



QUESTIONS AND ANSWERS:

PPSA/2025/BID0020 - 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
1.1	<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>Preferably, the proposed office accommodation should be within a 5km radius. Kindly refer to page 21 of the specification for further details.</p>
1.2	<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 15) 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>Bidders are requested to quote on the total space requirement of 708m²</p> <p>Please quote on the total space required for 708m²</p> <p>The 708m² refers to the lettable area.</p>
1.3	<p>Refer to page 14 – Parking bays - 2 x secured and lockable garage for office vehicles.</p> <p>Question: Could you please confirm whether this specifically requires a fully enclosed garage, or if access-controlled parking (with security measures in place) would also be acceptable?</p>	<p>Access-controlled parking (with security measures in place) would also be acceptable</p>

1.4	<p>Refer to page 14 – Parking bays - 2 x secured and lockable garage for office vehicles.</p> <p>Question: Could you please confirm whether this specifically requires a fully enclosed garage, or if access-controlled parking (with security measures in place) would also be acceptable?</p>	<p>Access-controlled parking (with security measures in place) would also be acceptable</p>
1.5	<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>	<p>Open parking will only be acceptable on the basis that it is in a secured access-controlled environment.</p>
1.6	<p>Refer to page 17 – Occupational Health and Safety Certificate</p> <p>Question: Please clarify which specific certificate is required (e.g., Occupancy Certificate or OHS compliance documentation) in order to comply.</p>	<p>OHS Occupancy Certificate</p>
1,7	<p>Refer to page 22-23 - Backup Power, Water Supply:</p> <p>Question: What generator size/capacity (kVA) is required to meet PPSA’s operational needs?</p> <p>Question: What must be powered by the generator (e.g., lighting, air conditioning, IT/server rooms, lifts, full building load)?</p> <p>Question: What size of backup water supply is required?</p> <p>Question: How many PPSA employees are expected to be accommodated at the offices</p>	<p>Between 150Kva and 200Kva (the actual size/capacity can only be informed by the load to be accommodated)</p> <p>It must power full building load for operational activities to proceed during power outage (refer to page 22 of specification 6.1).</p> <p>About 5000L (To accommodate kitchens and ablution facilities) refer to page 22 of specification 6.1</p> <p>Roughly 27 employees</p>

	<p>Question: Who will be responsible for the refuelling and maintenance costs of the generator?</p>	<p>The building owner/lessor, cost to be recovered from PPSA.</p>
1.8	<p>Refer to page 25 - Pricing Schedule – Parking – Rate per Parking Bay</p> <p>Question: The space provided in the pricing schedule to enter the rate per parking bay is very limited and only allows for one rate. However, the tender includes open, covered, and secured (garage) parking bays, each with different rates. Please advise how we should show the different rates for each parking bay type within the space provided. Will you provide us with an update pricing schedule to accommodate this?</p>	<p>Capture the total amount for all different parking bays on the pricing schedule. NB: Provide separate “Annexure” with detailed Parking rates/prices as follows:</p> <ol style="list-style-type: none"> 1. Lockable/secured parking 2. Under cover parking 3. Open parking bays
1.7	<p>Refer to page 26 - Provide a full list of all applicable items included in the All-inclusive Operating Costs.</p> <p>Question: 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>Question: How should we cost for the variable consumption costs (e.g., water and electricity), since these depend on actual usage and occupancy levels?</p>	<p>Water and electricity can be left blank as is consumption paid by PPSA.</p> <p>Leave it out, water and electricity is consumption based paid for by PPSA</p>
1.8	<p>Refer to page 26 – Sanitation</p> <p>Question: Could you please clarify the specific requirements for sanitation? Are we expected to provide SHE bins and any related items as part of the proposal?</p>	<p>Sanitation: garbage collection and wastewater disposal.</p> <p>SHE bins there is an existing service provider for PPSA.</p>
1.9	<p>Refer to page 28- Pricing Schedule - Tenant Installation:</p> <p>Question: Are we required to include the Tenant Installation in the Total Bid Price? If yes, how will the evaluation process ensure a fair comparison between bidders, as including different fit-out amounts could</p>	<p>Tenant Installation to be quoted as separate item / standalone as per pricing schedule.</p>

	<p>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>	
1.10	<p>Refer to – Beneficial Occupation</p> <p>Question: Do you require beneficial occupation.</p> <p>If yes: how many months.</p>	No
1.11	<p>Question: Who pays for:</p> <ul style="list-style-type: none"> • Water and Electricity metered monthly as per usage • Refuse removal invoiced monthly • Internal Maintenance • External Maintenance • Sanitary Services (SHE bins etc.) • Internal Cleaning (Office Cleaner) • External Cleaning • Internal Security (CCTV cameras etc.) • Guard at proposed office space for PPSA exclusive use • Burglar alarm system linked to armed response • External Security – for whole building • Rates and Taxes invoiced monthly • Fire charges – Municipal invoice monthly • Servicing of fire equipment • Pest Control for the whole building 	<p>Landlord and recover cost from PPSA</p> <p>Landlord</p> <p>Landlord</p> <p>Landlord</p> <p>PPSA doesn't require SHE bins services from landlord.</p> <p>PPSA</p> <p>Landlord</p> <p>PPSA</p> <p>PPSA</p> <p>PPSA</p> <p>Landlord</p> <p>Landlord</p>

	<ul style="list-style-type: none"> • Pest Control for the proposed office accommodation • Sewerage invoiced monthly as per usage • Exterior and interior signage • Generator fuel as per usage 	<p>Landlord</p> <p>Landlord</p> <p>Landlord</p> <p>PPSA</p> <p>Landlord</p> <p>PPSA</p> <p>PPSA</p>
	<p>Closing date and time</p>	<p>27 February 2026 @ 11h00 am</p> <p>As per advert.</p>