitment to submit a certified copy of the building's EPC, within 24 months after practical completion of the major renovation.

### Phase 3: Specific goals

Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Whether the 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system).

Price		80 Points
Specific goals: Total Points	Documents Required	20 Points
Ownership by black people.	Sworn affidavit signed and dated by Commissioner of Oaths CIPC report	10
Promotion of enterprises located in eThekweni Municipal area for service to be rendered	Proof of municipal account depicting Physical address of business (not older than 3 months)	10

### BIDDERS TO NOTE

1. Requirement of sealing, addressing, delivering and assessment of the tender are contained in the tender document.
2. The Department will conduct a detailed risk assessment prior to the award of the bid.
3. Only bidders registered on Central Suppliers Database.
4. The department reserves a right not to award the lowest bidder.
5. In addition, the department will conduct a detailed risk assessment prior to the award of the quotation.

6. Submission of a PDF copy of the completed quotation document together with all the supporting tender documents must be submitted on the close of tender.
7. Late submissions will not be accepted.
8. Faxed or emailed bids are not accepted.
9. Only bidders registered on the Central Suppliers Database (CSD) are eligible to submit quotations.
10. Closing Date: **19 May 2025 at 11:00 am**
11. Technical enquiries may be directed to: Mrs.L.Mchunu :Tel: 067 4116 782 email: [lungi.mchunu@kznworks.gov.za](mailto:lungi.mchunu@kznworks.gov.za)
12. Administrative enquiries relating to the quotation document may be directed to: Mrs .T. Mcanyana. Tell: 066 535 7932: email: [thobeka.mncanyana@kznworks.gov.za](mailto:thobeka.mncanyana@kznworks.gov.za)
13. Closing Venue: Box 08, eThekweni Regional Office ,455A King Cetshwayo Highway, Mayville 4091(Basement Tender Office ).
14. Documents are available from KZN Department of Public Works: eThekweni Regional Office: Basement Tender Office) 455A King Cetshwayo Highway from Monday to Friday during working hours 08h00 to 15h45 or via eTender Portal and the Departmental website website:www.kznworks.gov.za under the section: Tender Bids and Quotations
15. The 80/20 point system is applicable for this bid with the following Specific Goal Requirements and documentary proof as per the bid document must be provided for claiming of points for specific goals :