



KWAZULU-NATAL PROVINCE

PUBLIC WORKS & INFRASTRUCTURE
REPUBLIC OF SOUTH AFRICA

BID NO	: ZNT 03106W
Description	: Hire of suitable office accommodation for Department of Community Safety and Liaison: iLembe District: Stanger, Procurement of suitable office of the extent of 242m² (Plus 20% -25% (60.5m²) non-assignable space) totaling to 302.50m² ; plus 04 undercover bays, 05 Open bays, 02 lock up bays and 01 bay for persons with disabilities for a period of 05 Years.
Advert date	: 18 August 2026
Closing Date	: 16 September 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 330.00
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: 07 September 2026

Time: 10:00 am

Venue: Ground floor Boardroom Mayville Regional Office.

Closing Date and Time: 16 September 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

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
1. PROPERTY OWNERSHIP Bidder should ideally be the owner of the property offered. 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. A signed deed of sale agreement will be considered for property that is in the process of being purchased by one entity to another. The transfer of the ownership should be finalized within 12 months of the award being issued failing which penalties will be charged in terms of the lease agreement. Compliance requirements: i) Copy of the Title Deed/ WinDeed printout (department reserves the right to verify the correctness of WinDeed printout) if owner is directly bidding <i>or</i>; ii) Attach both copies of the Title Deed and of Power of Attorney/ signed mandate letter/Sale/Lease agreement, if bidding as an agent/broker/independent company using another person's property <i>or</i> iii) Copy of fully signed Sale Agreement, together with the Title Deed of the current owner of the building if it is in the process of being purchased as well as the certified copies of Identity Document for both the bidder and the owner(s) of the property.	
2. PROPERTY SIZE AND SPACE PLANNING REQUIREMENTS - see further requirement for offices and parking from revised min spec for leased offices The building must comprise a minimum of 242m² (Plus 20% -25% (60.5m²) non-assignable space) totaling to 302.50m²; Gross Lettable Area (GLA) depending on the configuration, measured according to the latest SAPOA Method for Measuring Floor Areas (MOMFA) for Offices. The bidder must provide a space planning layout with dimensions as per the client's needs with size of each office, refer to Section N. The proposed space planning layout plan must provide for the following: • Be legible • fully dimensioned • with actual areas for all in m² • room names to correspond with the client's needs as per the bid. • Site plan depicting Dimensioned and Numbered parking layout, both on site and off site • If parking is in a shared building, plan to show clear demarcation and numbering. Annexure required: I. Bidder to provide letter from registered professional architect confirming the minimum gross lettable area. The registration number must be reflected on the letter.	

II. Plan to also depict the Emergency and Evacuation Routes/points with the Assembly Areas III. Plan to be signed off by the registered Professional Architect.											
3. PROVISION OF PARKING 3.1 The Bidder must submit a parking plan, signed off by the registered Professional Architect, indicating the availability of required parking bays. 3.2 If parking is in a shared building, plan to show clear demarcation and numbering. PARKING REQUIREMENTS: • Total Parking required is 12 parking bays. • Parking Bays for people with Disabilities must be within the entrance of the premises and undercover. Required Parking bays to be provided on site, 12 are made up of the following categories. <table border="1" data-bbox="177 595 1059 770"> <thead> <tr> <th>Type of parking</th><th>Quantity</th></tr> </thead> <tbody> <tr> <td>Undercover</td><td>04</td></tr> <tr> <td>Open</td><td>05</td></tr> <tr> <td>Lock up</td><td>02</td></tr> <tr> <td>Bays for people with Disabilities</td><td>01</td></tr> </tbody> </table> Compliance requirements: i) The parking requirement for people living with disabilities, must be within 50m from the entrance of the building. NOTE TO BIDDERS WHEN PREPARING DRAWINGS: 1. The Bidder must provide proposed space planning design plan which must: ○ be legible, ○ fully dimensioned, ○ with actual areas for all required spaces in m², ○ show room names that correspond with the client's needs as per the bid, ○ include a site plan depicting a dimensioned and numbered parking layout (whether on site or off site), ○ If parking is in a shared building plan to show clear demarcation and numbering. ○ Clearly identify assignable and non-assignable areas ○ Provide calculations for the provision of sanitary fixtures (demonstrating Occupancy and Population in terms of SANS 10400 Part A)	Type of parking	Quantity	Undercover	04	Open	05	Lock up	02	Bays for people with Disabilities	01	
Type of parking	Quantity										
Undercover	04										
Open	05										
Lock up	02										
Bays for people with Disabilities	01										
4. BUILDING SUPPORT SERVICES 4.1 Business Continuity Plan signed by the Bidder in respect of the following: i) Water (back-up water tank 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, energy saving e.g. globes and motion sensors, use of solar panels, natural lighting. N.B The Bidder must submit a letter of Commitment (at time of bid closing) 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 to be submitted at time of bid closing. If it is a partially constructed building, this will not apply											

however, this certificate will be required prior to occupation. Post award, the Bidder will be required to: 4.3 It must be noted that the awarded bidder will be required to submit the Occupation Certificate prior to occupation being taken after the building has been reconfigured according to the specifications of this bid. 4.4 “Bidders to provide proof of plans submission to relevant Local Authority within 14 days of sign off on plans between DPWI/User Dept and Bidder.” NB: The Department reserve the right to withdraw or cancel the award at any stage should the bidder fail to comply with the above requirements.	
5. ZONING OF PREMISES Buildings must be zoned either; Commercial; Office or Public Buildings and/or Mixed Use • Bidder must provide Town planning certificate from Local Municipality confirming the zoning and must be Valid for 12 months.	
6. MAINTENANCE PLAN 6.1 Bidder to submit a comprehensive plan; • The dates for scheduled maintenance over the lease duration in the following categories (structural; mechanical; electrical; plumbing; upgrading of finishes, as required; etc). • Strategy to deal with unplanned maintenance and turnaround time • Plan to include sub-contractors and also address issue of locality, targeted groups and job creation for the lease period (from reconfiguration of buildings to overall maintenance of building over the lease period). 6.2 The bidder to indicate in writing whether the offered building was occupied by any government Department in the last two years or whether is currently occupied by a government Department and if so, indicate the name and contact details of the Department in occupation. NB! If the building was previously leased (in less than 2 years) / is occupied by any Government Departments a letter of reference, MUST be submitted with this BID at time of bid closing and the letter must indicate areas of maintenance history and the co-operativeness of the landlord. This Department reserves the right to corroborate the validity and accuracy of the Reference letter during the evaluation process.	
7. LOCATION OF PREMISES The offered building must be situated 1– 3km radius from King Shaka Memorial graveyard situated at 96 King Shaka Street, Stanger Central and on the public transport route. Compliance Requirements: (i) Map that shows the radius indicating the distance from abovementioned landmark.	

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) Original EME or QSE 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 77 Mandatory Requirement.**
10. 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.
11. 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.