



University of Venda
Creating Future Leaders

BID SPECIFICATION

PROJECT DESCRIPTION:

**REQUEST FOR PROPOSAL ON PROVISION OF
PROPERTY VALUATION SERVICES FOR THE PERIOD OF
THREE YEARS UNIVERSITY OF VENDA
TENDER NO: IN/11/2023**

NAME OF BIDDERS	
TENDER AMOUNT	

FOR MORE INFORMATION:

SUBMISSION TO BID SPECIFICATION COMMITTEE FOR APPROVAL.

BSC MEMBERS	SIGNATURE	DATE OF APPROVAL
Chairperson		
SCM		
Technical (End User)		
Legal Department		

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1. Tender Notice & Invitation to Tender

The University hereby invites tenders from suitable, qualified, experienced and registered Professional Valuers or Professional Associated Valuers (without restrictions) to value properties inside and outside of the University of Venda premises as specified herein, and in accordance with the General Conditions of Offer are requested to complete these documents in full, place them in a new envelope, seal and mark the envelope with the proposal number and description, and deposit it in the Tender Box at the address provided in this document. All documents must comply with the conditions set out herein.

The physical address for the collection of tender documents is the offices of University of Venda situated at:

University of Venda
Mphephu Drive, Opposite Khoroni Hotel
Thohoyandou
0950

A non-refundable deposit of R 1 500.00 can be deposited into Univen bank account as follows:

Bank: Absa
Account Name: Univen Tender Deposits
Account Number: 1000000538
Reference: 0015616

Tender documents to be submitted at the Supply Chain tender box of the University of Venda at the address indicated above.

NO COMPULSORY INFORMATION SESSION:

No compulsory Information Session will be held;

tenderers are requested to direct their questions in writing to the following contacts:

FOR ANY ENQUIRIES

Contact:
Email:

The closing date for the submission of tender documents is the ___2023 at 12H00 Midday.

2. Background & Introduction and Objectives

The University of Venda have approximately 230 immovable properties (Buildings and Land) and properties are situated at Thohoyandou, Sibasa, Vuwani and Makhado (Louis Trichardt).

UNIVEN seeks to appoint a reputable Registered Property Valuers Firm as the University's Service Provider for 3 years, renewable annually based on performance.

Qualifying Firms

Only firms

- a) Who are registered with the independent Valuers Associations
- b) Who have a lead Valuers Partner/s registered with South African Council of Property Valuers Profession.

SERVICE PROVIDER'S TERMS OF REFERENCE

It is the intention of UNIVEN to enter into a formal Service Level Agreement with the successful Service Provider(s) to provide the services described hereunder.

The Terms of Reference (ToR) would serve to guide the process of selecting and appointing a qualified service provider by ensuring a match between the specification requirements of the UNIVEN as an entity and the knowledge and experience of the service provider.

These ToRs and the service provider's proposal will form the basis of the service level agreement to be entered into between the parties.

Completion of Tender Documents

- (i) The original tender document must be completed fully in black ink and signed by the authorised signatory to validate the tender. Declaration must be completed and signed by the authorised signatory and returned. Failure to do so will result in the disqualification of the tender.
- (ii) Tender documents may not be retyped. Retyped documents will result in the disqualification of the tender.
- (iii) The complete original tender document must be returned. Missing pages will result in the disqualification of the tender.

(iv) No unauthorised alteration of this set of tender documents will be allowed. Any unauthorised alteration will disqualify the tender automatically. Any ambiguity has to be cleared with the contact person for the tender before the tender closure.

3. BUSINESS INFORMATION.

BUSINESS INFORMATION	
Title (Prof./Dr/Mr/Mrs/Ms and Surname)	
Business Trading Name (as per CIPRO)	
Previous Name of Business (if Applicable)	
PHYSICAL ADDRESS OF THE BUSINESS	POSTAL ADDRESS OF BUSINESS
CONTACT DETAILS	
Office	
Mobile	
Accounts Department	
Business Email	
Business Registration Number	
Tax Number	
VAT (if applicable)	
Do you have any previous Univen Experience? If so, elaborate.	
Authorised Signature	

5. PROHIBITION OF RESTRICTIVE PRACTICES

5.1. In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).

5.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

5.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

6. RIGHTS RESERVED

Bidders should take note that UNIVEN reserves the right to negotiate terms and conditions after the selection of the successful tender. UNIVEN reserves the right to accept any proposal submitted or reject all proposals.

