



public works & infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTHAFRICA

Bid Document

Project Title: Letting out of unutilized state-owned properties

Bid No: H23/016PF

Closing Date: 26 January 2024

Closing Time: 11:00 pm

Briefing Meeting Date: N/A

Briefing Meeting Time: N/A

Tenders CSD No:.....

Name of the Tenderer:.....

11/12/2023

BID DOCUMENTS MAY BE POSTED TO:	DEPOSITED IN THE TENDER BOX AT:
Mpumalanga Province THE DIRECTOR -GENERAL	Mpumalanga Province

<p>DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 11280 Nelspruit, 1200</p> <p>Attention: Mr. Phumudzo Semani (013 1010 147) Attention: Mr. Gibert Masuku (013 753 6371)</p>	<p>DPWI Regional Office, 30 Brown Street, Nedbank Building, Nelspruit, 1200</p>
<p>Gauteng Province THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 229 Pretoria, 0001</p> <p>Attention: Mr. Sylvester Tshilwane (012 310 5127) Attention: Ms. Mulalo Mbedzi (012 310 5211)</p>	<p>Gauteng Province DPWI Regional Office, AVN Building, Cnr Thabo Sehume and Nana Sita Streets, Pretoria, 0001</p>
<p>Gauteng Province THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X3 Braamfontein, 2017</p> <p>Attention: Ms. Maphiwe Nkosi (011 713 6004)</p>	<p>Gauteng Province DPWI Regional Office, 78 Mineralia Building, Cnr De Korte and De Beer Street, Braamfontein,</p>
<p>Free State Province Gauteng Province THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 20605 Bloemfontein, 9300</p> <p>Attention: Mr. Lyndon Henney (051 408 7540) Attention: Mr. Kachinga Mosoang (051 408 7355)</p>	<p>Free State Province DPWI Regional Office, 18 President Brand Street, Bloemfontein.</p>
<p>Western Cape Province THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 9027 Cape Town, 8000</p> <p>Attention: Ms. Suzy Valentines (021 402 2157)</p>	<p>Western Cape Province DPWI Regional Office, Customs House, Lower Heerengracht Avenue, Cape Town, 8000</p>
<p>Kwa-Zulu Natal Province THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 54315 Durban, 4000</p> <p>Attention: Ms. Hemwathie Chunder (031 314 7098)</p>	<p>Kwa-Zulu Natal Province DPWI Regional Office, Corner Dr Pixley KaSeme and Samora Machel Streets, Durban, 4000</p>
<p>Eastern Cape Province THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 3913 Gqeberha, 6056</p> <p>Attention: Ms. Noli Gqomo (041 408 2078)</p>	<p>Eastern Cape Province DPWI Regional Office, Eben Donges Building, Hancock St, North End, Gqeberha, 6056</p>

<p>Eastern Cape Province</p> <p>THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 5007 Mthatha, 5099</p> <p>Attention: Ms. Nokwanda Malindi (047 502 7106)</p>	<p>DPWI Regional Office, 29 Sutherland Street, PRD 2 Building, Mthatha, 5099</p>
<p>Northern Cape Province</p> <p>THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 5002 Kimberley, 8300</p> <p>Attention: Ms. Carmen Abrahams (053 838 52 87)</p>	<p>Northern Cape Province</p> <p>DPWI Regional Office, Old Magistrates Court, 21-23 Market Square, Kimberley, 8300</p>
<p>North West Province</p> <p>THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 120 Mmabatho, 2735</p> <p>Attention: Mr. Zwelithini Sibanda (018 386 5211)</p>	<p>North West Province</p> <p>DPWI Regional Office, 810 Maisantwa, Luthuli Street, Unit 3, Mmabatho, 2735</p>
<p>Limpopo Province</p> <p>THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 9469 Polokwane,0700</p> <p>Attention: Mr. Ofhani Netshitakani (015 293 8032) Attention: Ms. Thabisho Kgabi (015 291 6409)</p>	<p>Limpopo Province</p> <p>DPWI Regional Office, 78 Hans Van Rensburg Street, Sanlam Building, Polokwane,0700</p>
<p>SCM SPECIFIC ENQUIRIES: Enquires: Tel: Cell No: Email Address:Jeaneth.khosa@dpw.gov.za</p>	<p>TECHNICAL/PROJECT SPECIFIC ENQUIRIES: Enquires: Ms. Mowa M Tel:0124061305 Cell No: Email Address:Mmalenyalo.mowa@dpw.gov.za</p>

YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA

PLEASE TAKE NOTE

BID NUMBER: H23/016PF

CLOSING TIME: SHARP 11:00

CLOSING DATE: 26 JANUARY 2024

BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL, AS A RULE NOT BE ACCEPTED FOR CONSIDERATION

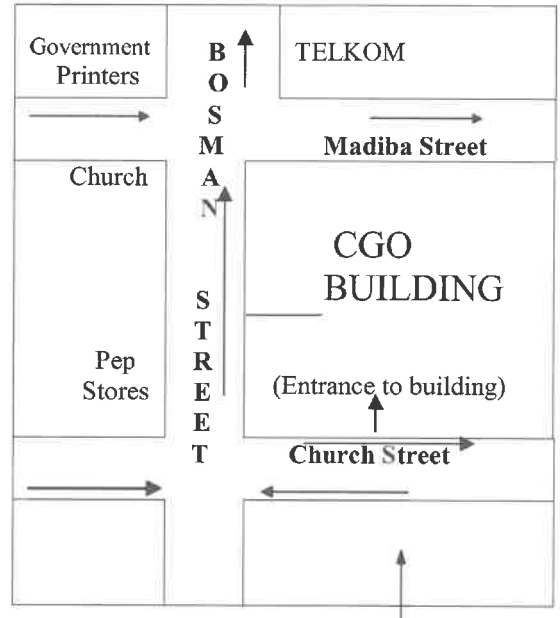
The **Bid Form** must be completed and signed in the original that is in ink. Forms with photocopied signatures or other such reproduction of signatures may be rejected.

**BID DOCUMENTS MAY BE POSTED TO REGIONAL OFFICES
AS INDICATED IN PA.04**

Bid documents that are posted must reach the Department of Public Works: Tender section, before 11:00 on the closing date of the bid.

OR

The bid documents may be deposit at the Dept of Public Works : Head Office: **Room 121, Central Government Office (CGO) c/o Bosman and Madiba street.(Entrance Madiba Street) Pretoria,0001**



The Head Office and regional offices of the Department of Public Works is open **Mondays to Fridays**

07:30 – 12:30 / 13:30 – 15:30. However, if the bid is late, it will, as a rule not be accepted for consideration.

Bidders should ensure that bids are delivered timeously to the correct address.

SUBMIT ALL BIDS ON THE OFFICIAL FORMS - DO NOT RETYPE.

Bids by telegram, facsimile or other similar apparatus will not be accepted for consideration.

**SUBMIT EACH BID IN A SEPARATE SEALED ENVELOPE,
INDICATING THE TENDER NR. CLOSING DATE AND YOUR COMPANY NAME**

The Government Tender Bulletin is available on the Internet on the following web sites:

1. <http://www.treasury.gov.za>
2. <http://www.info.gov.za/documents/tenders/index.htm>

PA-04 (LS): NOTICE AND INVITATION TO BID

THE DEPARTMENT OF PUBLIC WORKS INVITES BIDDERS FOR PROVISION OF:

Property description:	Letting out of unutilised state-owned properties		
Bid no:	H23/016PF		
Advertising date:	11 December 2023	Closing date:	26 January 2024
Closing time:	11:00pm	Validity period:	84 days

1. **FUNCTIONALITY CRITERIA APPLICABLE** YES NO

Note 1: *Functionality will be applied to test the capability and capacity of the tenderer, such criteria are used to establish minimum requirements where after bids will be evaluated solely on the basis of price and preference. Failure to meet minimum functionality score will result in the tenderer being disqualified.*

Functionality criteria: ¹		Weighting factor:
Acceptable credit record: Excellent credit record: Good credit record: Fair Credit record:	5 Points 3 Points 1 Point	20
Ability to afford rental payment Proposal clearly demonstrates the applicants' ability to pay the proposed rental. In the case of business proposals, clear financial projections are provided. Proposal moderately demonstrate the applicants' ability to pay the proposed rental. In the case of business proposals, limited financial projections are provided: Proposal poorly demonstrate the applicants' ability to pay the proposed rental	5 Points 3 Points 1 Point	20
Value proposition Proposal adequately demonstrates how the department will derive value from the proposed venture: Proposal moderately demonstrates how the department will derive value from the proposed venture: Proposal fails to demonstrates how the department will derive value from the proposed venture:	5 Points 3 Points 0 Points	30
Support of local business Proposal adequately demonstrates how local businesses will be supported. Proposal somehow demonstrates how local businesses will be supported Proposal does not demonstrate how local businesses will be supported.	5 Points 3 Points 0 Points	10
Skills development Proposal adequately demonstrates how skills development will be supported: Proposal somehow demonstrates how skills development will be supported Proposal does not demonstrate how skills development will be supported	5 Points 3 Points 0 points	10

¹ The points allocated to each functionality criterion should not be generic but should be determined separately for each tender on a case by case basis.

8	<input type="checkbox"/>	An agent may bid on behalf of the owner of the Property but the responsiveness of the bid only measured on the registered owner of the property. No points will be given to the Agent unless he/she is buying a property. A copy of the mandate from the owner must be submitted with the bid documents or in case of prospective buyer the signed purchased agreement with a Title deed of the owner must be submitted. Title deed will be required if the tenderer owns the building
9	<input checked="" type="checkbox"/>	Credit ratings must be excellent, good or fair
10	<input checked="" type="checkbox"/>	All documents listed in section 6 of the TOR (Returnable documents)
11	<input type="checkbox"/>	Specify other responsiveness criteria

3.2. Indicate administrative requirements applicable for this tender. Tenderers may be required to submit the below documents where applicable.

The Employer reserves the right to request further information regarding the undermentioned criteria. Failing to submit further clarification and/or documentation within seven (7) calendar days from request or as specifically indicated, will disqualify the tender offer from further consideration.

1	<input checked="" type="checkbox"/>	Any correction to be initialled by the person authorised to sign the tender documentation as per PA 15.1 or PA 15.2 resolution of board/s of directors / or PA15.3 Special Resolution of Consortia or JV's .
2	<input checked="" type="checkbox"/>	Submission of applicable (PA-15.1, PA-15.2, PA-15.3): Resolution by the legal entity, or consortium / joint venture, authorising a dedicated person(s) to sign documents on behalf of the firm / consortium / joint venture.
3	<input checked="" type="checkbox"/>	Submission of (PA-09 (LS): List of Returnable Documents
4	<input checked="" type="checkbox"/>	Submission of (PA-11): Bidder's disclosure.
5	<input checked="" type="checkbox"/>	Submission of (PA 40): Declaration of Designated Groups for Preferential Procurement.
6	<input checked="" type="checkbox"/>	Submission of proof of Registration on National Treasury's Central Supplier Database (CSD).
7	<input type="checkbox"/>	Specify other responsiveness criteria
8	<input type="checkbox"/>	Specify other responsiveness criteria
9	<input type="checkbox"/>	Specify other responsiveness criteria

3.3. Indicate administrative requirements applicable for specific goals, Tenderers will not be required to submit the below document if not provided in the original tender proposal, Failure to comply with the criteria stated hereunder shall result in the tenderer not allocated points for specific goals.

1	<input checked="" type="checkbox"/>	Submission of (PA-16): Preference Points Claim Form in terms of the Preferential Procurement Regulations 2022
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4. Compliance with objective Criteria for Preferential Procurement, Applicable to Leasing Services only

DPWI will leverage this service not only to acquire office accommodation for its clients but also advance TRANSFORMATION, EMPOWERMENT AND ECONOMIC INCLUSION. To address the skewed property ownership patterns in the property sector, DPWI will consider and align the lease period required in this tender to the % of Black Ownership/Shareholding/Equity of the offered building/Asset as per the Lease Tenure Enhancement Model depicted in the Table or Categories below stipulated in its Property Management Empowerment Policy of 2018 before awarding this tender in accordance with Section (2) (f) (1) of the PPPFA.

<input type="checkbox"/> Category A	<p>Refers to segment where a property is owned by an enterprise(s) or individual(s) which are not less than.</p> <p>51% Black ownership 51% Black managed 51% Black controlled and</p> <p>With a BBBEE certificate status level 4 or above assessed in terms of the Property Sector Codes.</p> <p>Enterprises in this category, depending on the requirements of the User Department qualify for leases of greater than 5 years.</p>
<input type="checkbox"/> Category B	<p>Refers to segment where a property is owned by an enterprise(s) or individual(s) which have not less than.</p> <p>20% Black ownership 20% Black managed 20% Black controlled and</p> <p>With a BBBEE certificate status level 4 or above assessed in terms of the Property Sector Codes.</p> <p>Enterprises in this category, qualify for leases of a maximum 5 years.</p>
<input type="checkbox"/> Category C	<p>Refers to segment where a property is owned by an enterprise(s) or individual(s) with less than.</p> <p>20% Black ownership 20% Black managed 20% Black controlled and</p> <p>With a BBBEE certificate status level 4 or above assessed in terms of the Property Sector Codes.</p> <p>Enterprises in this category, qualify for leases of a maximum 3 years.</p>
<input type="checkbox"/> Category D	<p>Refers to property funds listed on the stock exchange</p> <ul style="list-style-type: none"> a) That qualify as listed property funds or Real Estate Investment Trusts (REITS) b) That have ownership by black individuals or black entities of more than 10% but less than 51% and c) That are managed by property asset management entities with not less than 51% Black ownership, 51% Black Management and 51% Black control. <p>Enterprises in this category, qualify for leases of a maximum 5 years.</p>

5. Method to be used to calculate points for specific goals



5.1. For procurement transaction with rand value greater than R2 000. 00 and up to R1 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> Official Municipal Rates Statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Any account or statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Lease Agreement which is in the name of the bidder.
3.	An EME or QSE which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. <p>and</p> <ul style="list-style-type: none"> Medical Certificate indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
5.	An EME or QSE which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.



