## REQUEST FOR PROPOSALS

## PROVISION OF OFFICE ACCOMMODATION FOR A PERIOD OF UP TO FIVE (5) YEARS IN RESPECT OF KARIEGA (UITENHAGE) LOCAL OFFICE (LEASES RANGING FROM SEVEN TO TEN YEARS WILL ALSO BE CONSIDERED)

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| **Bid/Tender No:** | ***54/2026*** |
| **Non-Compulsory Session** | ***32-36 Baird Street,***<br><br>***Kariega, 6230*** |
| **Date :** | ***04 December 2026*** |
| **Time :** | ***12:00 PM- 13:00PM*** |
| **Closing date:** | ***12 January 2027*** |
| **Time:** | ***11h00am*** |
| **Submission:** | ***Legal Aid House***<br>***29 De Beer Street***<br>***Braamfontein***<br>***Johannesburg***<br>***2001*** |
| **Bid Enquiries:** | <br>***Ms. Rene Hall***<br>***E-mail:*** ReneH@legal-aid.co.za<br>***Tel: (041) 991 1811*** |
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## 1. INTRODUCTION

1.1 Legal Aid South Africa (Legal Aid SA) is an autonomous statutory body established in terms of the Legal Aid South Africa Act 39 of 2014 to deliver legal aid in South Africa. The Board is the Accounting Authority of Legal Aid South Africa in terms of the Public Finance Management Act (Act 1 of 1999 as amended). The Board is responsible for providing strategic direction and leadership, ensuring good corporate governance and ethics, managing risk and materiality limits, financial sustainability and determining policy. Legal Aid SA is established to ensure the separation between the prosecuting arm of government and the defence of those requiring state funded legal assistance. In terms of the Legal Aid South Africa Act (Act 39 of 2014) and the Public Finance Management Act (Act 1 of 1999 as amended), Legal Aid SA is accountable to the Minister of Justice and Correctional Services as its Executive Authority, as well as to Parliament. This accountability relates to overall strategy and policy matters as well as finances. On operational matters and individual legal matters, Legal Aid SA operates autonomously in line with approved policy. This governance framework ensures the independence of the organisation as well as its accountability.

1.2 Legal Aid SA has evolved into a high performing organisation, which has delivered more than 90% of its Business Plan annually and has received 22 consecutive unqualified audit opinions. The organisation consistently delivers on its mandate of ensuring access to justice for the indigent and vulnerable.

## 2. ORGANISATIONAL PROFILE

2.1 Legal Aid SA is a high performing public entity that champions the rights of all persons to access justice through the provision of independent, accessible and quality legal aid services in criminal and civil legal matters. We service the public through a national network of 128 offices, strategically positioned near justice points (such as courts), ensuring we are accessible to as many people as possible.

2.2 Legal Aid SA is the biggest law firm on the African continent. It boasts a unique pedigree of socially conscious legal professionals, who in their everyday work, defend and protect the rights of the country's most vulnerable groups. We pride ourselves on our strong governance, having received 22 unqualified audit opinions from the Auditor-General South Africa and being named a Top Employer South Africa for 15 consecutive years as well as being an Industry Leader in the Public Sector for six successive years and ensuring that all accounts are paid within 30 days of invoice date.

2.3 It is crucial that our network of offices cohesively presents an image of professionalism and integrity to our clients, thereby assisting them to access justice. Property owners are thus valued stakeholders for the organisation, and we strive to establish and sustain fruitful relationships with each property owner we work with. A key organisational strategy is expanding and capacitating our national footprint to increase

points of access to legal aid services, especially in rural and remote areas. Property owners play a crucial role in ensuring that we achieve this.

## 3. VISION, MISSION AND VALUES

3.1 Vision – A dynamic South Africa in which constitutional rights are realised to ensure a just society for all.

3.2 Mission - To remain a leader in the provision of equal access to justice to indigent and vulnerable persons by rendering quality legal services.

3.3 Legal Aid SA Values are listed below:

- Passion for Justice
- Ubuntu
- Integrity
- Accountability
- Service Excellence
- People and Planet Focused

## 4. OUTCOMES AND OBJECTIVES:

Legal Aid SA intends to achieve the two outcomes listed below:
Outcome 1: Equal access to justice for all, focusing on indigent and vulnerable persons, thus contributing to building a just society.
Outcome 2: Respected, high performing and sustainable organisation providing accessible, quality legal services that impact positively on society, the economy and the environment.

