ANNEXURE B



Completion of Request for Proposal, Schedule 1

1.	Request for Proposal
Entere	ed into and Between
	pany/Close Corporation, Trust Name or Full names of Individual Together Registration Number or ID Number)
Who a	on behalf of the ord
Capac	city of the Signatory
And w	ho have been duly authorized to enter into this Lease Agreement
on bel	nalf of the Landlord
("Lan	dlord")
and	
LEGA	L AID SOUTH AFRICA
A state	utory body established in terms of the Legal Aid
Act No	o. 39 of 2014 duly represented by
In his	capacity as the Position Held on the Organization
("The	Tenant")
2.	Schedule 1
2.1	The lease premises means:

(Physical Address with full details of street number and the name of the building)

(Full Description of Leased Premises)

2.2	Property means	: En:
		(Erf Number)
2.3	Commencement date	÷
2.4	Expiry date	·
2.5	The TENANT must effect	t rental payment to the LANDLORD at:
	Account Name	· · · · · · · · · · · · · · · · · · ·
	Account Number	÷
	Institution	÷
	Branch Name	÷
	Branch Code	÷
	Type of Account	÷
	Reference Number	:(If Applicable)
	VAT Registration No.	:
2.6	Escalation rate, compoun	nded annually at the following percentages:p.a.
2.7	Basic Rental (excluding	VAT) :Per Month
2.8	Charges payable by tena	ant :
	2.8.1 Electricity	: As per municipal account
	2.8.2 Water	: As per municipal account
2.9	The amount payable dur at applicable rate):	ring the initial period of the lease shall be as follows (VAT
	effect from each annivers	annually, at the escalation rate set out above in 2.5, with sary of the commencement date and according to the renta period shall be based on:

	Year 1								
No.	Description	Lettable Area	Unit	Rent per Unit (R)	Total Monthly Rent (ex VAT)	VAT (15%)	Total Month Rent (Inc. VAT)		
1)	Office		M ²						
2)	Parking		Bays						
3)	Other charges		M ²						
	Total monthly Payable								

	Year 2								
No	Description	Lettable Area	Unit	Rent per Unit (R)	Total Monthly Rent (ex VAT)	VAT	Total Month Rent (Inc. VAT)		
4)	Office		M^2						
5)	Parking		Bays						
6)	Other charges		M^2						
	Total monthly Payable								

	Year 3							
No	Description	Lettable Area	Unit	Rent per Unit (R)	Total Monthly Rent (ex VAT)	VAT	Total Month Rent (Inc. VAT)	
7)	Office		M^2					
8)	Parking		Bays					
9)	Other charges		M ²					
	Total monthly Payable							

	Year 4								
No	Description	Lettable Area	Unit	Rent per Unit (R)	Total Monthly Rent (ex VAT)	VAT	Total Month Rent (Inc. VAT)		
10)	Office		M^2						
11)	Parking		Bays						
12)	Other charges		M^2						
		•			Total monthly	y Payable			

	Year 5							
No	Description	Lettable Area	Unit	Rent per Unit (R)	Total Monthly Rent (ex VAT)	VAT	Total Month Rent (Inc. VAT)	
13)	Office		M^2					
14)	Parking		Bays					
15)	Other charges		M ²					
	Total monthly Payable							

Total Lease Agreement Cost for five (5) years: R (Years)									
Total	Lease Agreement	Cost for seven	(7) years: R		(Years)				
Total Lease Agreement Cost for nine years 11 months: R(Years)									
Tenar	nt Installation Allo	wance: R							
(Lega	al Aid SA reserves	its rights not to	enter into a le	ase longer th	an 5 years)				
	<u>Th</u>	ree Contactable	references						
No.	Initial and Surna	me Tel/Cel	l No <u>E-Ma</u>	il Address	Company Name if Applicable				
1.					п дрисавіе				
2.									
3.									
2.10	Domicilia Citand	i et Evecutandi:							
Landl		r et Excoutarion.							
Lanui									
	cal Address :								
Physic									
-	l Address :								
-	l Address :								
-	I Address :								

Telefa	x Number	
E-Mail	Address	
Cell N	umber	
Alterna	ative Contact Numbe	er
Tenan	Legal Aid So Legal Aid Ho 29 De Beer BRAAMFON 2017	ouse Street
Postal	Address: Private Ba BRAAMF 2017	•
2.11	What are the Serv required?	ice Provider's duties and responsibilities? Full details
	B) INTERNAL MAII C) EXTERNAL MA D) GARDEN MAIN E) AIR CONDITION F) LIFT MAINTENA G) FLOOR COVER H) MUNICIPAL RA I) INSURANCE AN J) REPLACEMENT	TENANCE NING MAINTENANCE
	What are the Dutie details required	es and Responsibilities of Legal Aid South Africa? Full
	B) SANITARY SER C) DOMESTIC CLE D) CONSUMABLES E) INTERNAL MAII F) ALARM/SECUR G) REPLACEMENT	LECTRICITY CONSUMPTION EVICES AND REFUSE REMOVAL EANING SERVICES S SUPPLIER NTENANCE: BRAKE & PAY RULE ITY SYSTEM MAINTENANCE T OF LIGHT BULBS FFICE EQUIPMENT AND APPLIANCES
2.12 V	Vho signs the cont	ract o.b.o the Service Provider and in which capacity?
(Full N	ames)	
Capac	sity:	

NB: This offer will be valid for a period of five months