

Annexure A

RFP REF	
RFP DESCRIPTION	REQUEST FOR PROPOSAL FOR THE PROVISION OF GENERAL MAINTENANCE SERVICES ON AN “AS AND WHEN” BASIS FOR A PERIOD OF THREE (3) YEARS AT VARIOUS LEGAL AID SA OFFICES IN GAUTENG
RFP ISSUE DATE	03 AUGUST 2026
COMPULSORY CLARIFICATION MEETING DATE AND TIME	19 AUGUST 2026 FROM 10:00 AM TO 12:00 PM AT LEGAL AID SOUTH AFRICA’S HEAD OFFICE, 29 DE BEER STREET, BRAAMFONTEIN, JOHANNESBURG.
Bid Validity Period	180 Days
CLOSING DATE & TIME	22 September 2026 AT 11:00AM

NB: NO LATE BIDS WILL BE ACCEPTED

LIST OF ANNEXURES:

- **Annexure B – Table(a) Schedule of Experience & Contactable References (List of Completed Projects) & Table(b) – Schedule of Key Personnel**
- **Annexure C – Price Schedule**

1. Purpose

The purpose of this RFP is to appoint a qualified contractor capable of providing multi-disciplinary building maintenance services, including reactive maintenance, planned maintenance and minor capital works at various Legal Aid SA office in Gauteng.

2. Overview

Legal Aid South Africa is an independent statutory body established by the Legal Aid Act, 1969 (Act 22 of 1969), replaced by the Legal Aid South Africa Act 39 of 2014. It aims to render legal aid to indigent persons as widely as possible within its financial means, including providing legal representation and advice at state expense as contemplated in the Constitution. Legal Aid South Africa is a high-performance organisation delivering its constitutional mandate to provide legal assistance to the indigent and vulnerable.

Legal Aid SA hereby invites a suitably qualified and reputable contractor to submit proposals for the provision of general maintenance services on an “as and when” basis for a period of three (3) years.

2.1. OFFICE LOCATIONS AND FACILITY INFORMATION

2.1.1 The services will take place at the following Legal Aid SA Offices:

OFFICE	APPROXIMATE SIZE (m ²)	OFFICE DESCRIPTION
National Office Legal Aid House 29 De Beer Street, Braamfontein Johannesburg	+/- 7600 m ²	• Legal Aid SA owned • Stand-alone • consists of nine (9) floors, • one (1) main entrance (Reception area) for the staff and clients three • (3) entrances (basement, ground and first floor parking) • Approximately 206 occupants occupy the building at any one time.
Benoni Local Office 18 Howard Street, Benoni Ekurhuleni	+/- 2064 m ²	• Legal Aid SA owned • Stand-alone • consists of three (3) floors, • one (1) main entrance (Reception area) for the staff and clients • one (1) entrance for cars on the ground floor and a first floor, mezzanine and second floor • Approximately 51 occupants occupy the building at any one time.
Krugersdorp Local Office 51 Burger Street Krugersdorp 1740	+/- 1380 m ²	• Legal Aid SA owned • Stand-alone • consists of four (4) floors, • one (1) main entrance (Reception area) for the staff and clients • Four (4) floors: Ground, First Floor and Second Floor and Roof Level • Approximately 45 occupants occupy the building at any one time.

3. Scope of Work

The scope of works is for planned, day-to-day, emergency, and reactive maintenance and/or as-and-when required building repairs and replacing items directly linked to the general building maintenance. The repairs, alterations, refurbishments, and minor construction works. The contractor's responsibilities will include, but are not limited to, the following areas related to general building maintenance and the replacement of relevant items.

The scope of work includes, but is not limited to:

- Supply, delivery, and installation of materials.
- If requested by the client, take delivery of special materials and install them as needed.
- Install materials according to the manufacturer's instructions when required.
- Apply necessary safety, health, environmental, and quality procedures to all installations.
- Comply with relevant by-laws, regulations, and standards.
- When necessary, the work may include decommissioning, commissioning, pre-testing, testing, pre-inspection, and inspections.
- Execute partitioning and refurbishment works.
- Perform work according to the written instructions, drawings, specifications, and building standards provided by the consultant, ensuring they are adhered to for both the supplied materials and installation.