UNIVEN may request clarification in writing on any aspect of a response to this invitation.

7. PARENT/SUBSIDIARY COMPANY

A Company shall be defined as a legal persona and tender documents submitted shall reflect those of the registered Company in terms of the Companies Act. A Subsidiary Company tendering shall not submit the Parent Company's information in terms of Company Registration, CSD report, SARS certificate and financial statements. All Directors of the tendering Company, all Members of the Close Corporation and partners in a Partnership or Joint Venture must enclose a certified copy of their Identity Document and proof of their share of ownership.

8. TAXES AND DUTIES

No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid SARS must have certified that the tax matters of the preferred bidder are in order, i.e. a valid SARS Tax pin.

9. DECLARATION OF INTEREST

The Tender document must include a signed declaration of interests.

10. CONSORTIUMS AND JOINT VENTURES

Only Consortiums and Joint Ventures legally formed and in existence for a minimum of three years will be considered

11. SUBMISSION OF FINANCIAL RECORDS

In terms of New Companies Act, Tenderer to submit Audited Financial Statements (AFS) most recent AFS not older than 12 months. Certain Companies may not require Audited Financial Statements such as Sole Traders, Partnerships and Close Corporations, as long as they abide within the New Companies Act. The Financial Statements are to be attested by a qualified Chartered Accountant (SA).

12. VALIDITY PERIOD

Bids shall remain valid for 120 (one hundred and twenty) days after the tender closure date. During the validity window period of the tender, should the Tenderer withdraw this tender or is unable to meet contractual requirements, the University may exercise additional remedies available in its option, to withdraw or cancel the agreement.

13. ACCEPTANCE OR REJECTION OF A TENDER

The University reserves the right to withdraw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The University does not bind itself to accepting the lowest tender or the tender scoring the highest points.

14. PRICES

Prices charged by the Service Provider for goods delivered and services performed under the contract shall not vary from the prices quoted in the bid document, with the exception of any price adjustments authorized or by the purchaser's request for bid validity extension, as the case may be.

15. PROMOTION OF ACCESS TO INFORMATION ACT 2 OF 2000

In relation to section 37 (1) (a) (b) and s9 (b) (i) of this Act, the Bidder shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only as far as may be necessary for purposes of such performance.

16. PROTECTION OF PERSONAL INFORMATION ACT, 2013

The successful Service Provider shall abide in the protection of personal information of the University of Venda. Privacy includes the right to protection against unlawful collection, retention, disseminating and use of personal information. The successful bidder shall heed the right of privacy of this Act subject to justifiable limitation that are aimed at protecting other rights and important interest.

17. LEGITIMACY OF INFORMATION

Bidders declare information furnished in this tender to be precise, accurate and bonafide. In the event where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the University may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the University as a result of the award of the contract.

18. NATURE OF SERVICE

The nature of service the University enters with the successful bidder is based on the price offered and accepted for the duration of the contract. In the event that prices increase due to external environmental factors such as Industry factors in relation to increase to International prices.

19. TERMS OF CONTRACT

The term of the contract will be for three (3) years, the contract will however be reviewed on an annual basis after an evaluation of the performance of the Service Provider has been undertaken by the University's Audit and Risk Committee. At the expiry of the contract, the contract may be extended by mutual agreement until the University invites tenderers to bid on the tender of this nature.

19.1 TERMS & CONDITIONS OF TENDER

1. The University reserves the right to reduce or increase the total quantity of items required in the tender.
2. The successful tenderer will be required to allow University personnel to carry out reference checks about his/her performance elsewhere before a tender is awarded.
3. The highest scoring bidder would not necessarily have to be appointed by Univen and Univen as such reserves the right to appoint any or no one at all.
4. No sub-service providers/sub-contracting will be allowed.
5. The price should be vat inclusive at 15%
6. The tender submitted must remain Valid for 120 days after closing date
7. All returnable documents must be in a separate file, clearly indexed and separated by marked sheets
8. Initials must be on all pages in the tender document
9. All proposals are to be sealed. No open proposal will be accepted
10. All proposals are to be clearly marked with the Project number and the name of the bidder
11. Each bidder to submit 2 files i.e. Tender Document and List of Returnable Documents (clearly separated by file dividers)
12. No tender will be considered after the closing date and time.
13. Tender Box will be opened in public straight after the closing time
14. The proposal shall be valid for a minimum of 4 months (120 days) calculated from the closing date.

