

FORM OF OFFER AND ACCEPTANCE

(To be completed in non-erasable black ink.)

OFFER

The Overstrand Municipality, identified in the Acceptance Signature Block below, has solicited tenders to enter into a Contract in respect of the following:

SC 1017/2010: LEASE OF OFFICE ACCOMMODATION, AREA OF THE HERMANUS ADMINISTRATION

The tenderer, identified in the offer below, has examined the documents listed in the tender data in the tender schedules and addenda thereto and, by submitting this offer, has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this form of offer and acceptance, the tenderer offers to perform all of the obligations and liabilities of the tenderer under the contract, including compliance with all its terms and conditions according to their true intent and meaning.

NB. THE TENDERER IS TO COMPLETE A. and / or B. or C. HEREUNDER

**A. OFFICES FOR THE DEPARTMENT: HUMAN RESOURCES IN THE
HERMANUS CENTRAL BUSINESS DISTRICT**

BUILDING INFORMATION	
1.	Property Owner
2.	Property Erf Number:
3.	Property Street Address:
4.	Letable area in m ²
ALL INCLUSIVE RENTAL PER MONTH (INCLUDING VAT)	
1 July 2011 until 30 June 2013 (two years)	1 July 2011 until 30 June 2016 (five years), with an option of renewal for a further period of four years and eleven months.
Rental amount: R _____ (Rand _____) (including VAT) per m² per month , such rental to escalate annually on the	Rental amount: R _____ (Rand _____) (including VAT) per m² per month ,

1 st of July by a percentage equal to the consumer price index (all items) averaged over the three months prior to the date of escalation, to wit 1 July.	such rental to escalate annually on the 1 st of July by a percentage equal to the consumer price index (all items) averaged over the three months prior to the date of escalation, to wit 1 July.
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Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

AND /OR

B. OFFICES FOR THE DEPARTMENT: ENVIRONMENTAL MANAGEMENT IN THE HERMANUS ADMINISTRATION AREA

BUILDING INFORMATION	
1.	Property Owner
2.	Property Erf Number:
3.	Property Street Address:
4.	Letable area in m ²
ALL INCLUSIVE RENTAL PER MONTH (INCLUDING VAT)	
1 July 2011 until 30 June 2013 (two years)	1 July 2011 until 30 June 2016 (five years), with an option of renewal for a further period of four years and eleven months.
Rental amount: R _____ (Rand _____) (including VAT) per m² per month , such rental to escalate annually on the 1 st of July by a percentage equal to the consumer price index (all items) averaged over the three months prior	Rental amount: R _____ (Rand _____) (including VAT) per m² per month , such rental to escalate annually on the 1 st of July by a percentage equal to the consumer price index (all items) averaged over the three months prior

to the date of escalation, to wit 1 July.	the date of escalation, to wit 1 July.
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Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

OR

**C. OFFICES FOR THE DEPARTMENT: HUMAN RESOURCES AND
THE DEPARTMENT: ENVIRONMENTAL MANAGEMENT IN THE
HERMANUS CENTRAL BUSINESS DISTRICT**

BUILDING INFORMATION	
1.	Property Owner
2.	Property Erf Number:
3.	Property Street Address:
4.	Letable area in m ²
ALL INCLUSIVE RENTAL PER MONTH (INCLUDING VAT)	
1 July 2011 until 30 June 2013 (two years)	1 July 2011 until 30 June 2016 (five years), with an option of renewal for a further period of four years and eleven months.
Rental amount: R_____ (Rand _____) (including VAT) per m² per month , such rental to escalate annually on the 1 st of July by a percentage equal to the consumer price index (all items) averaged over the three months prior to the date of escalation, to wit 1 July.	Rental amount: R_____ (Rand _____) (including VAT) per m² per month , such rental to escalate annually on the 1 st of July by a percentage equal to the consumer price index (all items) averaged over the three months prior to the date of escalation, to wit 1 July

Name of Tenderer: _____

Signature of Tenderer: _____

Date: _____

(A) Detailed scale plan(s) indicating layouts of the requested accommodation and a draft lease agreement is (are) attached.

By signing this part of this Form of Offer and Acceptance, the Tenderer(s) identified below shall honour its obligations as are provided for in this document.

Full name(s) and surname of tenderer(s): _____

Capacity(ies) of tenderer(s) (if applicable): _____

Name of Company / Closed Corporation / Partnership (if applicable): _____

Signature of tenderer(s): _____

Date: _____

Signature of witness: _____

Full name(s) and surname of witness: _____

Date: _____

CONFIRMATION OF ACCEPTANCE OF TENDER:

By signing this part of this Form of Offer and Acceptance, the Overstrand Municipality identified below accepts the TENDERER's offer.

Name and address: Overstrand Municipality
PO Box 20
HERMANUS
7200

Name of authorised representative: Coenraad Cornelius Groenewald

Capacity of authorised representative: Director: Management Services

Signature: _____

Date: _____

Signature of witness: _____

Full name(s) and surname of witness: _____

Date: _____