

ANNEXURE A

sefa: BID OFFER - OFFICE ACCOMMODATION

Bid / Tender No:		Closing Date:	
Date Advertised:		Validity Period:	120 Days

1. ACCOMMODATION PARTICULARS

Name of Building	
Address of Building	
Market Value of building	
Municipal Valuation of Building	
Gross Floor Area of Accommodation	m ²
Gross Lettable Area of Accommodation	m ²
Date accommodation may be occupied	
Commencement date of lease	
Lease Period	
Option Period	

2. RENTALS (OFFICES, STORES AND PARKING)

	Offices	Stores	Basement / Covered Parking	Open Parking
Lettable Area	m ²	m ²		
Parking Bays				
Rental per month	R	R	R	R
VAT per month	R	R	R	R
Total per month	R	R	R	R



Tariffs	R/m ²	R/m	R /bay	R /bay
VAT	R/m ²	R/m	R /bay	R /bay
Total (1)	R/m ²	R/m	R /bay	R /bay
Escalation Rate	%	%	%	%

Operating Costs (Provide details on what the costs entail)	R/m ²	R/m		
VAT	R/m ²	R/m		
Total (2)	R/m ²	R/m		
Escalation Rate	%	%		
Total (1 + 2)	R/m ²	R/m		R /bay

Alteration Cost for the Lessor:	R	
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3. RESPONSIBILITIES

3.1 Services	sefa	Lessor	Estimated Cost per month
3.1.1 Water Consumption			
3.1.2 Electricity Consumption			
3.1.3 Sanitary Services			
3.1.4 Refuse Removal			
3.1.5 Domestic Cleaning Services			
3.1.6 Consumable Supplies			
3.1.7 Security Services			



3.2 Maintenance	sefa	Lessor	Estimated Cost per month
3.2.1 Internal Maintenance			
3.2.2 External Maintenance			
3.2.3 Garden (if Applicable)			
3.2.4 Air Conditioning			
3.2.5 Lifts (If applicable)			
3.2.6 Floor Covering: Normal Wear and Tear			

3.3 Rates and Insurance	sefa	Lessor	Estimated Cost per month
3.3.1 Municipal Rates and Increases			
3.3.2 Insurance & Increases			
3.3.3 SARSRIA Insurance & Increase			

3.4 Other Responsibilities	sefa	Lessor	
3.4.1 Contract Costs			
3.4.2 Stamp duty			
3.4.3 Fire Fighting Equipments (Servicing and Repairs)			
3.4.4 Alterations / Refurbishments according to sefa needs.			

Note: sefa is not prepared to accept responsibility for costs involved within the grey coloured columns.

Does the building comply with the National Building Regulation?	☐ Yes	☐ No
Electricity Compliance Certificate?	☐ Yes	☐ No
Accessibility Regulation	☐ Yes	☐ No
Health and Safety Regulation?	☐ Yes	☐ No



Bidder's Name	
Signature of Owner / Duly Authorized Representative	Date