CALL FOR EXPRESSION OF INTEREST (EOI) LEASE OF OFFICE ACCOMMODATION FOR A PERIOD OF FIVE (5) YEARS AT PRETORIA/TSHWANE AND NELSPRUIT/MBOMBELA FROM OTHER ORGAN OF STATE

RFI NUMBER:	**EOI 001/2026**
BRIEFING SESSION:	**NONE**
CLOSING DATE AND TIME:	**12 NOVEMBER 2026 AT 12H00**

SUBMISSION VIA EMAIL: TENDERS@SAFCOL.CO.ZA

1. INVITATION

The South African Forestry Company Limited (SAFCOL) hereby invites interested and suitably qualified property owners, landlords from other organ of states to submit expressions of Interest for the leasing of suitable office accommodation within the Pretoria/Tshwane metropolitan area and Mbombela/Nelspruit.

The purpose of this invitation is to identify suitable properties that meet SAFCOL's operational, accessibility, security and accommodation requirements and that offer value for money owned or leased by other organ of state.

2. PURPOSE OF THE EXPRESSION OF INTEREST

SAFCOL seeks to identify an appropriately located, accessible, secure and professionally managed office property for its administrative and operational requirements.

Interested parties are requested to provide comprehensive information about their available properties, including location, usable office area, parking capacity, accessibility features, rental terms, operating costs and availability for occupation.

3. OFFICE ACCOMMODATION REQUIREMENTS

The proposed property should meet the following minimum requirements:

No.	Requirement	Pretoria / Tshwane Office	Nelspruit / Mbombela Office
1.	Required office space	1,500 m²	2,050 m² with 4% variance
2.	Parking bays	75–80 bays	90 bays
3.	Lease period	5 years (minimum)	5 years (minimum)
4.	Property arrangement	Lease	Lease
5.	Accessible parking for PWD	Required	Required
6.	Accessibility requirements	Accessible entrances, circulation routes, lifts where applicable, and accessible toilets	Accessible entrances,circulation routes, lifts where applicable, and accessible toilets
7.	Office configuration	Open-plan offices, private offices, meeting rooms and reception	Open-plan offices, private offices, meeting rooms and reception
8.	Building facilities	Electricity, water, air-conditioning, internet connectivity and kitchenette	Electricity, water, air-conditioning, internet connectivity and kitchenette
9.	Security	Controlled access, secure parking and building security	Controlled access, secure parking and building security
10.	Preferred location	Pretoria/Tshwane metropolitan area	Nelspruit/Mbombela metropolitan area
11.	Rental and operating costs	To be quoted by the landlord	To be quoted by the landlord
12.	Annual rental escalation	To be proposed by the landlord	To be proposed by the landlord
13.	Availability and occupation date	To be confirmed	To be confirmed

Bidders should specify whether the quoted area is measured as usable, lettable or gross lettable area and explain any applicable measurement basis.

4. PARKING REQUIREMENTS

The proposal should specify:

- The total number of available parking bays.
- The number of bays allocated exclusively to the tenant, if applicable.
- The number and location of accessible parking bays.
- Monthly parking charges, if charged separately.
- Parking security, lighting, access control and visitor arrangements.
- Whether additional parking is available when required.

Accessible parking should be appropriately positioned in relation to accessible entrances and step-free routes into the building.

4.1 Accessibility for persons with disabilities (PWD)

SAFCOL requires premises that support inclusive, safe and dignified access for employees, visitors and members of the public with disabilities.

The landlord must describe the property's compliance with applicable South African legislation, building regulations and accessibility standards, including relevant provisions of SANS 10400-S, where applicable.

The following features must be identified:

- Easy access to the building entrance and relevant office areas.
- Accessible ramps, entrances and doorways, where required.
- Lifts providing access to occupied floors where applicable.
- Accessible toilet facilities.
- Accessible parking bays located close to accessible entrances.
- Corridors, circulation areas and doorways that permit wheelchair movement.
- Appropriate signage, wayfinding and emergency evacuation arrangements for persons with disabilities.
- Reasonable provision for people with mobility, visual, hearing and other accessibility needs.

Property owners must identify any accessibility limitations, outstanding alterations or additional works required before occupation, together with the proposed cost and implementation period.

