

**RFI NUMBER: AGSA/FIFM/RFI03/2021**

**REQUEST FOR INFORMATION OF THE  
AUDITOR  
AUDITOR-GENERAL SOUTH AFRICA  
(AGSA)**

**Mpumalanga Business Unit  
(Nelspruit)**

**Closing date: 31 January 2022 at 15h00 (all  
RFI responses must be submitted by this  
date and time)**

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## **SECTION 1**

### **1.1 Introduction**

The Auditor-General South Africa (AGSA) has a constitutional mandate and, as the Supreme Audit Institution (SAI) of South Africa, exists to strengthen our country's democracy by enabling oversight, accountability and governance in the public sector through auditing, thereby building public confidence.

### **1.2 Purpose**

The purpose of this document is to define the specifications for the office accommodation for the AGSA Mpumalanga Business Unit. The information gathered will be used to assist in compiling a request for proposal to appoint a suitably available building should the AGSA decide to issue such request for proposals.

### **1.3 Scope and objective**

The AGSA seeks to gather information on availability of suitable office buildings for its Mpumalanga Business Unit. The objective of this is to request for information (RFI) from the property developers or commercial property owners to provide information on suitable office space that meets the AGSA requirements as detailed in this specification document and as advertised.

#### **The following is the key information required by the AGSA:**

- Building size: minimum usable floor/office space of 930m<sup>2</sup> and maximum of 1,116m<sup>2</sup>
- Parking: minimum of 4 bays per 100m<sup>2</sup>
- Location: the building must be located in the following Nelspruit suburbs: Riverside or Sonheuwel or West Acres.
- Building ownership: The AGSA seeks to lease a building from the property owner, and will require confirmation of ownership of the building/s/properties submitted.
- Lease period: the AGSA intends to lease a building for a minimum period of 3 years and maximum of 5 years, with an option to extend for a further period. The landlord/s will be required to indicate their lease period options.
- Landlords/respondents are requested to submit information and supporting documents to indicate whether their buildings meet the AGSA requirements detailed under section 3 of this specifications document, 3.1.1 to 3.1.24.

Additional information

- Landlords should indicate the other additional information or requirements they might have which may contribute to the specification of the RFI.

Property developers and commercial property owners who have suitable buildings are encouraged to submit the responses to the RFI.

## SECTION 2

<b>Item</b>	<b>Definition</b>
<b>Accessibility (building accessibility)</b>	Design aspects of the building to allow equitable access for people with various abilities and disabilities. For example accessibility of the building for people on wheelchair, such as width of the access points, doors, rooms, ramps, hand rails, lifts, paraplegic parking and toilet facilities.
<b>Base building</b>	The building's primary structure, envelope (roof and facade) in whole or part; public circulation and fire egress (lobbies, corridors, elevators and public stairs); and primary mechanical and supply systems (electricity, heating and air conditioning, telephone, water supply, drainage, gas, etc.).
<b>Beneficial occupation</b>	Rent-free period granted to the tenant by the landlord, prior to commencement date of the lease, to allow the tenant time to fit-out the premises to make them ready for occupation before the lease start date.
<b>Building type</b>	Comfortable, modern designed office buildings, preferably not older than 20 years.
<b>Certificate of compliance</b>	Document that verifies that the electrical installations such as the plugs, lights, distribution board, geyser and wiring comply with all legislated requirements.
<b>Escalation rate</b>	The rate at which the rental amount grows on the anniversaries of the inception of the lease, typically once annually. To be a negotiated rate at the time of lease preparation, and adjusted as per the reversion clause in the lease agreement.
<b>Gross market rental rate</b>	Market rental rate that represents all the moneys payable, including all operating costs, charged by the landlord but excluding the tenant's own electricity, sewerage, water and refuse.
<b>Municipal approved building plans</b>	Building plans approved by the local municipality.
<b>Occupation certificate</b>	A certificate issued by the local authority/municipality confirming completion of the building, fit out (TI) and compliance thereof.
<b>Occupation date</b>	The first permissible date for the tenant to move in and assume the rights of occupation of a property from the property owner.

