

Title: NTCSA Property Developers
- Professional Services

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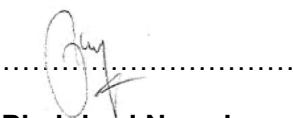
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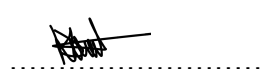
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1. INTRODUCTION

NTCSA has a national footprint comprising of ±1200 employees currently occupying substation buildings, Distribution owned buildings and several leased buildings across all 9 provinces. Each region houses several employees that must be accommodated in the area offices as defined by the existing geographical areas the employees' service.

Additionally, there is a growing demand for offices, stores and workshop areas in several remote and suburban areas. The areas stretch from Cradock in the Eastern Cape, to Ermelo in Mpumalanga. The property agents are sought to facilitate the sourcing of leased and purchasing of NTCSA owned facilities. With the increased headcount in many areas, several buildings sourced will be newly established offices in the respective areas as employees have outgrown previously occupied spaces.

2. SCOPE

NTCSA is seeking requests for proposals from the market for the supply of professional services (property agents) to source properties in multiple regions I.e. Western Cape, Eastern Cape, Northern Cape, Northwest, Limpopo, Mpumalanga, Free State and Gauteng, through lease agreement or purchase agreements, and to oversee construction activities. The property agents will be required to:

Property Agents

- Obtain specifications from NTCSA for the size, type, location of the properties/facilities required.
- Identify, compile suitable properties for presentation to NTCSA.
- Liaise with property owners on behalf of NTCSA for either a lease or purchase as per the given scope.
- Arrange site meetings with NTCSA for shortlisted properties for consideration.
- Facilitate the negotiations and ensure that all necessary documentation is provided by the seller or property owner.
- Facilitate the finalisation of the lease agreement and vendor registration (applicable for leasing)
- Facilitate the finalisation of the purchase agreement, sourcing all statutory documentation.
- The requests will be as and when required.

The premises sought must adhere to the following:

- The premises/building for the NTCSA offices need to be close to necessary amenities; easily accessible by means of public transport; connected to main roads.
- Ease of access to highways
- It should be feasible to create both open plan and enclosed workstations, boardrooms, conferencing facilities.
- Availability of storage space or possibility to create.

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- The premises must have adequate parking availability including basement, covered and open plan parking.
- Property should have adequate ablution facilities (females and males; compliant in terms of OHSA and NBR including provision for people with disabilities).
- Premises should comply to relevant applicable legislation (OHSA), and National Building Regulations.
- The building should be free from hazardous materials, specifically asbestos, to ensure a safe and healthy working environment for NTCSA employees.

Evaluation criteria

Technical evaluation criteria with weightings (in percentages) for goods or services as follows:

Description of criteria elements		Scoring Criteria		Overall, Weight
1.	Confirmation of registration with the Property Professionals Regulatory Authority (PPRA), attach registration confirmation.	Certificate provided	20%	20%
		None provided	0%	
2.	Company experience and organogram, attach company profile with relevant annexures	Company experience ≥ 10 years of industry experience	20%	20%
		Company experience between 5-10 years of industry experience	10%	
		Company experience ≤ 5 years of industry experience	5%	
3.	Provide CVs indicating the relevant experience of property agents indicating years of experience. Attached fidelity fund certificate, absence of the certificate will result in no points awarded.	CV provided ≥ 10 years of industry experience, attached FFC	20%	20%
		CV provided between 5-10 years of industry experience, attached FFC	10%	
		CV provided, ≤ 5 years of industry experience, attached FFC	5%	
4.	Method statement, providing a clear and detailed and structured process for providing the required service from receipt of request to conclusion. Consider quality and safety.	Very well detailed, structured, and all relevant required information submitted	20%	20%
		Mostly detailed, thought-out and most relevant information is submitted.	10%	
		Somewhat detailed, some key details and outstanding.	5%	
		Poorly compiled, irrelevant information provided, or none provided	0%	
5.	Company footprint across South Africa	Presence/Access to all SA provinces	20%	20%

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Description of criteria elements	Scoring Criteria		Overall, Weight
Confirm geographical footprint, presence and access to different regions. This may be confirmed in the company profile.	Presence or access to at least no less than 70%	15%	
	Presence or access to no less than 50% of the provinces.	10%	
	Presence or access to less than 50%	5%	
	No indication or not operational	0%	
Total Score			100%
Minimum Threshold to be considered for further evaluation			70%

Suppliers who achieve the minimum threshold will proceed to the next evaluation.

There is no minimum threshold for the site evaluation, all suppliers who have been evaluated to this stage will proceed for further evaluation.

Applicability

This document is applicable to the NTCSA Property agents' consultancy appointment project.

3. NORMATIVE/INFORMATIVE REFERENCES

The following references are included:

3.1 NORMATIVE REFERENCES

- ISO 9001 Quality Management Systems.

3.2 INFORMATIVE REFERENCES

- Eskom Real Estate Standards
- Occupational Health and Safety Act 85 of 1993
- National Building Regulations and Building Standards
- Property Professionals Regulatory Authority

4 DEFINITIONS AND ABBREVIATIONS

4.1 Classifications:

Controlled disclosure: controlled disclosure to external parties (either enforced by law, or discretionary).

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4.2 ABBREVIATIONS

Abbreviation	Description
NTCSA	National Transmission Company of South Africa SOC LTD
SOW	Scope of works

5 PROCESS FOR MONITORING

Document revisions will be marked in ascending numeric order.

6 RELATED/SUPPORTING DOCUMENTS

Not applicable.

7 REQUIREMENTS

N/A

8 RECORDS

All records to be managed in compliance to the Eskom records management policy.

9 AUTHORISATION

This document has been seen and accepted by:

Name	Designation
Phelokazi Nqwelo	Middle Manager Real Estate
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10 ACKNOWLEDGEMENTS

N/A

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