5.2. For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> Official Municipal Rates Statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Any account or statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. <p>and</p> <ul style="list-style-type: none"> Medical Certificate indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</p>
5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.



5.3. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed below are applicable.

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	4	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> Official Municipal Rates Statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Any account or statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Permission To Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (mandatory)	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4. <input checked="" type="checkbox"/>	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. <p>and</p> <ul style="list-style-type: none"> Medical Certificate indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPPDSA).</p>
5. <input checked="" type="checkbox"/>	<p>OR</p> <p>An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)</p> <p>NB. (The use of this goal is mandatory however the BSC</p>	2	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.



		<p>must select either one of the two and not both</p>		
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5. COLLECTION OF BID DOCUMENTS:

Bid documents may be collected during working hours at the following address

5.1 Western Cape Province

DPWI Regional Office, Customs House, Lower Heerengracht Avenue, Cape Town, 8000

5.2 Kwa-Zulu Natal Province

DPWI Regional Office, Corner Dr Pixley KaSeme and Samora Machel Streets, Durban, 4000

5.3 Eastern Cape Province

DPWI Regional Office, Eben Donges Building, Hancock St, North End, Gqeberha, 6056

DPWI Regional Office, 29 Sutherland Street, PRD 2 Building, Mthatha, 5099

5.4 Northern Cape Province

DPWI Regional Office, Old Magistrates Court, 21-23 Market Square, Kimberley, 8300

5.5 North West Province

DPWI Regional Office, 810 Maisantwa, Luthuli Street, Unit 3, Mmabatho, 2735

5.6 Limpopo Province

DPWI Regional Office, 78 Hans Van Rensburg Street, Sanlam Building, Polokwane, 0700

5.7 Mpumalanga Province

DPWI Regional Office, 30 Brown Street, Nedbank Building, Nelspruit, 1200

5.8 Gauteng Province

DPWI Regional Office, 78 Mineralia Building, Cnr De korte and De Beer Street, Braamfontein, 2017

DPWI Regional Office, AVN Building, Cnr Thabo Sehume and Nana Sita Streets, Pretoria, 0001

5.9 Free State Province

DPWI Regional Office, 18 President Brand Street, Bloemfontein.

A non-refundable bid deposit of R **500.00** is payable, (Cash only) is required on collection of the bid documents.



- A **select** pre bid meeting with representatives of the Department of Public Works will take place at **insert address** on **dd/mm/yyyy** starting at **insert time**. Venue **insert venue**. (To be confirmed)

6. ENQUIRIES RELATED TO BID DOCUMENTS MAY BE ADDRESSED TO:

Contact person:	Mowa M	Telephone no:	0124061305
Cell no:	0712406754	Fax no:	N/A
E-mail:	Mmalenyalo.mowa@dpw.gov.za		

7. DEPOSIT / RETURN OF BID DOCUMENTS:

- 3.1. Telegraphic, telephonic, telex, facsimile, electronic and / or late tenders will not be accepted.
- 3.2. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the bid document.
- 3.3. All tenders must be submitted on the official forms – (not to be re-typed).

BID DOCUMENTS MAY BE POSTED TO:	DEPOSITED IN THE TENDER BOX AT:
<p>Mpumalanga Province</p> <p>THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 11280 Nelspruit, 1200</p> <p>Attention: Mr. Phumudzo Semani (013 1010 147) Attention: Mr. Gibert Masuku (013 753 6371)</p>	<p>Mpumalanga Province</p> <p>DPWI Regional Office, 30 Brown Street, Nedbank Building, Nelspruit, 1200</p>
<p>Gauteng Province</p> <p>THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 229 Pretoria, 0001</p> <p>Attention: Mr. Sylvester Tshilwane (012 310 5127) Attention: Ms. Mulaio Mbedzi (012 310 5211)</p>	<p>Gauteng Province</p> <p>DPWI Regional Office, AVN Building, Cnr Thabo Sehume and Nana Sita Streets, Pretoria, 0001</p>
<p>Gauteng Province</p> <p>THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X3 Braamfontein, 2017</p> <p>Attention: Ms. Maphiwe Nkosi (011 713 6004)</p>	<p>Gauteng Province</p> <p>DPWI Regional Office, 78 Mineralia Building, Cnr De korte and De Beer Street, Braamfontein,</p>
<p>Free State Province</p> <p>THE DIRECTOR -GENERAL DEPARTMENT OF PUBLIC WORKS PRIVATE BAG X 20605 Bloemfontein, 9300</p> <p>Attention: Mr. Lyndon Henney (051 408 7540) Attention: Mr. Kachinga Mosoang (051 408 7355)</p>	<p>Free State Province</p> <p>DPWI Regional Office, 18 President Brand Street, Bloemfontein.</p>



BID DOCUMENTS MAY BE POSTED TO:

Western Cape Province

THE DIRECTOR -GENERAL
DEPARTMENT OF PUBLIC WORKS
PRIVATE BAG X 9027
Cape Town, 8000

Attention: Ms. Suzy Valentines (021 402 2157)

Kwa-Zulu Natal Province

THE DIRECTOR -GENERAL
DEPARTMENT OF PUBLIC WORKS
PRIVATE BAG X 54315
Durban, 4000

Attention: Ms. Hemwathie Chunder (031 314 7098)

Eastern Cape Province

THE DIRECTOR -GENERAL
DEPARTMENT OF PUBLIC WORKS
PRIVATE BAG X 3913
Gqeberha, 6056

Attention: Ms. Noli Gqomo (041 408 2078)

THE DIRECTOR -GENERAL
DEPARTMENT OF PUBLIC WORKS
PRIVATE BAG X 5007
Mthatha, 5099

Attention: Ms. Nokwanda Malindi (047 502 7106)

Northern Cape Province

THE DIRECTOR -GENERAL
DEPARTMENT OF PUBLIC WORKS
PRIVATE BAG X 5002
Kimberley, 8300

Attention: Ms. Carmen Abrahams (053 838 52 87)

North West Province

THE DIRECTOR -GENERAL
DEPARTMENT OF PUBLIC WORKS
PRIVATE BAG X 120
Mmabatho, 2735

Attention: Mr. Zwelithini Sibanda (018 386 5211)

Limpopo Province

THE DIRECTOR -GENERAL
DEPARTMENT OF PUBLIC WORKS
PRIVATE BAG X 9469
Polokwane, 0700

Attention: Mr. Ofhani Netshitakani (015 293 8032)

DEPOSITED IN THE TENDER BOX AT:

Western Cape Province

DPWI Regional Office, Customs House,
Lower Heerengracht Avenue, Cape Town,
8000

Kwa-Zulu Natal Province

DPWI Regional Office, Corner Dr Pixley
KaSeme and Samora Machel Streets,
Durban, 4000

Eastern Cape Province

DPWI Regional Office, Eben Donges
Building, Hancock St, North End, Gqeberha,
6056

DPWI Regional Office, 29 Sutherland
Street, PRD 2 Building, Mthatha, 5099

Northern Cape Province

DPWI Regional Office, Old Magistrates
Court, 21-23 Market Square, Kimberley,
8300

North West Province

DPWI Regional Office, 810 Maisantwa,
Luthuli Street, Unit 3, Mmabatho, 2735

OR

Limpopo Province

DPWI Regional Office, 78 Hans Van
Rensburg Street, Sanlam Building,
Polokwane, 0700



8. COMPILED BY:

Mowa M		04/12/2023
Name of Property Manager	Signature	Date

ANNEXURE C

(PA FORMS)

PA-09 (LS): LIST OF RETURNABLE DOCUMENTS

Property description:	<i>Letting out of unutilised state owned properties (For individuals)</i>		
Property Manager:	Ms. Mowa M	Bid / Quote no:	H23/016PF
Receipt Number:	N/A		

1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

(Bidders may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)

Bid Document Name:	Number of Pages:	Returnable document:
Cover page	Pages	<input type="checkbox"/>
Completed Tenant/Investor Application Form(each page initialled) – Annexure Ai	Pages	<input type="checkbox"/>
SBD/PA Forms (Section 20.4; Annexure C) (PA.11; PA09 & PA.40)	Pages	<input type="checkbox"/>
Proof of Registration (CSD Pin) on Central Supplier Database (not applicable if the proposal is for residential purposes where no income will be generated);	Pages	<input type="checkbox"/>
Tax compliance status: tax status will be verified through CSD;	Pages	<input type="checkbox"/>
These TORs (each page initialled);	Pages	<input type="checkbox"/>
Certified Copy of Identity Document(s), if not an SA citizen, a copy of the permit to operate a business in South Africa must be submitted	Pages	<input type="checkbox"/>
If married, a certified copy of marriage certificate	Pages	<input type="checkbox"/>
A valid SANAS accredited B-BBEE certificate or sworn affidavit as prescribed by the B-BBEE Act (not applicable if the proposal is for residential purposes where no income will be generated);	Pages	<input type="checkbox"/>
Proof of residence (e.g. Municipal payment record and status - (Proof of payment of rates & taxes and services account);	Pages	<input type="checkbox"/>
Bank account statements for at least the last 3 months and reviewed statements for the last 3 years (if available) as input to the credit profiling of the tenant	Pages	<input type="checkbox"/>
Financial Proposal as described in Section 8.2 of Terms of reference	Pages	<input type="checkbox"/>
Business Proposal as described in Section 8.3 of Terms of reference (not applicable if the proposal is for residential purposes where no income will be generated)	Pages	<input type="checkbox"/>
A recent Consumer Credit Score & Report from a Registered Credit Bureau	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>

	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>

Name of Bidder	Signature	Date

PA-09 (LS): LIST OF RETURNABLE DOCUMENTS

Property description:	<i>Letting out of unutilised state owned properties(for Companies)</i>		
Property Manager:	Ms. Mowa M	Bid / Quote no:	H23/016PF
Receipt Number:	N/A		

1. THE BIDDER MUST COMPLETE THE FOLLOWING RETURNABLE DOCUMENTS:

(Bidders may use the "Returnable document" column to confirm documents have been completed and returned by inserting a tick)

Bid Document Name:	Number of Pages:	Returnable document:
Cover page	Pages	<input type="checkbox"/>
Completed Tenant/Investor Application Form(each page initialled) – Annexure Aii	Pages	<input type="checkbox"/>
SBD/PA Forms (Section 20.4; Annexure C) (PA.11; PA09 & PA.40)	Pages	<input type="checkbox"/>
Proof of Registration (CSD Pin) on Central Supplier Database	Pages	<input type="checkbox"/>
Tax compliance status: tax status will be verified through CSD;	Pages	<input type="checkbox"/>
Terms of reference (each page initialled);	Pages	<input type="checkbox"/>
Certified copies of company registration documentations, CIPRO certificate listing all members with respective percentages	Pages	<input type="checkbox"/>
Business profile, structure and brief history of company's past business operations	Pages	<input type="checkbox"/>
A valid SANAS accredited B-BBEE certificate or sworn affidavit as prescribed by the B-BBEE Act (see information under 7.2.8 of Terms of reference)	Pages	<input type="checkbox"/>
The mandate (resolution) authorising the representative to sign/propose/contract on behalf of the tenant must be attached. The mandate must be appropriately signed by members/directors (See information under 7.2.9 of Terms of reference)	Pages	<input type="checkbox"/>
Certified copies of Audited Financial Statements or Reviewed Statements for the last three (3) financial years unless the entity has been in operation for a lesser period (in absence of financial statements, 12 months Bank statement may be attached)	Pages	<input type="checkbox"/>
Financial Proposal as described in Section 8.2 of Terms of reference	Pages	<input type="checkbox"/>
Business Proposal as described in Section 8.3 of Terms of reference	Pages	<input type="checkbox"/>
A recent Consumer Credit Score & Report from a Registered Credit Bureau	Pages	<input type="checkbox"/>
Certified copies of ID's of all directors/shareholders or members of company or Closed Corporation	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>

	Pages	<input type="checkbox"/>
	Pages	<input type="checkbox"/>

Name of Bidder	Signature	Date

PA-11: BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest (1) in the enterprise, employed by the state?

YES / NO

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

(1) the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?

YES / NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES / NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name).....
in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

This form has been aligned with SBD4

PA-15.1: RESOLUTION OF BOARD OF DIRECTORS

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

_____ (Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

- The Enterprise submits a Bid / Tender to the Department of Public Works in respect of the following project:

_____ (Project description as per Bid / Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid / Tender Document)

- *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid / Tender, and any and all other documents and/or correspondence in connection with and relating to the Bid / Tender, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid / Tender to the Enterprise mentioned above.

	Name	Capacity	Signature
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The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP

PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

to the Department of Public Works in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid / Tender Document)

2. *Mr/Mrs/Ms: _____
in *his/her Capacity as: _____ (Position in the Enterprise)
and who will sign as follows: _____

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: _____

_____ (code)

Postal Address: _____

 _____ (code)

Telephone number: _____

Fax number: _____

	Name	Capacity	Signature
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The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed

Note:

- * Delete which is not applicable.
- NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
- In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
- Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
- Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP

PA-15.2: RESOLUTION OF BOARD OF DIRECTORS TO ENTER INTO CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the Board of *Directors / Members / Partners of:

(Legally correct full name and registration number, if applicable, of the Enterprise)

Held at _____ (place)

on _____ (date)

RESOLVED that:

1. The Enterprise submits a Bid /Tender, in consortium/Joint Venture with the following Enterprises:

(List all the legally correct full names and registration numbers, if applicable, of the Enterprises forming the Consortium/Joint Venture)

to the Department of Public Works in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ (Bid / Tender Number as per Bid / Tender Document)

2. *Mr/Mrs/Ms: _____

in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign a consortium/joint venture agreement with the parties listed under item 1 above, and any and all other documents and/or correspondence in connection with and relating to the consortium/joint venture, in respect of the project described under item 1 above.

