

TECHNICAL BID SPECIFICATION

1. PURPOSE

The purpose of this request for proposal (RFP) is to appoint a panel of approved service providers for the provision of space including but not limited to office space, warehouse, vacant land, residential (especially in ports of entries) and parking for SARS on a Regional basis.

This Bid does not constitute an offer to do business with SARS but merely serves as an invitation to Bidders to facilitate a requirements-based decision process.

2. ACCCOMMODATION NORMS & OTHER STIPULATIONS

2.1 PROPERTY

Provision of space including but not limited to office space, warehouse, vacant land, residential (especially in ports of entries) and parking for SARS on a Regional basis.

2.2 BUILDING REGULATIONS AND COMPLIANCE

The leased premises shall comply with local council by laws and the National Building Regulations. Any program to prepare the premises to be legally compliant must be submitted as part of the required returnable documentation.

2.2.1 PARKING

Covered parking bays will be required for staff vehicles at the premises and must be available for exclusive use by SARS. Further parking bays will be required for SARS official vehicles in a covered lock-up area as part of the premise. Parking bays will be required for visitors, either included in the lease or available on a pay as you go basis. All parking is to be provided within a safe and secure environment.

3. SARS ACCOMMODATION STANDARDS

3.1 HEATING, VENTILATION AND AIR CONDITIONING

The ventilation of the building must be in accordance with the requirements of the Occupational Health and Safety Act, 1993 (Act 85 of 1993). The premises must be fully air-conditioned, with all maintenance the responsibility of the bidder. The ambient temperature required will be 22 °C. (Min variance 2 °C up or down.)

The air-conditioning installation / units must at least have a remaining life expectancy of the lease term. A Mechanical Engineer's assessment report in this regard must be submitted with the RFP. Provisioning must be made for the Air-conditioning to be on a timer.

3.2 TOILET FACILITIES

The bidder shall provide fully functional new or refurbished ablutions including Hygiene equipment as per SARS standard or as otherwise agreed at Beneficial Occupation-Refer to attached document for Annexure D. (SARS to provide consumables)

The following norms shall be applied:

3.2.1 SANITARY FIXTURES FOR BUILDINGS (SANS 10400-1990)

Hot and cold water including a waterproof vanity slab around the basins and a mirror for the full length of the vanity slab and at least 1200mm high.

Applicable to G1 Office Space

1	2	3	4	5	6
	Number of sanitary fixtures to be installed relative to the population				
For a population of up to -	Males			Females	
	WC	Urinals	Washbasins	WC	Washbasins
15	1	1	1	2	1
30	1	2	2	3	2
60	2	3	3	5	3
90	3	5	4	7	4
120	3	6	5	9	5
	For a population in excess of 120 add 1 WC pan, 1 urinal and 1 wash basin for every 100 persons			For a population in excess of 120 add 1 WC pan for every 50 persons	For a population in excess of 120 add 1 washbasin for every 100 persons

3.2.2 People with Disability

Toilet facilities for people with disability (Clients and Staff) must be provided for according to National Building Regulations, SANS 0400. It must also be noted that SARS is committed to provide amenities to people with bodily constraints.

3.3 WATER SUPPLY

The municipal water supply to the premises shall be metered separately.

3.4 ELECTRICAL SUPPLY

The power supply, where applicable, shall be metered separately and power factor correction equipment shall be installed. The relevant authority shall also confirm the power supply stability. The installation is to comply with all relevant regulations and by-laws. Sufficient power supply must be provided to increase demand at peak times up to 20% of normal use. It must be taken into account that all operational staff as per SARS accommodation norms document will be equipped with a computer.

Note: SARS will not contribute to any upgrading / provisioning of additional power supply to the building / premises.

- Standby / emergency power supply (**Generator**) (If not currently installed provision must be made therefore in the fit-out (Electrical Consultant to advise capacity of Generator).

3.4.1 Power points

Power points to be provided as per SARS requirements with the following guidelines:

For each person one single normal power point and two red dedicated power points shall be installed. For each third person an additional white power point will be installed. A maximum of five (5) users allocated to a 25A (Amp) circuit breaker.

Single-phase 15 Amp socket outlets in passages and operational areas shall be provided for cleaning and maintenance tasks and shall be wired separately from the power supply to the main operational areas. The minimum distance for the repetition of these power points should not be less than 15m.

3.4.2 UPS requirements

Building UPS (Un-interrupted power supply) must be supplied by the landlord, all other un-interrupted power supplies will be provided by SARS but all electrical connections and reticulation must be provided by the landlord.

3.4.3 Emergency Power – configuration

The entire leased premise to be fully functional during power failure via standby generator/s. The capacity of the generator and electrical design / installations must provide for this requirement.

