



# HARRY GWALA DISTRICT MUNICIPALITY

“Together We Deliver and Grow”

## OFFICE OF THE MUNICIPAL MANAGER

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### INVITATION TO BID: LEASING OF PROPERTY IN KOKSTAD

#### CONTRACT NO: HGDM545/HGDM/2017

Harry Gwala District Municipality hereby requests proposals from property owners around Kokstad area to submit a proposal for the leasing of property in Kokstad. The property to be leased will be used as office space by Harry Gwala District Municipality and should at least have a minimum of 11 offices/rooms, the boardroom that can take a maximum of twenty people seated, as well as the security room in the reception area. The cashier's office must be fitted with a steel door, fitted with bullet proof glass at cashiers office and also installed with steel lockable drawers. Further, a steel safe has to be installed. There has to be a parking space for a minimum of 20 cars with marked parking bays. All offices are to be fitted with air conditioners (NB. Please ensure that the Power Supply is suitable to run these Air Conditioners simultaneously. The building must also have a fire escape route in compliance with Health and Safety Regulations. The Gate and all sides of the building have to be fitted with exterior lights operated through the day/night switch such that there are no dark shades at night. 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. 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(if applicable)
- All bids submitted shall be valid for 90 days after the tender closing date
- A signed MBD4 form must be submitted with all Bids (available on our website and reception)

## **DOCUMENTS**

Bid documents will be available from **19 October 2017** between 08:00 to 16:00 from Finance Department (40 Main Street Ixopo) upon a non-refundable fee of R300 will be charged per document.

## **CLOSING DATE**

The closing date for the bidders is **on 17 November 2017 at 12h00**. Bids must be enclosed in **SEALED ENVELOPES** and clearly labelled with the name of the project on the outside of the envelopes addressed to **The Municipal Manager**.

Bids must be deposited in the Bid Box at the reception area of Harry Gwala District Municipal, 40 Main Street, Ixopo, before the closing date and time. 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.

## **BID ENQUIRIES**

All tender enquiries and all other matters shall be directed to **Mr.T Ndaba** on 039 834 8700 during working hours

**Mrs A.N. Dlamini**

**Municipal Manager**