15. Appointment as a successful bidder shall be subject to parties agreeing on mutually acceptable contractual terms and conditions.
16. In the event that parties are failing to reach an agreement, Univen reserves the right to appoint an alternative supplier.
17. No regret letters will be sent to unsuccessful bidders.
18. Any enquiry regarding this bid invitation and specification shall be submitted in writing to univen.tenders@univen.ac.za with tender number as reference or subject.
19. Enquiries shall only be entertained until 5 working days before the closing date of the tender.
20. All documentation submitted in response to this tender must be in English
21. Univen reserves the right to:
 - a. Extend the closing date through the same medium of communication used for invitation.
 - b. Extend tender validity period before the expiry date of the original validity period. This will be done in writing to all bidders.
 - c. Verify any information contained in the tender proposal.
 - d. Request any further documentary proof regarding any declaration.
 - e. Award this tender as a whole or in part.
 - f. Cancel or withdraw this tender as a whole or in part.
22. The contract will be reviewed annually based on performance where applicable.
23. The Service Provider will be required to provide proof that he/she has the necessary expertise, experience and knowledge in the Property valuation field .
24. The University reserves the right to reduce or increase the total quantity of items required in the tender.
25. The highest bidder would not necessarily have to be appointed by Univen and Univen as such reserves the right to appoint any or no one at all.
26. No sub-service providers/sub-contracting will be allowed.
27. It will be expected that the prices will be competitive and comparable with similar enterprises.

20. SCOPE OF WORK

GENERAL

20.1 SCOPE

This request provides for a Proposal that should meet the requirements as detailed in the Technical Section as well as a total long-term solution to the needs that may stem from the strategic plan of UNIVEN, DHET goals and objectives.

20.2 ADDITIONAL CONDITIONS

20.2.1 All prices must be inclusive of VAT (15%).

20.2.2 This Proposal does not commit UNIVEN to pay any costs incurred in the negotiations, and to submit a price, technical, or other revisions of their proposals as may result from negotiations.

20.2.3 Proposals must remain open for a period of (120) days from date of closure and may be accepted at any time during the said period of (120) days

20.2.4 The lowest or only Proposal would not necessary have to be accepted by UNIVEN and the institution as such, reserves the right to accept any or no proposal at all;

20.2.6 No faxed, electronic, or late documents shall be accepted.

20.2.7 Tender box is situated at the Main entrance gate.

21. TECHNICAL SPECIFICATIONS

21.1 REQUEST FOR PROPOSAL

Location for UNIVEN:

Mphephu Drive, Opposite
Khoroni Hotel
Thohoyandou
0950

Hours of Operation

UNIVEN office hours: 08:00 – 16:30 Monday to Friday

21.2 CONTRACTUAL TERMS AND CONDITIONS

CONTRACT PERIOD AND RENEWAL

The assignment will thus cover the 2023, 2024 and 2025 financial years and will be subject to an annual review by the University's Management.

21.3 INTRODUCTION

UNIVEN's objective of this RFP is to solicit proposals from suitable independent Property Valuers Service Providers that are capable and willing to provide a comprehensive and appropriate Property Valuation Services to UNIVEN in accordance with the applicable legislative prescripts. Univen seeks to appoint a pro-active Property Valuers Service Provider that is independent and experienced in property valuation services.

It is the policy of the University to perform revaluation of its land and buildings every three years. The last valuation was performed in 2020. 2023 is thus the valuation year which immovable properties of the University need to be revalued.

After the revaluation of the immovable properties, at the end of each subsequent financial year, these properties are assessed for impairment and useful life in line with the requirements of International Financial Reporting Standards (IFRS).

The University of Venda has a large and diverse portfolio of immovable assets, which includes vacant land, and land assets with various types of improvements with different usage, scattered across the geographical boundaries of the Limpopo Province.

The purpose of these is to invite suitably qualifying Service Providers to be appointed to carry out valuations and related services on Immovable Assets and all related infrastructure.