3. The Enterprise accepts joint and several liability with the parties listed under item 1 above for the due fulfilment of the obligations of the joint venture deriving from, and in any way connected with, the Contract to be entered into with the Department in respect of the project described under item 1 above.
4. The Enterprise chooses as its *domicilium citandi et executandi* for all purposes arising from this joint venture agreement and the Contract with the Department in respect of the project under item 1 above:

Physical address: _____

_____ (code)

Postal Address: _____

 _____ (code)

Telephone number: _____

Fax number: _____

	Name	Capacity	Signature
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The bidding enterprise hereby absolves the Department of Public Works from any liability whatsoever that may arise as a result of this document being signed

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must, where possible, be signed by all the Directors / Members / Partners of the Bidding Enterprise.
3. In the event that paragraph 2 cannot be complied with, the resolution must be signed by Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (attach proof of shareholding / ownership hereto).
4. Directors / Members / Partners of the Bidding Enterprise may alternatively appoint a person to sign this document on behalf of the Bidding Enterprise, which person must be so authorized by way of a duly completed power of attorney, signed by the Directors / Members / Partners holding a majority of the shares / ownership of the Bidding Enterprise (proof of shareholding / ownership and power of attorney are to be attached hereto).
5. Should the number of Directors / Members / Partners exceed the space available above, additional names and signatures must be supplied on a separate page.

ENTERPRISE STAMP

PA-15.3: SPECIAL RESOLUTION OF CONSORTIA OR JOINT VENTURES

RESOLUTION of a meeting of the duly authorised representatives of the following legal entities who have entered into a consortium/joint venture to jointly bid for the project mentioned below: *(legally correct full names and registration numbers, if applicable, of the Enterprises forming a Consortium/Joint Venture)*

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

Held at _____ *(place)*

on _____ *(date)*

RESOLVED that:

RESOLVED that:

- A. The above-mentioned Enterprises submit a Bid in Consortium/Joint Venture to the Department of Public Works in respect of the following project:

(Project description as per Bid /Tender Document)

Bid / Tender Number: _____ *(Bid / Tender Number as per Bid /Tender Document)*

PA-15.3: Special Resolution of Consortia or Joint Ventures

B. *Mr/Mrs/Ms: _____
in *his/her Capacity as: _____ (Position in the Enterprise)

and who will sign as follows: _____

be, and is hereby, authorised to sign the Bid, and any and all other documents and/or correspondence in connection with and relating to the Bid, as well as to sign any Contract, and any and all documentation, resulting from the award of the Bid to the Enterprises in Consortium/Joint Venture mentioned above.

C. The Enterprises constituting the Consortium/Joint Venture, notwithstanding its composition, shall conduct all business under the name and style of:

D. The Enterprises to the Consortium/Joint Venture accept joint and several liability for the due fulfilment of the obligations of the Consortium/Joint Venture deriving from, and in any way connected with, the Contract entered into with the Department in respect of the project described under item A above.

E. Any of the Enterprises to the Consortium/Joint Venture intending to terminate the consortium/joint venture agreement, for whatever reason, shall give the Department 30 days written notice of such intention. Notwithstanding such decision to terminate, the Enterprises shall remain jointly and severally liable to the Department for the due fulfilment of the obligations of the Consortium/Joint Venture as mentioned under item D above.

F. No Enterprise to the Consortium/Joint Venture shall, without the prior written consent of the other Enterprises to the Consortium/Joint Venture and of the Department, cede any of its rights or assign any of its obligations under the consortium/joint venture agreement in relation to the Contract with the Department referred to herein.

G. The Enterprises choose as the *domicilium citandi et executandi* of the Consortium/Joint Venture for all purposes arising from the consortium/joint venture agreement and the Contract with the Department in respect of the project under item A above:

Physical address: _____

_____ (Postal code) _____

Postal Address: _____

_____ (Postal code) _____

Telephone number: _____

Fax number: _____

PA-15.3: Special Resolution of Consortia or Joint Ventures

	Name	Capacity	Signature
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The bidding enterprise hereby absolves the Department of Public Works & Infrastructure from any liability whatsoever that may arise as a result of this document being signed.

Note:

1. * Delete which is not applicable.
2. **NB:** This resolution must be signed by all the Duly Authorised Representatives of the Legal Entities to the consortium/joint venture submitting this tender, as named in item 2 of Resolution PA-15.2.
3. Should the number of the Duly Authorised Representatives of the Legal Entities joining forces in this tender exceed the space available above, additional names, capacity and signatures must be supplied on a separate page.
4. Resolution PA-15.2, duly completed and signed, from the separate Enterprises who participate in this consortium/joint venture, must be attached to this Special Resolution (PA-15.3).



PA-16: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **Preference Points System to be applied**

(tick whichever is applicable).

- The applicable preference point system for this tender is the **80/20** preference point system.
- The applicable preference point system for this tender is the **90/10** preference point system.
- Either the **90/10 or 80/20** preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 **Points for this tender shall be awarded for:**

1.3.1 **Price; and**

1.3.2 **Specific Goals**

1.4 **The maximum points for this tender are allocated as follows:**

CHOOSE APPLICABLE PREFERENCE POINT SCORING SYSTEM	<input type="checkbox"/> 80/20	<input type="checkbox"/> 90/10
PRICE	80	90
SPECIFIC GOALS	20	10
Total points for Price and Specific Goals	100	100

1.5 Breakdown Allocation of Specific Goals Points

1.5.1. For procurement transaction with rand value greater than R2 000, 00 and up to R1 Million (Inclusive of all applicable taxes) the specific goals listed in table 1 below are applicable.

Table 1

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> • SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> • Official Municipal Rates Statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> • Any account or statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> • Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> • Lease Agreement which is in the name of the bidder.
3.	An EME or QSE which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> • SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> • SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. <p>and</p>

			<ul style="list-style-type: none"> • Medical Certificate indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> • South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> • National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).
5.	An EME or QSE which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> • ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.



1.5.2. For procurement transaction with rand value greater than R1 Million and up to R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 2 below are applicable.

Table 2

Serial No	Specific Goals	Preference Points Allocated out of 20	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	<ul style="list-style-type: none"> • SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<p>Or</p> <ul style="list-style-type: none"> • Official Municipal Rates Statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> • Any account or statement which is in the name of the bidder.

			<p>Or</p> <ul style="list-style-type: none"> • Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> • Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (Mandatory)	4	<ul style="list-style-type: none"> • SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4.	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> • SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. <p>and</p> <ul style="list-style-type: none"> • Medical Certificate indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> • South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</p>
5.	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> • ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

1.5.3. For procurement transaction with rand value greater than R50 Million (Inclusive of all applicable taxes) the specific goals listed in table 3 below are applicable.



NB. The use of one of goal numbers' 4 or 5 is mandatory. The BSC must select either one of the two, but not both.

Table 3

Serial No	Specific Goals	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	4	<ul style="list-style-type: none"> • SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	<ul style="list-style-type: none"> • Official Municipal Rates Statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> • Any account or statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> • Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> • Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (mandatory)	2	<ul style="list-style-type: none"> • SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4. <input type="checkbox"/>	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	<ul style="list-style-type: none"> • SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. <p>and</p>

				<ul style="list-style-type: none"> • Medical Certificate indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> • South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</p>
	OR			
5.	<input type="checkbox"/>	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	<ul style="list-style-type: none"> • ID Copy and SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable

Black people mean Africans, Coloureds and Indians, who - (a) are citizens of the Republic of South Africa by birth or descent; or (b) became citizens of the Republic of South Africa by naturalisation - (i) before 27 April 1994; or (ii) on or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalisation prior to that date. (BROAD-BASED BLACK ECONOMIC EMPOWERMENT ACT No 25899, 2003 of 9 JANUARY 2004).

- 1.6 Failure on the part of the tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals, if the service provider/ tenderer did not submit proof or documentation required to claim for specific goals will be interpreted to mean that preference points for specific goals are not claimed.
- 1.7 The organ of state reserves the right to require of a service provider/tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal

- of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1. THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
 Pt = Price of tender under consideration
 Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1,2 and 3 above as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which

states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 4: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.)

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people	4	10		
2. Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area	2	2		
3. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black women	2	4		

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
4. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black people with disability	2	2		
5. An EME or QSE (or any entity for procurement transaction with rand value greater than R1 Million) which is at least 51% owned by black youth.*	2	2		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;

- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

PA- 40: DECLARATION OF DESIGNATED GROUPS

Tender no: **H23/015PF**

Name of Tenderer

EME¹ QSE² Non EME/QSE (tick applicable box)

1. LIST ALL PROPRIETORS, MEMBERS OR SHAREHOLDERS BY NAME, IDENTITY NUMBER, AND CITIZENSHIP AND DESIGNATED GROUPS.

Name and Surname #	Identity/ Passport number and Citizenship##	Percentage owned	Black	Indicate if youth	Indicate if woman	Indicate if person with disability	Indicate if living in Rural (R) / Under Developed Area (UD) / Township (T) / Urban (U).	Indicate if military veteran
1.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.		%	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> R <input type="checkbox"/> UD <input type="checkbox"/> T <input type="checkbox"/> U	<input type="checkbox"/> Yes <input type="checkbox"/> No

Where Owners are themselves a Company, Close Corporation, Partnership etc, identify the ownership of the Holding Company, together with Registration number State date of South African citizenship obtained (not applicable to persons born in South Africa)

¹ EME: Exempted Micro Enterprise

² QSE: Qualifying Small Business Enterprise



PA- 40: DECLARATION OF DESIGNATED GROUPS

Tender no: **H23/015PF**

2. DECLARATION:

The undersigned, who warrants that he/she is duly authorized to do so on behalf of the Tenderer, hereby confirms that:

- 1 The information and particulars contained in this Affidavit are true and correct in all respects;
- 2 The Broad-based Black Economic Empowerment Act, 2003 (Act 53 of 2003), Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000), National Small Business Act 102 of 1996 as amended and all documents pertaining to this Tender were studied and understood and that the above form was completed according to the definitions and information contained in said documents;
- 3 The Tenderer understands that any intentional misrepresentation or fraudulent information provided herein shall disqualify the Tenderer's offer herein, as well as any other tender offer(s) of the Tenderer simultaneously being evaluated, or will entitle the Employer to cancel any Contract resulting from the Tenderer's offer herein;
- 4 The Tenderer accepts that the Employer may exercise any other remedy it may have in law and in the Contract, including a claim for damages for having to accept a less favourable tender as a result of any such disqualification due to misrepresentation or fraudulent information provided herein;
- 5 Any further documentary proof required by the Employer regarding the information provided herein, will be submitted to the Employer within the time period as may be set by the latter;

Signed by the Tenderer

Name of representative	Signature	Date

ANNEXURE A1

(APPLICATION FORMS: INDIVIDUALS)



PROPERTY MANAGEMENT TRADING ENTITY

**APPLICATION FORM FOR
LETTING OF STATE OWNED PROPERTIES**

TYPE OF APPLICATION

Type of Application (Pleas tick)	New Lease:		Extension Period of existing lease:	
	Renewal of Lease:		Addendum to the main lease:	
	Have you visited the property and gained access?		Date of viewing of the property:	

APPLICANT DETAILS (as an entity)

Company Name:				
Is the entity CSD registration (Yes /No)		Attach full detail CSD registration report		
Company registration no:		Attached Company documents <i>(if the entity is no CSD registered):</i>		
Contact Person Full Names:				
Do you have the legal capacity to act on behalf of Company? Yes or no		Attached Signed Board Resolution: Yes or no		Attached audited financial statements for the last 3 years: Yes or No
Office Tell no:			Cell no:	
Physical address: (attach proof of address)				
Postal address:				
Email:				



APPLICANT DETAILS (as an individual)

Full Names:						
ID Number (attach certified ID copy):		Date of Birth:		Marital Status (if applicable):	Single	Married
					<input type="checkbox"/>	<input type="checkbox"/>
<i>If marital status is Married, please indicate (tick the following)</i>	Married in community of property:		Married out of community of property:		Customary marriage:	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Number:		Work number:		Home Number:		
Email:						

Physical Address: Unit No and Name: Street No and Name: City: Region: Country: Code: (attach proof of address)	

Postal Address: Unit No and Name: Street No and Name: City: Region: Country: Code:	

CREDIT HISTORY AND CLEARANCE RECORD

Permission granted to perform credit checks: (Yes / No)	
Three Months Banks Statements Attached (Yes / No)	
Three Months Payslip Attached (Yes / No/ Not applicable)	
Audited Financial Statements for the last three years attached (Yes/ No/ Not applicable)	



APPLICATION DETAILS (as per the attached brochure – list of properties)

Property Province:

Lot No/Stand No.

Property description:

Date of Application:

Application Reference:

Any additional information:

DETAIL OF PURPOSE OF APPLICATION:

Proposed Use of property

Size of land or Building required (m²)

Number of People that will occupy building/stand

Amount of parking required (if applicable)

Detailed Description of Purpose:

RENTAL OFFER

Monthly Rental offered

R

Escalation rate %

Duration of contract (no of months)

Estimated start date of the lease agreement:

Estimated End date of the lease agreement:



APPENDIX B – CONSENT FORM

I, the undersigned applicant hereby consent that, and authorise the Department of Public Works or its appointed agent to, at all times:-

- a) contact, request and obtain information from any credit provider (or potential credit provider) or registered credit bureau relevant to an assessment of the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the tenant;
- b) furnish information concerning the behaviour, profile, payment patterns, indebtedness, whereabouts, and creditworthiness of the tenant to any registered credit bureau or to any credit provider (or potential credit provider) seeking a trade reference regarding the tenant's dealings with the landlord in accordance with its Debtors Policy.

➤ **Name:**
(print your full name and surname please)

➤ **ID no.:**
(please provide a copy of your ID Document)

➤ **Residential address:**
.....
.....
.....

