



NATIONAL HEALTH LABORATORY SERVICE

Office of the Area Manager

Eastern Cape Regional Office

44 Pearce Street, Berea, 5241

Tel: +27 (0)43 700 8702

Reference: EC Region- Office Space Rental

Specifications for leasing of NHLS Eastern Cape Regional office space in East London for a period of 12 Months.

SCOPE OF THE PROJECT/ SERVICES

The office space shall be approximately 350- 400 m² square meters.

The landlord must grant permission to customize according to NHLS Corporate identity.

The premises must be able to cater for people living with disability.

The landlord must be flexible to discuss the general layout of the floor plan based on the NHLS requirements.

Preferred Area Berea, Beacon Bay and Vincent

OFFICE SPECIFICATIONS	
Facility	The building should meet all relevant Occupational Health & Safety and Building regulatory (Air Conditioning; emergency exit; fire extinguishers etc.) requirements, including access for a wheelchair. <i>INCLUDING POWER BACK-UP</i>
Occupancy	The building must be ready for occupancy one month after the award.
Preferred Floor Plan	Reception/Foyer
	Open plan office space to accommodate 7 office desks – 128 m ²
	Executive office X1 (35-40 m ²)
	3 offices - 20 m ² and 2 offices - m ² (5 offices)
	Boardroom 70 m ²
	Kitchen with built-in cupboards and a sink (20 m ² after installation of cupboards)
	Storage with shelves 30 m ²
	Server room 15 m ²
	Ablution facilities X 3 (male, female and 1 Disabled wheelchair friendly)
	Parking bays X 10 (secure & undercover)
Security	Biometrics access control
	Alarm system with additional beam in the parking area
	Perimeter/ Secure parking
Electrical Systems	Electrical outlets with a minimum of 2 outlets per workstation

Accessibility	Easily accessible to public transport
	Easy access to people with disabilities

Prepared by:

Tintibane Tselana

Regional Finance Manager



Signature: _____ Date: _20 September 2022_

Tabita Makula

Area Manager- NHLS Eastern Cape Region



Signature: _____ Date: _20 September 2022_