



KWAZULU-NATAL PROVINCE

PUBLIC WORKS & INFRASTRUCTURE
REPUBLIC OF SOUTH AFRICA

BID NO	: ZNT 03103W
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 Sport, Arts and Culture: iLembe District Office in Stanger in extent of 426m ² plus 20- 25% (106.5m ²) non-assignable space totaling to 532.5m ² , Plus 5 Lockable Parking Bays, 18 Under Cover Parking Bays, 10 Open Parking Bays, 01 wash bay and 01 parking for disabled people for a period of 05 years.
Advert date	: 12 March 2026
Closing Date	: 13 April 2026
Time	: 11h00
Documents available for collection from	: Department of Public Works and Infrastructure: eThekweni Regional Office: 455A King Cetshwayo Highway, Mayville– SCM -Ground floor (helpdesk), during working hours (08h00 to 15h45)
At no Cost documents to the	: The complete quotation document can be downloaded from www.kznworks.gov.za under: Tender Bids and Quotations/The e-Tender Portal www.etenders.gov.za under browse opportunities
Cost of tender document	: R 380.00
Banking Details	: Name of Account: KZN PROV-WORKS : Name of Bank: ABSA : Account Type: Business Cheque Account : Branch code: 632005 : Account number: 41-2194-1044 : Reference number: 14074079

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

Date: 01 April 2026

Time: 10:00 am

Venue: Virtual-Microsoft Teams

NOTE: IN ORDER FOR THE PROSPECTIVE BIDDERS TO BE ABLE TO ATTEND A VIRTUAL COMPULSORY BRIEFING MEETING, NEEDS TO REGISTER ON THE FOLLOWING LINK TWO DAYS BEFORE THE COMMENCEMENT OF THE BRIEFING:

<https://events.teams.microsoft.com/event/4f0f673e-ecd5-45d4-9530-a9f8309db09a@9a833c6f-eba4-468f-be72-dcf3d89967e8>

Closing Date and Time: 13 April 2026 at 11h00 am.

NB. Completed quotation documents are only to be deposited in the Tender box no. 6&7 at 455A King Cetshwayo Highway, Mayville 4091 (Basement tender office-Helpdesk)

Tender Validity: 90 days

Contract Period: 05 Years

Enquiries relating to the quotation document may be directed to

Tel: 066 535 7932 email: Khosi.Ngcobo@kznworks.gov.za

All technical enquiries may be directed to

Tel: 067 411 6782 email: Lungi.mncunu@kznworks.gov.za

Conditions of Tender:

Prequalifying Criteria

Evaluation Criteria

- Administrative compliance, mandatory requirements, financial offer and preference offer.

Phase 1:

Administrative Compliance

- Correctness of quotation documents.
- Compliance with quotation regulations (registration with CSD)

Phase 2:

Mandatory Documents Requirements

MANDATORY REQUIREMENTS	Comply
<p>1. PROPERTY OWNERSHIP</p> <p>Bidder to provide proof of ownership. If not, the owner must provide the power of attorney to act on his/her behalf and a copy of the power of attorney must be included in the submission of the bid</p> <p>Compliance requirements:</p> <p>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 <i>or</i>;</p> <p>ii) Attach both certified copy Title Deed <i>and</i> copy of Power of Attorney/ signed mandate letter/lease agreement, if bidding as an agent/broker/independent company using another person's property <i>or</i></p> <p>Copy of fully signed Sale Agreement, together with the Title Deed of the current owner of the building in the process of being purchased as well as the certified copies of Identity Documents for both the owners(s) of the property. (A period not exceeding 12 months from date of sale agreement will be allowed to provide title deed)</p>	
<p>2. PROPERTY SIZE AND SPACE PLANNING REQUIREMENTS</p> <p>The building must comprise a minimum of 426m² plus 20% -25% (106.5m²) non – assignable space totaling to 532.5m², Gross Lettable Area (GLA) depending on the configuration, measured according to the latest SAPOA Method for Measuring Floor Areas (MOMFA) for Offices.</p> <p>The bidder must provide a space planning layout as per the client's needs, refer to section N</p> <p>Annexure required:</p>	