The eleven related objectives in achieving the outcomes are listed below:
Objective 1: Empowered clients and communities making informed choices about their legal matters, rights and responsibilities.
Objective 2: All indigent and vulnerable members of society have equal access to public-funded legal services to protect and defend their rights.

Objective 3: A fair, efficient and effective justice system that ensures equal access to justice for all.
Objective 4: Delivering on our constitutional and statutory mandate thereby ensuring equal access to justice for all, in an independent, accountable and sustainable manner.
Objective 5: An organisation re-inventing and embedding sustainable and agile practices in every segment to positively impact on society, the economy and the environment.
Objective 6: Sustaining good governance, best practices and maintaining high ethical standards and integrity, high performance and accountability.
Objective 7: Legal Aid South Africa's regulatory framework is responsive to the changing legal, social and economic environment.

Objective 8: An effective, efficient, economic and environmentally responsive supply chain management system supporting client services delivery and internal business processes.
Objective 9: An appropriately resourced national footprint that is adaptable to changing technological and environmental factors to ensure improved access to our clients, communities, stakeholders and employees.
Objective 10: Knowledgeable, informed, self-directed and committed employees competently delivering the organisation's constitutional mandate and strategies in a sustainable manner.
Objective 11: Embracing emerging technologies including the Fourth Industrial Revolution to optimise its impact on business and the provision of client services through a responsive and adaptive IT environment.

**Non-Compulsory Briefing Session**
Date: 04 December 2026
Time : 12:00 pm -13:00pm
Venue: ***32-36 Baird Street, Kariega, 6230***

## 5. CLOSING DATE

The closing date for the submission of proposals is **11h00 am** on **12 January *2027.*** All proposals should be submitted on or before the time and date specified and placed in the Legal Aid SA tender box, which is located to ***Legal Aid House, 29 De Beer Street, Braamfontein, Johannesburg, 2001.***

## 6. SECURITY AND INTEGRITY CLEARANCE

All information documents, records and books provided by Legal Aid SA to any bidder, in connection with the request for proposals or otherwise, are strictly private and confidential. Any bidder will not disclose these to any third party, except with the express consent of Legal Aid SA, which will be granted in writing prior to such disclosure. Legal Aid SA, however, reserves the right to disclose any information provided by any bidder to any of the employees of Legal Aid SA.

## 7. PROPOSAL/TENDER SUBMISSION

All annexures must be completed in full, using the given numbering format. All attachments or references to attachments must be clearly marked and be specific to information required. Any deviations may be ignored.

**NB: Companies failing to adhere to the above requirements risk being disqualified from the evaluation process.**

## 8. TENDER DOCUMENTS MARKING

Tenders, completed as described, will be sealed in an envelope marked:

**Tender Number: No. 54/2026**

**Closing Date: 12 January 2026, Time: 11h00**

Name of Company: _____ (Bidder)

and deposited in the locked tender box in the foyer in the reception area at:

***Legal Aid House, 29 De Beer Street, Braamfontein, Johannesburg. 2001.***

## 9. TENDER FORMAT

Tender Numbering Format must be adhered to. Compliance or Non-compliance with detailed information must be indicated per paragraph as per Numbering Format. If there are additional and/or Alternative Product options, every option/alternative proposal to an item, must be separately bid for in the form of a separate proposal, with a complete schedule and description. Deviations from specifications and technical brochures must be submitted where applicable. All documents submitted in response to this request for proposals will become the property of Legal Aid SA.

## 10. VALIDITY PERIOD

The proposal must remain valid for a period of 150 days.

## 11. COMPLETENESS OF THE SOLUTION

The bidder must complete all documents in full and submit these with the proposal.

**The bidder must provide proof of registration on National Treasury's Central Supplier Database (CSD) which should reflect that the bidder is an active supplier, is tax compliant and is not a restricted supplier.**

## 12. CONTRACTUAL IMPLICATIONS:

After awarding the Tender, this proposal together with its Tender terms, Conditions and Specifications will constitute a binding contract between Legal Aid SA and the successful bidder. The successful bidder will assume total responsibility, regardless of any third party or subcontracting agreements it may enter into. Legal SA has the right not to award the tender.

