

REQUEST FOR PROPOSALS

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

Bid/Tender Number: 68/2022

Description: Rental of Office Accommodation for the Vryheid Local 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 VRYHEID will be most desirable.
- II. The office space required should be a minimum of **317.00²** with **Seven (7) parking bays**. The office currently has 18 employees. Toilets space is as follows: **2 Toilets**. Working space for all staff including offices for management and extra space for public waiting area, consultation rooms and reception area. The building should follow 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: N/A

Closing Date & Time: 17 April 2023

Evaluation: 80/20: Price = 80 points and PPR2022 Specific Goals: B-BBEE status level of contribution = 20 points.

Enquiries: Supply Chain Management:

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More information is included in the bid document

The bid/tender document is available free of charge and can be downloaded from the National Treasury e-Portal, 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**, by the 17 April 2023. All bids must be in a sealed envelope and clearly marked with Bid Number: 68/2022.