

## PUBLIC INVESTMENT CORPORATION SOC LIMITED PROPERTIES ACTING ON BEHALF OF THE GOVERNMENT EMPLOYEES PENSION FUND

REQUESTS FOR PROPOSALS: APPOINTMENT OF A SERVICE  
PROVIDER TO PROVIDE BROKERAGE/SALES SERVICES FOR THE  
DISPOSAL OF IMMOVABLE PROPERTIES.

**REFERENCE: PICPRO002/08/2018/2019**

### 1. INTRODUCTION

The Public Investment Corporation Properties ("PIC Properties") is a division of the Public Investment Corporation ("PIC"), a state owned institution which invests in, amongst others, commercial, industrial and retail properties on behalf of its clients. Acting on behalf of the Government Employees Pension Fund ("GEPF"), PIC Properties hereby invites proposals from suitably qualified professional firms to provide **Property Brokerage Services for the facilitation of sale of immovable properties in Gauteng, North-West and the Northern Cape Provinces.**

### 2. BACKGROUND

- i. The properties were bought as part of portfolios acquired over time and the disposal is as a result of these properties not being in line with the PIC's investment criteria and the client's investment mandate.
- ii. The properties are:
  1. Sectional Title – 1 Unit in Pretoria.
  2. Vacant Land – Industrial Land in Babelegi Pretoria.
  3. Vacant Land – Residential Land in Mafikeng.
  4. Vacant Land – Residential Land in Mafikeng.
  5. Vacant Land – Mafikeng.
  6. Vacant Land – Mafikeng.
  7. Residential Dwelling – 1 Free-standing residential house.
  8. Residential Dwelling – 1 Free-standing residential house.

- iii. These properties are sold in their current state “Voetstoots” with no guarantees to repair and/or make good in whole and/or in part.

### **3. DISCUSSION**

- iv. PIC Acting on behalf of the Government Employees Pension Fund (“GEPF”), seeks to appoint an independent property broker/sales specialist to package, advertise, and handle the process for this disposal of immovable property and any other related activities.
- v. The appointed broker/sales agent will liaise with potential buyers, the seller and its conveyancer and legal representatives in the conclusion of the sale transactions.
- vi. The residential properties that are currently occupied by individual families would be offered first to the current occupants for acquisition, however should, they not express interest to acquire; then the properties will be disposed of through an open market process.
- vii. The individual property information and market values will be disclosed to the successful bidder.
- viii. The PIC Properties will consider payment of the commission based on the Estate Agent Affairs Board fee scale or a negotiated commission with the broker/sales agent.

### **4. SCOPE OF SERVICES**

Property Broker/Sales Agency services to be provided will include but is not be limited to:

#### **IMMOVEBLE PROPERTY - BROKER/SALES AGENT – SCOPE OF SERVICES**

- 1. Provide an analysis of the individual property’s market as part of the RFP submission.
- 2. Undertake site visits to view and show the properties to potential buyers.

3. Diligently market the property for sale on the Agent's website and/or via its sub-agents, or any other means as devised by the Agent in its reasonable discretion, which must include show dates, during the agreed period or until the property is sold, or until the mandate is terminated by either party.
4. Promptly present to the seller's appointed conveyancer, from time to time, written offers to purchase the property for consideration by the seller.
5. Prior to presenting any offer, the Agent is to vet the potential purchaser/s with specific reference to creditworthiness and legal capacity (i.e. attend to FICA requirements for all transactions).
6. Regularly provide feedback on market conditions of the area, and comments received from third parties regarding the property.
7. Report on progress to the client on regular basis.
8. Keep a register of any third party introduced to the property by the Agent and send such register to the seller within 24 hours after introducing any third party.
9. The Agent shall obtain approval from the seller on all marketing material prior to publishing.
10. The Agent shall on written request by the seller; remove or amend any information stated electronically or through other marketing material.
11. The Agent is not to enter into any agreement on behalf of the seller.
12. In addition, the Agent is required to always act in the best interest of the seller.

