



**EXPRESSION OF INTEREST (EOI)**  
**FIRST STAGE**

**PROVISION OF OFFICE ACCOMMODATION IN  
MTHATHA FOR A PERIOD OF 12 MONTHS  
WITH AN OPTION TO EXTEND THE CONTRACT**

**TENDER NO: AW2019/20-27**

ISSUED AND PREPARED BY: C. BHANA  
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**FIRST STAGE CLOSING DATE AND TIME:  
25<sup>TH</sup> NOVEMBER 2019 AT 11h00**

<b>BIDDER TO COMPLETE</b>	
<b>NAME</b> of Company/Close Corporation or Partnership/Consortium/Joint Venture or Sole Proprietor/Individual	
<b>TRADING AS</b> (if different from above)	
<b>CSD REGISTRATION NUMBER</b>	

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# AMATOLA WATER EXPRESSION OF INTEREST TENDER NO: AW2018/19-27

## INVITATION AND SCOPE OF WORK

Suitably experienced and qualified professional service providers are requested to respond to the following Expression of Interest:

### PROVISION OF OFFICE ACCOMMODATION IN MTHATHA FOR A PERIOD OF 12 MONTHS WITH AN OPTION TO EXTEND THE CONTRACT

#### BID CONDITIONS:

- The PPPFA and other relevant procurement legislation applicable to a 3B entity will apply.
- The 80/20 point scoring system will be utilised in terms of the PPPFA regulations
- Tenders which are late, incomplete, unsigned will not be accepted.
- Amatola Water does not bind itself to accept the lowest or any tender and reserves the right to accept any tender or portion of the tender.

## TWO STAGE BIDDING PROCESS

### FIRST STAGE

In the first stage bidders are required to complete an Expression of Interest Application Form which can be downloaded from the Amatola Website @ [www.amatolawater.co.za](http://www.amatolawater.co.za) – go to the tender's page

#### CLARIFICATION MEETING

N/A

The first stage will comprise the technical submission and will determine if bidders comply with the requirements of the bid. This will include the Site Inspection by Amatola Water Board Officials. The requirements of the bid and the full bid invitation can be viewed/ downloaded from the Amatola Water website @ [www.amatolawater.co.za](http://www.amatolawater.co.za)

### SUBMISSION OF EXPRESSION OF INTERESTS

The original completed Expression of Interest and all supporting documents, must be submitted in a sealed envelope or parcel endorsed/ marked with the Bid Number and Bid Description as detailed above. The sealed envelope must be deposited in the Bid/Tender Box located in the reception area of Amatola House, 6 Lancaster Rd, Vincent, East London prior to the closing date and time stipulated above. Bidders will be required to sign a receipt of submission at the Amatola Water reception desk prior to depositing their submission in the tender box. There will be no opening of Expressions of Interest

### SECOND STAGE

Only bidders who have met the conditions/ criteria/ requirements of the bid as set out in the first stage will be considered in the second stage. The second stage will entail the Financial Proposal and submission of the Full Bid Document.

## **TENDER ENQUIRIES**

No telephonic enquiries relating to this tender will be entertained. All enquiries regarding this tender must be in writing only and must be directed to: Mr S Biyela, Fax: (043) 707 3770, E-mail: [sbiyela@amatolawater.co.za](mailto:sbiyela@amatolawater.co.za)

Mrs V Zitumane  
Chief Executive

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## **SPECIFICATION**

### **PROVISION OF OFFICE ACCOMMODATION IN MTHATHA FOR A PERIOD OF 12 MONTHS WITH AN OPTION TO EXTEND THE CONTRACT**

#### **TERMS OF REFERENCE**

This is an invitation to property owners/ landlords/agencies in the Mthatha area to respond to this Expression of Interest for the provision of office accommodation for Amatola Water with emphasis on these key objectives:

- a) To obtain the most cost effective office leasing solution
- b) Ensure competitive pricing
- c) Containment of unexpected miscellaneous costs
- d) Reliable and safe working environment

The envisaged office leasing provision should be an "annual agreement with an option to renew at CPI linked rate published by Statistics SA or South African Reserve Bank annual reports.

#### **Proposed Specification**

- a) 4 Bedrooms to convert to Offices (minimum – 12m<sup>2</sup> per office)
- b) Ablution (usable for male & female)
- c) Kitchenette
- d) Dining to convert to reception & filling room.
- e) Lounge to convert to Board rooms
- f) Double garage for store room or (area for 2 x containers).
- g) 5 x parking areas (inclusive of space for one x 3 ton truck)
- h) Burglar alarm with armed response security.

Offices Accommodation required must also include but not be limited to:

- a) One year Lease, with option to renew on anniversary
- b) Rental escalation rate at lease renewal to be CPI linked
- c) Office area size - Minimum of 12m<sup>2</sup> per office
- e) Fully serviced with Water and Electricity
- f) Fitted with Fire Extinguisher
- k) Fenced parameters with lockable gate
- l) Allow Amatola Water to put up brand signage

Note: Amatola Water will supply own security guard

**APPLICATION FORM FOR PROSPECTIVE SERVICE PROVIDERS FOR  
PROVISION OF OFFICE ACCOMMODATION IN MTHATHA FOR A PERIOD OF 12  
MONTHS WITH AN OPTION TO EXTEND THE CONTRACT**

**Please note:**

**All sections of the application form must be completed in full and submitted with supporting information. (Failure to do so will result in your submission being rejected).**

The application form is to be completed by the duly authorised official of the firm and the authority to sign must be attached.

The firm below hereby expresses interest of the advertised bid.

**PARTICULARS OF FIRM**

1. Name of Firm \_\_\_\_\_

2. Name of Managing Principal \_\_\_\_\_

3. Type of firm (tick relevant box)

- Partnership
- One person business/sole proprietor
- Close corporation
- Company
- [Pty] Limited
- Consortium
- Other (specify)

**CONTACT DETAILS**

1. Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Cell No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-Mail: \_\_\_\_\_

2. Postal Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code:

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**3.** Physical Address:

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Postal Code:

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**4.** Eastern Cape Offices:

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**5.** National Offices:

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**RESOLUTION TO SIGN**

Signatory for companies shall confirm their authority thereto by attaching a duly signed and dated copy of the relevant resolution of the boards of directors to this form.

An example is given below:

By resolution of the board of directors passed at a meeting held on .....

Mr/Mrs ....., whose signature appears below, has been duly authorised

to sign all documents in connection with the Bid for Contract No. ....  
and any Contract that may arise there from on behalf of (name of Bidder in block  
capitals) .....

.....

**SIGNED ON BEHALF OF THE COMPANY:**.....

**IN HIS/HER CAPACITY AS:** .....

**DATE:**.....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:** 1. ....

2. ....