



**BID INVITATION:
LEASING OF PROPERTY AROUND IXOPO
CONTRACT NO: HGDM490/HGDM/2016**

1. BID INVITATION

Harry Gwala District Municipality hereby requests proposals from suitably property owners around Ixopo area to submit proposal for the leasing of property in Ixopo. The property to be leased will be used as office space by the municipality and should at least have a minimum of 9 offices/rooms and an open plan that will cater for about 18 employees, Parking Space for a minimum of 10 cars with marked parking bays, Guard House with power connection and Toilets for Security Guards. All offices to be fitted with Air conditioners. The building must also have a fire escape route in compliance with the Health and Safety Regulations. The Gate and all sides of the building to be fitted with exterior lights operated through a day/ night switch such that there are no dark shades at night. The property must be fitted with an Alarm System with CCTV Cameras. The exterior Walls, paved areas, Roofs and Green Gardens (Grass, Flowers and Shrubs with no weeds) to be well maintained by the Landlord to suite office environment. Rainwater to be connected to rainwater tanks for irrigation purposes. The property to have accessible open space should the municipality wish to erect additional mobile offices in the area. Service providers are required to comply with normal business ethics and stipulate their agency fees on their Proposal.

Invalid or non-submission of the following documents will lead to immediate disqualification of the tender:

- Building Plan
- Proof of ownership
- Zoning certificate

The following conditions will apply:

- Prices quoted must be firm and must be inclusive of VAT
- All tenders submitted shall be valid for 90 days after the tender closing date

- A signed MBD4 form must be submitted with all Bids (included in the bid documents – Section D)
- 90/10 Preference points system will be used in evaluation

2. DOCUMENTS

Documents may be obtained at, Finance Department, Ixopo from **27 June 2016** upon payment of non-refundable deposit of R300.00 per document. All payments are to be in cash or bank guaranteed cheques made in favour of Harry Gwala District Municipality.

3. CLOSING DATE

The closing date for the bidders is **on 08 July 2016 at 12H00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the contract number and project name on the outside of the envelopes addressed to **The Acting Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal offices, 40 Main Street, IXOPO, before the closing date. Telegraphic, telexed or faxed bids will not be considered and late bids will not be accepted.

Harry Gwala District Municipality does not bind itself to accept the lowest or any Bid and reserves the right to accept the whole or any part of the Bid.

4. BID ENQUIRIES

All tender enquiries and all other matters shall be directed in writing to **The Director: Administration and Support, Mr T. Ndaba** during working hours on Tel: 039 834 8700.

Mr M. Mkatu

ACTING MUNICIPAL MANAGER