<b>Parking requirements</b>	The parking bay requirements are minimum of 4 bays per 100 square meters.
<b>Rentable area</b>	This is the space that the landlord bases his rent and expense charges to a tenant on. Rentable area comprises usable area plus common area.
<b>Rental rate</b>	The periodic charge per square meter for the use of rentable space at the time of lease commencement.
<b>Tenant installation</b>	<p>The installations or building interior fit out, to make the premises ready for occupation and use. This includes but not limited to:</p> <ul style="list-style-type: none"> <li>• building works</li> <li>• specialist building works</li> <li>• mechanical/specialist services</li> <li>• electrical/specialist services</li> <li>• wall partitions, including doors, windows, view panels</li> <li>• painting and wallpaper – colours and types per AGSA specifications</li> <li>• floor finishes (carpets, vinyl flooring and tiles as required)</li> <li>• joinery fittings</li> <li>• electrical installations</li> <li>• ventilation and air-conditioning</li> <li>• blinds</li> <li>• technical security requirements</li> <li>• ICT requirements, including cabling, network points, server room flooring, server room air-conditioning.</li> </ul> <p>The work to be done is typically detailed in the bill of quantities document for the specific project.</p>
<b>Usable area/space</b>	Usable area is the actual space tenants leases/occupies from wall to wall. This is the space specifically set aside for tenants exclusive use/not shared.
<b>Utilities/Services</b>	Essential services such as water, electricity, sanitation, refuse removal.

### SECTION 3

Requirements/Specifications (information to be submitted)

	Description	Specification (AGSA requirements)	Supporting documentation required	The respondent must indicate in this column what information is provided in response to each stated requirement
3.1.1	Availability of the building	<p>The AGSA requires a building for occupation, preferably by 1 January 2023.</p> <p>The landlords/respondents must indicate the dates their building/s are available.</p>	<p>The landlord/respondent must submit information, in writing in a letter or proposal format, indicating the date their building/s are available.</p> <p>The following 3 dates must be indicated</p> <ol style="list-style-type: none"> <li>1. Tenant installation commencement date</li> <li>2. Beneficial occupation date</li> <li>3. Building occupation date/lease commencement date</li> </ol>	
3.1.2	Building ownership	<p>The AGSA wishes to rent the buildings from the property owner. The landlords/respondents must provide proof of ownership of the building or a mandate signed by the owner to confirm that the representative/agent is acting on behalf of the registered owner.</p>	<p>Copy of title deed document in respect of the submitted building/s.</p>	
3.1.3	Building size (office space)	<p>The AGSA Nelspruit office requires minimum usable office space of 930m<sup>2</sup> and maximum of 1,116m<sup>2</sup>.</p>	<p>The landlord/respondent must submit information in writing, in a letter or proposal format with a breakdown indicating the gross lettable area and usable office space/area of their building/s together with the following supporting documents:</p>	

			<p><b>For existing buildings and buildings under construction:</b> confirmation of the required sizes of premises in the form of approved municipal building plans and floor plans or drawings.</p> <p>New developments/vacant land: approved site development plans.</p> <p>Photographs of the building/property.</p>	
3.1.4	Location of the building	<p>The location of the building must facilitate ease of access to major highways and road infrastructure for transportation purposes.</p> <p>The building must be located in the following Nelspruit suburbs:</p> <p>Riverside or Sonheuwel or West Acres</p>	<p>The physical address must be indicated in writing, in a letter or proposal format, together with one of the following supporting documents:</p> <ul style="list-style-type: none"> <li>• Copy of deed document</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>• Copy municipal account (water, electricity or rates and taxes) confirming the address of the building.</li> </ul> <p>The name, surname, telephone or cell phone number of the person/s to be contacted for site visit purposes must be indicated in the said letter confirming the address.</p> <p>The AGSA or its representatives may inspect the building/s, properties, to assess whether the building/s/property meets the AGSA location requirements.</p>	

3.1.5	Parking	The AGSA will require adequate parking bays for its employees. The building must make provision for minimum of four bays per 100sqm; dedicated basement/undercover, shade net and open on-site parking bays for the AGSA's exclusive use.	The landlord/respondents must submit information in writing, in a letter or proposal format, indicating the number and type of parking bays available.	
3.1.6	Accessibility	The building must be fully accessible to people with disability or disabilities, i.e. ramps, hand rails, paraplegic parking, wheelchair friendly/ paraplegic toilets, lifts (if not single storey). Paraplegic toilets are to be provided in terms of NBR (National Building Regulations).	The landlord/respondents must submit information in writing, in a letter or proposal format, indicating whether their building/s are accessible to people with disabilities and whether they have <ul style="list-style-type: none"> <li>• Ramps</li> <li>• Hand rails</li> <li>• Paraplegic parking</li> <li>• Paraplegic, wheelchair friendly toilet facilities</li> <li>• Lifts if the building/s are multi storey or multi floors</li> <li>• Any other aspects of the building which make it compliant/accessible to people with disabilities.</li> </ul>	
3.1.7	Building age	The AGSA seeks a comfortable modern designed building, preferably not older than 20 years.	The respondents must submit <ul style="list-style-type: none"> <li>• concept drawings of the building/s to be constructed or building/s under construction or</li> <li>• photographs of the exterior and interior of the existing building/s.</li> </ul>	