➤ **Telephone numbers:**
(H)
(C)
(E-mail)

Signature

Date:

ANNEXURE Aii

(APPLICATION FORMS: COMPANIES)

2.1 **Annexure A - Tenant/Investor Application**

Type of Application: (Please Tick)	Renewal of Existing Lease		New Lease	
QUESTIONNAIRE PART A: COMPANY DETAILS				
Tenant: Company Details				
Name of Company				
Company/CC/ Trust Registration Number				
Company Address				
Vat Registration Number				
Contact Person				
Years in Business				
ID Number				
Email				
Mobile Number				
Telephone Office				
Banking Details:				
Bank				
Branch				
Branch code				

Account Number	
Account Type	
Nature of Business (select max 3 options)	Select with x
Fish Processing and Packaging	
Manufacturing and Engineering Services	
Maintenance and Repair	
Marine Transport (Commercial and Leisure)	
Pipelines & Pump houses	
Fuel	
Aquaculture (On Land)	
Mari culture (Off Land)	
Tourism	
Sport and Recreation	
Hospitality	
Food and Beverage	
Rescue, Safety and Security	
Commercial (offices, retail, hospitality)	
Retail	
Waste management	

Government Services	
Other (please elaborate)	
Type of Company / Firm	Select with x
Partnership/Joint Venture / Consortium	
One person business/sole proprietor	
Close Corporation	
Company (Pty) Limited	
Public Enterprise (Listed on Stock Exchange)	
International Company	
Non - Profit Organisation	
Enterprise Classification	Select with x
Micro Enterprise (Annual Turnover less than R1m)	
Very Small Enterprise (Annual Turnover of \geq R1m and $<$ R10m)	
Small Enterprise (Annual Turnover \geq R10m but Less than R50m)	
Medium & Large Enterprise (Turnover \geq R50m)	
BBBEE Level	State Scorecard Type (Generic/QSE/EME) and Level. Select with x
Level 1	

Level 2				
Level 3				
Level 4				
Level 5				
Level 6				
Level 7				
Level 8				
Non-Compliant				
Equity Distribution of Company	Indicate %			
% Black				
% White				
% Black Women				
% Black Youth (18 - 35 Years)				
% Black Disabled				
% Local Community Owned / Community Based Organisation or Cooperative				
QUESTIONNAIRE PART B: FUNDING AND CONTRIBUTION TO GDP				
Description	Previous financial Year	Current financial Year	Projected Next financial Year	Additional info/details

Funding/Investments				
Private Funding/Investment/Loans				
(Please specify Company/Organization - if possible)				
Private Equity	R -	R -	R -	
Bank Loans	R -	R -	R -	
Equity (Shares)	R -	R -	R -	
Government Grants (Please specify Department)	R -	R -	R -	
Government Incentives (Please specify Department)	R -	R -	R -	
Foreign Investment (Please specify Country)	R -	R -	R -	
Other Funding/Investments/Loans (Please specify)	R -	R -	R -	
Total value of Goods and Services				
Gross Annual Revenue	R -	R -	R -	
Gross Annual Export Revenue	R -	R -	R -	
Annual Cost (Excluding Salaries & wages)	R -	R -	R -	

QUESTIONNAIRE PART C: JOB CREATION

Tenants to complete the Job Creation Table A for the Current Year. Tenants to duplicate and complete Table B for each Year of the Proposed Lease Period.

Definitions / Meaning

Part Time Jobs	A part-time job is a form of employment that carries fewer hours per week than a full-time job.
Casual Jobs	Workers who are employed in irregular employment also known as day laborers. Don't receive the benefits of permanent employees
Seasonal Jobs	Seasonal employees fall under the category of part-time employees who work only a few months of the year (during peak demands). Seasonal employees typically don't receive insurance or retirement benefits or qualify for vacation time.
Professional	Professional workers are those with specialised educational training. Traditionally, they have to complete a 4 year degree in college, or more. Most, if not all, have to take a licensure examination in order to practice. Most have to register with a Professional Body
Skilled	Skilled work requires workers to use their judgment to make decisions and may require them to measure, calculate, read, or estimate. Skilled work often has specific qualifications such as educational degrees or professional training and usually requires intellectual reasoning and problem-solving skills. It typically takes six months to a year or more to learn a skilled job.
Semi-Skilled	Semi-skilled work requires paying attention to detail or protecting against risks but it doesn't include complex job duties. Semi-skilled work doesn't require a person to have advanced training or education and typically takes between three and six months to fully learn a semi-skilled job.
Unskilled	Unskilled work involves simple tasks and doesn't usually require one to exercise judgment. It typically requires only a month or less to learn.

Section C1: Existing Jobs	Current Financial Year					
Job Classification	Black	Black Women	Black Disabled	Black Youth (18-35)	White	Total
Permanent Jobs						
Management						
Supervisory						
Professional						
Skilled						
Semi-Skilled						
Unskilled						
Total Permanent Jobs						
Part Time Jobs						
Management						
Supervisory						
Professional						
Skilled						
Semi-Skilled						
Unskilled						
Total Part Time Jobs						

Casual Jobs						
Management						
Supervisory						
Professional						
Skilled						
Semi-Skilled						
Job Classification	Black	Black Women	Black Disabled	Black Youth (18-35)	White	Total
Unskilled						
Total Casual Jobs						
Seasonal Jobs						
Management						
Supervisory						
Professional						
Skilled						
Semi-Skilled						
Unskilled						
Total Seasonal Jobs						

Section C2: Forecasted Job Creation	Financial Year 20__					
Job Classification	Black	Black Women	Black Disabled	Black Youth (18-35)	White	Total
Permanent Jobs						
Management						
Supervisory						
Professional						
Skilled						
Semi-Skilled						
Unskilled						
Total Permanent Jobs						
Part Time Jobs						
Management						
Supervisory						
Professional						
Skilled						
Semi-Skilled						
Unskilled						

Total Part Time Jobs						
Casual Jobs						
Management						
Supervisory						
Professional						
Skilled						
Semi-Skilled						
Job Classification	Black	Black Women	Black Disabled	Black Youth (18-35)	White	Total
Unskilled						
Total Casual Jobs						
Seasonal Jobs						
Management						
Supervisory						
Professional						
Skilled						
Semi-Skilled						
Unskilled						
Total Seasonal Jobs						

QUESTIONNAIRE PART D: SKILLS DEVELOPMENT

The Skills Development Section Consists of 4 Sub-sections:

- D1 - Employee Skills Development during the current Financial Year
 - D2 - Forecasted Employee Skills Development for each year of the Proposed Lease Period
 - D3 - Skills Development for Unemployed People during the current Financial Year
 - D4 - Forecasted Skills Development for Unemployed People for each year of the Proposed Lease Period
-
1. Tenants to insert additional lines under each type of training if required and add all Training Programmes
 2. Tenants to complete the Employee Skills Development Table (D1) for the Current Financial Year.
 3. Tenants to duplicate and complete the Forecasted Employee Skills Development Table (D2) for each Year of the Proposed Lease Period.
 4. Tenants to complete the Unemployed Skills Development Table (D3) for the Current Financial Year.
 5. Tenants to duplicate and complete the Forecasted Unemployed Skills Development Table (D4) for each Year of the Proposed Lease Period. Tenants to duplicate and complete Table D2 for each Year of the Proposed Lease Period.

Learnerships (State NQF No and Title)									
Adult Basic Education & Training									
Basic Literacy									
Other									
Totals									
Leviable Amount For the Current Financial Year									

QUESTIONNAIRE PART E: PROPERTY & LEASE DETAILS

Property Details	
Property Description	
Concession/Servitude Type	
Street name and number (If applicable)	
Title Deed number	
GPS Coordinates	
Extent (m2) of land	
Extent (m2) of building	
Type of Structure	
Property Use by Tenant (warehouse/manufacturing/servitude/retail etc.)	
Municipality	
Name of Local Municipality	
Name of District Municipality	
Municipal Account Number	
Lease Details	
First date of Occupation	
Current Lease Start Date	

Current Lease End Date	
Monthly Lease Amount	

QUESTIONNAIRE PART F: PROPERTY SURVEY (Complete 1 for each Property on PLOT/ERF)

Building Description:							
ASSESSMENT RATINGS:							
Category A	The building has not shown any signs of damages and it satisfies all the safety and regulatory standards.						
Category B	The building is visibly damaged but can be repaired and strengthened to satisfy the safety and regulatory standards.						
Category C	The building is badly damaged and it is not feasible to conduct repairs and other alternatives must be examined.						
Item	A	B	C	Photos (Attached)	Comments (compulsory)		
1. Walls							
2. Doors							
3. Windows							
4. Floors (Carpets, tiles etc.)							
5. Ceilings							
6. Roofs & Gutters							
7. Basins & Taps							
8. Toilets							

22. Signage						
23. Emergency Exit						
PHOTOGRAPHS AND COMMENTS ARE COMPULSORY AND MUST BE ATTACHED						
GENERAL NOTES AND OBSERVATIONS						
Compiler (Name & Surname)						
					Date compiled	Signature of compiler



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE FOR FOR LETTING-OUT OF STATE OWNED PROPERTIES:

PROPERTY MANAGEMENT TRADING ENTITY

TENDER NO. H23/016PF

ISSUE DATE: 11.12.2023

TIME: 11:00pm

CLOSING DATE: 26.01.2024

TIME: 11:00pm

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1 INTERPRETATIONS, ABBREVIATIONS & DEFINITIONS

INTERPRETATIONS & DEFINITIONS	
Term	Description
Revised B-BBEE Codes of Good Practice	Means the Revised B-BBEE Codes of Good Practice, 2015 as published by the Department of Trade & Industries
Closed RFP	A Closed Request For Proposal, inviting existing Tenants only to submit a Proposal.
Head	Deputy Director General/Regional Manager or delegate
Letting out (Lease) agreement	An agreement entered into between the state and a tenant for the lease of state property.
Leviable Amount	"Leviable Amount" bears the meaning as defined in the Skills Development Levies Act of 1999 as determined in accordance with the provisions of the Fourth Schedule to the Income Tax Act The leviable amount means the total amount of remuneration, paid or payable, or deemed to be paid or payable, by an employer to its employees.
Local Community	The people within a specific Municipality, District or Region
Local Economic Development	Local economic development (LED) is a multi-dimensional and multi-sectoral process through which the skills, resources and ideas of local stakeholders are combined to stimulate local economies to respond innovatively to changes in the national and global economic environment to attain as an end result, job creation, poverty alleviation and the redistribution of wealth
Market-Related Rental	Refers to rental that can be achieved in the market between a prospective tenant and a prospective landlord on the date of acceptance. Either a fixed fee or turnover fee or combination of both
The Department	Shall mean the Department of Public Works and Infrastructure operating at the national level
ABBREVIATIONS	
B-BBEE	Broad-Based Black Economic Empowerment
CC	Closed Corporation
CSD	Central Supplier Database
DPWI	Department of Public Works and Infrastructure operating at a national level
EME	Exempt Micro Enterprise as defined in the B-BBEE Act 53/2013
ID	Identity Document
JV	Joint Venture
NPAT	Net Profit after Tax
PMTE	Property Management Trading Entity
QSE	Qualifying Small Enterprise as defined in the B-BBEE Act 53/2013
RFP	Request for Proposal (This document)
LED	Local Economic Development
REC	Regional Evaluation Committee
RBAC	Regional Bid Adjudication Committee
SEDF	Spatial and Economic Development Framework Plans
VAT	Value-Added Tax in terms of the VAT Act 89 of 1991 together with all amendments thereto and all regulations published thereunder from time to time

2 PURPOSE

The purpose of these Terms of Reference is to clarify the nature of proposals and or Information required from prospective applicants interested in leasing state-owned properties for revenue generation purposes.

3 BACKGROUND

The Property Management Trading Entity (PMTE) was established by DPWI to ensure that state owned properties are managed in an efficient and effective manner as per GIAMA principles. The Immovable state-owned property portfolio has various types of properties and those include but not limited to: industrial, commercial, functional (Offices), residential and vacant land; farms and **Specialised Properties** (example: airstrips; High masts, Security cluster).

The PMTE needs to ensure that state-owned properties not currently used for its core mandate (unutilised assets) are optimally utilized to generate revenue for the State. It must ensure that the disposal of vacant state owned properties stimulate economic activity, create jobs and reduce government expenditure through the letting out, development and re-development. In order to achieve the set goals, it is imperative that existing letting out agreements are reviewed and new investment opportunities are identified, pursued and concluded without delay.

4 THE INVITATION

The invitation is applicable to state-owned properties under custodian of DPWI within the borders of South Africa. The invitation to submit proposals is extended to all the various types of stakeholders listed below.

4.1 Private Sector Investors / Tenants

The Department offers opportunities to the following Tenant/Investor categories to submit an Application (Business Proposal) to the Department as per the instructions, requirements and terms outlined in this document:

- 4.1.1 Existing tenants who wish to apply for the renewal (continuation) of their lease agreements;
- 4.1.2 Interested Investors / Tenants who wish to apply for the leasing and development or re-development of vacant State Owned Premises; and
- 4.1.3 Interested Investors/Individuals who had previously applied to DPWI for letting-out (leasing) of specific premises/ properties;

4.2 Spheres & Entities of Government

- 4.2.1 Spheres and entities of Government must apply directly to DPWI for their accommodation requirements.
- 4.2.2 Government/State-owned entities who are leasing (renting) Properties from DPWI don't have to comply with this process provided they:
 - 4.2.2.1 Offer a market related rental, or a rental which is acceptable to the department; and
 - 4.2.2.2 Agree that the costs associated with development or re-development of the property and maintenance and repairs of the property are for the entity's account;

4.3 Non-governmental Organisations (NGOs)

- 4.3.1 Interested Non-governmental organisations must submit an application (Business Proposal) to the Department as per the instructions, requirements and terms outlined in this RFP document
- 4.3.2 Non-governmental Organisations who are already leasing (renting) Properties from DPWI must submit an application (Business Proposal) to the Department as per the instructions, requirements and terms outlined in this RFP document.