In order to ensure credibility of information provided, the University shall consider proposals from Service Providers who are registered with the South African Council for the Property Valuers Profession (SACPVP), in addition to any other mandatory requirements and/or special conditions which have been set for these bids.

If and when called to conduct a valuation, the service provider will be expected to compile and submit upon completion a detailed valuation report incorporating each property valued on behalf the University.

The portfolio of Immovable Assets register of the University fall in the following types of properties – Student residences, Office buildings, farm, vacant sites, developed land, academic buildings, residential properties, etc.

21.4 SCOPE OF WORK

The scope of work is valuation of properties for the following purposes:-

- University assets – replacement costs
- Description of the properties (Building number, Location, Date in which the property/building was acquired, and the Use of the building)
- Detailed discussion about building condition (interior and exterior), age/life span, also indicate if the building condition is tolerable, hardly tolerable, acceptable, Ideal, new, or demolish
- Impairment
- Insurance
- Rental determinations
- Leases
- Purchase and sale of properties
- Mortgages
- Assessments rates
- Expropriation
- Servitudes
- Investments
- Property development

21.4.1 SCOPE OF WORK: BIOLOGICAL ASSETS

- Livestock (Pigs, Cattle, Goats, Sheep)
- Plants (Avocado trees, Mango trees, Lemon trees, Grapefruit trees, orange trees, Macadamia trees, etc.)
- IAS 41 requires that biological assets be measured on initial recognition and at subsequent reporting dates at fair value less estimated costs to sell unless a fair value cannot be reliably measured. The following two accounting standards prescribe how biological assets should be treated and valued.
- IAS 41 - prescribes the treatment of the biological assets.
- IFRS 13- prescribes how the fair values of the biological assets should be determined.

Scope of work

The Biological assets valuer is required to do the following:

- Identify and classify biological assets in line with IAS 41.
- Value the biological assets in line with the IFRS 13.
 - o The valuation report should include the factors that informed the value.
 - o the assumptions made when determining the value.
 - o The life expectancy of the biological assets.
 - o and the method of valuation used; and
 - o The factors that informed the cost to sell.
- The valuation report should have values for 31 December 2022 and 2023 for comparative purposes.
- Provide a complete and valued biological assets register.

21.5 ROLE AND SCOPE OF PROPERTY VALUERS WORK

To invite proposals from registered Property Valuer's firms for the rendering of statutory Property Valuation Services for the University of Venda and its respective Properties.

21.5.1 Role of Property Valuer

Proposed Property Valuation methodology and approach

Interested party(ies) must submit a preliminary high-level plan detailing the following: The firm's property valuation methodology and approach.

21.6 SPECIFIC DELIVERABLES REQUIRED OF THE SERVICE PROVIDER

- Service provider should be able to produce report in accordance with and as prescribed by international valuation standards committee, as adopted by the South African institute of Valuers.

21.7 ADDITIONAL REQUIREMENTS

21.7.1 Quality Assurance

- The service provider shall ensure that all work conforms to the international valuation standards committee, as adopted by the South African institute of Valuers.

All procedures and working papers must be made available on request within one working day, to UNIVEN.

21.8 Timing of assignments

21.8.1 The successful Service Provider shall resume work when appointed.

21.9 Independence and objectivity of Valuers Staff

In carrying out the work, the service provider must ensure that their staff maintains their objectivity by remaining independent of the activities they perform. The service provider shall:

- Have no executive or managerial powers, functions or duties except those relating to the project.
- Not be involved in the day-to-day operations of UNIVEN.

21.10 Reporting Requirements

It will be expected of the service provider to meet on a weekly basis during the engagement period with the Director Facilities management and CFO or their delegated official to report on the progress of the assignment against the agreed project plan, on management support and operational matters, on contractual compliance and urgent interventions required. In addition, the service provider will be required to attend all meetings related to the service rendered.

All reports issued by the service provider should be made available to Management and audit committee members through the Vice Chancellor and the Audit & Risk Committee in an electronic format.

21.11 Service provider Team

- Key personnel cannot be withdrawn / replaced from the project during the currency of the contract without the written consent of the Vice Chancellor.