The description of services has been broken down into the following components and may include but not limited to:

3.1 General Building Works

- Brickwork and blockwork
- Plastering and screeding
- Concrete works
- Structural concrete repairs
- Minor civil works
- Structural building repairs
- Masonry works

3.2 Tiling Works

- Wall tiling
- Floor tiling
- Ceramic tiles
- Porcelain tiles
- Stone tiles
- Tile replacement and repairs

3.3 Painting and Surface Finishes

- Interior painting
- Exterior painting
- Surface preparation
- Protective coatings
- Decorative finishes

3.4 Carpentry and Joinery

- Carpentry repairs
- Built-in cupboards
- Joinery works
- Timber framing
- Timber doors and windows

3.5 Flooring Works

- Vinyl flooring
- Laminate flooring
- Carpets
- Epoxy flooring
- Floor screeds
- Industrial flooring systems

3.6 Drywalling and Partitioning

- Drywall partitions
- Office partitioning
- Acoustic partitions
- Gypsum board installations
- Wall cladding

3.7 Ceiling Works

- Suspended ceilings
- Gypsum ceilings
- Ceiling replacements
- Ceiling grid repairs

3.8 Doors and Windows

- Aluminium windows
- Steel windows
- Timber windows
- Door installations and repairs
- Roller shutter doors
- Fire-rated doors

3.9 Roofing and Waterproofing

- Roof repairs
- Roof coverings
- Waterproofing systems
- Flashings
- Gutters and downpipes

3.10 Steelworks and Metal Fabrication

- Structural steel repairs
- Security gates

- Balustrades
- Metal structures
- Fabricated components

3.11 External Works

- Road markings
- Pavement repairs
- Boundary walls repairs
- External wall repairs
- Signage installation
- Landscaping related to building works

3.12 Carports and Shade Ports

- Carport repairs and installations
- Shade port structures
- Steel structures
- Fabric installations

3.13 Concrete Works

- Concrete slabs
- Foundations
- Pavements
- Structural repairs

3.14 Plumbing and Drainage

- Install, maintain, test and repair above-ground soil waste and vent systems and sanitary ware appliances.
- Install, maintain and test below-ground drainage systems and perform basic building work
- Install, maintain and test cold water systems and hot water systems
- Install, maintain and test rainwater systems
- Supply and install new sanitary fittings and accessories
- Repair or replacement of sanitary fittings and accessories

3.15 Pumps

- Maintenance, service and repair of the pumping systems
- Maintenance, service and repair of the plumbing works from the pumps
- Testing and troubleshooting of the pumps and plumbing works
- Ability to read and interpret drawings, technical diagrams, blueprints, and manuals
- Plan and prepare for the installations, testing, commissioning, and maintenance of the pumps and plumbing work
- Strong knowledge of pump electrical wiring, and safety protocols for pump systems.

3.16 Alterations and Renovations (Minor Projects)

The contractor may be required to undertake:

- Office refurbishments
- Internal alterations
- Space reconfiguration
- Minor building extensions
- Refurbishment projects

NB: These works will generally fall within the minor works threshold determined by Legal Aid SA and will reserve the right to source services through a separate competitive process.

3.17 Specialised Works (Ad-Hoc)

Where required, contractors may undertake:

- Structural strengthening
- Waterproofing systems
- Specialist coatings
- Specialist flooring



NB: These works will generally fall within the minor works threshold determined by Legal Aid SA and the contractor will reserve the right to source services through a separate competitive process.

3.18 Professional Services

Where required, the contractor must provide or procure professional services including:

- Architect
- Structural Engineer
- Civil Engineer
- Quantity Surveyor
- Electrical Engineer

All professionals must be registered with the relevant statutory bodies including:

- Engineering Council of South Africa (ECSA)
- South African Council for the Architectural Profession (SACAP)
- South African Council for the Quantity Surveying Profession (SACQSP)
- Professional fees will align with applicable industry fee guidelines.

