

Annexure A

OFFICE ACCOMODATION SPECIFICATION AND EVALUATION CRITERIA AUDITOR-GENERAL SOUTH AFRICA (AGSA)

LIMPOPO BUSINESS UNIT

**AGSA/04/2026
LIMPOPO OFFICE ACCOMODATION**

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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 AGSA Limpopo Business Unit seeks a comfortable and modern designed office building or office space and parking to lease for a period of 5 years with an option to extend for a period of 5 years. The purpose of this document is to detail the office accommodation specifications and evaluation criteria for the AGSA's Limpopo Business Unit.

The following is the key information required by the AGSA:

- The building should preferably be existing. Buildings that are under construction or planned as new developments will only be considered if construction is fully completed and the building will be ready for occupation by 1 September 2028.
- The size of the building must be adequate to accommodate 100% of the Limpopo staff establishment: the required minimum usable floor/office space is 2 030m² and maximum will be 2 436m².
- Parking: minimum of 4 bays per 100m², thus minimum of 81 bays and maximum of 97 bays, depending on the size of the building.
- Location: the building must be located within the suburbs of Polokwane.
- Building ownership: The AGSA seeks to lease the building directly from the property owner or authorized representatives 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 5 years, for occupation by no later than 1 September 2028 with an option to extend for a further period of 5 years. The landlord/s will be required to indicate their lease period options and occupation dates.
- Landlords/respondents are requested to submit information and supporting documents to indicate whether their buildings meet the AGSA requirements detailed under section 3 and 4 of this specifications document.

The received bids and proposals will be evaluated in 2 phases as follows:

- Phase 1: Eligibility/prequalification criteria (failure to fully comply with the any of the eligibility criteria will lead to automatic disqualification).
- Phase 2: All the bids that meets the eligibility criteria will be evaluated for price and B-BBEE applying the 80/20 preference point system, given the value of this transaction

Site visits – AGSA reserves the right to conduct site inspections of submitted buildings to verify compliance with AGSA's requirements.

Bidders are required to fully complete and submit the attached office accommodation form and the rental schedule (Annexure B). To be submitted together with the bid/proposals.

SECTION 2 - Definitions

Item	Definition
Accessibility (building accessibility)	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.
Base building	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.).
Beneficial occupation	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.
Building type	Comfortable, modern designed office buildings, preferably not older than 20 years.
Certificate of compliance	Document that verifies that the electrical installations such as the plugs, lights, distribution board, geyser and wiring comply with all legislated requirements.
Escalation rate	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.
Gross market rental rate	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.
Municipal approved building plans	Building plans approved by the local municipality.
Occupation certificate	A certificate issued by the local authority/municipality confirming completion of the building, fit out (TI) and compliance thereof.
Occupation date	The first permissible date for the tenant to move in and assume the rights of occupation of a property from the property owner.
Parking requirements	The parking bay requirements are minimum of 4 bays per 100 square meters.
Rentable area	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.
Rental rate	The periodic charge per square meter for the use of rentable space at the time of lease commencement.
Tenant installation	The installations or building interior fit out, to make the premises ready for occupation and use. This includes but not limited to: • building works • specialist building works • mechanical/specialist services • electrical/specialist services • wall partitions, including doors, windows, view panels • painting and wallpaper – colours and types per AGSA specifications • floor finishes (carpets, vinyl flooring and tiles as required)

	• joinery fittings
	• electrical installations
	• ventilation and air-conditioning
	• blinds
	• technical security requirements
	• ICT requirements, including cabling, network points, server room flooring, server room air-conditioning.
	The work to be done is typically detailed in the bill of quantities document for the specific project.
Usable area/space	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.
Utilities/Services	Essential services such as water, electricity, sanitation, refuse removal.

