

SOUTH AFRICAN HUMAN RIGHTS COMMISSION

33 Hoofd Street
Braampark, Forum 3
Braamfontein
2017

Private Bag X 2700
Houghton
2041

Tel.: 011 877 3600
Fax: 011 403 0684



The Commission is an institution established in terms of Section 181 of the Constitution of the Republic of South Africa, 1996 (Constitution). The Commission is specifically mandated to promote respect for human rights, promote the protection, development and attainment of human rights and monitor and assess the observance of human rights in the Republic.

Section 184(2) of the Constitution empowers the Commission to investigate and report on the observance of human rights in the Republic and to take steps to secure appropriate redress where human rights have been violated.

REQUEST FOR PROPOSAL FOR THE LEASING OF OFFICE ACCOMMODATION

Bid No.	Description	Compulsory Briefing session Date & Time	Briefing Session Venue	TOR and Technical Enquiries	Closing Date & Time
2015/02	Request for proposal for the leasing of office space and parking facilities for the SAHRC head office and Gauteng for a period of three (3) years with the option to extend for a further two (2) years.	27 October 2015 @ 10:00am	33 Hoofd Street, Braampark Forum 3 ,Braamfontein, 4 th floor main boardroom	Kenneth Seretse and Ruth Diane kseretse@sahrc.org.za (011) 877 3615 rdiane@sahrc.org.za (011) 877 3609	16 November 2015

Any enquiries regarding the bidding process may be directed to Thenjiwe Dlamini at tdlamini@sahrc.org.za (011)877 3641
Bidders are encouraged to send their tender related questions/queries in writing by e-mail.

Transforming society. Securing rights. Restoring dignity.

Chairperson: M L Mushwana; **Deputy Chairperson:** P Govender; **Commissioners (Full-Time):** B Malatji, L Mokate; M S Amermia **Commissioners (Part-Time):** J Love, D Titus;
Chief Executive Officer: L Khumalo

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Prospective bids will be evaluated in accordance with **90/10** preferential point system in line with Preferential Procurement Regulation 2011. Bidders who obtain 60 of 100 points in stage 1 (Functionality) will qualify to proceed to stage 2 (preferential point system).

- Bidders will be required to, together with their Bids/bids submit original and valid BBBEE Status Level Verification Certificate or certified copies thereof to substantiate their BBBEE rating claim. Bidders who do not submit their BBBEE Status Level Verification Certificate **will not be** disqualified from the bidding process however they will score zero (0) out of the maximum points allocated respectively for BBBEE.
- Hard copies of the abovementioned Bids/Proposals will be available from 21 October 2015 during office hours (08h00am to 16h00pm weekdays only) at a non-refundable amount of R500.00 per document and are obtained at Supply Chain Unit 3rd Floor, 33 Hoofd Street, Braampark Forum 3, Braamfontein, Johannesburg.
- Payment for the Bid documents to be made to the SAHRC main account at First National Bank, Branch code: **250455** Bank account no: **50660089613**, Ref No **tender RFP/2015/02**. (Please bring proof of payment when collecting tender documents)
- **BIDS/PROPOSAL SUBMISSIONS MUST BE IN THE ORIGINAL, AND MUST INCLUDE ALL INFORMATION AS REQUESTED IN THE BID/PROPOSAL DOCUMENTS**
- Sealed Bids/Proposals marked with the Bid/Proposal number may be deposited into the tender box at the main entrance door at the Forum 3 Braampark, Braamfontein not later than 11:00am on the closing date stated above
- **ANY BID/PROPOSAL RECEIVED AFTER 11:00AM WILL NOT BE ACCEPTED.**