Professional Registration and Deployment of Resources

The successful bidder shall ensure that all personnel proposed for the execution of any assignment under this contract are suitably qualified, competent and registered with the relevant statutory professional council or regulatory body where such registration is required by legislation.

Registration with the applicable professional council, including but not limited to ECSA, SACAP, SACQSP, SACPCMP, SACPLAN, or any other relevant statutory body, shall be mandatory for all professionals performing work that requires such registration in terms of applicable legislation.

The bidder shall not be required to submit proof of registration for all proposed resources at tender stage. However, before the execution of any task or assignment under this contract, the Service Provider shall submit for approval the curriculum vitae, proof of qualifications, valid



professional registration certificates and proof of good standing of the personnel proposed to undertake the specific assignment.

Legal Aid SA reserves the right to verify the authenticity and validity of all qualifications, registrations, and professional memberships submitted and may conduct such verification directly with the relevant professional bodies.

No professional resource may be deployed, commence work, or render services under any assignment until Legal Aid SA has reviewed and accepted the submitted credentials in writing. Legal Aid SA reserves the right to reject any proposed resource who does not possess the required qualifications, experience, professional registration, or proof of good standing. In such instances, the Service Provider shall, at no additional cost to Legal Aid SA, propose a suitably qualified and registered replacement resource for approval within the timeframe specified by Legal Aid SA.

Failure by the Service Provider to provide satisfactory proof of qualifications, professional registration and good standing for proposed personnel may result in the rejection of the resource, suspension of the assignment, withholding of task order approval, or any other contractual remedy available to Legal Aid SA.

The Service Provider shall ensure that all professional registrations remain valid and in good standing for the duration of the assignment and shall immediately notify Legal Aid SA of any suspension, lapse, cancellation, or restriction affecting the registration status of any deployed resource.

Disbursements shall be payable only where specifically required for the execution of an authorised assignment and shall be reimbursed at actual cost or the applicable approved government rate, subject to prior written approval and submission of supporting documentation. Disbursements shall not be regarded as guaranteed expenditure under the contract.

No disbursement shall be incurred without prior written approval by Legal Aid SA. All claims for reimbursement shall be supported by original invoices, receipts, tickets, quotations or other acceptable documentary evidence.



NB: These works will generally fall within the minor works threshold determined by Legal Aid SA and Legal Aid SA reserves the right to source services through a separate competitive process.

The following services will only be effective from 01 November 2027 unless otherwise stated:

3.19 Electrical Services

- Electrical installations, repairs and maintenance
- Control systems
- Lighting and wiring
- Commissioning and testing
- Gate motors
- Electric fencing
- Fault finding and repairs

NB: Where services listed in this RFP are already covered by an existing contract, Legal Aid SA reserves the right to continue utilising the existing contract until its expiry or completion. Services under the new Term Contract will only commence thereafter, as and when required by Legal Aid SA.

No claim for loss of business, profit or compensation shall arise from the exercise of this right.

COMPETENCIES / EXPERIENCE REQUIRED

The successful bidder must provide the following professional expertise and services (but not limited to):

- **Construction Teams:** CIDB-registered contractor and skilled tradesmen
- **Specialist Installers:** Certified technicians
- **Professional services:** All professionals must be registered with the relevant statutory bodies including:
 - Engineering Council of South Africa (ECSA)

- South African Council for the Architectural Profession (SACAP)
- South African Council for the Quantity Surveying Profession (SACQSP)
- **Compliance:** Familiarity with building regulations, health and safety legislation, and local authority approvals.

NORMS AND STANDARDS:

All material, equipment, and furniture shall be of A-class finish and the following standards in line with Legal Aid SA's corporate identity.