Section 3 - AGSA SPECIFICATIONS AND REQUIREMENTS

	AGSA specifications and requirements
3.1 Building ownership	The AGSA wishes to lease the building directly from the registered property owner or authorized representatives. The respondents must provide proof of ownership of the building together with the mandate signed by the owner, to confirm that the representative/agent is acting on behalf of the registered owner.
3.2 Building size (office space)	The AGSA Limpopo business unit requires minimum gross lettable space of 2 030m ² and maximum of 2 436m ² .
3.3 Availability of the building	The AGSA requires an office building for official occupation and lease commencement by 1 September 2028. The landlords/respondents must indicate the dates their building/s are available. The building should preferably be existing. Buildings that are under construction or planned as new developments will only be considered if construction is fully completed and the building will be ready for occupation by 1 September 2028.
3.4 Location of the building	The building must be situated in an accessible location within Polokwane. The site should provide convenient access to major highways, main roads, and public transport routes. The surrounding area must be safe and secure. A comprehensive security risk assessment will form part of the evaluation process.
3.5 Parking	The AGSA will require adequate on-site 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. Based on the abovementioned size requirements, minimum parking bays should be 81 and maximum of 97.
3.6 Building age	The AGSA seeks to lease a comfortable, safe, compliant, modern designed existing building, preferably not older than 20 years.
3.7 Compliance with the National building regulations and building standard Act and other statutory requirements	The building must be compliant with the National building regulations and building standards Act 103 of 1977. The occupancy certificate issued by the municipality or the local authority will be required to confirm compliance to this requirement. In addition the construction of the building/building structure must be approved by the municipality/local authority.
3.8 Compliance with the occupational health and safety Act 85 of 1993	The building must be compliant with the occupational health and safety (OHS) Act 85 of 1993. The respondents must submit the copy of the OHS certificate issued by the department of labour to confirm that the building is compliant.

Description	Specification (AGSA requirements)
3.9 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).
3.10 Backup power supply	The AGSA seeks to lease a building with a full onsite back-up power generator or other back up power supply systems/equipment, to supply the entire AGSA premises in case of municipal power interruptions. The generator/back up power must be reliable and be within its lifespan. The AGSA reserves the right have the back up power supply generator or systems assessed by suitably qualified parties, to assess the condition and provide a report/recommendations, prior to concluding the evaluation process/or appointment process. The back up power supply generator/equipment/system must be maintained by the landlord.
3.11 Backup water	The AGSA seeks to lease a building with adequate back-up water system to supply water to the entire AGSA-leased building in cases of water supply disruptions. The back up water system must be maintained by the landlord.
3.12 Base building	The AGSA seeks to lease an existing building wherein the base building has major equipment such as the air-conditioning system/units, fire alarm system to detect and alert building occupants of heat, smoke and any fire related emergencies. A fire suppression system and fire extinguishing equipment must be in place. In addition, the base building must have ceilings, lighting, electrical switches and outlets, finished ablutions, services such as water, electricity, sewerage system, sanitation, 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.
3.13 Building type	The building must preferably be: ▪ A single tenant, stand-alone unit ▪ A single tenant block or single tenanted blocks in an office park Multitenant buildings will be considered, provided they fully comply with AGSA's privacy and security requirements. This includes, but is not limited to, dedicated entrance and exit points, office areas exclusively accessible to AGSA staff, and kitchens as well as ablution facilities that are not shared with other tenants.
3.14 Other infrastructure	The building must have IT infrastructure allowing tenants to use data/voice with open access fibre-optic network and must include: i. Network cabling CAT 6E, network points. ii. Server or patch room flooring. iii. Server or patch room air-conditioning. iv. The building must allow and have access for Telco service provides to install service like DFA, Open serve ,Telkom,Vodacom MTN,BCX. v. The building must allow for wireless equipment installation outside the building for example, on the roof or exterior walls.

