**SHCEDULE 15 : COMPLIANCE CHECKLIST – PROPERTY SPECIFICATION (COMPLETE PER PROPERTY)**

**REQUEST FOR BID FOR THE APPOINTMENT OF ESTATE/PROPERTY AGENTS TO FACILITATE TETA’S CAPE TOWN OFFICE RENTAL FOR PERIOD 01 MARCH 2018 TO 31 MARCH 2020 WITH AN OPTION TO RENEW FOR A FURTHER THREE (3) YEARS**

| **Criterion** | **Requirement** | **Bidder’s Response** | **Comply/Not comply** | **Bidder’s Comments** |
| --- | --- | --- | --- | --- |
| Proof of registration as a Property Agent / Estate Agent | Provide proof of registration as a Property Agent / Estate Agent from any relevant body |  |  |  |
| Address of the property | The bidder must provide proper physical address where the property is located.  NB. The location should be within the Southern Suburbs of Cape Town, from Salt River / Black River Parkway to lower Claremont (including Pinelands / Ndabeni) due to location advantages. |  |  |  |
| Property Security | The property is within a Complex / Office Park with 24 hr Security  NB. Provide proof of security |  |  |  |
| Photographs of the building; (including Aerial photographs) | The bidder must provide recent photographs of the building including Aerial photographs |  |  |  |
| Size of the property | The bidder must submit office space of at least 300m2. Indicate the total area m² of the property.  NB. TETA won’t consider any office space less than 300m2 |  |  |  |
| Property layout | TETA will require a premises that can accommodate 10 staff members, which could be configured to have a minimum of four (4) closed offices, a reception area, a storage room, a meeting room, a separate server room, an open area (for open plan cubicles) and access to two bathrooms (ladies and gents) and a kitchen. |  |  |  |
| Minimum Lease term | The bidder must indicate compliance with TETA’s minimum lease term of **01 March 2018 to 31 March 2020** |  |  |  |
| Minim number of Parking Bays | The bidder must indicate compliance with the minimum parking bays requirement, reflecting the number of bays available   * **TETA Requires at least:**   • 5 X Covered Bays  • 3 X Open Bays |  |  |  |
| Facilities Management | Provide details of facilities management:   * Security with 24 hr service * Hygiene services * Undertaking to take full responsibility for major property maintenance through wear and tear or natural disasters   NB. Provide a detailed Maintenance Plan |  |  |  |
| Accessibility to public transport | Indicate proximity of the location of property to public transport (taxi rank, bus rank, etc.).  NB. Provide GPS coordinates from office to the public transport facilities (taxi rank, bus rank, etc.) |  |  |  |
| Backup Generator | A bidder should have a Backup Generator or alternative in case of power outages. If no Generator available, the bidder must detail the backup plan in case of power outages. |  |  |  |

**SIGNED BY :**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(NAME OF AUTHORISED PERSON)

**SIGNATURE:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**DATE**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_