

Date: 15/11/2024

**TERMS OF REFERENCE FOR LEASING OF A CORPORATE OFFICE SPACE FOR A
PERIOD OF FIVE (5) YEARS
BID NUMBER: NAMC- T02/2024**

CLOSING DATE: 22 NOVEMBER 2024 at 11H00

QUESTIONS AND ANSWERS

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<p>1. The document states that the premises MUST BE 1000sqm. Is this a minimum? Can we offer slightly more and if yes what is the cap?</p>	<p>Due to our budget constraints, we decided to stick to 1000sqm. However, we can consider anything above this size provided it does not come with additional cost to NAMC.</p>
<p>2. Title Deeds are downloaded electronically and cannot be certified. Please advise if we can submit as per document downloaded?</p>	<p>Copy of the title deed must be certified. However, proof or confirmation of ownership or ghost conveyancer report don't have to be certified.</p>
<p>3. If our organisation has 3 buildings to offer, can we include all 3 buildings in one tender pack? We will make sure that it is clear to differentiate the buildings where necessary.</p>	<p>We advise that you submit them separately although they will be coming from the same bidder. It is not only about the building but other aspects that need to be evaluated separately or individually.</p>
<p>4. Page 25 refers to the Company Reference Letter. Is this letter one and the same or not as referred to in item 3 on page 25. Please advise.</p>	<p>The reference letters on page 25 are the same as the ones on page 15. The purpose of the reference letters on page 15 is for scoring and page 25 is simply guiding bidders to complete the annexure pertaining to reference letters.</p>

From NAMC Supply Chain Management Business Unit