004-2027-FAC
merSETA Head Office Accommodation

Notes & Responses Questions raised at the Non-Compulsory Briefing Session held via MS Teams, on 11 September 2026 at 10:00AM

1. Introduction

1.1. These Briefing Notes are issued in terms of the merSETA's Briefing Session held on **11 September 2026** for the abovementioned tender, as the formal step in a procurement process and is subject to all the terms and conditions contained in the TOR.

1.2. Unless otherwise expressly stated, or the context otherwise requires, words and expressions defined in the TOR shall bear the same meanings in these Briefing Notes as those ascribed to them in the TOR.

2. Purpose of the Briefing Notes

2.1. The purpose of this Briefing Notes is to provide bidders responses to their questions during the compulsory briefing session

3. Disclaimer

3.1. Note that all responses are provided in good faith and without prejudice to the merSETA. The merSETA however reserves the right to review any or all of the responses depending on actual proposal submissions received.

4. Questions and Answers

Questions / Comments for Clarification	Responses
1. Must water and electricity be included in the tender price?	No. Utilities are consumption based and should not be included in the lease price. The pricing schedule should cover lease-related costs only.
2. Who is required to sign the pricing schedule except the director?	The pricing schedule and bid documents may be signed by an authorized representative if supported by appropriate delegation or authority-to-sign documentation. Otherwise, the director must sign.
3. In the event that a recent Occupancy Certificates and an electrical COC are not available due to the renovations, can old ones be submitted?	Where renovations are currently underway, bidders may submit an existing/previous occupancy certificate. The purpose is to verify that the property is legally approved as commercial office accommodation.
4. Is the landlord expected to do the furniture fit out or is Merseta looking for an open building where they will bring their own furniture?	The landlord is not expected to provide furniture. merSETA will provide its own furniture and undertake its own workplace fit-out activities.

Questions / Comments for Clarification	Responses
5. will it be merSETA expectation that we put a lump sum amount in the document to say this is what we estimate that the tenant allowance will be?	• Bidders should include a TI allowance as a lump sum. • It is recommended that bidders specify what is covered in the allowance. • Any requirements beyond what is included in the bidder's allowance will be funded by merSETA. • No adjustment to the bidder's pricing will be made after submission.
6. How many training rooms are required?	No fixed number was specified. Space planning will be completed after selection of the building.
7. Will a small number of bays in an adjacent building be considered.	This does not automatically disqualify a bid but could count against the bidder during evaluation due to the stated preference for parking in one building and related safety and convenience considerations.
8. May bidders propose a five-year lease period?	merSETA cannot presently commit beyond 31 March 2030 because its current operating licence ends on that date.
9. Can the bid document be typed and electronically signed.	Yes. Electronic completion is acceptable. A digital signature may be used if it meets the required authentication and security standards.