



## **EUPHEMIA HOUSE: PROPOSAL SUBMISSION GUIDELINES**

### **MANDATORY INFORMATION**

Mandatory Information required with the submission of the proposal for the development and leasing of Euphemia House, in partnership with CWDD:

1. Name of Company or Individual.
2. Main Contact Person in case of Company.
3. Contact Information:
  - a. Work Phone
  - b. Cellphone
  - c. Email
4. Company Registration Information:
5. Letter of Good Standing from bank if available.
6. Proof of contractors & public liability cover if available.

### **GUIDELINE FOR THE SUBMISSION OF PROPOSALS**

Proposals to include consideration of the following:

- Prospective tenants and development needs related to those industries
- Management of traffic and noise (with consideration of the location and residential properties in close proximity to Euphemia House)
- Prospective rental income per square meter and return on capital investment
- Permits, servitudes, planning and approvals needed
- Proposed durations for execution of development
- Cost of executing proposal
- Funding options available and cost of funding

Note: awarding of the development will be dependent on assessment of the submissions and CWDD agreement of the terms of the contract to be entered into.

### **Submissions to be submitted as follows:**

Email submissions: [info@cwdd.org.za](mailto:info@cwdd.org.za)

Hardcopy Address: Procurement Officer, 20 Clarence Rd, Greyville, Durban, 4001

### **The Site Visit is scheduled for:**

**Date:** 6<sup>th</sup> to 8<sup>th</sup> August 2018

**Time:** 10am to 12 noon

**Address:** 44 Bream Close, Newlands East, 4037, KZN