21.12 Working Papers

21.12.1 The following requirements with regards to the working papers will apply:

- Property Valuers files and working papers must comply with the international valuation standards requirements.
- Access to property valuation files and working papers should be restricted to authorized staff and should be dealt with in a confidential way in accordance with the governing legislations.

21.13 APPOINTMENT, COMMENCEMENT AND DURATION

21.13.1 The successful bidder will be appointed for a period of three years, subject to annual performance evaluation by the University management. The financial year-end for UNIVEN is December. It is expected from the service provider to complete all Property valuation assignments for the current financial year by no later than the submission date as legislated by DHET. The successful bidder will be appointed for the 2023 financial year of the University with annual performance review by Management.

21.14 PACKAGED APPROACH

21.14.1 UNIVEN would prefer to conclude an agreement with a Bidder who is able to provide a complete property Valuation service. The successful Bidder will be expected to be visible at all times during the tenure of the contract. The successful Bidder will have access to all information of UNIVEN within the normal working hours of UNIVEN.

21.15 FEES AND PAYMENT

21.15.1 Fees will be paid based on resources utilised on a time and cost basis, using the rates as submitted in the financial proposal and agreed in the service level agreement to be concluded with the successful bidder.

21.16 VALIDITY OF PROPOSALS

The Bidder is required to confirm that it will hold its proposal valid for 120 days from the closing date of the submission of proposals, during which time it will maintain without change, the personnel proposed for the services together with their proposed rates.

PART 3 - EVALUATION PROCEDURES AND BASIS OF SELECTION

22. EVALUATION PROCEDURES

22.1. METHODOLOGY

The evaluation of proposals will be divided into two (2) phases:

Phase 1: Pre-qualification check

The pre-qualification check requires verification of compliance with:

Hurdle requirements as described in the proposal document; Mandatory documentation – whether all required documentation and/or certification have been included.

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

Phase 2: Evaluation of proposals based on *Functionality* and the specific goal as criteria:

This phase of the evaluation is conducted in two (2) stages – first *functionality* will be assessed and then in accordance with 80/20 preference point system.

Stage 1: Evaluation of functionality

The evaluation criteria for functionality will take into account the track record and experience, expertise of staff and proposed methodology of the proposer, as well as the Proposer's technical *capacity* and *ability* to execute and maintain a contract.

Note: No proposal will be considered further unless the *minimum qualifying score/percentage* for functionality has been achieved.

Stage 2: Presentation by Shortlisted Tenderers

Only proposals that meet the minimum threshold requirements from Stage 1 shall qualify for evaluation on preferential point system

Stage 3 Evaluation in terms of the 80/20 preference point system

Only proposals that achieved the *minimum qualifying score/percentage* for presentation will be considered further in terms of the 80/20 preference point system.

The formulae to be utilized in calculating points scored for the preference point system are included in this document.

Stage 1 will be the calculation of points for price where the lowest proposal will score 80 points for price, while proposals with higher prices will score lower points for price on a pro-rata basis.

The following formula will be utilized to calculate the poi

nts for price in respect of proposals with a Rand value below R50 000 000 (all applicable taxes included):

$$P_s = 80 (1 - P_t - P_{min} / P_{min})$$

Where:

P_s = Points scored for comparative price of proposal or Proposal under consideration;

P_t = Comparative price of proposal or Proposal under consideration; and

P_{min} = Comparative price of lowest acceptable proposal or Proposal.

Stage 2: Presentation by Shortlisted Tenderers

The evaluation criteria for Presentation will be conducted at the Interview Stage. Only tenderers that meet minimum requirement of 70 points will be considered for Price and specific goal

Note: No proposal will be considered further unless the *minimum qualifying score/percentage* for functionality has been achieved.

Stage 2: Evaluation in terms of the 80/20 preference point system

Only proposals that achieved the *minimum qualifying score/percentage* for Presentation will be considered further in terms of the 80/20 preference point system.

The formulae to be utilized in calculating points scored for the preference point system are included in this document.

FOR specific goal EVALUATION: Kindly submit as indicated on the specific goal table.