### **3. MINIMUM REQUIREMENTS & DELIVERABLES:**

- a. Minimum of 5 years progressive Estate Agents' experience.
  - i. Submission of 5 references will work in the respondent's favour.
- b. Demonstrate thorough knowledge of sale of immovable property, canvassing/marketing and legal contracts.
- c. Registration with the Estate Agency Affairs Board.
- d. Submit a comprehensive plan of execution for sale of the immovable properties, timelines, advertising/marketing and handling the formalisation of the sale contracts.
- e. Financial
  - i. Submit proposed fee/commission. Clearly indicate any discounts offered.

## 5. ADMINISTRATIVE REQUIREMENTS

Submissions are to comprise a comprehensive report that must provide PIC Properties Acting on behalf of the Government Employees Pension Fund (“GEPF”), with sufficient information to make a sound and fair evaluation of the proposal, as well as the experience and capability of the firm to undertake this type of project successfully. The proposal should include a company profile and **fee proposal reflecting any discounts offered of the tariff fee.**

The following documents/information must be included in the proposal:

- A covering letter on the firm’s letterhead and signed by a senior partner.
- Company name; registered address, contact details and company profile (registration documents, including corporate responsibility and employment equity).
- Proof of understanding of requirements including prior experience in a similar role.
- A detailed statement of the company’s approach and methodology for accomplishing the assignment. This section should show the applicant’s understanding of the process and input required towards the completion of the required services.
- The proposed team involved (experience and member associations) in the project, years of experience and contact details.
- General description of the main field of expertise / area of operation. Range of other operations, products and services offered.
- Details of similar projects which are being carried out and past projects completed during the past three years by the applicant/company including client name, contact person and telephone number, description and value of the work on which the company fee was based.
- Name, contact numbers and letters of at least three references.
- A detailed pricing schedule.
- Respondents are asked to indicate discount on tariff where applicable.
- The proposal must include all disbursements, exclusive of VAT (with VAT shown separately).
- A certified copy of the organization’s Professional Indemnity Insurance.

- SARS PIN to be provided in order for PIC to verify Tax Compliance Status.
- A valid BEE Certificate from an approved verification agency.
- Declaration of Interest (Annexure A).

*(<sup>(\*)</sup> The PIC reserves the right to disqualify any submissions should they be incomplete or inadequate.).*

## 6. REQUESTS FOR CLARIFICATION

- Enquiries can be directed to: [enquiries2@pic.gov.za](mailto:enquiries2@pic.gov.za)

## 7. CLOSING DATE AND ADDRESS FOR THE SUBMISSION OF PROPOSALS

The closing date for the submission of proposals **(and potentially presentations)** is at **11h00 on 06 September 2018.**

Proposals should be submitted to:

**PIC Properties SCM Unit** Acting on behalf of the Government Employees Pension Fund ("GEPF"),  
Public Investment Corporation Properties  
Menlyn Maine  
Central Square West Tower  
Cnr Aramist Street and Corobay Avenue  
Waterkloof Ext 2  
Pretoria  
0181

## 8. PRICING OF QUOTATION AND CURRENCY OF PAYMENT

- Prices offered shall be inclusive of all costs related to the provision of the services.
- Proposals must be expressed in South African Rand (ZAR).

- The pricing to be shown with and without Value Added Tax.
- Prices to be valid for a minimum of 90 days.
- All payments to Service Providers shall be made in South African Rands for services rendered in the Republic of South Africa.
- Fees must be as per the latest gazette fee scales

## 9. EVALUATION CRITERIA

### System to be followed for the evaluation of the proposals

#### a. Proposals will be evaluated in the following Two (3) Phases:

Selection of the proposals shall be based on the following pass/fail criteria for compliance and standing of the company. Proposals which do not comply with the requirements or fail to meet the administrative requirements will be rejected:

- First Phase:** Compliance with Administrative Requirements as stipulated above;
  - Second Phase: Functionality Evaluation.** As per table 9.1 Below
  - Third Phase:** Preferential procurement.
- 70/30 Preference Procurement points system (70: Price and 30: BBBEE status level of contribution) where the services required total less than R1million.
  - 80/20 Preference Procurement points system (80: Price and 20: BBBEE status level of contribution) where the services required total more than R1million.

