



## BUILDING SPECIFICATIONS

<b>Building Standard Requirements</b>		
<b>Item No.</b>	<b>Description</b>	<b>Specification</b>
1.	Property Size	Gross Leasable Area of minimum 11 000m <sup>2</sup> on occupation
2.	Property Grade	A Grade (per SAPOA specifications)
3	Property Information	<p>Bid proposal should clearly outline the following: -</p> <ul style="list-style-type: none"> <li>• Physical address, stand number,</li> <li>• Details of all partners to the offer,</li> <li>• Detailed rental option,</li> <li>• Building insurance information</li> </ul>
4.	Parking Facilities	<p>Requires a minimum of 250+ parking bays. Bid proposal should have a detailed layout of the following types of parking areas i.e.</p> <ul style="list-style-type: none"> <li>• Basement,</li> <li>• Disabled Parking</li> <li>• Shaded,</li> </ul>
5.	Operating costs	<ul style="list-style-type: none"> <li>• All costs associated with and incidental to the ownership, maintenance, operation, management, and administration of the property should be clearly stated.</li> </ul>

6.	Security	<p>Bid proposal should clearly outline the provision of security of the building:</p> <ul style="list-style-type: none"> <li>• Access Control system (Boom gate, access cards)</li> <li>• CCTV in the building, parking, and entrance</li> <li>• Security guards to be provided by the landlord 24/7</li> </ul>
7.	IT Server room	<p>The server room shall be fitted with the following at the expense of the landlord and shall be shown in the proposal:</p> <ul style="list-style-type: none"> <li>• Heavy grade raised floor with antistatic vinyl covering.</li> <li>• automatic gas suppression CO2 fire suppression system.</li> <li>• Security door with biometric system that allows printing of access reports.</li> <li>• air conditioner with 18 to 20 degrees.</li> </ul>
8.	Building Compliance	<p>Following certificates of compliance must be in place:</p> <ul style="list-style-type: none"> <li>• Electrical</li> <li>• Occupancy</li> <li>• Fire.</li> </ul>
9.	Accessibility of offices or building	<p>Accommodation for people with disability, internally and externally, in compliance with relevant Acts</p>
10.	Technology and communication	<p>Power supply: clean power and backup generator to run all the lights, computers, server room and its air conditioning, and all reception areas.</p> <p>Alternatively, a back-up generator to run all the lights, lifts, computers, server room and all air conditioning in case of power failure.</p>

11.	Lifts	<p>Lifts should comply with the SA Standard Code of Practice for the application of the National Building Regulations. The number of lifts required is a minimum of 3 lifts.</p> <p>Breakdown allowed per lift per month shall not exceed four hours.</p>
12.	Health & Safety	<p>Building must comply with the required standards, OHS etc.; and should have firefighting equipment in terms of the fire requirements (fire extinguishers, fire hoses, fire escape doors and smoke detectors) and these should be maintained and serviced regularly by the Landlord.</p> <p>Prior to occupation, the building must be fumigated against any kind of pests, insects, etc. and must provide proof that the building was fumigated.</p>
13.	Maintenance	<p>Proposals should clearly specify the responsibilities of the Landlord around maintenance issues (air conditioning units, fire equipment, lifts, electricity, fumigation, plumbing work, day-to-day maintenance of the building, etc.) and the maintenance office should be on-site:</p>
14.	Air conditioning and Windows	<p>The building must have fully functional air conditioners. The windows of the building must be fully functional to allow proper ventilation.</p>
15.	Kitchens	<ul style="list-style-type: none"> <li>• 7x Outside Kitchens</li> <li>• One Kitchen per directorate</li> </ul>

16.	Building support services	<p>Services must be available on occupation:</p> <ul style="list-style-type: none"> <li>• Water;</li> <li>• Electricity</li> <li>• Refuse removal service.</li> </ul>
17.	Relocation Service	<p>Bid proposal must provide for:</p> <ul style="list-style-type: none"> <li>• Office furniture and equipment removal</li> <li>• Documents removal</li> <li>• Decommissioning, removal, and commissioning of ITC infrastructure</li> </ul> <p><b>NB: Insurance cover must be considered.</b></p> <p><b>Proof thereof must be attached</b></p>
18.	Basic monthly rent	<p>The bidder should clearly outline the following on the proposal:</p> <p>Rent value per month. (Must include water and Electricity)</p> <p>Amount to be paid for parking bays and all other costs associated with the running and functioning of the building.</p>
19.	Escalation and Adjustment rate	<p>The bidder should clearly state the escalation rate or percentage to be added annually to the rent amount for the period not exceeding 5 years.</p>
20.	Bathrooms	<p>Ladies and Men's bathrooms</p> <ul style="list-style-type: none"> <li>• <b>Ladies</b> <ul style="list-style-type: none"> <li>3 Ablutions</li> <li>3 basins</li> <li>1 Disabled person's and basin</li> </ul> </li> <li>• <b>Men's</b> <ul style="list-style-type: none"> <li>3 Ablutions</li> <li>3 basins</li> <li>1 Disabled person's and basin</li> </ul> </li> </ul>
21.	Lease Period	<p>5 Year lease period.</p>

22.	Location	the property must be located within the city of Bloemfontein (10 km radius) from the 4 <sup>th</sup> Raadsaal.
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GENERAL MAINTENANCE	FREQUENCY	SERVICE CONTRACT ACTION
Fire Equipment	Yearly	Certificate of Compliance
Air Conditioning	Quarterly	Service Contract
Pest Control	Quarterly	Service Contract
Electrical COC	Valid until changes are made	Certificate of Compliance
General Maintenance	As report	Lease agreement
Building Partition	As requested,	Lease agreement

#### Preventative Maintenance

Roof Leak- Service Sealed	Yearly	Maintenance Schedule
Gutters -cleaned	Quarterly	Maintenance Schedule
Cleaning of windows	Annually	Maintenance Schedule

#### Municipal/ CENTLEC or Eskom

Sewer Blockages	As reported	Lease agreement
Power Failures	As reported	Lease agreement

Tenants have seven (7) days cooling off period; before awarding of the tender, the appointed landlord will be expected to provide the Free State Legislature with seven (7) days to inspect if the building meets the requirements of the specifications as given by the institution.

**Compiled by:**

**Free State Legislature Bid Specification Committee**