5 THE APPLICATION PROCESS

- 5.1 The invitation, application & evaluation process, requirements, initial submission date and responses required from Tenants / Investors are identical for all interested parties as listed in Section 3.1 above.
- 5.2 Interested Investors / Tenants who wish to apply, in accordance with the stipulations of these TORs, for the letting of state owned properties must note that:
 - 5.2.1 The invitation is applicable to the list of properties attached to the Tender advert, which can also be found on the National Department of Public Works and Infrastructure Website (<http://www.publicworks.gov.za>),
 - 5.2.1.1 The existing list of vacant properties can be viewed and downloaded on the National Public Works Website: www.publicworks.gov.za;
 - 5.2.1.2 Each property is identified by a unique description /reference number. This reference number/unique description is to be used to access and download detailed information regarding a specific property;
 - 5.2.1.3 Tenants/Investors can submit proposals for any of the listed properties at relevant DPWI Regional Office (as listed in section 9.2 below).
 - 5.2.2 Interested Investors are to submit their proposals concerning the listed properties between the advertisement date and the **closing date (before 11:00 am)** at relevant DPWI Regional Office (as listed in section 9.2 below).

- 5.2.3 Briefing Sessions will be held for those interested investors who wish to attend; the date for the Briefing sessions is published on the advert.
- 5.2.4 The venues for the Briefing Sessions are as listed in section 9.2 below.

6 GENERAL CONDITIONS

- 6.1 The Tenant / Investor must be registered on Central Supplier Database (CSD).
- 6.2 The Tenant/ Investor must ensure that he/she acquaints himself/herself with the correct information on the property notwithstanding the information provided by the state. The state will not be held liable for any salient problems or hidden defects that was not known during the due diligence performed by the Tenant.
- 6.3 All Tenants /Investors will be subjected to a credit, affordability and risk assessment. Only Tenants/ Investors with an acceptable score will be considered. Tenants / Investors are required to submit a recent Business/Consumer Credit Score & Report from a Registered Credit Bureau. The credit bureau report is for the tenant's own account.
- 6.4 The Tenant/Investor will be subjected to a financial due diligence evaluation. The purpose of the evaluation is to assess affordability and financial condition of the Tenant/Investor. The Department will only enter into an agreement with a Tenant/Investor who is financially solvent.
- 6.5 An evaluation fee of **1%** of the total value of the investment Proposal might be charged for Proposals with an investment value of R100m and above. Individual Tenants will be contacted after submission of proposals, if the evaluation fee is applicable. Evaluation fees to be paid in the DPWI Bank account as stated in **Section 9.4.**
- 6.6 The Department will contract with the successful Tenant/ Tenant by signing a lease agreement.
- 6.7 The Department will negotiate performance measures with the successful tenant; these performance measures will be incorporated into the lease agreement under the Tenant's obligation schedule.
- 6.8 Broad Based Black Economic Empowerment (B-BBEE) is applicable to this TOR, as set out in the **Preferential Procurement Regulation, 2022.**
- 6.9 The Department is not liable for any costs incurred in the preparation and submission of proposals.
- 6.10 The Department, at its sole discretion, reserves the right to interview the Tenant/Investor for clarification on any issue pertaining to the Tenant's / Investor's RFP documentation and to further negotiate with the Tenant /Investor on any aspect related to the proposal.
- 6.11 The submission of a proposal shall presume complete acceptance of all the conditions and requirements stipulated in this document.
- 6.12 The Department is not bound to accept any proposals and reserves the right to accept any proposal in whole or in part.

7 MANDATORY REQUIREMENTS (Returnable Documents):

The following documents (per type of Legal Entity) must be submitted with the bid. For ease of reference a list of all returnable documents to be submitted with this Bid is listed in **Annexure D** to this document.

7.1 Individuals

- 7.1.1 Proof of Registration (CSD Pin) on Central Supplier Database (not applicable if the proposal is for residential purposes where no income will be generated);
- 7.1.2 Tax compliance status: tax status will be verified through CSD;
- 7.1.3 These TORs (each page initialled);
- 7.1.4 Certified Copy of Identity Document(s)
 - 7.1.4.1 If not an SA citizen, a copy of the permit to operate a business in South Africa must be submitted;
- 7.1.5 If married, a certified copy of marriage certificate: If married in community of property, both parties must sign the RFP documents. If married out of community of property without the accrual system, only the Tenant must sign the RFP documents;
- 7.1.6 A valid SANAS accredited B-BBEE certificate or sworn affidavit as prescribed by the B-BBEE Act (not applicable if the proposal is for residential purposes where no income will be generated):
 - 7.1.6.1 Tenants/ Investors who are classified as a QSE (in terms of the B-BBEE Act) to submit a B-BBEE Certificate and associated B-BBEE Verification Report in terms of the Specialised QSE Scorecards and a declaration of ownership status (black, black women, youth, disabled people).
- 7.1.7 Proof of residence (e.g. Municipal payment record and status - (Proof of payment of rates & taxes and services account);
- 7.1.8 Bank account statements for at least the last 3 months and reviewed statements for the last 3 years (if available) as input to the credit profiling of the tenant;
- 7.1.9 Financial Proposal as described in **Section 8.2**;
- 7.1.10 Business Proposal as described in **Section 8.3** (not applicable if the proposal is for residential purposes where no income will be generated);
- 7.1.11 Completed Tenant/Investor Application Form – **Annexure A** to this document;
- 7.1.12 SBD/PA Forms (Section 20.4; **Annexure C**) to be completed and signed. The SBD/PA Forms are applicable to procurement as well as letting-out (leasing) proposals. The use of the word Bidder also means tenant / investor. Tenants must sign to accept all declarations in this TOR document; and
- 7.1.13 A recent Consumer Credit Score & Report from a Registered Credit Bureau.

7.2 Other Legal Entities (Companies, Closed Corporations and Joint Ventures) must submit:

- 7.2.1 Proof of registration (CSD Pin) on CSD;
- 7.2.2 Tax compliance: tax status would be verified through CSD;
- 7.2.3 A copy of VAT registration certificate to be submitted, in the event that the Tenant/ Investor is a registered VAT vendor;
- 7.2.4 This TOR Document (each page initialled);
- 7.2.5 Certified copy of company registration documentation. If the Tenant / Investor is a company, certified copies of all the relevant registration documents must be submitted. CIPRO certificate listing all members with respective percentages;
- 7.2.6 Business profile, structure and brief history of company's past business operations;
- 7.2.7 Certified copies of ID's of all directors/shareholders or members of company or Closed Corporation;
- 7.2.8 A valid original copy of B-BBEE certificate or sworn affidavit as prescribed by the B-BBEE Act:
 - 7.2.8.1 Tenants / Investors who are classified as an EME (in terms of the B-BBEE Act) must submit an affidavit declaring that their turnover is less than R10 million and their ownership status (black, black women, youth, disabled people);
 - 7.2.8.2 Tenants / Investors who are classified as a QSE (in terms of the B-BBEE Act) must submit a B-BBEE certificate and associated B-BBEE verification report in terms of the Specialised QSE Scorecards and a declaration of ownership status (black, black women, youth, disabled people);
 - 7.2.8.3 All other Tenants / Investors to submit their original and valid B-BBEE status level verification certificate and associated B-BBEE Verification Report; and
- 7.2.9 The mandate (resolution) authorising the representative to sign/propose/contract on behalf of the tenant must be attached. The mandate must be appropriately signed by members/directors:
 - 7.2.9.1 In the case of a joint venture or consortium at least one director/ member of each party to the joint venture or consortium must give consent to give authorisation for signatory;
 - 7.2.9.2 In the event that a mandate to sign is not completed by all directors/ members of the enterprise, the signature of any one of the directors or members to the proposal will bind all the directors/ members of the enterprise and will therefore render the proposal valid;
 - 7.2.9.3 In the event that a non-member/ non-director to the enterprise sign this declaration, and no authority is granted, it will automatically invalidate the proposal; and

- 7.2.9.4 Joint Venture - In the event of a consortia/joint ventures, a signed agreement by all parties (detailing the split responsibilities) must be submitted with the Proposal;
- 7.2.10 Certified copies of Audited Financial Statements or Reviewed Statements for the last three (3) financial years unless the entity has been in operation for a lesser period;
- 7.2.11 Completed Tenant/Investor Application Form – **Annexure A** to this document;
- 7.2.12 Financial Proposal as described in **Section 8.2**;
- 7.2.13 Business Proposal as described in **Section 8.3**;
- 7.2.14 SBD Forms (Section 20.4; **Annexure C**) to be completed and signed. The SBD Forms are applicable to procurement as well as letting-out (leasing) proposals. The use of the word Bidder also means tenant/ investor; and
- 7.2.15 A recent Business Credit Score & Report from a Registered Credit Bureau.

8 Information required from Tenants / Investors

8.1 All applicants are required to submit all documents outlined in the List of Returnable Documents (**Section 7**) of these TOR.

8.2 Financial Proposal

There are three rental payment models applicable to the TOR. Tenants are to note the correct rental model applicable as basis for their Financial Proposal.

8.2.1 Financial Model for Micro Enterprises (Annual Turnover Less than R1m):

- 8.2.1.1 Propose a fixed monthly rental amount for the first year taking note that an annual escalation percentage not below the CPI will apply.
- 8.2.1.2 Electricity, water, sanitation, refuse removal and security are not to be included to the proposed monthly rental amount. These expenses are for the Tenant's own account.
- 8.2.1.3 Propose cost for Re-development (upgrade/renovations) of the property and exterior and interior maintenance and repairs of the property where necessary.
- 8.2.1.4 If the financial offer received is believed not to be reasonable, the Department may negotiate the offer submitted with the intention to come to a reasonable and acceptable offer.

8.2.2 Financial Model for Specialised Properties like Communication Towers, Billboards and Servitudes etc.:

- 8.2.2.1 Propose a fixed monthly rental amount for the first year taking note that an annual escalation percentage not below the CPI will apply.
- 8.2.2.2 Electricity, water, sanitation, refuse removal and security are not to be included to the proposed monthly rental amount. These expenses are for the Tenant's own account.

8.2.2.3 Propose cost for Re-development (upgrade/renovations) of the property and exterior and interior maintenance and repairs of the property where necessary.

8.2.2.4 If the financial offer received is believed not to be reasonable, the Department may negotiate the offer submitted with the intention to come to a reasonable and acceptable offer.

8.2.3 Financial Model for All Other Tenants:

8.2.3.1 Propose a fixed monthly rental amount for the first year taking note that an annual escalation percentage not below the CPI will apply.

8.2.3.2 Projected turnover numbers (the basis for the revenue share model) to be included in the calculation.

8.2.3.3 The Tenant to propose basis for validation of monthly/annual turnover.

8.2.3.4 Turnover rental (8.2.3.2 & 8.2.3.3) is not applicable if the proposal is for residential purposes where no income will be generated

8.2.3.5 Electricity, water sanitation, refuse removal and security are **not to be** included to the proposed monthly rental amount. These expenses are for the Tenant's own account.

8.2.3.6 Propose cost for Re-development (upgrade/renovations) of the property and exterior and interior maintenance and repairs of the property where necessary.

8.2.3.7 If the financial offer received is believed not to be reasonable, the Department may negotiate the offer submitted with the intention to come to a reasonable and acceptable offer.

8.3 Business Proposal

8.3.1 The value proposition/business proposal must be submitted in the form of a business plan (BP)

8.3.2 The Business Plan to be tailored to the intended use of the Property. Each Tenant/Investor will be evaluated against the relevant scorecard based on the Tenant/Investor classification. The BP must cover all criteria and elements in sufficient detail as per the relevant scorecard.

8.3.3 The BP must be well structured with relevant sections. The business proposal to cover at least the following items (where applicable):

8.3.3.1 Company Profile;

8.3.3.2 Intended use of the Property and Company experience & capacity relating to the intended use;

8.3.3.3 A high level project plan and methodology:

(a) Design (inclusive of Environmental Impact Assessment (EIA), Required Licences and Approvals), Build and Operate components to be covered and estimated / proposed time lines for each to be provided. If an EIA was not done for the property / premises, Tenant/ Investor to provide the estimated period required to complete the EIA. If development is

envisaged in phases over a period of time please include phases, timelines and estimated costs;

- (b) Value addition to the Property or Development / Re-Development of the Property. Cover any improvements/developments / value additions (list items/activities/ estimated time lines and associated cost) the Tenant / Investor intends to do on the property;
- (c) Conceptual diagrams or plans available at this stage;
- (d) Indicate the period of cost recovery and profit requirements in the business plan;
- (e) Proof of capability to raise and secure funding for the proposed development/business by availing of the following documents:
 - i. Letter from a registered financial institution confirming financial capacity to execute the project; and
 - ii. Latest audited financial statements for the last three (3) financial years.
- (f) Indicate buildings/improvements which will revert to the Department after expiration of the Letting-out Agreement. This additional information is called the value proposition. The Department will not compensate the tenant/investor for improvements before or after the Letting Agreement. All costs must be recovered during the lease term or the loss will be for the account of the tenant/investor;
- (g) The Tenant/Investor must acknowledge that the property does not include leaseback options to government;
- (h) It is the successful tenant's / Investor's responsibility to comply and provide the following at their own cost:
 - i. Design and design development;
 - ii. Council plans, submission and scrutiny fees;
 - iii. Consultant appointments and fees;
 - iv. Technical specification and detailing;
 - v. Environmental Impact Assessment and required licences and approvals;
 - vi. All construction materials to be SABS certified and proof of accreditation to be provided;
 - vii. Link and connection to existing services infrastructure- Electrical, data, fire, security, water, drainage and sewerage;
 - viii. ICT connection, equipment and switches; and
 - ix. Application and funding of possible municipal infrastructure

8.3.3.4 Financial model for the proposed business/development:

Details to be provided in the Financial Model will depend on the rental model applicable to the Tenant / Investor and the extent, cost and timeline of the proposed development / refurbishment of the property. It may include:

- (a) Cash Flow Model;
- (b) Construction Cost;
- (c) Maintenance Cost;
- (d) Business Operations Cost;
- (e) Equipment & Machinery (where applicable);
- (f) The Period of cost recovery and net income projections;
- (g) The proposed monthly rental to DPWI. Projected turnover numbers (the basis for the revenue share model) to be included in the calculation;
- (h) The value of the proposed investment / value-addition;

8.3.3.5 Tenant's/ Investor's Transformation and Local Economic Development status, targets and plans:

- (a) Each Tenant / Investor must address the specific transformation and local economic development elements, as per the scorecard;
- (b) The main elements to be addressed are: job creation, skills development and local community development;
- (c) Forecasted targets in the above areas of focus must include current results (scores) as per the B-BBEE Verification report;
- (d) Elements to be addressed in alignment of the B-BBEE Amended Codes of Good Practice;
- (e) All Tenants must submit Valid B-BBEE certificates and associated B-BBEE Verification Reports as per **Section 7** of the document. If current B-BBEE Level is lower than 4, please indicate targeted Level and associated timelines to achieve the targeted level;
- (f) Targets and Development Plans to be linked to Revenue forecasts, Business Strategies and Property Value additions (where applicable). Where proposals include development of the property, tenant to also address transformation targets during the construction phase inclusive of sub-contracting to local Micro and Small Enterprises; and
- (g) Development plans to include actions, timelines and targets; noting that agreed targets and development plans will be incorporated to the Tenant's obligation Schedule as part of the lease agreement and will be monitored over the letting-out period.