Description	Specification (AGSA requirements)
3.15 Security	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.
3.16 Environmental sustainability	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. Some of the sustainability aspects the AGA wishes to have in its buildings includes: ▪ Energy efficient type of lighting/bulbs/tubes ▪ Motion sensing lighting ▪ Energy efficient HVAC (Heating, Ventilation, Ai-conditioning and Cooling systems) ▪ Energy efficient geysers ▪ The building design allows natural lighting ▪ Rain water harvesting system/water conservation ▪ Water saving taps ▪ Renewable energy source, such as solar
3.17 The repairs and maintenance responsibilities	The AGSA wishes to lease a building that is maintained by the landlord including back up power generators, fire systems, 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.
3.18 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. Some of the technologies the AGSA wishes to have includes: ▪ The backup power generator on building management system and or has notification system to alert on fuel levels, functioning status & faults. ▪ Air-conditioning system on building management system (BMS) to remotely manage, control and alert on faults. ▪ Fire system/panel on building management system (BMS) to remotely manage, control and alert on faults. ▪ SMART electricity metres in place to show real time data/electricity consumption ▪ SMART water metres to show real time data/ water consumption. ▪ SMART cctv system in place to enable remote access to information and data.

Section 4 – The evaluation criteria

All responses received within the prescribed timeframe will be assessed against the eligibility criteria outlined below.

4.1 Eligibility criteria

AGSA requirements (Eligibility criteria)		Required information and supporting documents	Complies / does not comply
4.1.1 Proof of ownership of the building	The AGSA wishes to lease an office building directly from the registered property owner or authorized representatives.	Certified copy of title deed/deed of transfer or Power of attorney together with the certified copy of title deed/deed of transfer, to confirm that the representative/agent is acting on behalf of the registered owner (should the respondent be a representative of the owner). The above must be submitted together with the completed office accommodation form (section 1.1 and 1.2 of the form)	
4.1.2 Legally erected building/structure - compliance confirmation	The AGSA requires to lease a legally erected building. The construction of the building and alterations must be approved by the municipality or local authority.	For existing buildings and buildings under construction: Certified copies of the approved building plans and drawings, stamped by the relevant municipality/local authority. OR Certified copy of occupancy certificate issued by the local municipality to confirm that the building/installations complies with approved building plans and is legally fit for occupation. For planned new developments: written letter of commitment, to submit approved building plans prior to commencing the construction. The letter of commitment must be signed by an authorized person.	
4.1.3 Size of the building	The AGSA Limpopo office requires minimum gross lettable space of 2 030m ² minimum and maximum of 2 436m ² .	Copies of floor plans/layouts indicating the gross lettable area (GLA) per floor together with the completed office accommodation form (section 2.2 of the form). The AGSA reserves the right to appoint a suitably qualified independent party to measure the building to confirm the size/square metres.	

AGSA requirements (Eligibility criteria)		Required information and supporting documents	Complies / does not comply
4.1.4 Parking	The AGSA will require adequate on-site 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 respondents must indicate the existing number of parking bays or total number of parking bays to be provided in the new development and the parking ratio under section 2.5 of the office accommodation form. In addition, for existing buildings and buildings under construction: photographs of the on-site parking area must be submitted For planned new developments: Architectural Design Drawings (Proposed Plans & Elevations) or 3D Renderings / Artist Impressions and Perspective Views showing the proposed building and parking layout.	
4.1.5 Location of the building	The building must be located in an accessible area within the suburbs of Polokwane. The Polokwane Central Business District (CBD) is generally not the preferred location for AGSA. Buildings situated within the CBD will only be considered if they fully meet AGSA's requirements including but not limited to accessibility, size, availability, building type, age, and meeting the required parking ratio. The site should provide convenient access to major highways, main roads, and public transport routes. The surrounding area must be safe and secure. A comprehensive security risk assessment will form part of the evaluation process.	Certified copy of title deed or zoning certificate or occupancy certificate or municipal account for water or electricity or sewerage or refuse removal or rates/taxes confirming that the building is located within Polokwane suburbs. This must be submitted together with the completed office accommodation form (section 2.3 and 2.4 of the form)	
4.1.6 Availability of the building	The AGSA requires an office building, which is available for official occupation and lease commencement by 1 July 2028.	The landlords/respondents must indicate the dates their building/s are available and the period of the lease, under section 3, (3.1 to 3.4) of the office accommodation form .	
4.1.7 Building age	The AGSA seeks to lease a comfortable, safe, compliant, modern designed existing building, preferably not older than 20 years.	The respondents must indicate the age of the building, under section 2.6.1 of the office accommodation form. For new developments: bidders must indicate the date the building will be available for occupation under 2.6.1 of the office accommodation form. In addition: For existing buildings: certified copy of municipal completion / practical completion certificate must be submitted or certified copy of first occupancy certificate issued by the municipality/local authority.	

