Legal Aid South Africa
Your voice. For justice.
Independent and within reach.

REQUEST FOR QUOTATION (RFQ)

RFQ DESCRIPTION	**SPECIFICATION FOR LEASE OF OFFICE ACCOMODATION FOR HEIDELBERG SO**
RFQ ISSUE DATE	**07/10/2026**
NON COMPULSORY BRIEFING SESSION	**14/10/2026 at 14h00**
CLOSING DATE & TIME	**13/11/2026 at 15:00**

Submissions must be electronically submitted to Mankopanem@legal-aid.co.za
on or before the closing date of this RFQ,
For queries, please contact**: NobantuN@legal-aid.co.za**

SUPPLIER NAME : _____

POSTAL ADDRESS : _____

TELEPHONE NO : _____

FAX. NO. : _____

E MAIL ADDRESS : _____

CONTACT PERSON : _____

CELL NO : _____

SPECIFICATION FOR LEASE OF OFFICE ACCOMMODATION:

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. Its aim is 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 organization delivering its constitutional mandate to provide legal assistance to the poor.

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

1. Required Services

1.1 Lease of office accommodation in the area of **HEIDELBERG SO**

Kindly refer to Annexure A Specification document

2. Scope of Work

The appointed contractor shall undertake to provide Legal Aid with services, which is of a high and acceptable standard applicable, which shall include:

Kindly refer to Annexure A Specification document

3. Mandatory Requirements

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

Bidders must indicate their compliance/ non-compliance to the following requirements and to substantiate as required.

MANDATORY REQUIREMENTS		COMPLY	
		Yes	**No**
1.	The bidder must provide proof of the following: Title deed/Right to occupy NB: in the event there is an agent agreement, a valid copy must be provided together with the quotation		

NON-SUBMISSION OF THE MANDATORY REQUIREMENTS WILL RESULT IN DISQUALIFICATION AND WILL NOT BE EVALUATED FURTHER

Please note that this is not an instruction to proceed with supply of any goods or service unless the quotation is approved and a purchase order is supplied to you.

4. Functionality Evaluation

Functionality will be scored against the following criteria. Please note that bidder will be disqualified where the minimum score of **70** points is not achieved.

Kindly refer to Annexure A Specification

5. Pricing

The bidder must complete the pricing schedule as per Annexure A Specification document.

Please note that this is not an instruction to proceed with supply of any goods or service unless the quotation is approved and a purchase order is supplied to

6. Terms and Conditions:

- Quotation must be VAT inclusive where applicable;
- Quotations must be valid for a minimum period of 120 days from the closing date;
- The full costs must be disclosed and no variances will be entertained;
- The following documents must be completed and returned together with the quotation:
- SBD 1
- SBD 3.1
- SBD 4
- SBD 6.1
- Quotation on a company letterhead must be provided;
- The service provider will not be entitled to a retainer fee;
- Prices to be fixed for a year upon appointment;
- **Bidders will be evaluated on the Legal Aid SA SCM Policy on Preferential Procurement in line with the B-BBEE Act as amended to attain the specific goals identified as SBD 6.1 attached: Preference Point System of 80/20 whereby the maximum points are as follows: Price = 80 points and B-BBEE status level of contribution = 20 points**
- The bidder must provide proof of registration on National Treasury's Central Supplier Database (CSD) which should reflect that the bidder is an active supplier, is tax compliant, not a government employee and is not a restricted supplier;
- This Request for Quotation is subject to the conditions of the General Conditions of Contract (GCC) and, any other legislation or Special Conditions of Contract (SCC);
- Quotations must be submitted by email to Mankopanem@legal-aid.co.za
- Technical enquiries should be directed by email to NobantuN@legal-aid.co.za
- Hand delivered quotations will not be considered;
- Payments will be made within 30 days of the invoice date;
- Closing date of submission will be as per each RFQ is on **13 November 2026** at **15h00 pm.**

- **Delivery Address: All submissions to be emailed**

Note: The leased premises must be in the target area as per Annexure A Specification document

7. Checklist:

Documents	**SUBMITTED** *please tick applicable*	
	Yes	**No**
Quotation		
Latest CSD Report		
Valid BBBEE Certificate or Sworn Affidavit Certificate		
Valid SARS TAX compliance PIN		
SBD 1		
SBD 3.1		
SBD 4		
SBD 6.1		
All required copies of certificates/CV'S/registration documents		
Title Dees and/or right to occupy from the relevant tribal authority		

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 PROPOSAL.

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