## 13. CONDITIONS OF PAYMENT

Legal Aid SA will approve all project plans and projected project activity costs. No project activity will be delivered to Legal Aid SA before an official order has been issued to the supplier and delivery will be within the specified time scale after the receipt of the official order.

## 14. QUALITY ASSURANCE

Any defects, patent or latent, which are attributable to poor workmanship, will be rectified by the bidder at own cost and time and all costs relating to the correction of defects will be expressly and separately noted on billing documentation.

## 15. INTELLECTUAL PROPERTY RIGHTS

Copyright, patent rights and other similar rights in any works or products created as a result of the performance of this proposal and its assignments will vest in and are hereby transferred to Legal Aid SA, unless specifically agreed otherwise, in the form of individual written Agreement signed by both parties. For this purpose, only, all works created in terms of this proposal and the assignments thereof will be deemed to have been created under the control and direction of Legal Aid SA.

## 16. DISBURSEMENTS, TRAVEL AND SUBSISTENCE

No bidder will be refunded any cost or disbursements incurred in respect of the project, save where the prior written approval of Legal Aid SA has been obtained in respect of such expenditure.

Any authorised disbursements will be refunded at the reasonable and actual cost determined by Legal Aid SA.

Any expenditure incurred by the successful bidder in respect of authorised travel for the project will be refunded in accordance with the Legal Aid SA travel policy as applicable from time to time. The rates payable for the use of private vehicles will be the prevailing rates quoted by the Automobile Association of South Africa

All claims in respect of authorised disbursements (travel and subsistence costs) must be substantiated by documentary evidence such as receipts and logs of kilometers traveled.

All expenses incurred by the bidder for the proposal and presentations are the responsibility of the bidder and will not be reimbursed by Legal Aid SA.

## 17. CONTRACTUAL DETAILS

### 17.1 AWARDING OF CONTRACT:

Proven relevant experience and success, as well as the ability to deliver a reliable, efficient and effective service will be important considerations.

By the submission of a proposal, each bidder warrants that he/she/it is highly skilled, professional, competent and experienced in the area for which he/she/it has tendered. Any work performed by a successful bidder will be evaluated against these criteria.

The bidder also warrants that the service provided will be of a superior standard, and is unlikely to cause undue difficulties.

The tender may be awarded, in part or in full, at the sole discretion of Legal Aid SA, to one or more concerns on a non-exclusive basis.

Proposals / tenders that are qualified by a bidder's own conditions may be rejected as being invalid, and failure of the bidder to renounce such conditions when called upon to do so may invalidate the proposal.

Legal Aid SA may request clarification or additional information regarding any aspect of the proposal. The bidder must supply the requested information within 24 hours after the request has been made, otherwise the bidder may be disqualified. Legal Aid SA may also request a demonstration, and bidders must comply with such a request within 24 hours.

Legal Aid SA will enter into further negotiations with the highest scoring bidder per the 80/20 price scoring system for further reductions in rental and refurbishment allowances. Failure of the bidder to participate in this process within five days of a request being made will result in Legal Aid SA setting aside the bid and negotiating with other qualifying bidders.

## 17.2 EVALUATION CRITERIA AND REFERENCES

The bidding companies will be evaluated on the criteria listed in the tender document and must take into account the information listed below:

i Provide the names of reference sites that may be contacted by Legal Aid SA to carry out reference checks, and to substantiate claims contained in their proposal. (In the case of newly established property businesses, other references will be accepted).

ii Demonstrate they are applying affirmative action employment practices and procurement programmes that promote contribution to B-BBEE.

iii Provide an ORIGINAL valid tax clearance certificate or registration with the CSD.

iv Support for empowerment as specified by government (refer to form SBD 6.1 as per tender) the 80/20 system will be applicable.

v Preferential Points System Evaluation on Specific Goals: 80/20: Price = 80 points and B-BBEE status level of contribution = 20 points.

vi All properties must be made available for inspection within five days of request. Failure to do so will result in your bid being disqualified.

vii A site inspection certificate will be completed and signed by the Legal Aid SA representative and the Landlord or his representative in respect of such site inspection conducted.