### **9.1 FUNCTIONALITY**

<b>Criteria</b>	<b>Requirements from service providers</b>	<b>Weighting</b>	<b>Total</b>
<b>Company Competency</b>	1. Relevant /Similar Works Previously Carried out	25	<b>30</b>
	Registration with the Statutory Bodies (Mandatory)	5	
<b>Team Competency</b>	1. Experience and expertise of Personnel	15	<b>45</b>
	2. Project team competency & completeness (including professional registrations with the Statutory Bodies)	30	
<b>Program &amp; Methodology</b>	1. Project Program	5	<b>25</b>
	2. Project Methodology	20	
<b>Total</b>		<b>70</b>	<b>100</b>

#### **Broad Based Black Economic Empowerment Status Level Certificates**

Bidders with annual total revenue of R5 million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the Broad Based Black Economic Empowerment Act, and must submit a certificate issued by a registered auditor, accounting officer (as contemplated in section (60 (4) of the Close Corporation Act, 1984 or an accredited verification agency.

Bidders other than the Exempted Micro-Enterprises (EMEs) must submit their original and valid BBBEE status level verification certificate or a certified copy thereof issued by a SANAS accredited agency, substantiating their BBBEE rating.

Points will also be awarded to a bidder for the B-BBEE status level of contribution.

Points will also be awarded based to a bidder for attaining their B-BBEE status level of contributor in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of points 70/30 or 80/20</b>
1	10
2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-compliant Contributor	0

The following point system will be utilised to allocate points for the 50% or more B-BBEE ownership; and 50% or more historically disadvantaged individuals (HDI) and women in executive management:

<b>Percentage</b>	<b>Points allocated</b>
0-49	0
50-60	10
61-70	20
71-80	30
81-90	40
90-100	50



### Ownership:

Indicate percentage of Black Ownership

\_\_\_\_\_ %

### List of Shareholders

Name	ID No	SA Citizen	Race	Gender	Share holding %

### List of Executive Management

Indicate percentage Black Executive Management \_\_\_\_\_ %

Name	ID No	SA Citizen	Race	Gender	Share holding %

Points scored in terms of the 70/30 or 80/20 preference system will be added to the points scored for % Black Ownership and % of Black Executive Management.

## **10. SPECIAL CONDITIONS**

### **10.1 EXPENSES RELATED TO PROPOSAL**

The company shall bear all costs associated with the preparation and submission, modification or withdrawal of the proposal.

### **10.2 NON-COMMITMENT**

PIC Acting on behalf of the Government Employees Pension Fund (“GEPF”), is not bound to accept any of the proposals submitted. PIC reserves the right to appoint or not to appoint based on PIC’s discretion.

### **10.3 FRAUD AND CORRUPTION**

All prospective service providers are to take note of the implications of contravening the Prevention and Combating of Corrupt Activities Act, Act No 12 of 2004 and any other Act applicable.

#### **Reasons for Rejection**

- PIC Acting on behalf of the Government Employees Pension Fund (“GEPF”), reserves the right to return late submissions.
- PIC Acting on behalf of the Government Employees Pension Fund (“GEPF”), reserves the right to reject submissions that are not responsive or incomplete.
- Public Investment Corporation Properties (PIC Properties) shall reject a submission if the bidder has committed a proven corrupt or fraudulent act in competing for a particular contract.

- Public Investment Corporation Properties (PIC Properties) Acting on behalf of the Government Employees Pension Fund (“GEPF”), may disregard any submission if that bidder, or any of its directors:
  - 1) Have abused the Supply Chain Management (SCM) system of any Government Department/ institution.
  - 2) Have committed proven fraud or any other improper conduct in relation to such system.
  - 3) Have failed to perform on any previous contract and the proof thereof exists.
  - 4) Is restricted from doing business with the public sector if such a supplier obtained preferences fraudulently or if such supplier failed to perform on a contract based on the specific goals.