3.4.4 Lightning Protection

The building shall have sufficient lightning protection.

3.4.5 Lighting

All interior lighting shall be designed and installed to conform to SABS 0114-1:1996. A professional lighting design engineer shall certify the design and installation and the cost consultants deemed to be included in the tendered rates.

Minimum requirements:

- Each office (individual rooms) to have its own light switch in a suitable position near the door
- Minimum lux levels:
 - Reception areas 300 lux
 - General offices 300 – 400 lux
 - Parking 200 lux

Provisioning for energy saving systems and or light fittings must be provided for. The minimum requirement will be Occupancy Sensors for lighting.

3.4.6 Control

Each functional area and / or teams shall have independent control of lighting while emergency lights shall comply with the National Building Regulations.

Automated light switching (occupancy sensors) provided as first stage energy saving standard.

3.4.7 Cable trays

Where applicable, cable trays under desks shall be 300 mm wide. All cable trays to be equal or similar to O-line grid span. Sufficient ducting from cable tray installation is to be provided. Such ducting will terminate in power skirting where applicable.

3.5 FIRE PROTECTION & RISK MANAGEMENT

Fire control, safety and risk management shall be in full compliance with the National Building Regulations, SANS 10040 as amended. It will be required that a complete ASIB report be submitted, along with all other information regarding Fire Compliance. Provisioning, certification, continuous maintenance of the installations and equipment will be the responsibility of the landlord for the duration of the lease period.

3.6 VERTICAL MOVEMENTS

3.6.1 Stairs

Stairs should allow free and easy flow of staff and clients.

3.6.2 Lifts, hoists & Escalators

Taking into account rules TT45 to TT48, as set out in the SA Standard Code of Practice for the Application of the National Building Regulations, as issued by the SABS, it is required that the premises offered, which consists of more than two storeys, shall be provided with at least one (1) lift to be utilised as a passenger lift to

transport at least eight (8) persons or goods with a minimum payload of 1 000 kg at any given time. The minimum clear entrance to the lift car shall be of such dimension that it will be accessible for a wheelchair. The minimum recommended car width and depth should respectively be 1000 mm and 1500 mm. If the building has a basement, the lift shall also serve that area.

The number of lifts required to service functional areas shall be determined and the calculation provided as part of this RFP.

The breakdown time allowed per lift or hoist per month shall not exceed 6 hours and shall be recorded, reported and agreed with SARS on a monthly basis before raising the rental invoice. In the event of breakdowns exceeding the allowed breakdown time, it shall be considered to deduct a penalty equal to the monthly maintenance contract cost from the following month's rental payment.

If the response time for passenger or goods entrapment exceeds sixty (60) minutes, it shall be considered to deduct a penalty equal to 10% of the monthly lift maintenance contract cost from the future rentals payable.

3.6.2.1 Lift / Escalator Maintenance Contract

The offer shall at full occupation provide for the Rand value of an anticipated or actual maintenance contract, per lift or hoist, and shall be certified by an independent Lift Consulting Engineer as a fair maintenance cost.

3.7 CARRYING CAPACITY OF FLOORS

The floors should allow a carrying capacity of at least 270kg/m² in normal office areas. The bidder shall issue a certificate, signed by an independent professional engineer (registered with SAEC) confirming the carrying capacity of such areas. The certificate will only be required once bid elected to be approved or as additional information upon request from SARS, during the evaluation of the bids received.

3.8 ACOUSTIC AND NOISE

All outside noises shall be reduced to an agreed acceptable level (between 40 and 60 Decibels)* that allows people to perform their functions.

*Source the Canadian Society of Otolaryngology.

DPW specifications: 45dB within a range of 100 to 1000 hertz

3.9 SECURITY

The offer should include the bidder's plan for the provision of security to the premises. The supply of specialist security installations will be the sole responsibility of SARS.

3.10 ACCESSIBILITY TO THE BUILDING

The building shall accommodate disabled people and comply with the relevant acts, regulations and municipal by-laws.

4. RATES

4.1 Rates and Maintenance

Rental rates and operational charges shall also include all future maintenance required to keep the building operational and shall be adjusted annually on the **adjustment date**. (Excluding generator fuel)

Rates shall also include maintenance of the exterior of the premises/building. This shall include at least but not limited to the following:

- Windows ;
- Roofs;
- HVAC including cleaning the diffusers inside;
- Lightning protection;
- Plumbing;
- Common area electrical reticulation;
- Grounds and gardens;
- Storm water;
- Parking; Washing the external windows & facades; and
- Generator Maintenance. (SARS will be responsible to replenish fuel at own cost)

SARS will be responsible for, subject to the above listed items, the cleaning of the interior of the premises, the security for the premises, and for SARS assets.

