



dpwr

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Friday, 03 December 2021

End nears for lease extensions on office accommodation...

The provincial government took a decision during the financial year 2010/2011, that the acquisition of the Provincial office accommodation be centralized under the Department of Public Works and Roads (DPWR).

The mandate required the Department to: conduct office accommodation needs analysis; undertake the procurement process which includes among others the drawing-up of specifications and bid documentation.

The above is performed with the full involvement of respective client departments until procurement processes are complete.

Both the client department and the DPWR are expected to maintain contract management.

This new arrangement adopted by EXCO, Provincial Treasury and DPWR will put an end to the automatic lease extensions for office accommodation.

All new acquisitions are expected to follow open and competitive bidding processes.

Extension of leases will only be approved by the Provincial Treasury “under exceptional circumstances” and will not be allowed to exceed a 12-months period.

This will be the process going forward in the acquisition of office space in the province:

Client Departments will have to identify office accommodation requirement in the User Asset Management Plan (U-AMP) which is to be approved by the Provincial Treasury.

The Client Department will have to provide DPWR with a procurement instruction containing the following:

Official request letter, with information relating to locality and type of accommodation;

Organogram of the operating unit for which office accommodation is required, complete with job levels and numbers for each position.

Confirmation of budget availability to fund lease agreement, for one MTEF cycle (3 financial years), of the proposed lease agreement.

The DPWR will then calculate the required space from the organograms of the client department based on the norms and standards as published by National Treasury.

The DPWR will subsequently prepare the necessary documentation for the bidding process and involve the Client Department throughout the process in the following activities;

Confirmation of the accuracy of the Bid documents

Joint inspection and verification of all bidding properties and compilation of recommendation reports

Lease Agreement (Service Level Agreement) is drawn between the Landlord and the Client Department

Payment of the rental and service are administered by Client Departments.

Ends

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