



12 June 2023

TERMS OF REFERENCE FOR APPOINTMENT OF SERVICE PROVIDER TO RENDER A SERVICE WITHIN INVESTMENT ANALYSIS DIRECTORATE FOR USE AND ACCESS TO THEIR ONLINE PROPERTY SEARCH TOOL OR ELECTRONIC INTERFACE

1. PURPOSE

- 1.1. To request the appointment of the external service provider, to provide Investment Analysis Directorate, Department of Public Works and Infrastructure for use and access to their online property search tool.

2. BACKGROUND

- 2.1 Directorate: Investment Analysis, under the Chief Directorate: Portfolio Analysis, is responsible for conducting investment analyses on state owned immovable assets as well as privately owned immovable asset in order to recommend the best investment option.
- 2.2 For a successful Investment Analysis, we require an online property search tool system that can conduct research on any other property related information such as aerial view, property details, owner's details and etc.
- 2.3 An actual copy of the title deed from the Deeds office can be accessed via a facility such as Lightstone, Windeed, SAPTG, LexisNexis or Deeds website.
- 2.4 The administration of the contract with the service provider will be managed by Directorate: Investment Analysis.
- 2.5 A 24 months fixed contract (Annual Subscription fee) will be awarded to a Successful bidder and will be reviewed annually.



3. REQUIREMENTS

3.1 The following is expected from the service provider:

- Provide access to their property re-search tool system, but not limited to Deeds registry system, chief surveyor general data, locational data, comparable sales and transfer history data.
- Allocate password to all 2 users
- Regularly updated system which is accessible for unlimited usage
- Provide training on the system and be accessible all the time
- Successful Service Provider to be registered on the DPW&I database
- .The system must provide search tools nationally

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3.2 Property Search must include the following:

- Property details (Deeds Search) i.e ownership, title deed, etc
- Size of Land and Buildings
- Able to download Title Deeds
- GPS Coordinates of the Subject Property
- Aerial Photograph (Google Earth)
- Street Views for all Properties
- Comparable Sale Table (List all property transaction as per deeds office)
- Latest Municipal Valuation of the Subject Property
- Name of the Municipality for that Subject property
- Comparable Sales Map showing where the comparable sales are in relation to the subject property
- Suburb Trend
- Endorsement as per Title Deed
- Sales in Execution and Properties in Possession
- Bond Details
- Servitudes
- Transfer History for past 3 months
- Street Transfer History



public works
& infrastructure

Department:
Public Works and Infrastructure
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