



**higher education
& training**

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA

**NO 2766 DR ALBERT LUTHULI ROAD, KGORA BUILDING (NEXT TO SABC BUILDING),
MAHIKENG, MMABATHO NORTH WEST, 2735 (TAL) IN COLLABORATION WITH THE
PURCHASING CONSORTIUM SOUTHERN AFRICA (PURCO SA)**

**REQUEST POTENTIAL BIDDERS FOR PROPOSALS (RFP) FOR THE APPOINTMENT OF A
PANEL OF REAL ESTATE AGENTS TO ASSIST WITH THE PURCHASE OF A CORPORATE
OFFICE IN MAHIKENG**

TENDER NO: PU8013/021

Prospective Suppliers who are interested in participating in the aforementioned tender are invited to submit a proposal in full compliance to the requirement of this tender document. Completed documents with all attachments must be signed and submitted on the **PURCO SA Website**.

The closing time and date for receipt for online tender PU8013/021 is at 23h59 on Monday, 04 November 2023.

Tender number	PU8013/021	
Date issued	12 November 2023	
Compulsory Physical Information Session	Date: 20 November 2023 Time: 09h00 Venue: No 2766 Dr Albert Luthuli Road, Kgora Building (next to SABC building), Mahikeng, Mmabatho North West, 2735	
Online Tender closing date	Date: 04 December 2023 Time: 23:59 Hrs (Mid-Night) Venue: Online	

Company Name		
Address		
Contact person	Mr/Mrs/Ms/Dr/Prof.	
Contact numbers	(w)	(cell)
Email address		

Please see table below for the list of mandatory requirements and tick yes if documentation is submitted and no if not submitted.

Appendix Number	Description of Appendix	Requirement	Circle yes if submitted	
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Appendix B	Technical Specifications and Pricing	N/A	Yes	No
Appendix C	Company Registration Documents	Provide Company registration documents	Yes	No
Appendix D	Tax Pin / clearance certificate	An original valid Tax Pin (must be valid on tender closing)	Yes	No
Appendix E	BBBEE Certification	Provide A valid BBBEE certificate from a SANAS accredited agency or Auditor registered with the IRBA/ or Affidavit	Yes	No
Appendix F	SBDs 4,6,2, 8 & 9	Forms to be completed in full	Yes	No
Appendix G	Fully signed Audited Financial Statements/ Annual Financial Statements (2021/2022)	Provide fully signed recent Audited Financial Statements / Annual Financial Statements	Yes	No
Appendix H	Declaration of Interest	Please sign point 9 of this tender document	Yes	No
Appendix I	Registration on National Treasury (CSD)	Provide a copy of the full report of registration on National Treasury Central Bidder Database.	Yes	No
Appendix J	EAAB	Attach certified proof of Estate Agent Affairs Board (EAAB) registration	Yes	No
Appendix K	ID	Attach certified copies of IDs for the principal agent and representative that is going to assist the college	Yes	No
Appendix L	Real Estate Agent's representative	The Real Estate Agent's representative must be from the North West province	Yes	No
Appendix M	Office Space Radius	Office space must be with 3 km radius from Mafikeng Mall	Yes	No

NB: No points will be allocated to this phase; however, tenders that do not meet the pre-qualification requirements will not advance to the next phase of the evaluation process.

1.1.1 STAGE 1: EVALUATION OF FUNCTIONALITY

The evaluation criterion for functionality aims to assess the capability of the tenderer to execute and maintain a tender and/ or contract. Tenderers need to obtain a minimum percentage score of 75% and above in order to progress to the next stage of evaluation.

All proposals will be evaluated on the following criteria indicated below. Step 1:
References table

Client's referral letters for work done in the past five (8) years, for similar services provided.

FUNCTIONALITY CRITERIA	POINTS ALLOCATED
<p>Experience (references not more than 8 years old) of having sold office space of the following values:</p> <p>More than R10 Million = 40 points</p> <p>R 5 Million – R10 Million = 20 points</p> <p>Less than R5 Million = 10 Points</p> <ul style="list-style-type: none"> The college will visit properties sold 	40
<p>Property portfolio</p> <p>Submit property portfolio as follows:</p> <ul style="list-style-type: none"> Current property portfolio under sale = 20 points Property portfolio for sales concluded in the past ten (10) years = 20 points 	40
<p>Locality proof under bidding company (municipality bill, lease, rates statement)</p> <ul style="list-style-type: none"> Within North West province =20 points Outside North West province =10 points 	20
Total points	100



Request for Proposal: PU8013/021

APPENDIX B

Technical Specifications and Pricing

Documentation	Requirement	Included in required format (Please tick)
Technical Specifications and Pricing	N/A	<input type="checkbox"/>

TOTAL TENDER AMOUNT INCL VAT: _____

1. Office of the Principal : Office for the Principal, office for the secretary and personal assistance office
2. Office of the Deputy Principal – Finance : Office of DPF, office for state accountants, office for financial aid clerks and office of management assistants, office for assistant director-finance, office for assistant director-supply chain, office for senior administrative officer – supply chain, office for provisioning clerks
3. Office of the Deputy Principal – Academic : Office of the DPA, office of curriculum, office of examinations, office of learner ships, office of
4. Office of the Deputy Principal – Corporate Services : Office of DPCS, office of assistant director- labour relations, office of marketing, office of information technology, office of transport, office of transport, office of facilities and infrastructure, office of human resource development, office of employee wellness
5. Office of registration services : Office of assistant director – registration, office of registration, office of bursary, office of student services, office of sport
6. Ablution facilities : male 4 female 4 with provision for physically challenged
7. Reception area with ramps
8. Board room

Total number of offices is 48

These conditions to be taken into consideration:

Parking: To accommodate physically-challenged personnel, to be shaded and to have personnel and visitors area

Backup generator to be provided

Bore hole water to be on standby

Guard house to be provided

Server room to be available

Lifts to be provided

Area to be within 3km radius from central business district