



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: 37/2022

Description: Rental of Office Accommodation for the Kwa-Mhlanga Satellite Office for a leased period of five (5) years.

- I. 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 Kwa-Mhlanga will be most desirable.
- II. The office space required should be a minimum of **109m²** with three **(3) parking bays**. The office currently has **07 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.
- III. 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.

Non-Compulsory Briefing Session:

Venue: Erf 538/7, Kwa-Mhlanga, Bankview.

Date: 18 October 2022 at 10:00am.

Closing Date & Time: 11 November 2022 at 11:00am.

Evaluation: 80/20: Price =80 points and B-BBEE Status Level of contribution = 20 points.

Supply Chain Management Enquiries: Nomthandazo Zulu **Tel: (013) 656 5290 or NomthandazoZ@legal-aid.co.za**

For Technical information please contact: Evans Mabitsela Tel: (013) 656 5290 or EvansM@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 Kwa-Mhlanga Satellite Office, Erf 538/7, Kwa-Mhlanga, Bankview** as from **11 October 2022** 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) or emailed to you. 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 **11 November 2022 at 11:00am**. All bids must be in a sealed envelope and clearly marked with Bid Number: 37/2022.

For the convenience of bidders, we will forward your bids documents to **Legal Aid House, 29 De Beer Street, Braamfontein 2017** provided the bid documents are handed to Kwa-Mhlanga Satellite Office in person by the **04th of November 2022** in a sealed envelope and clearly marked with Bid number: 37/2022. Legal Aid SA disclaims any liability in connection with the delivery delays by the Post Office or Courier Company.