9 COLLECTION OF DOCUMENTS

- 9.1 The documents are available for download on National Treasury e-tenders (www.etenders.gov.za) and the DPWI's website (<https://www.publicworks.gov.za>) **for free.**
- 9.2 The documents are available for collection at the National Department Public Works and Infrastructure Head office and at the following Regional Offices upon payment of a non-refundable deposit:

- 9.2.1 **Western Cape Province**
 - 9.2.1.1 DPWI Regional Office, Customs House, Lower Heerengracht Avenue, Cape Town, 8000
- 9.2.2 **Kwa-Zulu Natal Province**
 - 9.2.2.1 DPWI Regional Office, Corner Dr Pixley KaSeme and Samora Machel Streets, Durban, 4000
- 9.2.3 **Eastern Cape Province**
 - 9.2.3.1 DPWI Regional Office, Eben Donges Building, Hancock St, North End, Gqeberha, 6056
 - 9.2.3.2 DPWI Regional Office, 29 Sutherland Street, PRD 2 Building, Mthatha, 5099
- 9.2.4 **Northern Cape Province**
 - 9.2.4.1 DPWI Regional Office, Old Magistrates Court, 21-23 Market Square, Kimberley, 8300
- 9.2.5 **North West Province**
 - 9.2.5.1 DPWI Regional Office, 810 Maisantwa, Luthuli Street, Unit 3, Mmabatho, 2735
- 9.2.6 **Limpopo Province**
 - 9.2.6.1 DPWI Regional Office, 78 Hans Van Rensburg Street, Sanlam Building, Polokwane, 0700
- 9.2.7 **Mpumalanga Province**
 - 9.2.7.1 DPWI Regional Office, 30 Brown Street, Nedbank Building, Nelspruit, 1200
- 9.2.8 **Gauteng Province**
 - 9.2.8.1 DPWI Regional Office, 78 Mineralia Building, Cnr De korte and De Beer Street, Braamfontein, 2017
 - 9.2.8.2 DPWI Regional Office, AVN Building, Cnr Thabo Sehume and Nana Sita Streets, Pretoria, 0001
- 9.2.9 **Free State Province**
 - 9.2.9.1 DPWI Regional Office, 18 President Brand Street, Bloemfontein
- 9.3 **The cost of the tender document (application) is as follows:**
 - 9.3.1 R500 for individuals; informal & micro businesses and co-operatives.
- 9.4 Tenants / Investors to pay the non-refundable deposit at the respective Regional office (see 9.2).
- 9.5 The tender documents are available in both paper and soft copy format;
- 9.6 Detailed Property Information (for each property listed) can be viewed and downloaded on the Department of Public Works and infrastructure Website (www.publicworks.gov.za) and the National Treasury e-tenders (www.etenders.gov.za).

10 SUBMISSION AND RECEIPT OF COMPLETED PROPOSALS

- 10.1 The completed Tender Documents must be submitted in a sealed envelope endorsed with the relevant Tender number and Property Reference Number or Property description(Erf number or Farm name/number) must be deposited in the Tender boxes at the locations stated above on or before 11H00am on the closing date;
- 10.2 Proposals which are late or submitted by facsimile or electronically, will not be accepted;
- 10.3 The tender box will be opened at 11h00 on the closing date at the indicated Regional Offices (Refer to Section 8.2 of this document);
- 10.4 The Public may be present during the opening process;
- 10.5 Names of all applicants shall be read out during the opening process; and
- 10.6 There will be no individual acknowledgements of received proposals. All tenants / investors/Applicants will be contacted at the end of the evaluation process.

11 ADMINISTRATIVE COMPLIANCE CHECK (SIFTING) OF PROPOSALS

All Mandatory Returnable Documents as listed in Section 6 must be provided. Exclusion of any one of these documents will result in immediate disqualification. Applicants'/Tenants' submitted RFP's will be evaluated for compliance with the following requirements:

- 11.1 The relevant completed "Schedule of Returnable Documents" (Section 20.3. **Annexure D**) must be submitted. Documents will be evaluated for completeness, validity and signature;
- 11.2 All forms, annexures, and addendums shall be signed and returned with the RFP document as a whole. Each Page must be signed or initialled on all documentation submitted;
- 11.3 All copies required as per this TOR must be submitted;
- 11.4 Applicants/Tenants must be an individual or legal entity or partnership or joint venture or consortia;
- 11.5 The Applicant/Tenant shall not remove any part of the application forms, re-arrange pages or re-capture their application on any new forms;
- 11.6 No applications will be considered unless submitted on the official "Application Form" issued by the Department;
- 11.7 Applicants/Tenants are advised to insert "N/A" in areas where requested information, condition or instruction does not apply to them;
- 11.8 Any amendments made by the Tenant/Applicant must be initialled. The use of correcting fluid is prohibited and the use thereof will lead to disqualification;
- 11.9 All proposals must comply with the above requirements. Failure to comply with one or any of the above requirements, will result in the proposal be deemed as not responsive and will therefore NOT be considered further; and

- 11.10 Completed Section 20.3; (Annexure D - Returnable Schedule) to be submitted with the listed Returnable Forms and Supporting Documents.

12 RFP EVALUATION PROCESS

12.1 Evaluation Methodology

12.1.1 The Regional Evaluation Committee (REC)/ National Evaluation Committee (NEC) will perform the evaluation of the submitted Proposals.

12.1.2 The PMTE will utilise the following evaluation methodology and criteria in selecting a preferred service provider:

12.1.2.1 Stage 1: Responsiveness

- (a) Step 1: Administrative responsiveness / returnable documents
- (b) Step 2: Credit, Affordability and Risk Assessment;

12.1.2.2 Stage 2: Evaluation of Financial Proposal and Value Proposition (Scorecard Application).

- (a) Step 3: Minimum threshold for Functional Criteria

12.1.2.3 Stage 3: Finalisation and Post evaluation phase

- (a) Step 4: Weighted scoring
- (b) Step 5: Post tender negotiation
- (c) Step 6: Award and signing of lease agreement / contract

12.2 Guidelines for Evaluation

12.2.1 Stage 1: Responsiveness

12.2.1.1 Step 1: Administrative responsiveness

- (a) All submitted bids will be assessed for compliance with the administrative responsive criteria as stipulated in sections 7 and 11 of this document
- (b) Only proposals which satisfy the administrative requirements will be assessed for the next steps

12.2.1.2 Step 2: Credit, Affordability & Risk Assessment

- (a) This assessment is to ensure compliance with the DPWI Rental Debtor Policy and the National Credit Amended Act (NCAA).
- (b) Assessment applies to individuals as well as to all other legal entities.
- (c) The objectives of the assessment is to ensure:
 - i. The Tenant can afford the rental payment;
 - ii. The Tenant has an acceptable credit record; and
 - iii. The Tenant is financially solvent
- (d) The Credit Affordability & Risk Assessment will be based on a "Credit Profiling Tool". Separate tools will be applied to individuals and other legal entities.
- (e) The tools consists of various elements and a weighing and point scale is allocated to each element. Allocated points for all elements are

consolidated to derive at a consolidated score, rating and recommendation.

- (f) Credit Profiling Tool for individuals refers to:
 - i. Number of years in business;
 - ii. Sureties and or Bank Guarantees;
 - iii. Security Deposit - a deposit equal to 2 (two) months rental payment;
 - iv. Financial condition of the Individual;
 - v. Bank rating code;
 - vi. Consumer Credit Score & Report from a registered Credit Bureau;
 - vii. Trade References and or accounts held;
 - viii. Reference previous/ current Landlord or proof of up to date rental payments if existing Tenant. Tenants whose Rental payments are in arrears will be penalised through the scoring system; and
 - ix. Payment status and history Municipal services account. Up to date municipal payments are a critical requirement.
- (g) Credit Profiling Tool for other legal entities refers to:
 - i. Entity type;
 - ii. Years in business;
 - iii. Securities / Bank Guarantees provided;
 - iv. Security Deposit - a deposit equal to 2 (two) months rental payment;
 - v. Balance Sheet;
 - vi. Bank rating code;
 - vii. Rental Turnover Ratio (Monthly rental/ Monthly turnover = %);
 - viii. Trading Entity growth;
 - ix. Acid test ratio (current asset value/current liabilities);
 - x. Trade References and or accounts held;
 - xi. Reference previous/ current Landlord or proof of up to date rental payments if existing Tenant. Tenants whose Rental payments are in arrears will be penalised through the scoring system;
 - xii. Payment status and history Municipal services account. Up to date municipal payments are a critical requirement; and
 - xiii. Business Credit Score & Report from a registered Credit Bureau.
- (h) Inputs to the "Credit Profiling Tool" are the documents and information as requested per Annexure D (Returnable Schedule of Documents).
- (i) It is the responsibility of the tenant to contact a registered Credit Bureau to conduct the credit check:
 - i. The tenant to provide the required documents to the Credit Bureau;
 - ii. The Cost of the Background & Credit Check is for the Tenant's own account;
 - iii. Registration of Credit Bureaus which are regulated by the National Credit Regulator;
 - iv. Below is a non-exhaustive list of Registered Credit Bureaus in South Africa:

- Compuscan;
 - Consumer Profile Bureau (CPB);
 - Cred-IT Data Risk Management Solutions;
 - Experian;
 - Inoxico;
 - Lexis Nexis Risk Management Services;
 - Tenant Profile Network (TPN);
 - TransUnion; and
 - Xpert Decision Systems (XDS).
- (j) The output of the Credit, Affordability & Risk Assessment is a consolidated score, rating and recommendation.
- (k) There are 5 possible outcomes:
- i. Excellent;
 - ii. Good;
 - iii. Fair;
 - iv. Poor; and
 - v. Very Poor
- (l) Only Tenants rated as Fair; Good and Excellent will be accepted and evaluated further.
- (m) Tenants rated as Poor and Very Poor will be deemed as not responsive and won't be evaluated further.

12.2.2 Stage 2 (Step 3): Evaluation of Financial Proposal and Value Proposition (Scorecard Application)

- 12.2.2.1** Only submitted proposals which have passed the Credit, Affordability & Risk Assessment in Stage 1, will be evaluated further.
- 12.2.2.2** Evaluation consists of Quantitative and Qualitative Evaluation Criteria.
- 12.2.2.3** Evaluation is based on a Scorecard indicating criteria, elements, maximum scores per element.
- 12.2.2.4** Evaluation (irrespective of Business Classification) will be conducted against the following main criteria:
- (a) Acceptable credit record
 - (b) Ability to afford rental payment;
 - (c) Value proposition; and
 - (d) Transformation and Local Development Contribution, Targets & Development which comprises of:
 - i. Support of local business;
 - ii. Skills development; and
 - iii. Job Creation
- 12.2.2.5** The scorecard below will be used to evaluate functionality:

FUNCTIONALITY CRITERIA		WEIGHING FACTOR
Acceptable credit record:		
Excellent credit record:	5 Points	20
Good credit record:	3 Points	

Fair Credit record:	1 Point	
Ability to afford rental payment Proposal clearly demonstrates the applicants' ability to pay the proposed rental. In the case of business proposals, clear financial projections are provided.	5 Points	20
Proposal moderately demonstrate the applicants' ability to pay the proposed rental. In the case of business proposals, limited financial projections are provided:	3 Points	
Proposal poorly demonstrate the applicants' ability to pay the proposed rental	1 Point	
Value proposition Proposal adequately demonstrates how the department will derive value from the proposed venture:	5 Points	30
Proposal moderately demonstrates how the department will derive value from the proposed venture:	3 Points	
Proposal fails to demonstrates how the department will derive value from the proposed venture:	0 Points	
Support of local business Proposal adequately demonstrates how local businesses will be supported.	5 Points	10
Proposal somehow demonstrates how local businesses will be supported	3 Points	
Proposal does not demonstrate how local businesses will be supported.	0 Points	
Skills development Proposal adequately demonstrates how skills development will be supported:	5 Points	10
Proposal somehow demonstrates how skills development will be supported	3 Points	
Proposal does not demonstrate how skills development will be supported	0 points	
Job creation Proposal adequately address opportunities for job creation:	5 Points	10
Proposal somehow addresses opportunities for job creation:	3 Points	
Proposal does not address nor demonstrates any opportunities for job creation	0 points	
Total		100
Minimum functionality score to qualify for further evaluation		50

12.2.3 Stage 3 (Step 4): Weighted scoring

12.2.3.1 Calculation of points:

(a) Calculation of points will be done in line with National Treasury Preferential Procurement regulations 2022

The formulae to be utilised in calculating points scored for price are as follows: 80/20 preference points system for income contracts, disposal and leasing of state assets with Rand value equal to or below R50 million, inclusive of all applicable taxes.

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right);$$

Where:

P_s = Points scored for price of tender under consideration

P_t = Price /Rental proposed by tender under consideration; and

P_{max} =Price of highest acceptable tender

90/10 preference points system for income generating contracts, disposal and leasing of state assets with a Rand value above R 50 million, inclusive of all applicable taxes:

$$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right);$$

Where:

P_s = Points scored for price of tender under consideration

P_t =Price /Rental proposed by tender under consideration; and

P_{max} =Price of highest acceptable tender

A maximum of 20/ 10 points may be awarded to a tenderer for the specific goal(s) specified in the tender.

