



KWAZULU-NATAL PROVINCE

PUBLIC WORKS
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE ON THE CREATION OF A DATABASE OF OFFICE ACCOMMODATION IN PIETERMARITZBURG FOR THE KWAZULU-NATAL DEPARTMENT OF PUBLIC WORKS

1. Introduction

The Kwazulu-Natal Department of Public Works (the “Department”) is the custodian of all state provincial land within the Province of Kwazulu-Natal; in addition, the Department is required to act as an implementing agent for other provincial client departments, in order to assist them with their infrastructure and property-related requirements, so that they may achieve their core objectives and ensure service delivery.

2. Purpose

The Department’s Branch: Immovable Asset Management is tasked with providing and facilitating the provision of accommodation and integrated property management services to user departments, through the planned property life cycle (acquisition, management and disposal), optimal utilisation of immovable assets, land valuation, maintenance of fixed asset register, payment of property rates and integrated service delivery.

One of the challenges experienced by the Department in the provincial leasing space, is the perception that there is insufficient leased office accommodation within the province; and that there is a monopoly controlled by established businesses which do not reflect the racial demographics of the province. This leaves less opportunity for emerging landlords, property owners and all other property stakeholders to compete.

In view of the foregoing, and in line with the constitutional principles of fairness, transparency, competition, cost-effectiveness and equity in procurement, the Department hereby intends creating a database of stakeholders in the property sector, within the Kwazulu-Natal province, from

which the Department can procure leased office accommodation as and when the need arises, in accordance with the applicable procurement prescripts.

Property owners, estate agents, property brokers, duly mandated landlords and any person who would qualify as a property practitioner as defined in the Property Practitioners Act, 2019, with access to suitable office accommodation for lease within the Kwazulu-Natal province, are hereby invited to submit their proposals for consideration and inclusion on the database, to the Department.

3. Request for Proposal: Requirements for proposal

Bidders are required to submit the following mandatory compliance information with their bid:

- 3.1.1. Proof of registration on the state Central Suppliers' Database;
- 3.1.2. Proof of tax-compliance; and
- 3.1.3. Proof of Broad-Based Black Economic Empowerment status, not older than 6 months
- 3.1.4. Entity resolution, duly authorising submission of proposal on its behalf
- 3.1.5. Where an entity is a trust, the current Trust Deed and newly certified Letters of Authority must be submitted;
- 3.1.6. Capacity in which entity is submitting a proposal for inclusion on the database i.e. estate agent, property owner, landlord, property broker, property practitioner as defined by the Act (provide details).

Failure to comply with all of the above requirements will result in the proposal being disregarded.

4. Process for evaluation of proposals for inclusion on the database

In order to be successful for inclusion on the database, bidders must fulfil all the mandatory compliance requirements.

Bidders may be requested clarify certain aspects of their proposal.

5. Special conditions of tender

- 5.1. The appointment to the Department's database will be for a period of three (3) years from the date of appointment.

- 5.2. Calls for new entrants will be published annually to supplement this database.
- 5.3. Property owners, property brokers, estate agents and all other duly mandated parties are eligible to submit properties for inclusion on the database.
- 5.4. Bidders must be registered on the Central Suppliers' Database and must be tax-compliant.
- 5.5. The appointment to the Department's database does not guarantee awarding of any tender/contract to any of the person/entities listed therein; bidders will still be required to comply with the various property requirements and legislative prescripts for each individual need to be procured by the Department.
- 5.6. Addressing transformation:
 - 5.6.1. Entities with majority female, disabled, youth or military veterans as active members, shareholders, partners or beneficiaries will be granted preference.
 - 5.6.2. The Provincial Radical Economic Transformation (RET) programme will be adhered to in the selection of suitable service providers.
 - 5.6.3. Preference will be given to entities with a majority shareholding that reflects the demographics of the Municipality.
- 5.7. The general conditions of tender, contract and order will be applicable to this tender.
- 5.8. Closing Date 07 September 2020 @ 16h00.
- 5.9. Enquiries contact **Mr Thobiyisi Mchunu**
Email: thobiyisi.mchunu@kznworks.gov.za
Tel: 033 897 1422