



## 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: 32/2019**

**Description: Rental of Office Accommodation for the Hartswater 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 Hartswater will be most desirable.
- II. The office space required should be a minimum of **100m<sup>2</sup>** with three **(3) parking bays**. The office currently has **8 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 **Hartswater Satellite Office, 21 Tom Naude Street, Hartswater, 8570 on the 28 February 2020 at 11:00.**

**Closing Date & Time: 12 March 2020 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: Dinah Lucas **Tel: (053) 832 2348** or [DinahL@legal-aid.co.za](mailto:DinahL@legal-aid.co.za)

**For Technical information please contact:** Motsamai Tlisane **Tel: (053) 832 2348** or [MotsamaiT@legal-aid.co.za](mailto:MotsamaiT@legal-aid.co.za)

### **More information is included in the bid document**

The bid/tender document is available free of charge at **Hartswater Satellite Office, 21 Tom Naude Street, Hartswater, 8570, Hartswater** as from **07 February 2020** and can be downloaded from the National Treasury e-Portal, Legal Aid SA Website ([www.legal-aid.co.za](http://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 **12<sup>th</sup> of March 2020**. All bids must be in a sealed envelope and clearly marked with Bid Number: 32/2019

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 Hartswater Satellite Office in person by the **06<sup>th</sup> of March 2020** in a sealed envelope and clearly marked with Bid number: 32/2019. Legal Aid SA disclaims any liability in connection with the delivery delays by the Post Office or Courier Company.