Preferential /specific goals.	Number of points allocated (80/20 system)	Means of verification	Supplier name/firm
Black People	6	CSD report and copy of company CIPC registration certificate	
Women	4	CSD report	
Persons with Disability	2	Original or Certified Copy of certificate/confirmation of Disability Status	
Youth	3	CSD report	
Enterprises located in Limpopo Province	5	Recent Municipal account or Local Authority Letter for confirmation of Local Address (not older than 3 months)	
Total score	20		

- After the closing date of the bid invitation, appointed evaluation committee members of the University and possibly other external experts (when necessary) will evaluate the proposals of the bidders.

- The committee will individually evaluate each of the bid proposals received against the appointed criteria as provided for in Preferential Procurement Policy Framework Act of 2005 (As amended).

Prospective bidders must note the following:

- UNIVEN may request additional information, clarification or verification in respect of any information contained in or omitted from the proposal. This information will be requested in writing;
- UNIVEN may conduct a due diligence on any Service provider, which may include interviewing customer references or other activities to verify a Service provider's information and capabilities (Including visiting the Service provider's various premises and/or sites to verify certain stated information and in this instance the Service) provider will be obliged to provide UNIVEN with all necessary access and assistance;
- UNIVEN may shortlist Service provider and may request presentations from short-listed Service provider;
- UNIVEN may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Proposal;
- UNIVEN will evaluate the Proposals with reference to UNIVEN's set and approved evaluation criteria guided by the procurement policy as indicated. UNIVEN reserves the right to appoint a specialist/consultant to assist in performing such evaluations.

All proposals submitted will be evaluated on three categories:

- (i) Functionality (technical content)
- (ii) Price
- (iii) Rating of Company as per specific goal

Bids are evaluated in accordance with the preferential procurement Policy Framework Act (PPPFA) of 2011, using the 80/20 split.

Firstly, the assessment of functionality must be done in terms of the evaluation criteria and the minimum threshold value of 70 points. A bid will be disqualified if it fails to meet the minimum threshold value for functionality as per the bid invitation.

Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, 80 points will be used for price only and the 20 points are used for specific goal.

FUNCTIONALITY ASSESSMENT CRITERIA	Weight	Score	Total
Positive Reference letters of projects completed from previous/current client confirming contract, value of contract, contract period and recommendation.	20		
<p>Company References: Provide three (3) positive contactable references that are not older than three years. Evidence of prior experience in providing property valuation services in accordance with the Standards for the international valuation standards committee, as adopted by the South African Institute of valuers.</p> <p>Additional 5 points if company provides similar services to Tertiary Institutions in South Africa</p> <ul style="list-style-type: none"> • 3 Positive Contactable references verified = (15 points) • 2 Positive Contactable references verified = (10 points) • 1 Positive Contactable reference verified = (2 points) 			
Track Record and Experience of Firm in Property Valuation	10		
<p>Bidders are to indicate the years of demonstrable experience of the Valuer partner:</p> <ul style="list-style-type: none"> • Relevant experience greater than 10 years = (10 points) • Relevant experience between 5 and 9 years = (5 points) 			
Expertise of Staff to be placed on this project.	45		
<p>Evidence of the proposed teams experience, skills and qualifications and at least for the following levels:</p> <p>Relevant Professional/Qualification by Key Resources dedicated to the University.</p> <p>Lead partner: Registered Valuer</p> <ul style="list-style-type: none"> • More than 5 years' experience in Property valuation sector=10 • 4 years =8 • 3 years =6 • 2 years and below =0 <p>Valuer partner: registered Valuer</p> <ul style="list-style-type: none"> • More than 5 years' experience in Property valuation sector=10 points • 4 years =8 • 3 years=6 • 2 below and =0 <p>Manager: registered Valuer</p> <ul style="list-style-type: none"> • More than 5 years' experience in Property valuation sector=5 points • 4 years =4 • 3 years below =3 • 2 years and below=0 			

Manager Financial: Certified accounting Manager <ul style="list-style-type: none"> • More than 3 years post article experience in Property valuation sector=5 • 2 years =4 • 1 year and below =0 			
Local Office	20		
<ul style="list-style-type: none"> • Provide proof of local office – Limpopo (lease agreement or utility bill) 			
Professional Membership (South African institute of Valuers)	10		
Valid and current proof of Professional Membership			

EVALUATION PROCESS (CONTINUED)

PHASE 2: FUNCTIONALITY AND SPECIFIC GOAL CRITERIA:

Stage 1: Functionality

In Stage 1 Service provider will be assessed in terms of experience in a similar environment, financial stability, operational capacity, and quality management standards.