4. SERVICE DELIVERY MODEL:

The contract will operate under the following framework:

1. Work requests will be issued by the Legal Aid SA representative.
2. The contractor must submit a quotation based on the approved Schedule of Rates.
3. Works will only commence after written approval.
4. Emergency works may be authorized verbally but must be confirmed in writing or by an official Purchase Order.

5. SERVICE LEVEL AGREEMENT (SLA)

Legal Aid SA national office operates 24/7 and 365 days of the year, with normal office hours 7:30 am to 16:00 pm.

The contractor must meet the following response times:

Service Category	Response Time
Emergency Maintenance	Within 2 hours
Urgent Repairs	Within 24 hours
Routine Maintenance	Within 72 hours
Minor Works Projects	As agreed

6. PENALTIES AND PERFORMANCE MANAGEMENT

The following penalties may apply:

Non-Performance	Penalty	Note
Late response to emergency call-out	Financial penalty	10% deducted for every hour lapsed
Failure to complete work within the agreed timeframe	Deduction from payment	10% deducted for every week lapsed

Poor workmanship	Rectification at the contractor's cost	100% of the contractor's cost
Non-Performance	Penalty	Possible termination of services

7. Evaluation Criteria and References:

Bids shall be evaluated in terms of the 3-phase process:

Elimination Criteria (Phase 1)	Technical Evaluation Criteria (Phase 2)	Price and Preference Points Evaluation (Phase 3)
Only bidders that comply with ALL the criteria set on Phase 1 below will proceed to Technical/Functional Evaluation (Phase 2).	Bidder(s) are required to achieve a minimum 70 points threshold on criteria on 100 points overall. Only bidder (s) who met and/or exceeded the minimum threshold points on Phase 2 below will proceed to Price and Preference Points Evaluation (Phase 3)	Bidder(s) will be evaluated out of 100 points i.e. 80 points for Price and 20 points for Preference Points.

Phase 1: Mandatory Admin Compliance:

During this phase, bid responses will be reviewed for purposes of assessing compliance with the provision of mandatory requirements.

Mandatory Admin Compliance

All bid respondents must submit the following documents that comply with all pre-qualification requirements. Bids that do not fully comply with the requirements will be disqualified and will not be considered for further evaluation.

<u>CIDB REGISTRATION</u>	<u>Comply</u>	<u>Not Comply</u>
The bidder must have a valid CIDB grading designation of 4 GB or higher. The bidder must maintain their applicable CIDB grading and active status with CIDB for the duration of the contract project. To substantiate, the bidder must submit/attach proof of valid CIDB Registration/application for grading.		

Where the bidding entity is a Joint Venture, the consolidated Joint venture CIDB grading designation must be of <u>4GB or higher</u>. The Joint Venture Entity must maintain their applicable CIDB grading and active status with CIDB for the duration of the contract period. The lead partner has a contractor grading designation in the 5GB or higher class of construction work; or not lower than one level below the required grading designation in the class of works construction works under considerations and possess the required recognition status. NB: For applications, the status will be verified 21 working days after the closing of the tender.		
Substantiate / Comments		
LETTER OF GOODSTANDING	Comply	Not Comply
The bidder and all the proposed sub-contractors are required to have a valid Compensation for Occupational Injuries and Diseases Act, no 130 of 1993 (COIDA) Letter of Good standing for Building Maintenance or Construction or Renovations or Refurbishments the duration of the project. This should be provided for the bidder. To substantiate, the bidder is required to attach a copy of their valid COIDA Letter of Good Standing.		
Substantiate / Comments		
Joint Venture	Comply	Not Comply
In the case of Joint Ventures, the bidder must submit a copy of the <u>signed</u> Joint Venture Agreement.		
Substantiate / Comments		

CONTRACTORS ALL RISK AND PUBLIC LIABILITY INSURANCE	Comply	Not Comply
The bidder must provide proof of appropriate employers and public liability insurance of R 5 000 000 to cover the risk of injury to the contractor's staff and/or any third parties, including any sub-contractors of the bidder who may be injured accidentally or cause any damages to property, within the duration of the contract.		
Substantiate / Comments		
COMPULSORY SITE BRIEFING ATTENDANCE		
The bidder is required to submit proof of compulsory site briefing and site inspection held on site on the specified date as set out on page 1 of Annexure A. A certificate of attendance of compulsory RFP Briefing and site inspection will be required and must be attached in the RFP response.		
Substantiate / Comments		

Failure to comply with the requirements assessed in Phase 1 (Admin compliance), will lead to disqualification of bids.

