



**INVITATION TO A BRIEFING SESSION – PARTITIONING OF OFFICE SPACE**

**MEETING DATE: 29 JULY 2016  
TIME: 12H00 TO 13H00**

**VENUE: DELTA TOWERS, WEST STREET, DURBAN**

**Contact person: Ms Khanyi Mngomezulu 011 018-5518 / 079 126-9278 between 08h30 to 17h00 on weekdays. Queries can also be sent in writing to [tenders@nda.org.za](mailto:tenders@nda.org.za)**

## **1. OVERVIEW OF NDA**

The National development Agency is a public entity listed under Schedule 3A of the Public Finance Management Act (PFMA). It was established in terms of the National Development Agency Act No 108 of 1998 as amended.

### **Our mandate**

In terms of the National Development Agency (NDA) Act (Act No 108 of 1998 as amended), NDA was mandated to contribute towards the eradication of poverty and its causes by granting funds to civil society organizations (CSOs) to:

- Implement development projects in poor communities, and
- Strengthen the institutional capacity of other CSOs that provide services to poor communities.

### **Our mission**

Facilitate sustainable development by strengthening civil society organizations involved in poverty eradication through enhanced grant funding and research.

### **Our vision**

A society free from poverty.

### **Our values**

- Integrity
- Dignity
- Empowerment
- Accountability & Responsibility
- Transparency
- Excellence
- Partnering

## **2. BACKGROUND**

The National Development Agency (NDA) is a public entity entrusted with the mandate to contribute towards eradication of poverty and its causes by providing financial and non-financial assistance to civil society organizations involved in direct service provision to poor communities throughout South Africa.

## **3. PURPOSE OF THE RFI**

The NDA's KZN Provincial office is in the process of moving to new premises. NDA therefore seek the services of a service provider that can partition the new premises prior to us taking occupation. The details of our requirements will be discussed in detail on site. It is therefore important that interested service providers who are in the KZN province, attend this scheduled briefing session.

## **4. REQUIREMENTS FROM SERVICE PROVIDERS**

The space is currently not occupied and not partitioned. It is a total of 488,15m<sup>2</sup> of open space. We request service providers to bring measuring tapes to site to be able to take required measurements.

Access to site might not be possible after the briefing session.

The final specifications will be established during this session and a final RFQ will be issued by us before the end of the week ending 6 August 2016 for all participating providers to submit quotations.

## **5. NDA REQUIREMENTS**

The number of offices required is as follows:

- 9 X Offices (partitioning) [with 2 offices catering for a large desk & 4 seater boardroom (PM and Information Officer)
- 1 X Boardroom (28 seater)
- 1 x Boardroom (10 seater)
- 1 X Kitchen
- 1 X Server Room
- 2 X Store Rooms (one for stationery & one for ECD educational material & toys)
- 1 X Filing Room
- 1 X Reception Area
- 1 X Canteen Area (16-20 people)

NB: More requirements will be discussed on site.