## 17.3 BIDDER'S COMPANY/BUSINESS INFORMATION/DETAILS

Please complete all the questions below in as much detail as possible.

i. Company Name/Business Name:
_____

ii. Contact Names and Numbers:
_____

iii. Address:
_____

iv. Indicate if the above company is the primary contractor or joint venture/alliance partner:
_____

v. Number of personnel:
_____

vi. Turnover in the last three financial years:
_____

vii. Percentage growth in the last three years:
_____

viii. Valid Tax Clearance Certificate/Proof of registration on CSD

_____

## 17.4 DETAILED BREAKDOWN OF TOTAL CHARGES, IMPLEMENTATION AND SUPPORT SERVICES

**Please supply a detailed breakdown of costs / charges and related charges as** well as a total bid amount

**IMPORTANT CONDITIONS:**

I. Failure on the part of the bidder to sign/mark this tender form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the tender

II. Tenders should be submitted in the format and numbering sequence similar to the tender document and should preferably not be qualified by the bidder's own conditions of tender. Failure to comply with these requirements or to renounce specifically the bidder's own conditions of tender when called upon to do so, may invalidate the tender

III. If any of the conditions on this tender form are in conflict with any general conditions, stipulations or provisions incorporated in the tender, such general conditions, stipulations or provisions will apply

IV. Tender forms are not to be filled in by means of mechanical devices, e.g. Typewriters. All tender forms must be handwritten in BLACK ink.

V. Bidders will check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability will be accepted with regard to claims arising from the fact that pages are missing or duplicated.

VI. In terms of Legal Aid SA’s procurement policies, firm tender prices and delivery periods are preferred. Consequently bidders will clearly state whether prices and delivery periods will remain firm for the duration of the contract or not.

VII. Where items are specified in detail, the specifications form an integral part of the tender document and bidders will indicate in the space provided whether the items offered are to specification or not.

VIII. In respect of the paragraphs where the items offered are strictly to specification, bidders will insert the words "as specified".

IX. In cases where the items are not to specification, the deviations from the specifications will be indicated.

X. The tender prices will be quoted in South African currency, rand, unless otherwise specified.

XI. Unless specifically provided for in the tender document, no tenders transmitted by telegram, telex, facsimile, E-mail or similar apparatus will be considered

These conditions form part of the tender and failure to comply therewith may invalidate a tender.

## 18. SUMMARY OF SPECIFICATIONS

I. Legal Aid South Africa requires office accommodation for its Kariega (Uitenhage) Local Office.

II. 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 Kariega (Uitenhage) will be most desirable.

III. The office space required should be a minimum of **359m² and maximum of 374m²** with **five (5) parking bays**. The office currently has **20 employees**. Toilet's space is as follows: **2 Toilets (3 cubicles and 3 basins for females and 3 cubicles, 3 basins for males) 1 toilet for clients & 1 toilet for disabled people, will be added advantage. Five (5) parking bays are required**. Working space for all staff

including management and extra space for public waiting area, consultation rooms and reception area.

IV. The building should preferably be on the ground floor (or a building with functional lifts), and have secured safe lockable parking for Legal Aid SA' vehicles.

V. The building should be user friendly for disabled persons.

VI. Compliance with all building laws, regulations and bylaws including Health and safety compliance.

VII. The building must be zoned by the local authority for office, business or commercial purposes. The bidder must provide Legal Aid SA with title deed and zoning certificate might be required on or before awards.

VIII. Legal Aid SA branding compliant and allow for the display of Legal Aid SA signboard.

IX. Telephone and computer network points and emergency generator as back up.

X. Refurbishment: The bidder should submit the following documents:

a) Floorplans of the building or space being offered.
b) Commitment letter to refurbish the building as per the tenant specification with a Tenant Installation amount.
c) Partitioning as per Legal Aid SA's specification
d) Air-conditioning (preferably split units)
e) Painting - with corporate colours
f) Floor covering - with corporate colours
g) Power skirtings - with two power plugs per work station
h) Network and telephone points.
i) Blinds - with corporate colours.
j) Space plan.
k) UPS facility integrated into specific plug points (Legal Aid SA responsible for UPS Unit)

## 19. PROPERTY MANAGEMENT SPECIFICATIONS AND EVALUATION

Refer Annexure A

## 20. COMPLETION OF DOCUMENTS RELATING TO RFP, SCHEDULE 1

Refer to Annexure B