3.1.8	Backup power supply	The AGSA seeks to lease a building with full onsite back-up generator and UPS unit to supply to the entire AGSA premises, and these are to be maintained by the landlord.	<p>The landlord/respondents must submit information in writing, in a letter or proposal format indicating:</p> <ul style="list-style-type: none"> <li>The size, capacity, make and model of the back up power generator and UPS in place or to be installed.</li> </ul> <p>Photographs of the backup power generators and UPS units must be attached, if they are existing/in place.</p>	
3.1.9	Backup water	The AGSA seeks to lease a building with back-up water system to supply water to the entire AGSA-leased building in cases of water supply disruptions.	The landlord/respondents must submit information in writing, in a letter or proposal format indicating whether their building/s have back up water supply together with the capacity/size of such back up water systems.	
3.1.10	Base building and other systems	The base building must have air-conditioning, which will be maintained by the landlord ceilings, lighting, electrical switches and outlets, finished ablutions, walls that are prepared for painting and finished flooring by tenant installation commencement date.	The landlord/respondents must submit information in writing, in a letter or proposal format indicating whether their base building/s will have air conditioning, ceilings, lighting, electrical switches, outlets, and finished ablutions, walls that are prepared for painting and finished flooring.	

		The certification of compliance must be in place, as necessary for the base building.		
3.1.11	Building design considerations	Building design should address lighting, the comfort factor, external views and noise levels to ensure a conducive working environment that improves productivity and reduces the occurrence of sick-building syndrome.	<p>The landlord/respondents must submit information in writing, in a letter or proposal format indicating the design aspects of the building.</p> <p>The AGSA or its representatives may inspect the building/s to assess whether the building/s meets the AGSA design requirements.</p>	
3.1.12	Building type	<p>The building must be a stand-alone unit or single-tenant office in an office park.</p> <p>Multitenant buildings will not be excluded, provided they meet the AGSA privacy and security requirements.</p>	<p>The landlord/respondents must submit information in writing, in a letter or proposal format, indicating whether their building/s are single or multi-tenanted, and the number of tenants in the multitenant buildings.</p> <p>Photographs of the existing/available buildings must be submitted.</p> <p>The AGSA or its representatives may inspect the building/s to assess whether the building/s meets the AGSA privacy and security requirements.</p>	

3.1.13	Health and safety compliance	The building must comply with the required standards of Occupational Health and Safety and building regulations.	The landlord/respondents must submit information in writing, in a letter or proposal format, indicating whether their building/s complies with the OHS Act and national building regulations.	
3.1.14	Lease period	The AGSA intends to enter into a three-to five-year lease with an option to extend for a further period of three to five years once the procurement processes are followed and approved internally.	The landlord/respondents must indicate their lease period options in a letter or proposal format.	
3.2.15	Other infrastructure	<p>The building must have IT infrastructure allowing tenants to use data/voice with open access fibre-optic network and must include:</p> <ol style="list-style-type: none"> <li>1. Network cabling CAT 6E, network points.</li> <li>2. Server or patch room flooring.</li> <li>3. Server or patch room air-conditioning.</li> </ol>	<p>The landlord/respondents must submit information in writing in a letter or proposal format indicating: The details and specifications of the infrastructure in place</p> <p>The AGSA or its representatives may inspect the building/s to assess whether the building/s meets the infrastructure requirements.</p>	

		<p>4. The building must allow and have access for Telco service providers to install service like DFA, Open serve ,Telkom,Vodacom MTN,BCX.</p> <p>5. The building must allow for wireless equipment installation outside the building for example, on the roof or exterior walls.</p>		
3.1.16	Rental rates	<p>As part of information gathering on availability of suitable buildings, the AGSA would like an indication of the total lease costs and escalation rates, in respect of the submitted building/s.</p> <p>The landlords/respondents will be required to complete the lease-pricing schedule, annexure A.</p>	<p>A completed AGSA lease pricing schedule/annexure A, setting out rentals (office rental, parking rental and all costs associated with leasing of office space) payable on a monthly basis and escalation rate to be applied annually, for the duration of the lease period.</p>	
3.1.17	Security	<p>The AGS requires details of all security systems to be provided by the landlord.</p> <p>The AGSA must be allowed to install own security systems and equipment to meet its security requirements, should it become necessary.</p>	<p>Signed letter clearly indicating security systems to be in place and indication of whether tenants are allowed to install own security systems and equipment.</p> <p>The AGSA or its representatives may inspect the building/s to assess the security systems/equipment supplied by the landlord.</p>	

