



UNIVERSITY OF THE
FREE STATE
UNIVERSITEIT VAN DIE
VRYSTAAT
YUNIVESITHI YA
FREISTATA
UNIVERSITY ESTATES

STANDARD OPERATING PROCEDURE PERTAINING TO THE APPLICATION FOR A VACANT / NEW RENTAL SPACE ON UFS PROPERTY

1. When a space becomes vacant or a new space becomes available, the UFS decides what it needs to be used for, based on the needs of students and staff, and the location and size of the space concerned.
2. Notices are published in relevant newspapers according to the geographic locality of the space advertised to invite potential service providers (for example, second- hand bookshops, food outlets, etc.) to buy the briefing document / Request for a Proposal, at the location specified in the notice (the amount is usually ±R150, but subject to change).
3. Requests for a Proposal (RFP's) will also be advertised on our UFS website (go to <https://www.ufs.ac.za/estates/> and look under the tenders menu)
4. Any person may apply.
5. The prospective service providers place their proposals, together with the required supporting documents and information, in the tender box at the locality and on or before the expiry date of the deadline, as stipulated on the relevant notice.
6. Documents are evaluated according to certain procurement criteria and the most suitable service provider is awarded the "tender" to rent the space.
7. If deemed necessary, the UFS may ask the shortlisted applicants to prepare a presentation.
8. The UFS, after reviewing the applications, also reserves the right not to appoint any applicant, or to re-advertise should this be deemed a better option.
9. The rand/m² depends on the vacant space advertised; there is no standard rate due to the different sizes of the rental spaces. Each RFP will state the minimum rand/m² that will be considered.
10. Electricity and water are in most cases, metered and billed separately and is payable in addition to the monthly rental amount.