



BID NO: PICPROP007 /2017 APPOINTMENT OF A SERVICE PROVIDER TO PERFORM INSURANCE REPLACEMENT COST VALUATIONS

The Public Investment Corporation (PIC) acting on behalf of Government Employees Pension Fund (GEPF) is requesting proposals from suitably qualified professional consultancy firms to provide the service of calculating the insurance replacement cost valuations for the properties in the GEPF portfolio for a period of 3 years.

Bidders are to meet the following three minimum requirements to qualify:

- Bidder must have 51% Black* Ownership
- Bidder must have minimum BEE Level 4
- Bidders must submit a SANAS BEE Certificate and failure to submit will lead to automatic disqualification.

The PIC is open to consider bidders that form or already have an existing Joint Venture/Consortium agreement in place to achieve a Broad Based Black Economic Empowerment Status Level. For Joint Venture the following additional information will be required:

- Consolidated BEE Certificates
- Ownership and Executive Management information
- A formal signed JV Agreement, indicating the leading company as well as the other company's role and responsibilities.

CLOSING DATE FOR SUBMISSIONS OF TENDERS: 15 December 2017 at exactly 12h00.

Tender Document will be available on the PIC website on: www.pic.gov.za from Monday 27th November 2017

LATE SUBMISSIONS OR SUBMISSIONS HANDED IN AT ANY OTHER OFFICE THAN IS LISTED BELOW, WILL NOT BE ACCEPTED.

The completed tender document must be submitted in a sealed envelope in the Tender Box at the following address:

PIC Properties,
Menlyn Maine
Corner Aramist and Corobay Avenue
Waterkloof Ext 2

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

REQUESTS PROPOSALS (RFP) FOR APPOINTMENT OF A SERVICE PROVIDER TO PERFORM INSURANCE REPLACEMENT COST VALUATIONS

PICPROP007/2017

1. PROJECT DESCRIPTION & BACKGROUND

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”), the PIC is requesting proposals from suitably qualified professional consultancy firms to provide the service of calculating the insurance replacement cost for the properties in the GEPF portfolio for a period of 3 (three) years.

2. SCOPE OF WORK

The scope of work will comprise the following:

- A detailed calculation of the insurance replacement cost for each individual property on an elemental estimate basis according to the list of properties attached herewith.
- The valuations performed by the team for the year-end valuations will require at least 1 (one) professional, practising Quantity Surveyor (Title: PrQS) registered as a professional member with the South African Council of the Quantity Surveying Profession with ideally, at least 10 years experience or is a partner/associate of the firm, this individual will be required to sign the valuations.
- Site Visits will be required to all properties for the March 2018 valuations and desktop updates without inspections will be required for the March 2019 and 2020 year-ends.

- Valuations should be performed to the required industry standards, taking cognisance of the International Valuation Standards and the “RICS Valuation – Professional Standards January 2014” (also referred to as the “Red Book”)
- Cognisance will be taken of a ISO 9001:2008 certified organisations in the functionality phase
- The proposed fee will be agreed upon at the start of the project and claimable upon completion of the project and once all satisfactory deliverables have been provided.
- Where no building plans exist, all areas of the respective properties should be measured and drawings should be attached to the report as an annexure.
- A detailed report should be compiled for each property. The report must contain, but not be limited to the following information: Introduction, Definitions, Purpose of the Valuation, Location and Property Descriptions, Dissection of Permanent Improvements, Insurance, Replacement Cost Valuation Certificate, Valuation Methodology, Photos and Maps, Annexure with measurements (if applicable), plans and other relevant information.
- The final insurance replacement cost report is due by 23 February 2018, but interim reports will have to be submitted once completed and revised before the final submission.

3. ADMINISTRATIVE REQUIREMENTS

The proposal should include the following information and copies of relevant documents must be submitted with the proposal:

- Company's registration certificate and profile.
- A certified copy of the organization's Professional Indemnity Insurance with a minimum cover of R50 million.
- **A valid Compliance Certificate with a pin number. Failure to submit a certificate will invalidate your proposal and will result in disqualification.**
- Signed Declaration of Interest (Annexure A).
- Proof of professional industry accreditation.
- A valid and certified copy of the company's BEE Certificate from an independent rating agency.
- Detailed approach and methodology.
- Signed declaration of interest.
- Three contactable references.
- The PIC reserves the right to disqualify any submissions should they be incomplete or inadequate.

4. REQUESTS FOR CLARIFICATION

Enquiries can be directed to: enquiries1@pic.gov.za

5. CLOSING DATE AND ADDRESS FOR THE SUBMISSION OF QUOTATIONS

The closing date for the submission of quotations is at **12h00 on Friday 15th December 2017**

Proposals should be submitted at the following address:

Public Investment Corporation Properties
Menlyn Main Central Square
Corner Aramist Avenue & Corobay Avenue
Waterkloof Glen Extension 2
0181

6. BEE VERIFICATION

The Government has gazetted the Codes of Good Practice document in February 2007. Subsequent to this you are kindly requested to complete.

7. PRICING OF QUOTATION AND CURRENCY OF PAYMENT

Prices offered shall be inclusive of all costs related to the provision of the services.

Quotations must be expressed in South African Rand (ZAR) and exclusive of Value Added Tax.

Properties might be added during the duration of the project and fees therefore will be dealt with at that point in time, but should be in line with the initial fee on a per square metre basis.