4.2 Building services and facilities

The proposed premises should provide, or allow for the installation of:

- Reliable electricity supply and suitable lighting (Back up power).
- Adequate ventilation and air-conditioning.
- Telecommunications infrastructure and high-speed internet connectivity.
- Water supply (Back up water) and adequate sanitary facilities.
- Fire detection, firefighting equipment and emergency exits.
- Security systems, controlled access and appropriate perimeter protection.
- Cleaning, waste management and building maintenance services.
- Kitchenette or staff refreshment facilities.
- Meeting rooms and suitable reception facilities, either within the premises or as agreed.
- Appropriate facilities for staff and visitors.

Any limitations regarding building services, no power backup, no back up water, connectivity or shared facilities should be disclosed in the proposal.

5. LOCATION AND ACCESS

Preference will be given to properties within convenient access to major transport routes, public transport, essential services and relevant business districts.

The property submission should include the complete street address, suburb, location map, proximity to public transport and information about the surrounding business environment.

6. LEASE AND COMMERCIAL REQUIREMENTS

Interested property owners must provide a transparent breakdown of the proposed lease terms, including:

1. Monthly rental for the office accommodation.
2. Rental rate per square metre.
3. Monthly parking charges, where applicable.
4. Operating costs, levies and other recoverable expenses.
5. Utilities, including electricity and water, and the applicable billing arrangements.
6. Proposed lease period and renewal options.
7. Annual rental escalation percentage.
8. Deposit, surety or other security requirements, where applicable.
9. Tenant installation allowances or landlord-funded improvements.
10. Any additional charges or conditions associated with occupation.

All costs should be clearly distinguished between inclusive and exclusive amounts, with VAT treatment stated where applicable.

SAFCOL reserves the right to assess the overall cost of occupation and the suitability of each proposal.

7. INFORMATION REQUIRED FROM INTERESTED PROPERTY OWNERS

Submissions should include the following information:

- Full legal name and contact details of the property owner or authorised representative.
- Company registration details, where applicable.
- Property address and ownership or authority-to-lease details.
- Property description, photographs and available floor plans.(if available)
- Confirmation of the available office area.
- Confirmation of the total parking capacity and accessible parking provision.
- Details of accessibility features and any outstanding compliance works.
- Building condition, security arrangements and available services.
- Proposed rental, operating costs and complete commercial terms.
- Proposed lease duration and occupation availability.
- Details of any planned renovations, tenant installations or other conditions.
- Relevant property compliance documentation, where applicable and available.

8. EVALUATION CONSIDERATIONS

Expressions of Interest may be assessed against the following considerations:

Evaluation criterion	Key consideration
Location	Suitability within Pretoria/Tshwane/Nelspruit and accessibility
Office accommodation	Availability of approximately 1,500 m² for Pretoria and 2,050 m² for Nelspruit
Parking	Provision of bays requires
Accessibility	Inclusive access and compliance with applicable requirements
Building quality	Condition, safety, security and maintenance
Facilities	Reliability of building services and supporting amenities
Commercial terms	Rental, operating costs and overall value for money
Availability	Readiness for occupation and required alterations
Lease conditions	Flexibility, duration and other contractual provisions

The final evaluation approach, including any applicable weightings, mandatory requirements or further procurement stages, will be determined by SAFCOL in accordance with its applicable procurement processes and requirements.

9. SUBMISSION PROCESS

Interested parties must submit their proposals through the official submission channel specified in the final EOI notice.

Late submissions, clarification procedures and any other submission conditions will be governed by the final issued notice.

10. GENERAL CONDITIONS

1. This Expression of Interest is intended to gather information and identify potentially suitable properties. It does not, by itself, constitute an offer to lease or a commitment by SAFCOL to enter into a lease agreement.
2. SAFCOL reserves the right to request further information, conduct site inspections, clarify submissions and undertake any additional due diligence considered necessary.
3. Any subsequent procurement process, negotiations or lease award will be subject to applicable legal, governance and approval requirements.
4. Property owners must provide accurate, complete and verifiable information.
5. SAFCOL reserves the right to amend, suspend or discontinue the process in accordance with applicable requirements.

11. SUBMISSION GUIDELINES

11.1. SAFCOL has delegated the responsibility for this EOI to Lungile Moeketsi, (email: Lungile.Moeketsi@safcol.co.za) to whom all enquiries, questions and requests for information regarding this RFI may be directed. Please note that all questions and requests for information must be submitted to Lungile Moeketsi on or before **10 November 2026 at 16H00.**

11.2. The **EOI Response must be submitted electronically in PDF format to Tenders@safcol.co.za**, all EOI submissions must be properly indexed, legible, complete and capable of being opened and accessed without difficulty Please note that all questions and requests for information must be submitted to Lungile Moeketsi on or before **12 November 2026 at 12H00.**