Phase 2: Technical/ Functionality Evaluation

Bid responses will be evaluated in accordance with the Functional criteria as follows: With regard to the other Functional Requirements, the following criteria (set out in more detail in section 3 of this RFP document) and the associated weightings will be applicable:

ELEMENT	WEIGHT
BIDDER'S EXPERIENCE	50%
QUALIFICATIONS AND SKILLS OF THE PROPOSED PROJECT TEAM	50%
TOTAL	100%

All bids that fail to achieve the minimum overall qualifying score of 70% on functional/technical requirements will not be considered for further for Price and Historically Disadvantaged individual (HDI) evaluation.

Phase 3: Preference Point System

All bids that achieve the minimum qualifying score for Functionality (acceptable bids) will be evaluated further in terms of the preference point system, as follows:

CRITERIA	POINTS
Price	80
HDI	20
TOTAL	100 points

SPECIFIC GOALS	POINTS
Historically Disadvantaged Individual (HDI)	
1) Enterprises with ownership of 51% or more by person/s who are black person/s.	10
2) Enterprises with ownership of 51% or more by person/s who are women	5
3) Enterprises with ownership of 51% or more by person/s who are youth	3
4) Enterprise with ownership of 51% or more by person/s with disability	2
5) Enterprises with ownership of less than 51% by person/s who are black or less than 51% by person/s who are women or less than 51% by person/s who are youth or less than 51% by person/s with disability	0
Total	20

8. Functionality Evaluation Adherence

All qualifying bids would be evaluated for functionality. The table below contains the weights for each functional requirement component.

Functionality Evaluation Criteria

Item	Description	Points
8.1	BIDDER'S EXPERIENCE (i) The bidder must submit proof to demonstrate a minimum experience in the last seven (7) years in General Maintenance services under a term contract with a similar scope of various classes of works as specified in the description of services for office buildings, supported by contactable Five (5) previous and/or current clients. Information must be completed as per Annexure B, Table (a) supported by appointment letters and completion Letters or Certificates (reference documents without completed Table (a) will not be considered). (ii) The bidders must submit proof of experience in the form of an appointment letter(s) and completion letter/certificates, which must detail the following combined: • On an official company letterhead • Project value(s) • Detailed scope of works • Signed and dated by the client to be considered. • Contact details (Email and Telephone or Cell phone Number) (iii) It is at the discretion of Legal Aid SA to reject the project as not relevant, therefore proper project descriptions must be given. (iv) Letters submitted must be only for the bidding entity and no sub-contracting references. (v) No once-off project references will be accepted. NB: Letters must be on the client's official company letterhead, including the scope and contactable referee details. • Five references =50 • Four references =40 • Three references = 30 points • Two references = 20 points • One references = 10 points • Zero references = 0 points NB: Submission without required details or submission of only an appointment letter or completion letter will not be scored.	50

