

REQUEST FOR PROPOSAL

RFP NO: 2016/02/02:

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR
A LEASE PROPOSAL FOR OFFICE RENTAL**

1. REQUEST FOR PROPOSAL

The Lejwe le Putswa Development Agency intends to appoint a competent service provider who will provide a lease agreement for 3 Years office rental with effect from the 1 April 2016. Which will be reviewed and renewed every year.

2. REQUIREMENTS

- Reception Area
- 10 Offices
- Open pause area
- Kitchen
- 3xSafes
- Archive

3. EVALUATION CRITERIA

The quotation will be evaluated on the 80/20 preference point system as outlined in the MFMA of 2003.

4. CLOSING DATE

The proposal must be submitted on or before the 16th of March 2016. The closing date is fixed and will not be extended.

5. DOCUMENTS TO BE SUBMITTED:

- MBD 4- Declaration of Interest
- MBD 8
- MBD 3.1
- MBD3.2
- MBD3.3
- Valid Tax Clearance certificate
- A proposal
- Original or certified copy of valid BBBEE certificate

FURTHER INFORMATION IS AVAILABLE FROM:

Ms Katleho Pitso

Tel: (057) 352 5970

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**MRS PHUMZILE NHLAPO
CHIEF EXECUTIVE OFFICER**