



REQUEST FOR PROPOSALS

The Legal Aid SA hereby invites suitably qualified and reputable service providers to submit proposals for the following tender.

Bid/Tender Number: 21/2018

Description: Rental of Office Accommodation for the Bizana Satellite Office for a leased period of five (5) years. (Leases ranging from seven to ten years will also be considered)

- I. The office accommodation required should be in the proximity to the local court(s), allowing relatively quick and easy access to the courts by both staff members and clients and should be close to public transport interchange facilities, such as taxi ranks, train stations and/or bus terminals. A standalone building in Bizana will be most desirable.
- II. The office space required should be approximately **53.59m²** and two **(2) parking bays**. The office currently has **5 employees** both male and female. Working space for all staff including offices for management and extra space for public waiting area, consultation rooms and reception area. The building should be in compliance with all building laws, regulations and bylaws including Health and Safety Act.
- III. The building should preferably be on the ground floor (or a building with functional lifts), and have secured safe lockable parking for the vehicles of Legal Aid SA. The building should be user-friendly for disabled persons.

Briefing Session: A voluntary briefing session will be held at ***Bizana Satellite Office, 159 Main Street, Bizana, 4800, on the 09 July 2018 at 10:00.***

Closing Date & Time: 20 July 2018 at 11:00

Evaluation: 80/20: Price =80 points and BBB-EE Status Level of contribution = 20 points. If all proposals exceed R50, 000,000.00 the 90/10 evaluation will apply: Price = 90 and BBB-EE status level of contribution = 10; will be applied on leases of 5, 7 and 10 year periods.

Enquiries: Supply Chain Management: Nokhanyiso Ngaba **Tel: (047) 501 4600 or NokhanyisoN@legal-aid.co.za**

For Technical information please contact: Nolitha Jali **Tel: (047) 501 4600 or NolithaJ@legal-aid.co.za**

More information is included in the bid document

The bid/tender document is available free of charge at ***Bizana Satellite Office, Bizana Satellite Office, 159 Main Street, Bizana, 4800***, as from ***15 June 2018*** and can be downloaded from the National Treasury ePortal, Legal Aid SA Website (www.legal-aid.co.za) or emailed to you. Bidders should ensure that properly completed proposals are deposited in the relevant tender box situated at the ***Legal Aid House, 29 De Beer Street, Braamfontein 2017***.

The closing date for bid documents that will be submitted to ***Legal Aid House, 29 De Beer Street, Braamfontein, 2017***, is the ***20th of July 2018***. All bids must be in a sealed envelope and clearly marked with Bid Number: 21/2018

For the convenience of bidders, we will forward your bids documents to ***Legal Aid House, 29 De Beer Street, Braamfontein, 2017*** provided the bid documents are handed to Bizana Satellite Office in person by the ***16th of July 2018*** in a sealed envelope and clearly marked with Bid number: 21/2018.