



QUESTIONS AND ANSWERS: PPSA/2025/BID004 - APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE OFFICE ACCOMMODATION TO THE PUBLIC PROTECTOR SOUTH AFRICA (PPSA) IN BISHO/KING WILLIAMS TOWN FOR A PERIOD OF 9 YEARS AND 11 MONTHS.

ID	Question	Answer
1	<p>Refer to page 12 - Objective - The facility should be located in Bisho/King Williams Town within the CBD and be easily accessible to both internal and external stakeholders</p> <p>Question: Could you please confirm whether there is a specific radius within which the proposed office accommodation should be located?</p>	<p>Paragraph 6.2 of the terms of reference:</p> <p>The building to be within the CBD or within 5km radius and easily accessible including people with disabilities.</p>
2	<p>Refer to page 13 – 14 Structural Dimensions or requirements- size in m²</p> <p>Question : The total office space (in m²) indicated in the document (page 4) does not correspond with the sum of the individual area sizes provided.</p> <p>Question: Could you please confirm the correct total office space required and provide an updated or revised needs schedule?</p> <p>Question: Could you please confirm whether the total m² refers to useable area or lettable area?</p>	<p>Total square meter = 708</p> <p>Lettable area</p>
3	<p>Refer to page 14 – Parking bays - 2 x secured and lockable garage for office vehicles. Question: Could you please confirm whether this specifically requires a fully enclosed garage, or if access-controlled parking (with security</p>	<p>Fully enclosed garage</p> <p>or</p> <p>Secured and lockable garage</p>

	measures in place) would also be acceptable?	
4	<p>Refer to page 14 – Parking bays – 3 x Visitors parking</p> <p>Question: Could you please confirm whether these parking bays are required to be covered or if open parking would be acceptable?</p>	Covered or open parking
5	<p>Refer to page 22 - Backup Power, Water Supply:</p> <p>Question 1: What generator size/capacity (kVA) is required to meet PPSA’s operational needs?</p> <p>Question 2: What must be powered by the generator (e.g., lighting, air conditioning, IT/server rooms, lifts, full building load)?</p> <p>Question 3: What size of backup water supply is required?</p> <p>Question 4: How many PPSA employees are expected to be accommodated at the offices</p> <p>Question 5: Who will be responsible for the refuelling and maintenance costs of the generator?</p>	<ol style="list-style-type: none"> 1. The back-up power, generator or solar power source must be equivalent to the one from the proposed building power grid 2. Full building load 3. The automated back-up water system must supply all common areas of the proposed building 4. +-18 officials 5. The landlord
6	<p>Refer to page 26 - provide a full list of all applicable items included in the All-inclusive Operating Costs.</p> <p>Question1: The pricing schedule lists operating costs separately, could you please clarify whether the proposal should include an all-inclusive pricing schedule that covers operating costs such as water, electricity.</p> <p>Question2: How should we cost for the variable consumption costs (e.g., water and electricity), since these depend on actual usage and occupancy levels?</p>	<ol style="list-style-type: none"> 1. All-inclusive operating costs 2. Please refer to page 26 – item 7.6 Operating Costs and expenses
1.8	<p>Refer to page 26 – Sanitation</p> <p>Question: Could you please clarify the specific requirements for sanitation? Are</p>	Please refer to page 26 – item 7.6 Operating Costs and expenses, no she bins required for this bid

	we expected to provide SHE bins and any related items as part of the proposal?	
1.9	<p>Refer to page 28- Pricing Schedule - Tenant Installation: Question: Are we required to include the Tenant Installation in the Total Bid Price?</p> <p>If yes, how will the evaluation process ensure a fair comparison between bidders, as including different fit-out amounts could make it difficult to compare "apples with apples"?</p> <p>If the actual fit-out cost exceeds the amount provided in our bid, or if additional fit-out items are requested that were not initially specified, will these be covered PPSA?</p>	<p>Bidders to provide tenant installation allowance.</p> <p>The Grand total of the bid price only includes:</p> <ol style="list-style-type: none"> 1. Office space and Parking Bays 2. Operating costs
1.10	Question : Do you require a Beneficial Occupation, and if so, for how long?	No
1.11	<p>Question: Who pays for:</p> <ol style="list-style-type: none"> 1. Water and Electricity metered monthly as per usage 2. Refuse removal invoiced monthly 3. Internal Maintenance 4. External Maintenance 5. Internal Cleaning (she bins, office cleaner etc etc) appoints service provider for cleaning including SHE bins 6. External Cleaning 7. Internal Security (CCTV cameras etc.) 8. Guard at proposed office space for PPSA exclusive use) 9. Burglar alarm system linked to armed response 10. External Security – for whole building 11. Rates and Taxes 12. Fire charges – Municipal 13. Servicing of fire equipment 14. Pest Control 15. Sewerage invoiced monthly 16. Exterior and interior signage 17. Generator fuel as per usage 	<ol style="list-style-type: none"> 1. The Public Protector South Africa 2. Bidder - Operating cost 3. Bidder - Operating cost 4. Bidder - Operating cost 5. The Public Protector South Africa 6. Bidder - Operating cost 7. The Public Protector South Africa 8. The Public Protector South Africa 9. The Public Protector South Africa 10. Bidder - Operating cost 11. Bidder - Operating cost 12. Bidder - Operating cost 13. Bidder - Operating cost 14. The Public Protector South Africa 15. Bidder - Operating cost 16. The Public Protector South Africa 17. The Public Protector South Africa

	Closing date and time	14 November 2025 @ 11h00 am As per advert.