Item	Description	Points
8.2.	QUALIFICATIONS AND SKILLS OF THE PROPOSED PROJECT TEAM The bidder's proposed team as per below, must demonstrate a track record and proven experience in the relevant fields. Experience to be considered for evaluation should be in line with the role of the position mentioned below. a) <u>Site Manager/Agent:</u> - The bidder must submit a Curriculum Vitae (CV) of a Site Manager/Agent to be deployed to the project. The manager must have a minimum of 10 years' experience as a Site Manager/Agent in similar projects with (Project Management or Construction management or Built environment Qualification (Mechanical, Electrical, Civil, Structural, etc.) recognized by SAQA and provide certified copies thereof. =15 points - Less than 10 years' experience as a Site Manager/Agent in similar projects, or without a proven, valid certified copy of a Qualification in Construction =0 points b) <u>Artisan: Carpenter</u> 5 years and above experience as a carpenter with NQF Level 04 or higher and a proven, valid certified copy of Trade test certification =5 points - Less than 5 years of experience as a carpenter or with no NQF Level 04 or higher, proven, valid certified copy of Trade test certification =0 points c) <u>Artisan: Plumber</u> 5 years and above experience as a Plumber with NQF Level 04 or higher and a proven, valid certified copy of Trade test certification and valid registration with PIRB =7.5 points - Less than 5 years of experience as a plumber or with no NQF Level 04 or higher proven, valid certified copy of Trade test certification or valid registration with PIRB =0 points d) <u>Artisan: Bricklayer</u> 5 years and above experience as a bricklayer with NQF Level 04 or higher and a proven valid certified copy of Trade test certification =5 points	50

Item	Description	Points
	- Less than 5 years of experience as a bricklayer or with no NQF Level 04 or higher proven, valid certified copy of Trade test certification = 0 points e) <u>Electrician</u> 5 years and above experience as an electrician with NQF Level 04 or higher and a proven valid certified copy of Trade test certification and valid wireman's license = 7.5 points - Less than 5 years of experience as an electrician or with no NQF Level 04 or higher proven, valid certified copy of Trade test certification or valid wireman's license = 0 points f) <u>OHS Officer</u> 3 years and above experience as a Construction health and safety officer in building maintenance projects, and valid certified proof of registration with SACPCMP = 10 points - Less than 3 years' experience as a Construction health and safety officer in refurbishment projects and not registered with SACPCMP = 0 points - The structure (organogram/proposed organogram) and composition of the proposed team and team leader, clearly outlining the main disciplines/specialties of this project and the key personnel responsible for each specialty, is required. Table (b), Annexure B of this RFP, must be completed. - CVs of all key personnel; and the CVs must clearly highlight qualifications, valid and in good standing professional body registration, areas of experience/competence relevant to the tasks and objectives of this project as outlined above. - Copies of relevant qualifications and professional registrations for Team Members, - Note: CVs without the qualification of Team Members not attached = 0 points	
	Total	100 Points

Where bidders have not provided the required information or have not fully addressed the functionality evaluation criteria, they will not be allocated any points for the relevant item.

Bidders who score less than **70 points** of 100 points for functionality will be disqualified and will not be evaluated further.

Note: bidders' years of experience will be counted up to the closing date of the tender. E.g. 2026 (TENDER CLOSING DATE counting backwards)

Note: Prior to the final appointment, all necessary due diligence processes will be conducted to verify the bidder's compliance, capacity, and capability to undertake the scope of work. This includes, but is not limited to, the review of relevant certifications, previous project performance, financial standing, referee site visits and any other statutory or project-specific requirements.

9. Price Proposal:

9.1. NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).

9.2. Are the rates quoted firm for the full period of the contract?

YES	NO
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9.3. All additional costs associated the bidder's offer must be clearly specified and included in the Total Bid Price.

9.4.

Is the proposed bid price linked to the exchange rate?	Yes	No
<i>If yes, the bidder must indicate CLEARLY which portion of the bid price is linked to the exchange rate:</i>		

9.5.

Payments will be linked to specified deliverables after such deliverables have been approved by Legal Aid SA. Payments will be made within 30 days from receipt of the invoice.	Comply	Not Comply

9.6.

Legal Aid SA reserves the right to consider the guidelines on consultancy rates as set out in the National Treasury Instruction 03 of 2017/2018: Cost Containment Measures par. 4 The bidder must indicate if their proposed rates are in line with the provisions of the referenced National Treasury Instruction: Cost Containment Measures.

