



## 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: 36/2023**

**Description: Provision of Office Accommodation for a period of up to five (5) years in respect of Graaff-Reinet Local Office**

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 Graaff-Reinet will be most desirable.

- I. The office space required should be a minimum of **272m<sup>2</sup>** with five **(5) parking bays**. The office currently has **13 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.
- II. 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:**

**Venue:** 64 Church Street, Graaff-Reinet, 6280

**Date:** 19 September 2023 **Time:** 10:00 AM – 11:00 AM

**Closing Date & Time: 16 October 2023 at 11:00AM.**

**Legal Aid SA Preferential Points System Evaluation on Specific Goals:** 80/20: Price = 80 points and B-BBEE status level of contribution = 20 points.

**SCM Enquiries:** Babalwa Ncana **Tel:** (049) 807 2500 or [BabalwaN@legal-aid.co.za](mailto:BabalwaN@legal-aid.co.za)

**Technical Enquiries:** Nokwezi Mlalandle-Magwentshu **Tel:** (049) 807 2500 or [SylviaM@legal-aid.co.za](mailto:SylviaM@legal-aid.co.za)

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

The bid/tender document is available free of charge at **Legal Aid SA Graaff-Reinet Local Office, 64 Church Street, Graaff-Reinet, 6280** as from **15 September 2023** and can be downloaded from the National Treasury e-Tender Portal <https://www.etenders.gov.za/>, Legal Aid SA Website ([www.legal-aid.co.za](http://www.legal-aid.co.za)). 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 **16 October 2023 at 11:00am**. All bids must be in a sealed envelope and clearly marked with Bid Number: 36/2023.

**Note:** Late, faxed or e-mailed tenders will not be accepted or considered for evaluation.