- I. Bidder to provide letter from registered architect confirming the minimum gross lettable area.
- II. Plan to also depict the Emergency and Evacuation Routes/points including assembly point.
- III. Both the above-mentioned plans to be signed off by the Professional Architect.
- IV. The bidder must provide a legible space planning layout. Space planning layout to be fully dimensioned, with actual areas for all required spaces in m².
- V. Include a site plan depicting a dimensioned and numbered parking layout (whether on site and off site)
- VI. Depicting room names and square meterage as per the client's needs.
- VII. Clearly depicting assignable and non-assignable space and square-meterage of each.

3. PROVISION OF PARKING

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

PARKING REQUIREMENTS:

Total Parking required is 35 parking bays.

Required Parking bays to be provided on site are made up of the following categories

	Type of parking	Quantity
	Lockable	5
	Under-cover	18
	Open	10
	Bays for people with Disabilities	01
	Wash bay	01

Compliance requirements:

- i) 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.
- ii) 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 premises offered.

<p>If the premises offered 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.</p>	
<p>5. ZONING OF PREMISES</p> <p>Buildings must be zoned either; Commercial; Office or Public Buildings</p> <ul style="list-style-type: none"> • Bidder must provide Town planning certificate from Local Municipality confirming the zoning 	
<p>6. MAINTENANCE PLAN -</p> <p>Bidder to submit a comprehensive plan detailing the maintenance scheduling for the lease duration in respect of the following;</p> <ul style="list-style-type: none"> (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. (v) <p>The bidder to declare and indicate whether the offered building was occupied by the government Department in the last two years from the closing date or whether is currently occupied and indicate such occupation.</p> <p>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</p> <p>NB! The Department reserves the right not to award if the reference is negative.</p>	
<p>7. LOCATION OF PREMISES</p> <p>The offered building must be within 4km radius from King Shaka Memorial graveyard situated at 96 King Shaka Street, Stanger Central</p> <p>Compliance Requirements:</p> <ul style="list-style-type: none"> (i)Google Road Maps satellite print out indicating the requirement. 	

NB: The Department reserves the right to withdraw or cancel the award at any stage should the bidder fail to comply with these above requirements.

Failure to meet the above mandatory requirement will lead to immediate disqualification.

Phase 3:

Specific Goals

- The 80/20-point system is applicable for this quote with the following Specific Goal Requirements and documentary proof as per the quotation document must be provided for claiming of points for specific goals.

Price		80 Points
Specific goals: Total Points	Documents Required	20 Points
Ownership by black people.	1)Sworn affidavit signed and dated by Commissioner of Oaths.	10 Points
Promotion of enterprises located in KwaDukuza Municipal area for service to be rendered.	1)Proof of municipal account depicting Physical Address of business (not older than 3 months) or 2) Lease agreement.	10 Points

BIDDERS TO NOTE

1. Requirement of sealing, addressing, delivering and assessment of the tender are contained in the bid document.
2. Under no circumstances whatsoever may the bid document be re typed or re drafted and only bids submitted on the bid document issued by the Department will be accepted
3. The bid documents must be downloaded from E-Tender Publication Portal and Department Website
4. Bidders need to submit the hard copy of the original completed bid/tender document, together with supporting documents, at close of bids.
5. Late submissions will not be accepted.
6. Posted, faxed or e-mailed bids are not accepted.
7. The department reserves a right not to award the lowest bidder.
8. In addition, the department will conduct a detailed risk assessment prior to the award of the quotation.
9. Bidders attention is drawn to Mandatory requirement as listed in the bid document as well as the phased sequence of the bid evaluation process. **Refer to page 2 - 4 of 69 Mandatory Requirement.**
10. In order for the prospective bidder to be able to attend a virtual compulsory briefing meeting needs to register on the link provided.
11. 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.
12. Only bidders registered on the Central Suppliers Database (CSD) are eligible to submit quotations.

The offers must remain valid for a period of 90 days from the closing date of the submission of bids.