## **ANNEXURE A**

### **DECLARATION OF INTEREST**

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
  - the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

.....

2.2 Identity Number:

.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):

.....

2.4 Company Registration Number:

.....

2.5 Tax Reference Number:

.....

2.6 VAT Registration Number:

.....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / personal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);

(b) Any municipality or municipal entity;

(c) Provincial legislature;

(d) National Assembly or the national Council of provinces; or

(e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder recently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the state institution: .....

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / Shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state/PIC who may be involved with the evaluation and or adjudication of this bid? **YES/NO**

2.10.1 If so, furnish particulars.

.....

.....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES/NO**

2.11.1 If so, furnish particulars:

.....  
.....

### 3 FULL DETAILS OF DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Personal Number

## DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE PIC PROPERTIES MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder



## COMPANY INFORMATION

Please complete the following questionnaire:

1. **Company Name:**

2. **Other Trading Names:**

3. **Type of Organization: (Public Company ('Limited'), Private Company ('(Pty) Ltd'), Close Corporations ('cc'))**

4. **Physical and Postal Address of the Company:**

<b>Postal Code:</b>	<b>Postal Code:</b>

**5. Contact Details**

<b>Contact Name</b>	
<b>Contact Number</b>	
<b>Cell Number</b>	
<b>Email Address</b>	
<b>Alternative Contact</b>	
<b>Email Address</b>	
<b>Contact Number</b>	

**6. Company Information**

Average no. of employees:	
Average annual turnover:	
Type of Enterprise: (e.g. Generic, Qualifying small enterprise, Exempted Micro Enterprise)	
Industry in which the entity operates:	

**7. Banking Details**

Banker:	
Auditor:	

Year of Establishment:	
Registration number of entity:	
Sector:	

**\*A letter from your bank with a bank stamp or cancelled cheque must be submitted.**

**8. Tax Registration Details:**

Income Tax Reference Number:	
VAT Registration Number:	
PAYE Registration Number:	

**9. List of Shareholders:**

Name	ID No	SA Citizen	Race	Gender	Share holding %

**\*ID Documents of board of directors/members, owners, shareholders or executive committee must be submitted.**

**\* CIPRO Documents must be attached.**

**B-BBEE (Broad-based Black Economic Empowerment) Status Details:**

*Please tick the relevant box(es):*

STATUS	INDICATION
<p>The company has been independently verified (assessed / rated / certified)</p> <p><i>Please submit the B-BBEE verification certificate.</i></p>	<input type="checkbox"/>
<p>The company is in the process of being verified. Please submit letter from verification agency.</p> <p><i>(i.e. verification to be completed within a maximum of 2 months)</i></p>	<input type="checkbox"/>

## DECLARATION

Bidder Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Designation: \_\_\_\_\_

I declare that:

- All information provided is true and correct
- The signatory of the bid document is duly authorized
- Documentary proof regarding any bid issue, will, when required be submitted to the satisfaction of the Public Investment Corporation Acting on behalf of the Government Employees Pension Fund ("GEPPF").

Public Investment Corporation will upon detecting that:

- The BBBEE status level of contribution has been claimed or obtained on a fraudulent basis; or
- Any of the conditions have not been fulfilled act against the bidder.

I understand that:

Public Investment Corporation may:

- Disqualify the bidder from the bidding process;
- Recover all costs, losses or damages it has incurred or suffered as a result of the bidder's conduct
- Cancel the contract and claim any damages which has suffered as a result of having less favorable arrangements due to cancellation
- Restrict the bidder, its shareholders and directors or only shareholders and directors who acted on fraudulent basis, from obtaining business from any organ or state for a period not exceeding 10 years after audi alteram partem (hear the other side) rule has been applied; and
- Forward the matter for criminal prosecution

Thus signed and accepted on this \_\_\_\_\_<sup>st / nd / rd / th</sup> day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_:

Who warrants his / her authority hereto

For and on behalf of:

\_\_\_\_\_