MODIMOLLE MOOKGOPHONG LOCAL MUNICIPALITY

INVITATION TO BID
PROJECT NAME: LEASING OF MUNICIPAL PROPERTY
(INCOME GENERATING)

ERF 412 MOOKGOPHONG TOWNSHIP MEASURING 5058m² COMMONLY

REFERRED TO AS THE OLD MUNICIPAL BUILDING (LAWRANCE BUILDING)

RFP No: 119/10 /2026

ADVERTISEMENT DATE: 23 OCTOBER 2026

CLOSING DATE: 27 NOVEMBER 2026

TIME: 11H00 am

NAME OF RFP: _____

RFP PRICE: _____

RFP PRICE IN WORD: _____

CONTACT PERSON: _____

CELL NUMBER: _____

FAX NUMBER: _____

OFFICE NUMBER: _____

EMAIL ADDRESS: _____

POSTAL ADDRESS: _____

TENDER NOTICE AND INVITATION TO TENDER

RFP NO: 119/10/2026
CLOSING DATE: 27 NOVEMBER 2026

LEASING OF MUNICIPAL PROPERTY (INCOME GENERATING)

MODIMOLLE-MOOKGOPHONG LOCAL MUNICIPALITY hereby invites interested persons, businesses for the

Leasing of Municipal Property Erf 412 Mookgophong Township Measuring 5058m²

Tender documents with full specification can be obtained from **Municipal website at no cost (free) www.mmlm.gov.za** or may be collected from Supply Chain Office, Records and Property Office at the Local Economic Development Hub commonly referred to as the Old Town Clinic.

The closing time for receipt of tenders is **11:00 on 27 November 2026.** Telegraphic, telephonic, telex, facsimile, e-mail, unmarked and **late tenders** will under no circumstances be considered and accepted. The tender box will be emptied just after closing time on the closing date. Thereafter all bids will be opened in public.

Any enquiries regarding the bidding procedure may be directed to **Ms TM Mohale @ 014 718 2022 or mohalet@modimolle.gov.za**

Any technical enquiries relating to the tender document may be directed to **MS TM Mohale** at telephone number **014 718 2022** during working hours or e mails can be sent to mohalet@modimolle.gov.za completed tender documents, clearly marked **"RFP Name: Leasing of Municipal Property Erf 412 Mookgophong Township Measuring 5058m² commonly referred to as the Old Municipal Building Lawrance Building.**

The **"Name of Tenderer"** must be placed in a sealed envelope and placed in the **tender box** on the **Ground Floor,** Modimolle-Mookgophong Local Municipality, O R Tambo Square, Harry Gwala Street, Modimolle 0510 **by no later than 11h00 on Friday 27 November 2026.** The envelope must be endorsed with number, title and closing date as indicated above

The lease will be allocated to a successful tenderer in accordance with the Supply Chain Management Policy of Modimolle-Mookgophong Local Municipality read with the Municipal Acquisition and Disposal of Immovable Policy and conditions of the tender.

No awards will be made to a person:

- Who is not registered on the Central Supplier Database;
- Who is in the service of the state;
- If that person is not a natural person, of which any director, manager, principal shareholder or stakeholders is a person in the service of the state; and/or
- Who is an advisor or consultant contracted with the municipality or municipal entity

The municipality reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it.
The municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points

LC Malema
ACTING MUNICIPAL MANAGER
Modimolle-Mookgophong LM
Private Bag x1008
Modimolle 0510
www.mmlm.gov.za

SPECIFICATION AND SPECIAL REQUIREMENTS

MODIMOLLE-MOOKGOPHONG LOCAL MUNICIPALITY

PROJECT NAME: Leasing of Municipal Property Erf 412 Mookgophong Township Measuring 5058m² commonly referred to as the Old Municipal Building (Lawrance Building).

RFP REFERENCE NUMBER: 119/10/2026

REQUEST FOR PROPOSAL-LEASING OF MUNICIPAL PROPERTY

The following specification apply to this bid:

i. Property Information

Property Description	Location	Size
Erf 412	Mookgophong Township commonly referred as the Old Municipal(Lawrance building).	5058m²

Overview and Vision for the Property

This property is situated in an industrial park and site is zoned Municipal. The property is situated within the business area.

The proposal should align the property to the Municipality's vision for the area in line with the strategies, legislative requirements and regulatory frameworks, namely,Modimolle-Mookgophong Land Use Scheme of 2021.

Specifications for the lease for commercial purpose.

ii. **Property Tenure**

The property shall be made available by means of lease agreement in accordance with MMLM standard agreements.

The property shall be utilized for socio-economic purpose in line with the municipal zoning.

2.1. The Lease shall be for a period of nine (9) years 11 months, the rental amount shall escalate a 7% per annum (exclusive of vat) exclusive rates and taxes and other municipal services.

2.2. Bidders are required to make an offer not less than the monthly market amount/offer determined by the appointed Municipal Valuer for the lease of the property as part of the proposal.

2.3. The lessees shall under no circumstances sub-let the property as part of the proposal.

2.4. The property shall only be utilized for the purpose as advertised and may not be rezoned for any other purposes for the duration of the lease.

2.5. A deposit equal to one month's rental shall be paid by the lessee upon signature of the lease agreement such deposit shall be refunded if all rental amounts are paid up at the time of the expiry of the lease agreement or vacation of the property, subject to the property being returned in a clean and tidy condition.