The bidder shall maintain all other interior building items.

4.1.1 Adjustments

Unless otherwise indicated, the annual escalation of the rental and operating charges shall be market related. The escalation rate will be subject to negotiations by SARS with the successful bidder.

4.1.2 Variations to the rate

The offer to specify all variations to the rate and a complete list of Allowances must be provided to SARS.

5. STANDARD SPECIFICATIONS

5.1 SANS SPECIFICATIONS

The accommodation offered shall comply at a minimum to the laws or local authority requirements and specifications:

5.1.1 Occupational Health and Safety Act

The premises / building must comply with the Occupational Health and Safety Act, 1993 (Act 85 of 1993), as amended and the latest issue of SABS 0142: "Code of Practice for the Wiring of Premises";

5.1.2 Code of practice – Interior Lighting SABS 0114:1996 - Part I;

5.1.3 The National Building Regulations and Building Standards Acts 1977 (Act 103 of 1977), as amended (SANS 0040);

5.1.4 The Municipal by-laws and any special requirements of the local supply authority; and

5.1.5 The local fire regulations.

Copies of certificate to the above legislative requirements must be submitted together with your response to this RFP.

RESPONSE TEMPLATE

Below is a list of SARS's regions that the bidder(s) must indicate in which region(s) and space they are tendering for.

Regions

Region	Space Available date	Please select which region	Indicate in which City / Town	Indicate Office Space OR Vacant land	Indicate the size of the office space or Vacant land	Warehouse space Yes / No	Indicate the size of the Warehouse space
Free State							
KZN							
Eastern Cape							
Western Cape							
Gauteng							
Mpumalanga							
North West							
Limpopo							
Northern Cape							

MANDATORY REQUIREMENTS (a negative response and/or incomplete items for any requirement/s below will result to disqualification)

- Office / Warehouse space should comprise a minimum of 1800m² or more Gross Lettable Area (GLA).

Preference Additional requirements for Branch Office only

- In walking distance (less than 3 km's) of public transport services;
- Clearly visible from major local traffic routes;
- Unimpeded entrance to the public area from street level;
- Close proximity of public parking facilities and retail banking facilities and other commercial nodes;
- Ground floor coverage and suitability for functional operations;
- Open parking; and
- Covered parking.

Other Minimum requirements

Location of the premises:

Below is the SARS Priority List that is required with immediate effect Space Available date

Region	City	SARS Space requirements (m ²)	Indicate the size of the office space	Space Available date
Free State	Kroonstad	1 783		
KZN	Pinetown	1 642		
Western Cape	Cape Town CBD	3 906		
Western Cape	George	2 088		
Western Cape	Queenstown	1 217		
Gauteng	Benoni	1 949		
Gauteng	Soweto Protea Glen	1 430		
Gauteng	Vereeniging	2 640		
Gauteng	Pretoria East	1 633		
Gauteng	Randfontein	1 282		
North West	Mmabatho	3 406		
Limpopo	Lephalale	1 090		
Northern Cape	Springbok	1 032		

SARS national footprint

Provinces	SARS BO Offices
Gauteng Province	<ul style="list-style-type: none"> • Pretoria CBD • Pretoria North • Rissik Street • Alberton • Benoni • Boksburg • Edenvale • Randburg • Soweto – Dube • Soweto - Orlando East • Springs • Vereeniging • Nigel • Randfontein • Roodepoort • Krugersdorp • Pavillion • Ashlea Gardens • Doringkloof
Northern Cape Province	<ul style="list-style-type: none"> • Upington • Kimberley
Western Cape Province	<ul style="list-style-type: none"> • Cape Town • George • Paarl • Worcester • Beaufort West • Bellville • Mitchells Plain
North West Province	<ul style="list-style-type: none"> • Mmbatho • Klerksdorp • Rustenburg
Free State Province	<ul style="list-style-type: none"> • Bloemfontein • Welkom • Bethlehem • Kroonstad
Eastern Cape Province	<ul style="list-style-type: none"> • East London • Port Elizabeth • Mthatha • Uitenhage

Provinces	SARS BO Offices
Kwazulu-Natal Province	<ul style="list-style-type: none"> • Durban • Pietermaritzburg • Port Shepstone • Pinetown • Richards Bay • Umhlanga Ridge
Limpopo Province	<ul style="list-style-type: none"> • Polokwane • Sibasa • Giyani • Lebowakgomo
Mpumalanga Province	<ul style="list-style-type: none"> • Nelspruit • Standerton • Witbank