<http://www.treasury.gov.za/legislation/pfma/treasuryinstruction/Treasury%20Instruction%20No%20%203%20of%202017-18%20-%20Revised%20Cost.pdf>

Substantiate / Comments

10. Pricing Schedule:

Annexure C: To be submitted as published with RFP

NOTE TO BIDDERS:

Only firm rates will be accepted, non-firm rates (including prices subject to rates of exchange variations) will not be considered.

Bidders are hereby advised that any bid that is not priced strictly in accordance with the rates schedule provided will be deemed non-responsive and will be disqualified from further evaluation.

Failure to comply with this requirement the bid will be deemed non-responsive and will not be evaluated further for pricing.



Annexure B: Response Format for Section 5

Bidder's Experience and the proposed Team

Tender No _____

Name of Bidder: _____

Authorized signatory: _____

[Note to the Bidder: The bidder must complete the information set out below in response to the requirements stated in Section 6 of this bid document. If the bidder requires more space than is provided below it must prepare a document in substantially the same format setting out all the information referred to below and return it with this Returnable Schedule 5.]

The bidder must provide the following information:

The bidder must provide the following information:

Table (a) Details of the bidder's current and relevant experience in the provision of building maintenance of office buildings, which is of a similar nature to that of Legal Aid SA's requirement as stated in this tender document. (Please refer to Section 5 of this RFP document, which requires Five (5) corporate client references), this must be accompanied by a reference letter from the Companies listed in the table below. For ongoing projects, kindly indicate as such.

(Reference listed here MUST be for the building maintenance of office buildings. These projects must have been undertaken by the bidder in the past or current as a main contractor – NO REFERENCES FROM OTHER CONTRACTORS WILL BE ACCEPTED.

NB: Bidder must write as clear as possible (information must be READABLE) or typed in this table below:

Table (a)

Bidders experience- Section 5.2					
Client Details	Name of Project	Scope of Work	Contract Value Incl. Vat	Start Date	Completion Date
Client:					
Contact Person:					
Email:					
Tel No:					
Client:					
Contact Person:					
Email:					
Tel No:					
Client:					
Contact Person:					
Email:					
Tel No:					

Bidders experience- Section 5.2					
Client Details	Name of Project	Scope of Work	Contract Value Incl. Vat	Start Date	Completion Date
Client: Contact Person: Email: Tel No:					
Client: Contact Person: Email: Tel No:					

Table (b) Details of the key personnel of the bidders' proposed project team: Section 5.2

Tenderer shall provide details of key personnel (To support submitted CVs of key personnel)

Name	Position	Role / Duties in this Project	Relevant Project Experience	
			Project description, Client, Project period	Number of years
	Site Manager/Agent			
	Qualified Artisan Carpenter			
	Qualified Electrician			
	Qualified Artisan Bricklayer			
	Qualified Artisan Plumber			
	Qualified OHS Officer			
	Qualified Artisan Welder			
	Semi-Skilled Labour /Artisan Assistant			
	General Labour/handyman			

11. GENERAL CONDITIONS OF BID

11.1 Enquiries

11.1.1 Supply Chain queries

Name: Buhle Sesiko
Telephone Number: +27 11 877 2000
Email address: FelicityZ@legal-aid.co.za

11.2 Bid Validity Period

Responses to this RFP received from bidders will be valid for a period of 180 days counted from the bid closing date.

11.3 Instructions on submission of Bids

- 11.3.1** All bids must be submitted in **both soft copy (USB) and hard copy**. If there are any discrepancies between the two copies, the hard copy shall supersede.
 - 11.3.2** The bid document must be placed in the bid box at the Main Reception area of the Legal Aid SA House, 29 De Beer Street, Braamfontein, Johannesburg, 2017 by no later than 11:00 am on **22 September 2026 at 11:00 am**.
 - 11.3.3** Bids must be submitted in the prescribed response format, herein reflected as Response Format.
 - 11.3.4** No bid response received by telegram, telex, email, facsimile or similar medium will be considered.
 - 11.3.5** Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the Legal Aid SA's policy not to consider late bids for tender evaluation.**
 - 11.3.6** Should there be amended bids, these should be sent in an envelope marked "Amendment to bid" and should be placed in the bid box before the closing time **11:00 am on 22 September 2026**.
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12. BID CONDITIONS