2.6. All administrative costs including to the valuation costs shall be for the lessees account.

iii. **The following terms and conditions of lease are highlighted but not limited.**

3.1 Where activities require registration with relevant statutory bodies the bidder is required to ensure that this is done prior to commencing on the property.

3.2 The successful bidder shall at his own cost maintain, secure and keep the property in a safe, clean and tidy condition in compliance with all relevant legislation i.e Safety Act, OHSA.

3.3 Repairs of any damage cause by negligent or wilful action of any person within the property shall be for the successful bidders account.

3.4 The successful bidder shall provide security for the property and shall undertake all repairs of the property, maintain all municipal services.

3.5 No improvement or alterations to the property shall be made without the MMLM prior written consent and the MMLM shall in its absolute discretion be entitled to withhold or grant such consent which will also be subjected to building plans been approved by the MMLM Town Planning Department. The successful bidder must comply with the National Building Regulations Act 103 of 1997.

3.6 Bidders are required to submit a Financial proposals which is not limited to but should include:

- A detailed cost estimates, together with supporting documentation of the costs of refurbishing, upgrading, extension and/or alteration; and
- Time schedule of the above activities in relation to the building.

3.7 The successful bidder must submit a 9 years maintenance plan or activity plan to maintain and safe keep the property.

3.8 The successful bidder shall take out public liability insurance of R500 000.00 to cover any possible claims. This will depend on the use of the property.

3.9 Any municipal service and servitudes situated on the property shall be protected at the cost of the lessee.

3.10 The successful bidder shall be liable for the payment of all sewerage, refuse removal fees, levied or payable in respect of the property and electricity and water supplied on site.

3.11 All environmental and related legislation and By-Laws applicable to the property shall be compiled with and that all building plans to be

submitted to the Local Authority.

3.12 The successful bidder is expected to comply with terms conditions and obligations set out by the municipality in the Lease Agreement.

3.13 The successful bidder must submit proposed building plans for new buildings if any.

iv. **PAYMENTS OF RENTAL**

4.1 The successful bidder shall pay on monthly basis the rental amount on or before the 7th of each month. Failure by the successful bidder to pay the monthly rental for a period of three (3) months, an official notice will be issued to him/her to comply and correct the transgression. Failure by the successful bidder to pay the monthly rental amount for a successive period of six (6) months constitutes a termination of the lease agreement.

4.2 The successful bidder may choose to pay the rental on annual or monthly basis. The payment for annual rental will be paid upfront upon signing of the lease agreement.

4.3 The successful bidder will be required to pay a monthly nominal rental determined by the Municipal Valuer.

4.4 **Payment Proposal Plan**

Name of bidder	Bid monthly rental	Bid yearly rental amount	Vat	Total bid amount

4.5 An annual escalation of 7% will be charged.

PHASE 1 EVALUATION REQUIREMENTS

Applicants are requested to submit the following documents which must be accompanied by application letter(s). Information required for evaluation Purposes.

i. Identity Document of Director(s).
ii. Cooperative Certificate

iii. Bank Statement/ proof of account (if company)
iv. Company Profile
v. Project Implementation Plan
vi. Maintenance Plan
vii. Company Registration Certificate
viii. Tax Clearance Certificate
ix. Black Economic Empowerment Certificate
x. Municipal Property Rates and Tax Accounts for business or Lease Agreement of rented business.

5. INFORMATION AND QUERIES

All submitted bids may be addressed for the attention of the Municipal Manager.

Bids may be submitted by private persons or juristic person(s) (Companies, Non-Governmental Organizations, Non-Profit Organization (NPO), and Public Benefit Organization (BPO) etc).

If the Bid(s) is submitted by a private person (natural person) it must be accompanied by the following necessary document;

(i) Identity Documents (ID)
(ii) Proof of Bank Account.
(iii) SARS Income Number.
(iv) Municipal Statement of account not older than 90 days. The Municipal account should not be owing or there must be a payment arrangement entered into with the Municipality.
(v) Project Implementation Plan.
(vi) Maintenance Plan

If the Bid(s) is submitted by the juristic person(s) it must be accompanied by the necessary documents;

(i) Company Registration Certificate.
(ii) Valid Tax Clearance Certificate.
(iii) Registration with Department of Social Development for NGO.
(iv) Registration with SARS as Public Benefit Organization (Section 30 Income Tax Act).
(v) Municipal Statement of Account not older than 90 days or Lease Agreement where the juristic person operate from.
(vi) Project Implementation Plan.
(vii) Maintenance Plan

Submissions must be hand delivered to the Municipal Officers, Civic Centre, Harry Gwala Street Modimolle, 0510 and deposited in the tender box situated

in the reception area in the OR Tambo Square, Harry Gwala Street, Modimolle.

Due date for the submission of bid is at **11H00** on the **DATE: 27 November 2026**

LATE SUBMISSIONS WILL NOT BE CONSIDERED.

TECHNICAL QUERIES & SCM RELATED QUERIES

Bid enquiries are to be addressed to: Ms T Mohale (SCM) at telephone number 014 718 2022 Mohalet@modimolle.gov.za.

Property Management enquiries to be addressed to MR Xavier Mokhanda at 083 938 5471 or e-mail xavierm@modimolle.gov.za