**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 SecurityNB. 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**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_