

21 October 2022

**RFP NO. 2022/10/001 TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR  
OFFICE RENTAL**

The purpose of the RFP is to invite proposals from reputable service providers to provide LDA with office's available for rental in Welkom's CBD.

**SPECIFICATIONS FOR OFFICE RENTAL**

QUANTITY	DESCRIPTION
1	RECEPTION AREAS
1	WAITING AREA
10	OFFICES
2	BOARDROOM
1	KITCHEN
3	SAFES
1	ARCHIVE
2	BATHROOMS
3	PARKINGS

➤ Size: Approximately 316m<sup>2</sup>

**THE CONTRACT WILL BE VALID FOR 3 YEARS**

**EVALUATION CRITERIA**

The successful tenderer would be evaluated on the following criteria:

- Quotation must be accompanied by a valid Tax Clearance Certificate or Tax Clearance Certificates of All Partners(in the case of a joint venture),tax compliance status pin, CIPC Company registration certificate
- Certified copies of directors Identity documents.
- In order to claim preference points, Bidders are required to, together with their bids; submit original or valid B-BBEE Status Level Verification Certificate or Certified copies thereof to substantiate their B-BBEE rating claims with SANAS Logo OR B-BBEE affidavit completed on the DTI format. Joint ventures must submit a consolidated SANAS approved BBBEE certificate.
- This tender will be evaluated in terms of the 80/20 preference point system in terms of the Supply Chain Management Policy, and for this purpose the MBD1, MBD2, MBD3.1, MBD4, MBD6.1, MBD 6.2, MBD8, MBD 9 will be required which is available from our offices and website.
- The applicant must demonstrable experience.
- Price (s) quoted must be valid for at least thirty (30) days from date of offer.
- Price (s) quoted must be firm and inclusive of VAT.
- CSD compliance is required.
- Bidders must submit their latest Municipal account with the address corresponding to the company's address on CIPC registration document or a Lease Agreement

- Quotation must be on an official letterhead of the company.
- The advert can also be accessed on the e-tender portal
- Quotations must be in a sealed envelope, with written notice number deposited in the Quotation/Tender Box at Lejwe le Putswa Development Agency, 333 Gerrie Kemp Building, Stateway, Welkom 9460 or P.O. Box 303 Welkom. Office hours from 7h30 to 16h30. MBD Forms available on our website.

Closing Date: 11 November 2022

Time: 12:00

Website: [www.lejwelda.org.za](http://www.lejwelda.org.za)

General Enquiries: Me. Malekhesi Motsoeneng @0573523361

Mr. Y. Kupiso  
Acting Chief Executive Officer

