**ANNEXURE A**

**Office accommodation form**

*To be completed by the RFP respondents/per building*

**AGSA reference no**: **AGSA/02/2025**

**1. RESPONDENT DETAILS**

**1.1 Landlord/building owner details**

**Company name (Landlord**) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Company physical address (landlord)**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact person (Name and Surname)**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Designation (contact person)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tel**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mobile no** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Copy of title deed/deed of transfer submitted to confirm ownership of the building**

**(Yes/No) \_\_\_\_\_\_\_\_ Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is the respondent the owner or representative?**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ if representative, please provide details below:

**1.2 Landlord’s representative details**

**Company name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Physical address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Contact person (Name and Surname)**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Designation (contact person)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tel**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mobile no** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Email address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Power of Attorney submitted to confirm that the representative is authorized to represent the owner of the building (Yes/No) \_\_\_\_\_\_\_\_**

**2. BUILDING DETAILS**

2.1 Building name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.2 Size/gross lettable area specifically set aside for the tenant’s exclusive use:

|  |  |
| --- | --- |
| **Area** | **Size (square metres/m2)** |
| Usable space /office area |  |
| Patio/Balconies/Terraces |  |
| Storerooms |  |
| **Other: please specify below** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total space (square metres)** |  |

**Copy of floor plans/layouts attached, indicating building size/GLA per floor (Yes/No) \_\_\_\_\_\_\_\_\_\_\_\_\_**

**For buildings that are still to be developed, a written letter of commitment to provide the required building size indicated in the table above must be submitted.**

2.3 **Building location (suburb and city)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.4 **Building physical address** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proof of address/copy of municipal account or title deed submitted (Yes/No) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2.5 Number of on-site parking bays available for the AGSA exclusive use**: Basement\_\_\_\_\_\_\_\_\_\_\_\_\_ Covered/shade net \_\_\_\_\_\_\_Open parking \_\_\_\_\_\_ Paraplegic parking \_\_\_\_\_\_ Total bays \_\_\_\_\_\_\_\_\_\_\_\_\_

Parking ratio/ number of bays per 100 square metres \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Copy of the parking layout and photos indicating the parking bays submitted (Yes/No) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** **For buildings that are still to be developed, a written letter of commitment to provide the required number of parking bays, indicated under 2.5 above must be submitted.**

**2.6 Building age and compliance**

2.6.1 What year was the building constructed and first occupied? \_\_\_\_\_Current building age /in years\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.6.2 Was the occupancy certificate issued by the municipality/local authority to confirm that the building is compliant with the National building regulations and building standards Act 103 of 1977? Yes/No \_\_\_\_\_\_

**Copy of occupancy certificate submitted (Yes/No) \_\_\_\_\_\_\_\_\_**

**Or Copy of the certificate of practical completion submitted (Yes/No) \_\_\_\_\_\_\_\_\_\_\_\_**

**For buildings that are still to be developed, a written letter of commitment to submit occupancy certificate must be submitted.**

**2.7 Building type**

* Is the building a stand-alone or in an office park? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Is the building single tenanted or multi tenanted? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* If multitenant, how many tenants? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved municipal drawings and plans submitted (Yes/No) \_\_\_\_\_\_\_\_\_\_\_\_\_**

**For buildings that are still to be developed, a written letter of commitment to submit municipal drawings/plans must be submitted.**

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**3. AVAILABILITY OF THE BUILDING**

3.1 Estimated tenant installation commencement date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.2 Beneficial occupation period \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.3 Lease commencement date/official occupation date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3.4 Lease period and option to extend the lease \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**4. RENTALS *(cost per square metre/per unit)***

***(Please also complete the attached pricing schedule Annexure B attached).***

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Rate per unit** | **Annual escalation percentage** | **Comments** |
| Office rental per square metre | **R** |  |  |
| Basement parking rate per bay | **R** |  |  |
| Covered/Shade net parking rate per bay | **R** |  |  |
| Open parking rate per bay | **R** |  |  |
| **Other (please specify)** |  |  |  |
|  | **R** |  |  |
|  | **R** |  |  |
|  | **R** |  |  |

**Are the above rates negotiable? Y/N \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**5. The base building**

The AGSA seeks to lease an existing building. The base building must have air-conditioning units which will be maintained by the landlord, ceilings, lighting, electrical switches and outlets, finished ablutions, walls that are prepared for painting and finished flooring that is prepared for carpet and tiling installation. These must be in place by the tenant installation commencement date.