- 12.1.1. Bidders may be requested to attend a meeting where they will be given the opportunity to present their proposal to the bid evaluation committee.
- 12.1.2. Bids must be submitted in line with any attached annexures and detailed specifications. Failure to bid accordingly shall invalidate the bid.
- 12.1.3. The successful bidder will be required to comply with the Occupational Health and Safety Act 85 of 1993 and Regulations, and the Compensation for Occupational Injuries and Diseases Act 130 of 1993 and applicable legislation. This will include the provision of a Site Health and Safety File with all relevant documentation which will only be required upon appointment. Adherence is to be maintained throughout the duration of the contract.
- 12.1.4. The bidder will also be required to have the contractor's all-risk insurance amounting to the value of R5 000 000. This will only be required upon appointment from the awarded service provider and will be a condition before commencement of any work on-site.
- 12.1.5. In addition to the objective evaluation criteria outlined in this tender document, Legal Aid SA reserves the right to apply subjective assessment criteria during the evaluation process where necessary. Such criteria may include considerations relating to the bidder's demonstrated capacity, technical capability, reliability, past performance, and ability to deliver the required services within the specified timeframes and quality standards.
- 12.1.6. Prior to the final appointment, all necessary due diligence processes will be conducted to verify the bidder's compliance, capacity, and capability to undertake the scope of work. This may include, but is not limited to:
 - Verification of statutory and regulatory compliance
 - Review of relevant certifications and registrations
 - Assessment of previous project performance and experience
 - Evaluation of financial standing and operational capacity
 - Reference checks and/or referee site visits
 - Confirmation of resources, personnel, and equipment required to execute the workLegal Aid SA reserves the right to request additional information or clarification from bidders where required and to consider the outcomes of the due diligence process when making the final award decision.
- 12.1.7. Legal Aid SA reserves the right to award the bid to one or more service providers.
- 12.1.8. Legal Aid SA reserves the right to award the bid in whole or only partially.
- 12.1.9. Where Legal Aid South Africa has an existing interim contract in place for a specific service covered under this Contract, the successful bidder shall not commence providing that specific service until the interim contract has expired or has been lawfully terminated. The Employer reserves the right to defer the commencement of any such service until the expiry or termination of the applicable interim contract. No compensation, damages,

or claims for loss of income arising from such deferred commencement shall be payable by the Employer. The successful bidder shall, however, be required to provide all other services not affected by an existing interim contract from the Contract commencement date, where applicable.

- 12.1.10. The General Conditions of Contract as stipulated by the National Treasury.
- 12.1.11. Bidders must ensure that forms SBD 1, SBD 3.1, SBD 4 and SBD 6.1 are fully completed and signed.
- 12.1.12. Bidders must provide proof of their registration on the National Treasury's Central Supplier Database, if not yet registered use the following link to register:
<https://secure.csd.gov.za>
- 12.1.13. Legal Aid SA reserves the right, before the expiry of the original bid validity period, to request bidders in writing to extend the validity period of their bids for a specified additional period.
- 12.1.14. A bidder may, upon receipt of such a request, either agree to extend the validity of its bid or decline the request. A bidder agreeing to the extension shall confirm such acceptance in writing within the period stipulated in the Legal Aid SA's request and shall not be permitted to amend or otherwise modify its bid.
- 12.1.15. The extension of bid validity shall not, in itself, confer any right upon a bidder to amend its submitted bid price, technical proposal, or any other aspect of its original bid, unless expressly permitted by the Legal Aid SA in writing in accordance with applicable legislation and the Legal Aid SA's Supply Chain Management policies

LEGAL AID SOUTH AFRICA RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT AND SHALL NOT ENTERTAIN ANY CLAIM FOR COSTS THAT MAY HAVE BEEN INCURRED IN THE PREPARATION AND THE SUBMISSION OF THE PROPOSALS.