AGSA requirements (Eligibility criteria)		Required information and supporting documents	Complies / does not comply
4.1.8 Building type	The building must preferably be: ▪ A single tenant, stand-alone building ▪ A single tenant stand-alone block/unit or single tenant blocks in an office park Multitenant buildings will be considered, provided they fully comply with AGSA's privacy and security requirements. This includes, but is not limited to, dedicated entrance and exit points, office areas exclusively accessible to AGSA staff, and kitchens as well as ablution facilities that are not shared with other tenants.	Respondents must complete section 2.7 of the office accommodation form to indicate. In addition: For existing buildings and buildings under construction – photographs of the building/s must be attached. For planned new developments: Architectural Design Drawings (Proposed Plans & Elevations) or 3D Renderings / Artist Impressions and Perspective Views showing the planned building.	
4.1.9 Compliance with the NBR and building standards Act	The building and improvements done must be compliant with the National building regulations (NBR) and building standards Act 103 of 1977.	Certified copy of occupancy certificate issued by the municipality/local authority to be submitted prior to the official occupation date. In the case of a new building (not yet occupied) a written letter of commitment that the bidder will comply with this requirement must be submitted. The letter must be signed by an authorized person.	
4.1.10 Compliance with occupational health and safety Act	The building must be compliant with the occupational health and safety (OHS) Act 85 of 1993.	For existing buildings: Copy of the OHS certificate issued by the department of labour to confirm that the building is compliant with this Act or certified copy of occupancy certificate. In the case of buildings under construction and planned new developments (not yet occupied) a written letter of commitment that the bidder will comply with this requirement must be submitted. The letter must be signed by an authorized person.	

AGSA requirements (Eligibility criteria)		Required information and supporting documents	Complies / does not comply
4.1.11 Accessibility for people with disabilities	The building must be fully accessible to people with disability or disabilities.	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). The above must be in place by the beneficial occupation date. Bidders must complete section 9 of the office accommodation form. In addition, photographs showing the handrails, paraplegic toilets, ramps and other features to confirm accessibility must be submitted. In the case of a new building (not yet fully fitted out) a written letter of commitment that the bidder will comply with this requirement must be submitted. The letter must be signed by an authorized person.	
4.1.12 ICT infrastructure requirements	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 providers 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.	A written letter of commitment that the bidder will comply with this requirement must be submitted. The letter must be signed by an authorized person.	
All the legibility criteria (4.1.1 to 4.1.12) above met. Yes/No		If No, the bid is disqualified.	

4.2 Other important requirements

(Not to be evaluated as part of the tender, but will be considered during Contract Negotiation)