5.1 Does the base building have all the above in place? Yes / No \_\_\_\_\_\_\_\_ Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For buildings that are still to be developed, a written letter of commitment to provide a building that meets the above requirements must be submitted.**

5.2 **Air-conditioning maintenance responsibilities** (Landlord or tenant) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**6. Tenant installation allowance offered by the landlord (contribution per square metre)**

R\_\_\_\_\_\_\_\_\_\_per m2 (excluding VAT) R \_\_\_\_\_\_\_\_\_\_\_\_\_\_ per m2 (including VAT)

Total size/square metres to be fitted out \_\_\_\_\_\_\_\_\_\_\_\_\_\_m2

Total landlord contribution towards TI (size multiplied by rate per square metre)

R \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (excluding VAT) R \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (including VAT)

**7. Back-up power supply**

7.1 **Is back-up power generator in place?** (Yes/No) \_\_\_\_\_\_\_\_ If yes what is the capacity? \_\_\_\_\_\_\_\_ kva

Make and model \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ year installed \_\_\_\_\_\_\_\_\_ is the generator still reliable Yes/No \_\_\_\_\_\_\_\_\_\_\_\_\_ Estimated end of life span \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Photographs of the back-up power generator/systems/equipment submitted (Yes/No) \_\_\_\_\_\_\_\_\_\_\_**

7.2 If no is the landlord willing to install the generator/other back up power supply systems?

(Yes/No) \_\_\_\_\_\_\_\_\_\_\_ if yes, by when/what date? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7.3 Generator maintenance responsibility (Tenant or Landlord)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
7.4 Generator refuelling responsibility (Tenant or Landlord)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7.5 Other back up power systems/equipment in place \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**8. Back-up water supply**

**8.1 Is back-up water system/equipment in place such as water tank, borehole?**   
(Yes/No) \_\_\_\_\_\_\_\_\_\_\_\_\_ Please provide details/size/capacity \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Photographs of the back-up water system/equipment submitted (Yes/No) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

8.2 If no, is the landlord willing to install? Yes/No \_\_\_\_\_\_\_\_\_\_\_\_ By when/what date? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For buildings that are still to be developed, a written letter of commitment to provide back-up electricity and water must be submitted with the details/capacity to be provided.**

**9. Accessibility for people with disabilities**

9.1 Is the building multi storey Yes/No\_\_\_\_\_\_\_\_\_\_\_\_\_ if yes how many storeys/floors \_\_\_\_\_\_\_\_\_\_\_\_\_

**Photographs of showing the building storeys/floors submitted Yes/No \_\_\_\_\_\_\_\_\_\_\_\_**

The building must have 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). If these items are in place, photographs must be submitted together with the bid. The above must be in place by the beneficial occupation date. Kindly indicate if in place below:

|  |  |  |  |
| --- | --- | --- | --- |
|  | **In place (Yes or No)** | **If not in place by when will installation take place? *Written letter of commitment with clear timelines must be submitted.*** | **Photographs submitted (Yes/No)** |
| Ramps |  |  |  |
| Hand rails |  |  |  |
| Paraplegic parking |  |  |  |
| Paraplegic toilets |  |  |  |
| Lifts (if the building is not a single storey) |  |  |  |