Points scored for specific goal(s) must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.

Subject to section 2(1) (f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

12.2.3.2 Allocation of points for specific goals will be done in line with the Preferential procurement regulations of 2022, as shown in the table below:

No	Specific Goals	Preference Points Allocated out of 20	Preference Points Allocated out of 10	Documentation to be submitted by bidders to validate their claim
1.	An EME or QSE or any entity which is at least 51% owned by black people (Mandatory)	10	4	<ul style="list-style-type: none"> SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.

2.	Located in a specific Local Municipality or District Municipality or Metro or Province area for work to be done or services to be rendered in that area (Mandatory)	2	2	<ul style="list-style-type: none"> • Official Municipal Rates Statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> • Any account or statement which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> • Permission to Occupy from local chief in case of rural areas (PTO) which is in the name of the bidder. <p>Or</p> <ul style="list-style-type: none"> • Lease Agreement which is in the name of the bidder.
3.	An EME or QSE or any entity which is at least 51% owned by black women (mandatory)	4	2	<ul style="list-style-type: none"> • SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable.
4. *	An EME or QSE or any entity which is at least 51% owned by black people with disability (Mandatory)	2	2	<ul style="list-style-type: none"> • SANAS Accredited BBBEE Certificate or Sworn Affidavit where applicable. <p>and</p> <ul style="list-style-type: none"> • Medical Certificate indicating that the disability is permanent. <p>Or</p> <ul style="list-style-type: none"> • South African Social Security Agency (SASSA) Registration indicating that the disability is permanent. <p>Or</p> <p>National Council for Persons with Physical Disability in South Africa registration (NCPDPSA).</p>

5. *	An EME or QSE or any entity which is at least 51% owned by black youth (Mandatory)	2	2	<ul style="list-style-type: none"> ID Copy and SANAS Accredited BBEE Certificate or Sworn Affidavit where applicable
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* Where preference points are allocated out of 10 (90/10 system) then either of No. 4 or 5 is applicable.

13 PROPOSAL EVALUATION

- 13.1 The relevant Evaluation Committee will evaluate the Financial and Value Propositions against the relevant Scorecards.
- 13.2 The evaluation committee reserves the right to involve relevant representatives of any Government entities in the evaluation of proposals.
- 13.3 The evaluation committee reserves the right to interview the Tenant/Investor for clarification on any issue pertaining to the Tenant's Proposal and to further negotiate with the Tenant any aspect before finalisation of the evaluation process.
- 13.4 Scorecards will be completed and checked before they are signed off by the relevant evaluation committee.
- 13.5 The evaluation committee will compile a Renewal Recommendation to relevant Adjudication Committee for consideration and decision.

14 ADJUDICATION

- 14.1 It is the role of the Adjudication Committee to provide quality assurance function and an oversight role.
- 14.2 The Bid Adjudications Committee will ensure that:
 - 14.2.1 All necessary proposal documents have been submitted;
 - 14.2.2 An open, fair, equitable, transparent and cost effective process has been followed;
 - 14.2.3 Disqualifications are justified and that valid and accountable reasons / motivations were furnished for passing over of proposals;
 - 14.2.4 Scoring has been fair, consistent and correctly calculated and applied; and
 - 14.2.5 The Financial Offer received from the Tenant is deemed to be reasonable and meets the department's expectations.
- 14.3 The Adjudication Committee may reject a recommendation from evaluation committee for any of the following reasons:
 - 14.3.1 An open, fair and transparent process has not been followed;
 - 14.3.2 The Financial Offer received from the Tenant is not reasonable or does not meet the department's expectations;
 - 14.3.3 The current or intended use of the property is inappropriate.

15 APPROVAL PROCESS

- 15.1 If the rental recommendation has been accepted by the relevant Adjudication Committee, the Committee will make a recommendation for approval.
- 15.2 If the rental recommendation is accepted, the tenant will be granted provisional approval to commence negotiations of the letting-out/lease agreement.
- 15.3 The Department will negotiate performance measures with the successful tenant. These performance measures will be incorporated to the lease agreement under the Tenant's obligation schedule.
- 15.4 Value propositions, targets and development plans will be incorporated to the lease agreement under the Tenant's obligation schedule.
- 15.5 Reporting requirements, mechanisms and intervals will also be negotiated and agreed.
- 15.6 If the tenant fails to contract within the following time frames the Provisional Approval will lapse:
 - 15.6.1 Within 3 months of provisional approval.
 - 15.6.2 The PMTE may extend the contracting time-frames where necessary through a formal request.
- 15.7 The Department reserves the right to negotiate the extension of the lease for a period in consultation with the successful Tenant for a further period, without going to an open RFP process.
- 15.8 The final letting-out agreement will be signed by the Director-General or his delegated authority.

16 CONTRACT IMPLEMENTATION

- 16.1 The first month's rental will be payable in advance prior to occupation of the property.
- 16.2 The property will be handed over to the successful Tenant/Investor on the date of occupation, after the Lease has been signed by all relevant parties. The risk in the property will pass to the successful Tenant on date of occupation as well as all profit and loss therein.
- 16.3 Once the contract is awarded to the Tenant, the Tenant will immediately become responsible for all aspects of management of the property including security, maintenance and operations irrespective of whether the Tenant uses the property.
- 16.4 The Tenant will be responsible for the payment of utilities. These includes electricity, water sanitation and refuse removal.
- 16.5 The successful Tenant will be responsible for all costs associated with the provision or connection of services to the property.
- 16.6 The let-out premises must comply with all relevant statutory and local government regulations. The onus is on the Tenant to ensure that the

- establishment/operation/development complies with all relevant regulations (including zoning) and laws and has the relevant documentation to prove as such. The Department is not responsible for any costs incurred for such compliance.
- 16.7 The successful Tenant will be responsible for the maintenance of the exterior and interior of the property for the duration of the lease period. Any repairs, renovations and maintenance have to be done subject to the standards of the DPWI and/or the Local Authority.
- 16.8 Any fixed improvements to the site will become the property of the Department without any compensation to be paid to the Tenant at the termination of the lease period.
- 16.9 The Department shall not be liable in any manner in respect of any claims, damages, accidents and injuries to persons, property or rights or any other courses of civil or criminal action that may arise from the carrying out of this contract. Liability insurance is suggested for business.
- 16.10 It may be required from the Tenant to submit proof of insurance or any other valid form of indemnification to the Department for scrutiny. Failure to do so within 21 (twenty one) days of the signing of the contract of lease of this RFP will be deemed to be a material breach of this contract and may render the contract null and void.
- 16.11 The Tenant shall insure his / her / their personnel and any plant, machinery or other mechanical or electronic equipment involved in the fulfilment of this contract and shall indemnify the Department against all risks or claims which may arise.

17 ENQUIRIES

- 17.1 Enquiries related to this TOR can be directed to the Project Manager; and
- 17.2 Viewing of properties will be arranged with the relevant Regional Office.

Site No	Unique No	Property Description	Street Address	Province	Region	Town/Suburb	Property type
100000018166	86907	ERF 40 Bedford	2 Hope Street	Eastern Cape	Port Elizabeth	Bedford	
100000018188	83752	Portion of ERF 83 Cathcart	Robinson Road	Eastern Cape	Port Elizabeth	Cathcart	
100000018451	84792	ERF 663 Humansdorp	01 Protea Street	Eastern Cape	Port Elizabeth	Humansdorp	
100000019408	85091	ERF 336 Molteno	71 Piet Retief Street	Eastern Cape	Port Elizabeth	Molteno	
100000018659	84919	ERF 2592 King Williams Town	105 Amatola Row	Eastern Cape	Port Elizabeth	King William's Town	
100000018607	84927	Erf 3228 King Williams Town	34 Gould Street	Eastern Cape	Port Elizabeth	King William's Town	
100000018554	85083	Erf 3377 King Williams Town	20 President Swart	Eastern Cape	Port Elizabeth	King William's Town	
100000018675	84896	Erf 3554 King Williams Town	3 Amakhaya Row	Eastern Cape	Port Elizabeth	King William's Town	
100000019409	272153	ERF 351 Molteno	43 Piet Retief	Eastern Cape	Port Elizabeth	Molteno	
100000019409	272153	ERF 352 Molteno	41 Piet Retief	Eastern Cape	Port Elizabeth	Molteno	
100000019409	272153	ERF 377 Molteno	18 Brounger Street	Eastern Cape	Port Elizabeth	Molteno	
100000018643	84908	ERF 2585 King William's Town	88 Durban Street	Eastern Cape	Port Elizabeth	King William's Town	
100000018602	85002	ERF 3369 King William's Town	21 Piet Retief Street	Eastern Cape	Port Elizabeth	King William's Town	
100000018985	273492	ERF 1401 Sommerset East	5 Francis Street	Eastern Cape	Port Elizabeth	Sommerset East	
100000018876	87718	Farm Progress No. 6, Portion 13	NONE	Eastern Cape	Port Elizabeth	Port Elizabeth	
100000018956	83056	Erven 11 - 15 Sommerset East	NONE	Eastern Cape	Port Elizabeth	Sommerset East	
100000019067	88371	ERF 1698 Stutterheim	Brownlee Street	Eastern Cape	Port Elizabeth	Stutterheim	
100000019069	87993	ERF 1651 Stutterheim	Louisa Street	Eastern Cape	Port Elizabeth	Stutterheim	
100000019074	87526	ERF 1203 Stutterheim	Geoffrey Street	Eastern Cape	Port Elizabeth	Stutterheim	
100000019071	88721	ERF 1708 Stutterheim	Hill Street	Eastern Cape	Port Elizabeth	Stutterheim	
600000010007	92265	ERF 31788 East London	Dr Zahn Road West bank Doc	Eastern Cape	Port Elizabeth	East London	
100000018145	90257	ERF 362 Port Alfred		Eastern Cape	Port Elizabeth	Port Alfred	
100000018146	91061	ERF 363 Port Alfred		Eastern Cape	Port Elizabeth	Port Alfred	
100000018040	81621	ERF 616 Port Adelaide	6 Plein Street	Eastern Cape	Port Elizabeth	Adelaide	
100000018892	91939	ERF 1975 Bethelsdorp		Eastern Cape	Port Elizabeth	Bethelsdorp	
100000018145	87377	Portion of Farm Mansfield No. 341 Port Alfred		Eastern Cape	Port Elizabeth	Port Alfred	
100000018145	87004	Portion of Farm Mansfield No. 341 Port Alfred		Eastern Cape	Port Elizabeth	Port Alfred	
100000035935	757271	Portion 2 of the farm Kabis No. 27 Namaqualand Registration Division (999,9994ha)		Northern Cape	Kimberley		Land
100000035938	808221	Remainder of the Farm Abbasas No. 26 Namaqualand Registration Division (3 883,5009ha)		Northern Cape	Kimberley		Land
100000035937	807381	Portion 1 of the Farm Abbasas No. 26 Namaqualand RD (4 197,9694ha)		Northern Cape	Kimberley		Land
100000035936	2970391	Portion 2 of the Farm Abbasas No. 26 Namaqualand RD (3 945,2371ha)		Northern Cape	Kimberley		Land