AGSA specifications and requirements	Required supporting documents / information and date required	Bidder accepts (Yes or No)	Comments
4.2.1 Provision of reliable back up power supply by the landlord. The AGSA seeks to lease a building with a full onsite back-up power generator or other back up power supply systems/equipment, to supply the entire AGSA premises in case of municipal power interruptions.	A reliable back up power generator which is still within its lifespan must be in place and be fully functional, by the official occupation date. The AGSA reserves the right have the back up power supply generator or systems assessed by suitably qualified parties, to assess the condition and provide a report/recommendations. The back up power supply generator/equipment/system must be maintained by the landlord throughout the lease period.		
4.2.2 Provision of back up water supply by the landlord The AGSA seeks to lease a building with adequate back-up water system to supply water to the entire AGSA-leased building in cases of water supply disruptions.	The back up water equipment and or system must be in place by the official occupation date. The back-up water equipment/system must be maintained by the landlord through out the lease period.		
4.2.3 AGSA base building requirements The AGSA seeks to lease an existing building wherein the base building has major equipment such as the air-conditioning system/units, fire alarm system to detect and alert building occupants of heat, smoke and any fire related emergencies. A fire suppression system and fire extinguishing equipment must be in place. In addition, the base building must have ceilings, lighting, electrical switches and outlets, finished ablutions, services such as water, electricity, sewerage system, sanitation, walls that are prepared for painting and application of wall finishes, and finished flooring that is prepared for carpet and tiling installation.	The air-conditioning system, fire alarm system, fire suppression system, fire extinguishing equipment, smoke/heat detectors, ceilings, lighting, electrical switches and outlets, finished ablutions, water, electricity, sewerage system, sanitation, walls that are prepared for painting/application of wall finishes, finished flooring that is prepared for installation of carpet and tiling installation must be in place by the tenant installation commencement date.		
4.2.4 Security requirements 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.	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. The respondents to complete section 13 (13.1 and 13.2) of the office accommodation form.		

AGSA specifications and requirements	Required supporting documents / information and date required	Bidder accepts (Yes or No)	Comments
4.2.5 Repairs and maintenance responsibilities The AGSA seeks to lease a building that is repaired and maintained by the landlord throughout the lease period. The items to be maintained includes the back-up power generators, fire systems, water systems, plumbing infrastructure, air-conditioning system and other major building infrastructure and equipment.	The respondents to indicate maintenance responsibilities under section 14 of the office accommodation form.		

4.3 Environmental sustainability and use of technology

(Not to be evaluated as part of the tender, but will be considered during Contract Negotiation)

AGSA specifications and requirements	Required information	Comments
4.3.1 Environmental sustainability The AGSA wishes 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.	Some of the sustainability aspects the AGSA wishes to have in its buildings includes: ▪ Energy efficient type of lighting/bulbs/tubes ▪ Motion sensing lighting ▪ Energy efficient HVAC (Heating, Ventilation, Ai-conditioning and Cooling systems) ▪ Energy efficient geysers ▪ The building design allows natural lighting ▪ Rain water harvesting system/water conservation ▪ Water saving taps ▪ Renewable energy source, such as solar <i>The respondents to complete section 10 of the office accommodation form.</i>	
4.3.2 Use of technology in the buildings (SMART tools and features) The AGSA wishes to lease SMART buildings that are technology-oriented and provide solutions to reduce energy costs and consumption, and enhance efficiencies.	Some of the technologies the AGSA wishes to have includes: ▪ The backup power generator on building management system and or has notification system to alert on fuel levels, functioning status & faults. ▪ Air-conditioning system on building management system (BMS) to remotely manage, control and alert on faults. ▪ Fire system/panel on building management system (BMS) to remotely manage, control and alert on faults. ▪ SMART electricity metres in place to show real time data/electricity consumption ▪ SMART water metres to show real time data/ water consumption. ▪ SMART cctv system in place to enable remote access to information and data. <i>The respondents to complete section 11 of the office accommodation form.</i>	

Section 5

Site visits

AGSA reserves the right to conduct site inspections of submitted buildings to verify compliance with AGSA's requirements.

5.1 Site visit checklist

Criteria to be verified		Yes/No	Comments
5.1.1 Location of the building	The building is located in one of the preferred suburbs/city/town		
	The location facilitates ease of access to major highways and roads		
	There is access to public transport		
	Are there any safety concerns noted?		
5.1.2.Type of building Parking	Is the building a stand-alone or a unit/block in an office park?		
	There are adequate parking bays		
	All the parking bays are located onsite at the building		
5.1.3 Accessibility for people with disabilities	There are ramps in place		
	Handrails in place		
	Paraplegic parking in place		
	Paraplegic toilets in place		
	There are lifts (if the building is more than 1 storey)		
Other comments			