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**10. Sustainability features in place at the building:**

|  |  |  |
| --- | --- | --- |
| **Sustainability features** | **Yes/No** | **Comments** |
| 10.1 Energy efficient type of lighting/bulbs/tubes |  |  |
| 10.2 The lighting has motion sensors |  |  |
| 10.3 Energy efficient HVAC (Heating, Ventilation, Ai-conditioning and Cooling systems) |  |  |
| 10.4 Energy efficient geysers |  |  |
| 10.5 The building design allows natural lighting |  |  |
| 10.6 Rain water harvesting system/water conservation |  |  |
| 10.7 Water saving taps |  |  |
| 10.8 Renewable energy system/Solar |  |  |
| Other |  |  |

**Photographs of the sustainability features in place (10.1 to 10.8 above) submitted (Yes/No)**

**11. Use of technology in the building (SMART tools and features)**

|  |  |  |
| --- | --- | --- |
| **Technological features** | **Yes/No** | **Comments** |
| 11.1 The backup power generator is on building management system and or has notification system to alert on fuel levels, functioning status & faults. |  |  |
| 11.2 Air-conditioning system is on building management system (BMS) to remotely manage, control and alert on faults. |  |  |
| 11.3 Fire system/panel is on building management system (BMS) to remotely manage, control and alert on faults. |  |  |
| 11.4 SMART electricity metres in place to show real time data/electricity consumption |  |  |
| 11.5 MART water metres in place to show real time data/ water consumption |  |  |
| 11.6 SMART cctv system in place to enable remote access to information and data |  |  |
| Other: |  |  |

**Photographs of the technological features in place (11.1 to 11.6 above) submitted (Yes/No)**

**12. ICT infrastructure**

The building must have IT infrastructure allowing tenants to use data/voice with open access fibre-optic network and must include:

* Network cabling CAT 6E, network points.
* Server or patch room flooring.
* Server or patch room air-conditioning.
* The building must allow and have access for Telco service provides to install service like DFA, Open serve ,Telkom,Vodacom MTN,BCX.
* The building must allow for wireless equipment installation outside the building for example, on the roof or exterior walls.

**12.1 ICT infrastructure in place** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**13. Security systems**

The AGSA requires details of all security systems to be provided by the landlord. The AGSA must be allowed to install own security systems and equipment to meet its security requirements, should it become necessary.

**13.1 Details of security systems and technologies to be provided by the landlord** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**13.2 Will the AGSA be allowed to install its own security systems in the building Yes/No** \_\_\_\_\_\_\_

Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**14. Building interior and exterior repairs and maintenance responsibilities:**

The AGSA wishes to lease a building that is maintained by the landlord including back up power generators, water systems, plumbing infrastructure, air-conditioning system and other major building infrastructure and equipment. The landlord must indicate the responsibilities around the interior and exterior repairs and maintenance should the landlord expect the tenant to carryout certain repairs and maintenance.

|  |  |  |
| --- | --- | --- |
| **Landlord responsibilities** | **Tenant responsibilities** | **Comments** |
|  |  |  |

**15. Amenities (e.g. Access to public transport, medical facilities, schools, etc.) – for information purposes only:**

|  |  |  |
| --- | --- | --- |
| **Amenities** | **Approximate distance from the building** | **Comments/details** |
| Access to public transport |  |  |
| Medical facilities |  |  |
| Schools |  |  |
| Gym/fitness centre |  |  |
| Access to dining facilities - Restaurants/fast food outlets |  |  |
| Other: |  |  |

**16. Other information about the building** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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***17. Are there other companies looking at this building/at negotiations stage?*** *\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***If yes how many\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***18. Site visit (contact person’s details)***

The AGSA/and or its representatives may visit the submitted buildings to verify the information submitted and to assess the condition of the building. The respondents must provide the relevant contact details for site visit arrangements:

*Contact person: Name and Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Company name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Telephone number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***The fully completed form must be emailed to*** [tenders@agsa.co.za](mailto:tenders@agsa.co.za)  ***together with the bid/proposal and the supporting documents, by no later than the stipulated RFP closing date at time.***