100000038245	304433	Erf 1382 (0,9746ha)	ARBEID STREET VAN NIEKERK STREET	Northern Cape	Kimberley	JAN KEMPDORP	Miscellaneous Structure
100000036289	318922	ERF 89 HERTZOGVILLE	39	Free State	Bloemfontein	HERTZOGVILLE	HOUSE
100000036527	304096	ERF 1446 SASOLBURG	17 GROBLER STREET	Free State	Bloemfontein	SASOLBURG	VACANT ERF
100000019436	2974091	Erf 13, Lady Frere	Stokwe Street	Eastern Cape	Mthatha	Lady Frere	
100000010815	47316	Ah 26 Doreg		Gauteng	Pretoria	Akasia	Vacant/Unutilised Land
100000010955	295695	Grootvlei 272 Jr Portion 123	Tambotie	Gauteng	Pretoria	Akasia	Vacant/Unutilised Land
100000010948	295884	Grootvlei 272 Jr Portion 321	Station	Gauteng	Pretoria	Akasia	Vacant/Unutilised Land
100000010952	295886	Grootvlei 272 Jr Portion 322	Station	Gauteng	Pretoria	Akasia	Vacant/Unutilised Land
100000010951	295887	Grootvlei 272 Jr Portion 323	Station	Gauteng	Pretoria	Akasia	Vacant/Unutilised Land
100000010949	295893	Grootvlei 272 Jr Portion 325	Station	Gauteng	Pretoria	Akasia	Vacant/Unutilised Land
100000010944	295895	Grootvlei 272 Jr Portion 326	Station	Gauteng	Pretoria	Akasia	Vacant/Unutilised Land
100000010946	295903	Grootvlei 272 Jr Portion 328	Station	Gauteng	Pretoria	Akasia	Vacant/Unutilised Land
100000010947	295904	Grootvlei 272 Jr Portion 329	Station	Gauteng	Pretoria	Akasia	Vacant/Unutilised Land
100000013114	302289	434 JQ Uitvalgond Portion 30		Gauteng	Pretoria	Akasia	Vacant/Unutilised Land
100000010345	50341	Erf 197 Riviera	86 Tandler Street	Gauteng	Pretoria	Riviera	Vacant/Unutilised Land
100000010346	50397	Erf 198 Riviera	94 Tandler Street	Gauteng	Pretoria	Riviera	Vacant/Unutilised Land
100000011021	291824	268 Jr Klipfontien Portion 183		Gauteng	Pretoria	Farm Klipfontien	Vacant/Unutilised Land
100000010373	46400	Erf 409Hermanstad	649 Rood street	Gauteng	Pretoria	Pretoria	Vacant land
100000010374	46435	Erf 410Hermanstad	649 Rood street	Gauteng	Pretoria	Pretoria	Vacant land
100000010950	2958921	Portion 324 of the Farm Grootvlei 272 JR		Gauteng	Pretoria		unutilised land
100000010953	2959061	Portion 332 Of The Farm Grootvlei No. 272 JR		Gauteng	Pretoria		unutilised land
100000010440	453311	Erf 431, Lyttleton Manor	No.291 Selbourne Ave	Gauteng	Pretoria	Lyttleton	unutilised land
100000012890	138971	Erf 234 (260), Meyers Park	127 Margartha Street	Gauteng	Pretoria	Meyers Park	structural defect; this house might need to be demolished
100000010954	2959051	Portion 331 of The Farm Grootvlei 272 JR		Gauteng	Pretoria		unutilised land
100000010447	486721	ERF 1032, NO. 154 JAN ELLIS AVENUE, DANVILLE		Gauteng	Pretoria	Danville	unutilised land
100000010446	486231	ERF 1031 NO. 154 JAN ELLIS AVENUE, DANVILLE		Gauteng	Pretoria	Danville	unutilised land
1284801	41245	Erf 2535 Lephallale	31 Essenhout Crescent	Limpopo	Polokwane	Lephallale	Land
UPC	41293	Erf 2567 Lephallale	75 Fontein Crescent	Limpopo	Polokwane	Lephallale	Land
UPC	41197	Erf 2478 Lephallale	46 Fontein Crescent	Limpopo	Polokwane	Lephallale	Land
100000028445	44786	Erf 330 Mokopane	Ruter Road 104 and 106	Limpopo	Polokwane	Mokopane	Land
UPC	37946	Erf 388 Nylstroom	Kerk Street	Limpopo	Polokwane	Nylstroom	Land
100000028967	135872	Erf 258 Thabazimbi	11 Frikie Meyer Street	Limpopo	Polokwane	Thabazimbi	HOUSE
UNIQUE NUMBER	475531	PORTION 8 (PORTION OF PORTION 3) OF FARM ARMSTERDAM 208 KT		Limpopo	Polokwane	Hoedspruit	
200000049953	51941	A PORTION OF FARM BATAVIA 176 KP		Limpopo	Polokwane	Farm Batavia	
100000034449	146775	Erf 71 Charl Cilliers	Corner Wilson and Cilliers Street	Mpumalanga	Nelspruit	Charl Cilliers	
100000034450	146781	Erf 72 Charl Cilliers	Cilliers Street	Mpumalanga	Nelspruit	Charl Cilliers	
100000034451	146790	Erf 73 Charl Cilliers	Cilliers Street	Mpumalanga	Nelspruit	Charl Cilliers	
100000034447	146792	Erf 136 Charl Cilliers	Corner Botha and Oosthuizen Street	Mpumalanga	Nelspruit	Charl Cilliers	
100000034448	146798	Erf 224 Charl Cilliers	Viljoen Street South	Mpumalanga	Nelspruit	Charl Cilliers	
100000033055	48582	Erf 532 Hendrina	Corner Premier and Viljoen Street	Mpumalanga	Nelspruit	Hendrina	
100000034574	48146	Erf 533 Hendrina	5 Viljoen Street	Mpumalanga	Nelspruit	Hendrina	
100000034570	47936	Erf 559 Hendrina	1 Mouton Street	Mpumalanga	Nelspruit	Hendrina	
200000065834	41306	Erf 308 Komatipoort	Corner Rissik Street and Bok Street	Mpumalanga	Nelspruit	Komatipoort	
100000035192	312773	Erf 1206, Botleng Ext 14	Havard Place	Mpumalanga	Nelspruit	Delmas	Vacant
100000037980	2299	Erf 459, Morgenzon	9 Marthar and Albert Street	Mpumalanga	Nelspruit	Morgenzon	Vacant
100000035095	14212	Erven 17 and 19, Morgenzon	17 and 19 De Jager Street	Mpumalanga	Nelspruit	Morgenzon	Unutilised Residential House

10000037493	1730111	MPUMALANGA : NELSPRUIT : PTN OF PTN 4 OF FARM DRIEFONTEIN 297 JS.		Mpumalanga	Nelspruit	Farm Driefontein	
Not found	41450	ERF 3138 PORTION 0 OF RE WITBANK EXT 16. WITBANK		Mpumalanga	Nelspruit	Witbank X 16	
10000011164	1280041	Erf 376 Dalview		Gauteng	Johannesburg		
10000011699	1298211	Erf 998 Kenmare		Gauteng	Johannesburg	Kenmare	
10000011362	1272661	Erf 492 Heidelberg		Gauteng	Johannesburg	Heidelberg	
10000011960	1275201	Erf 2752 Witpoortjie		Gauteng	Johannesburg	Vereeniging	
10000011610	1286811	Erf 23, Pine Park	8 Windeena Avenue	Gauteng	Johannesburg	Randburg	
10000013864	3089851	Erf 50 Webber, Germiston		Gauteng	Johannesburg	Germiston	
10000011583	1289311	Erf 5108 Kensington		Gauteng	Johannesburg	Kensington	
10000038472	389821	Portion 46 of Erf 1499, Ironsyde		Gauteng	Johannesburg		
10000038485	1277081	Portion 61 of Erf 1501, Ironsyde		Gauteng	Johannesburg		
10000031408	438581	Portion 60 Of Farm Klipfontein 203 IQ		Gauteng	Johannesburg		
10000013742	155357	PTN 88 OF FARM DOUGLASDALE 195 IQ	Westway & Alexander	Gauteng	Johannesburg	Sandton	Vacant land
10000011940	437551	PLOT 7 AVALONIA		Gauteng	Johannesburg	Krugersdorp	
10000011903	1449141	PLOT 60 OF GLENFERNESS A. H.		Gauteng	Johannesburg	Randburg	
20000066935	133562	GLEN AUSTIN AH 135	Donovan & Allandale street	Gauteng	Johannesburg	Midrand	Vacant land
10000011904	379741	FARMALL AH 18, RANDBURG		Gauteng	Johannesburg	Randburg	
10000013383	129170	ERF 788 WESTONARIA	78 Davies street	Gauteng	Johannesburg	Westonaria	unutilised house
10000011839	1272611	ERF 752 FERRYVALE		Gauteng	Johannesburg	Nigel	
10000011708	1310591	ERF 672 MINDALORE EXTENSION		Gauteng	Johannesburg	Krugersdorp	
Not found	130380	ERF 587, HEIDELBERG IN GAUTENG PROVINCE	Meyer street	Gauteng	Johannesburg	Heidelberg	Vacant space
10000012049	1280351	ERF 304 CASSEDALE		Gauteng	Johannesburg	Springs	
10000012173	13829	ERF 304 ARCON		Gauteng	Johannesburg	Vereeniging	
Not found	127520	ERF 2579 WITPOORTJIE	79 Hendrickboom streer	Gauteng	Johannesburg	Krugersdorp	Unutilised house
20000077685	142579	ERF 1093 HELDERKRUIJN	Wittenberg str	Gauteng	Johannesburg	Krugersdorp	Unutilised house
10000011663	1420351	ERF 10 & 11 WESTDENE, 3 END STREET.		Gauteng	Johannesburg	Randburg	
10000012882	1597981	42 STASIE STREET, ERF 252, OBERHOLZER		Gauteng	Johannesburg	Carletonville	
10000031391	433631	ERF 97 Amalia	97 Sybrand Van Niekerk Street	North West	Mmabatho		
10000031403	424961	ERF 499 Christiana	40 Best Street	North West	Mmabatho		
10000032841	473531	ERF 341 Manzilpark	4 Tagore Avenue	North West	Mmabatho		
10000032843	474651	ERF 340 Manzilpark	6 Tgore Avenue	North West	Mmabatho		
10000031233	430201	ERF 1082 Christiana	142 Church Street	North West	Mmabatho		
10000031391	433631	ERF 97		North West	Mmabatho	Amalia	
10000031403	424961	ERF 499		North West	Mmabatho	Christiana	
10000032841	473531	ERF 341		North West	Mmabatho	Manzilpark	
10000032843	474651	ERF 340		North West	Mmabatho	Manzilpark	
10000031233	430201	ERF 1082		North West	Mmabatho	Christiana	

100000011159	128004	ERF 376 DALVIEW	12 CRAIGHOLM AVE	Gauteng	Johannesburg	BRAKPAN	
100000011682	131428	STAND 754 CLAYVILLE	ORIBI STR 15	Gauteng	Johannesburg	KEMPTON PARK	
100000016196	695651	ERF 650 BONNIEVALE	4 Church Street	Western Cape	Cape Town	Bonnievale	Residential
100000016194	686611	ERF 551 BONNIEVALE	2 Korte Street	Western Cape	Cape Town	Bonnievale	Residential
100000016879	773331	Farm 333	Farm Helderfontein Outspan	Western Cape	Cape Town	Bredasdorp	Land
100000017007	809501	Erf 44 Clanwilliam	Main Road	Western Cape	Cape Town	Clanwilliam	Land
100000017047	686751	Erf 47 Clanwilliam	Foster Street	Western Cape	Cape Town	Clanwilliam	Land
100000017011	697471	Erf 51 Clanwilliam	Foster Street	Western Cape	Cape Town	Clanwilliam	Land
100000017006	808901	Erf 52 Clanwilliam	Foster Street	Western Cape	Cape Town	Clanwilliam	Land
100000017008	810111	Erf 53 Clanwilliam	Foster Street	Western Cape	Cape Town	Clanwilliam	Land
100000017010	696871	Erf 54 Clanwilliam	Foster Street	Western Cape	Cape Town	Clanwilliam	Land
100000017088	800481	Erf 1420 Clanwilliam	Foster Street	Western Cape	Cape Town	Clanwilliam	Land
100000014080	783261	Erf 957 Piketberg	Kerk Street	Western Cape	Cape Town	Piketberg	Land
100000014079	782481	Erf 956 Piketberg	Kerk Street	Western Cape	Cape Town	Piketberg	Land
100000016978	715551	Farm 153 PT 5	Klipvei Karroo Kop	Western Cape	Cape Town	Van Rhyndorp	land
100000016977	716271	Farm 153 PT 6	Klipvei Karroo Kop	Western Cape	Cape Town	Van Rhyndorp	land
100000016210	716991	Farm 153 PT 7	Klipvei Karroo Kop	Western Cape	Cape Town	Van Rhyndorp	land
100000014736	742951	Farm 153 PT 4	Klipvei Karroo Kop	Western Cape	Cape Town	Van Rhyndorp	land
100000020933	1122341	Remainder of Erf 46 Bergville	Main/ Broadway Streets	KwaZulu- Natal	Durban	Bergville	Land
100000021097	1059171	Portion 2 of Erf 119 Colenso	Turner Lane	KwaZulu- Natal	Durban	Colenso	Land
100000021098	1014321	Portion 3 of Erf 119 Colenso	Turner Lane	KwaZulu- Natal	Durban	Colenso	Land
100000021099	2925711	Portion 5 of Erf 119 Colenso	Sir Georger Street	KwaZulu- Natal	Durban	Colenso	Land
100000021100	2925741	Portion 6 of Erf 119 Colenso	Third Avenue	KwaZulu- Natal	Durban	Colenso	Land
100000021101	2925751	Portion 7 of Erf 119 Colenso	Third Avenue	KwaZulu- Natal	Durban	Colenso	Land
100000020949	1005092	Erf 31 Dannhauser	7a Albert Street	KwaZulu- Natal	Durban	Dannhauser	House

100000021085	1126621	Portion 4 of Erf 3298 Dundee	4 Williams Place	KwaZulu-Natal	Durban	Dundee	Land
100000021086	1126911	Portion 5 of Erf 3298 Dundee	5 Williams Place	KwaZulu-Natal	Durban	Dundee	Land
100000021087	1127221	Portion 6 of Erf 3298 Dundee	6 Williams Place	KwaZulu-Natal	Durban	Dundee	Land
100000021088	1122141	Portion 7 of Erf 3298 Dundee	7 Williams Place	KwaZulu-Natal	Durban	Dundee	Land
100000021081	1119201	Erf 1748 Dundee	2 Hajee Jamal Road	KwaZulu-Natal	Durban	Dundee	Land
100000021080	1116201	Erf 1747 Dundee	6 Hajee Jamal Road	KwaZulu-Natal	Durban	Dundee	Land
100000022447	1384401	Erf 1626 Empangeni	30 Louis Botha Avenue	KwaZulu-Natal	Durban	Empangeni	House
100000022757	1024131	Erf 970 Eshowe	54 Poynton Place	KwaZulu-Natal	Durban	Eshowe	House
100000020597	1065351	Remainder of Erf 722 Estcourt	Gelling Road	KwaZulu-Natal	Durban	Estcourt	Land
100000022073	1116441	Erf 750 Greytown	258 York Street	KwaZulu-Natal	Durban	Greytown	Land
100000022074	1119381	Erf 751 Greytown	260 York Street	KwaZulu-Natal	Durban	Greytown	Land
100000022076	1072291	Erf 752 Greytown	262 York Street	KwaZulu-Natal	Durban	Greytown	Land
100000021589	988091	Erf 2642 Ladysmith	25 Carlton Street	KwaZulu-Natal	Durban	Ladysmith	House
100000022866	1004291	Erf 324 Louwsburg	Lady - Buller Street	KwaZulu-Natal	Durban	Louwsburg	House
100000022868	987681	Erf 325 Louwsburg	Buller - Kruger Street	KwaZulu-Natal	Durban	Louwsburg	House
100000022819	1049611	Erf 108 Melmoth	62 Symmonds Street	KwaZulu-Natal	Durban	Melmoth	Land
100000022417	997371	Erf 333 Mtubatuba	Ebony Crescent	KwaZulu-Natal	Durban	Mtubatuba	House
100000021810	1627571	Erf 5245 Newcastle Portion 546 (of 443) of the Farm	37 Renoster Street 88 Bridge City	KwaZulu-Natal	Durban	Newcastle	Land
100000041826	3166831	Melk Houte Kraal No 789	Boulevard	KwaZulu-Natal	Durban	Ntuzuma	Canteen