3.1.18	Signage	The AGSA requires information on whether installation of signage in strategic positions of the building will be allowed, for visibility to the public.	The landlord/respondents must indicate in writing in a letter or proposal format, whether tenants are allowed to install own signage.	
3.1.19	Sustainability (Environmental)	The AGSA seeks to lease energy efficient/green buildings wherein the building design reduces or eliminates negative impacts and that can create positive impacts on our climate and natural environment. The lighting, heating, ventilation, air-conditioning and cooling systems must therefore be energy efficient.	The landlord/respondents must submit information in writing, in a letter or proposal format indicating initiatives in place at their building/s to ensure energy efficiency and to minimise impacts to the environment.	
3.1.20	Tenant installation / fit-out	The AGSA requires information on tenant installation or fit-out of the building, as it will require to fit out the building interior in line with the AGSA brand and specifications, to make the building suitable for occupation, once it is sourced.	The landlord/respondents must indicate in writing in a letter or proposal format: - Whether the landlord will manage the tenant installation or fit out project. - The landlord's Tenant installation contribution amount must be indicated in Annexure A, attached to this specifications document.	
3.1.21	The responsibilities of the landlord around maintenance issues	The AGSA seeks information regarding responsibilities of the landlord and tenant, pertaining to repairs, maintenance and general upkeep of the building.	A copy of the landlord's draft lease agreement with clauses indicating the responsibilities of the landlord and the tenant must be submitted.	

3.1.22	Transformation	The AGSA is committed to supporting B-BBEE objectives and therefore seeks information on B-BBEE level and status of the landlord/property owner/s responding to this RFI.	Valid copy of B-BBEE certificate or valid copy of sworn affidavit must be submitted.	
3.1.23	Use of technology / SMART buildings	The AGSA wishes to lease SMART buildings that are technology-oriented and provide solutions to reduce energy costs and consumption, and enhance efficiencies.	The landlord must indicate in writing in a letter of proposal format, whether their buildings have any SMART real estate technologies or building management systems installed, or whether the landlord intends to install such systems and software, to remotely monitor and manage aspects such as H-VAC, lighting, water and electricity consumption, power supply and backup power supply, access control, daily occupancy and many other aspects to ensure efficiencies and alignment with the new ways of working.	

3.1.24	Utilities and services	The AGSA seeks to lease a building with the following services, available on tenant installation commencement date: water, electricity, sanitation, sewerage, and refuse removal, with separate water and electricity meters, for the AGSA to monitor its own water and electricity consumption.	The landlord/respondents must indicate in writing, in a letter or proposal format, the services in place at their building/s and whether their tenants will have separate water and electricity meters.	
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Where a letter or proposal is required or requested as a supporting document, a single letter or proposal will be accepted by the AGSA, however ALL the requirements/criteria to be met must be listed in the letter or proposal, with clear details and timelines where applicable. The letter or proposal must meet the following requirements;

- Must be on the property owner/landlord's company letterhead.
- The letter/proposal must be signed by the property owner/landlord/authorized person/s.
- The name, surname, position/designation, telephone number, mobile number and email address of the signatory must be indicated in the letter/proposal.

## **SECTION 4**

### **4.1 AGSA Rights**

The purpose of this request is to gather information from suppliers, therefore the AGSA reserves the right to not issue any request to tender relating to this project. The AGSA also reserves the right to follow a formal procurement process according to the AGSA's SCM policy should it decide to appoint a service provider to render the service. The AGSA further reserves the right to cancel the RFI.

4.2 Information gathered in this process will be processed in line with the requirements of the Protection of Personal Information Act (Act 4 of 2013).

## **SECTION 5**

### **5.1 ENQUIRIES**

**All related enquiries must be sent to:**

**Shonisani Khoza: [shonisanik@agsa.co.za](mailto:shonisanik@agsa.co.za)**

**and**

**Mamonare Maimela: [MamonareM@agsa.co.za](mailto:MamonareM@agsa.co.za)**

**We encourage companies to send enquiries by 14 January 2022. Enquiries and responses will be published on the AGSA website within 3 days from this date. AGSA will endeavour to respond to all enquiries but may not respond to enquiries beyond this date.**



## 5.2 RESPONDENTS INFORMATION

The respondent is encouraged to fill in the following information.

<b>Bidder name</b>	
<b>Address</b>	
<b>Contact person</b>	
<b>Tel.</b>	
<b>Cell.</b>	
<b>Email.</b>	
<b>Fax</b>	

## 5.3 RESPONDING TO THIS RFI

**Respondents / companies responding to the request for information must submit their responses as follows:**

**Date and time of submission:** 31 January 2022 at 15h00

**Method of submission:** Send responses to Mamonare Maimela at [MamonareM@agsa.co.za](mailto:MamonareM@agsa.co.za)

All costs incurred in the preparation of responses to this request for information are the sole responsibility of the company/ies and will not be chargeable in any way to the AGSA.