Should a property be sold then it will be removed from the scope of work and the pricing will be adjusted by removing the price applicable for the building from the total price of the portfolio valuation.

The proposal must be valid for at least 30 days, and exclusive of VAT. Disbursements and travel costs and any other ancillary fees should be included in the fee. The fee should be provided in the format as per the annexure "C".

8. EVALUATION CRITERIA

System to be followed for the evaluation of this quotation

Selection criteria

Selection of the quotes shall be based on the following pass/fail criteria for standing of the company. Quotes which fail to meet the administrative requirements will be rejected:

1st Phase: Compliance with Administrative Requirements as stipulated in 4 above;

2nd Phase: Functionality Evaluation

3rd Phase: Awarding Criteria –

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 or equal to R1million

Functionality

In order to review the functionality of the service provider, the following items must be included and will be used primarily to evaluate the functionality:

- 3 references of similar projects, a description of the work and the contact details of the parties thereof. At least one case example shall be attached. The PIC undertakes to deal with such information in a strictly confidential way.
- A detailed statement of the methodology for accomplishing the assignment.
- Please also submit an organogram of the proposed team which will work on the project (who shall be available to undertake the work under the proposed schedule) and the CVs of the key personnel involved. Such CV's shall demonstrate their active participation in the aforementioned three projects. Please specify and include details of sub-contractors. Proof of accreditation/registration must be included.

Criteria	Requirements from service providers	Weighting
References	References contact details & case example.	10
Service Delivery	Explanation of methodology to be used.	30
Company experience related to the RFP	Indicate: Number of years of relevant experience. Detailed experience. ISO Certification (if applicable)	20
Experience of the proposed team to carry out the work	Indicate: Number of years of relevant experience. Team composition & qualifications. Accreditation / Registration with the relevant professional institution / regulatory industry body.	40
Total		100
Minimum Threshold		70

70: Price and 30: BEE (BEE Level contributor, ownership/50*10, executive management/50*10)

80: Price and 20: BEE (BEE Level contributor, ownership/50*10, executive management/50*10)

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-BBEE Status Level of Contributor	Number of points 70/20/10	Number of points 80/10/10
1	20	10
2	18	9
3	16	8
4	12	5
5	8	4
6	6	3
7	4	2
8	2	1
Non-compliant Contributor	0	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: based on the following:

Percentage	Points allocated
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 %

List of Women in Executive Management

Indicate percentage Women Executive Management

_____ %

Name	ID No	SA Citizen	Race	Gender	Share holding %

Points scored in terms of the 70/30 preference system will be added to the points scored for % black ownership and % of black Executive Management.

Points scored will be rounded off to the nearest 2 decimal places.

- The bidder who scored the highest point will be awarded the bid
- In the event where two or more bidders scored equal points, the successful bidder must be the one scoring the highest preference points for BBBEE.
- However when functionality is part of the evaluation process and two or more bidders have scored equal points including equal preference points for BBBEE, the successful bidder must be the one scoring the highest for functionality.
- Should two or more bidders be equal in all respects, the award shall be decided by the drawing of lots.

9. SPECIAL CONDITIONS

EXPENSES RELATED TO PROPOSAL

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

NON-COMMITMENT

PIC is not bound to accept any of the quotations submitted.

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 reserves the right to return late quotations submissions.

PIC reserves the right to reject quotations 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) may disregard any submission if that bidder, or any of its directors:

- Have abused the Supply Chain Management (SCM) system of any Government Department/ institution.
- Have committed proven fraud or any other improper conduct in relation to such system.
- Have failed to perform on any previous contract and the proof thereof exists.
- 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.

10. DECLARATION OF INTEREST – ANNEXURE A

1. Any legal person, including persons employed by the state¹, 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, shareholder²):

.....

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.

¹“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.

²“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

YES / NO

presently employed by the state?

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 **YES / NO**

the appropriate authority to undertake remunerative work outside employment in the public sector?

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

document?

(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 / **YES / NO**
trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months?

2.8.1 If so, furnish particulars:
.....
.....
.....

2.9 Do you, or any person connected with the bidder, have **YES / NO**
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?

2.9.1 If so, furnish particulars.
.....
.....
.....

2.10 Are you, or any person connected with the bidder, **YES/NO**
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?

2.10.1 If so, furnish particulars.
.....
.....
.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**

of the company have any interest in any other related companies whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....

.....

.....

3 FULL DETAILS OF DIRECTORS / TRUSTEES / MEMBERS / SHAREHOLDERS

Full Name	Identity Number	Personal Reference Number	Tax	State Number	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

11 COMPANY INFORMATION

Please complete the following questionnaire:

1. Company Name:

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2. Other Trading Names:

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

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4. Physical and Postal Address of the Company:

Postal Code:	Postal Code:

5. Contact Details

Contact Name	
Contact Number	
Cell Number	
Email Address	
Alternative Contact	
Email Address	
Contact Number	

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	Shareholding %

***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 data-bbox="743 873 837 968" 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 data-bbox="743 1262 837 1356" type="checkbox"/>

12 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.

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 favourable 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 audit alteram partem (hear the other side) rule has been applied; and

- Forward the matter for criminal prosecution

Thus signed and accepted on this _____ **st / nd / rd / th** **day of** _____ ,
20 _____ **at** _____ :

Who warrants his / her authority hereto

For and on behalf of:
