**ANNEXURE H**

**SEDFA: BID OFFER - OFFICE ACCOMMODATION**

| | | | |
|---|---|---|---|
| **Bid / Tender No:** | | **Closing Date:** | |
| **Date Advertised:** | | **Validity Period:** | **120 Days** |

## 1. ACCOMMODATION PARTICULARS

| | |
|---|---|
| **Name of Building** | |
| **Address of Building** | |
| **Market Value of building** | |
| **Municipal Valuation of Building** | |
| **Gross Floor Area of Accommodation** | **m²** |
| **Gross Lettable Area of Accommodation** | **m²** |
| **Date accommodation may be occupied** | |
| **Commencement date of the Lease** | |
| **Lease Period** | |
| **Option Period** | |

## 2. RENTALS (OFFICES, STORES AND PARKING)

| | Offices | Stores | Basement / Covered Parking | Open Parking |
|---|---|---|---|---|
| **Lettable Area** | **m²** | **m²** | | |
| **No. of Parking Bays** | | | | |
| | | | | |
| **Rental per month** | **R** | **R** | **R** | **R** |
| **VAT per month** | **R** | **R** | **R** | **R** |
| **Total per month** | **R** | **R** | **R** | **R** |

| | | | | |
|---|---|---|---|---|
| **Tariffs** | **R/m²** | **R/m** | **R /bay** | **R /bay** |
| **VAT** | **R/m²** | **R/m** | **R /bay** | **R /bay** |
| **Total (1)** | **R/m²** | **R/m** | **R /bay** | **R /bay** |
| **Escalation Rate** | **%** | **%** | **%** | **%** |

| | | | | |
|---|---|---|---|---|
| **Operating Costs (Provide details on what the costs entail)** | **R/m²** | **R/m** | | |
| **VAT** | **R/m²** | **R/m** | | |
| **Total (2)** | **R/m²** | **R/m** | | |
| **Escalation Rate** | **%** | **%** | | |
| **Total (1 + 2)** | **R/m²** | **R/m** | | **R /bay** |

| | | |
|---|---|---|
| **Alteration Cost / Tenant allowance: for the Lessor:** | **R** | |

## 3. PRICING BREAKDOWN: OPERATING LEASE

| **Items** | **Size (GLA)** | **Rate/m (VAT Exclusive)** | **VAT Amount** | **Rate/m (VAT Inclusive)** |
|---|---|---|---|---|
| Offices ($m^2$) | | | | |
| Operating Costs($m^2$) | | | | |
| Rates and Taxes ($m^2$) | | | | |
| Other (State) | | | | |
| Basement / Covered Parking Bays | | | | |
| Carports | | | | |
| Open Parking Bays | | | | |
| Escalation (%) per annum | | | | |
| | | | | |
| **Monthly** | | **Monthly (Excl. VAT)** | **VAT Amount** | **Monthly (Incl VAT)** |
| Offices ($m^2$) | | | | |
| Operating Costs($m^2$) | | | | |
| Rates and Taxes ($m^2$) | | | | |
| Other (State) | | | | |
| Basement / Covered Parking Bays | | | | |
| Carports | | | | |
| Open Parking Bays | | | | |
| Total Monthly | | | | |
| Year 1 | | | | |
| Year 2 | | | | |
| Year 3 | | | | |
| Year 4 | | | | |
| Year 5 | | | | |
| **Lease Total Over Five (05) Years** | | | | |

***NB: A separate sheet detailing the breakdown can be submitted***

## 4. RESPONSIBILITIES

| 4.1. Services | SEDFA | Lessor | Estimated Cost per month |
|---|---|---|---|
| Water Consumption | | | |
| 4.1.2 Electricity Consumption | | | |
| 4.1.3 Sanitary Services | | | |
| 4.1.4 Refuse Removal | | | |
| 4.1.5 Domestic Cleaning Services | | | |
| 4.1.6 Consumable Supplies | | | |
| 4.1.7 Security Services | | | |

| 4.2 Maintenance | SEDFA | Lessor | Estimated Cost per month |
|---|---|---|---|
| 4.2.1 Internal Maintenance | | | |
| 4.2.2 External Maintenance | | | |
| 4.2.3 Garden (if Applicable) | | | |
| 4.2.4 Air Conditioning | | | |
| 4.2.5 Lifts (If applicable) | | | |
| 4.2.6 Floor Covering: Normal Wear and Tear | | | |

| 4.3 Rates and Insurance | SEDFA | Lessor | Estimated Cost per month |
|---|---|---|---|
| 4.3.1 Municipal Rates and Increases | | | |
| 4.3.2Insurance & Increases | | | |
| 4.3.3 SARSRIA Insurance & Increase | | | |

| | | | |
|---|---|---|---|
| **4.4 Other Responsibilities** | **SEDFA** | **Lessor** | |
| **4.4.1 Contract Costs** | | | |
| **4.4.2 Stamp duty** | | | |
| **4.4.3 Fire Fighting Equipments (Servicing and Repairs)** | | | |
| **4.4.4 Alterations / Refurbishments according to SEDFA needs.** | | | |

**Note: SEDFA is not prepared to accept responsibility for costs involved within the grey coloured columns.**

| | | |
|---|---|---|
| **Does the building comply with the National Building Regulation?** | ☐ **Yes** | ☐ **No** |
| **Electricity Compliance Certificate?** | ☐ **Yes** | ☐ **No** |
| **Accessibility Regulation** | ☐ **Yes** | ☐ **No** |
| **Health and Safety Regulation?** | ☐ **Yes** | ☐ **No** |

| | |
|---|---|
| **Bidder's Name** | |
| **Signature of Owner / Duly Authorized Representative** | **Date** |