Only Service providers scoring 70 points and more will be considered for Stage 2 which will be Presentations by the shortlisted tenderers. Only those considered scoring 70 points and more for the Presentations will considered for Stage 3 -Preferential point system.

The shortlisted tenders will be contacted and notified in writing for the Presentation.

The Point's breakdown is as indicated below:

Evaluation Criteria

- Total score is 100 points (100%) including where applicable.
- If any item is not applicable to your company, indicate with "N/A". No blank box is allowed.
- All Suppliers are expected to score 100% at this stage in order to be considered in the next stage i.e. Technical Evaluation
- Points achieved at this shall not be carried to the next stage.

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Evaluation Outcome

22.2 TECHNICAL CHARACTERISTICS

- Minimum score required to succeed to the next level is 70% - 70 points
- All suppliers achieving the minimum requirement shall be invited to a technical presentation where all the above shall be tested/verified.
- Suppliers achieving points below the set 70% shall be disqualified from further assessment.

PERFORMANCE SPECIFICATION

Please see table below

DECLARATION

I, in my capacity as, declare that

The information provided above is a true reflection of the capacity of our system.

Signature:Date:

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TOTAL SCORE	
TOTAL POINTS	100
%	

TOTAL EVALUATION

- The total (100%) score is points
- Minimum score required to succeed to the next level is 70%
- Suppliers achieving points below the set 70% shall be disqualified from further assessment.
- Points accumulated at this stage shall NOT be carried forward to the next stage

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A	
TOTAL	
% score	
RECOMMENDATION	

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AUXILIARY REQUIREMENTS

23. LOBBYING AND CANVASSING

No lobbying and canvassing by tenderers in any form to staff member or student of the UNIVEN, for the purposes of influencing the evaluation process and awarding of the tender, will automatically disqualify the tenderer from the evaluation process and subsequent consideration.

ATTACH FUNCTIONALITY CRITERIA RESPONSE

FUNCTIONALITY CRITERIA TO BE COMPLETED AND ATTACHED TO EACH ANNEXURE

ALL SUPPLIERS MUST SUBMIT THEIR RESPONSES IN THE FOLLOWING FORMAT:

ANNEXURE A1 (Capability, Experience and Capacity)

1st POSITIVE REFERENCE LETTER

Experience of firm in providing similar service

Tick box

Document for submission



Evidence of prior experience in providing Property valuation

Evidence of the firm providing Property valuation services to the government institutions.

Attach Company Profile Listing the number of Projects. (Completed and Current)

ANNEXURE A2 (Capability, Experience and Capacity)

2ND POSITIVE REFERENCE LETTER

Experience of firm in providing similar service

Tick box

Document for submission



Evidence of prior experience in providing Property valuation

Evidence of the firm providing Property valuation services to the government institutions.

Attach Company Profile Listing the number of Projects. (Completed and Current)

ANNEXURE A3 (Capability, Experience and Capacity)

3RD POSITIVE REFERENCE LETTER

Experience of firm in providing similar service

Tick box

Document for submission



Evidence of prior experience in providing Property valuation

Evidence of the firm providing Property valuation services to the government institutions.

Attach Company Profile Listing the number of Projects. (Completed and Current)

ANNEXURE B

EXPERIENCE IN THE INDUSTRY

Staff Placed on Project

Tick box

Document for submission



List names of staff member(s) who will direct the overall assignment throughout the duration of the engagement as well as those staff members who will be responsible for planning, directing, executing and/or reporting on this engagement.

Include the qualifications and years of experience and detailed resumes of all staff members names and professional membership held. At a minimum full detail should be provided for the following levels:

- Partners/Directors
- Managers
- Supervisors
- Clerks

Describe any staff rotation plans for the service team for the contract period

ANNEXURE C

PROOF OF LOCAL OFFICE

Tick box

Document for submission



Attach proof of Lease Agreement or Utility Bill

ANNEXURE D

PROFESSIONAL MEMBERSHIP (ANY RECOGNIZABLE PROPERTY VALUATION BODY)

Tick box

Document for submission



Attach valid proof

EVALUATION PROCESS (CONTINUED)

PRICING SCHEDULE

The following requirements with regards to the pricing of the assignment must be adhered to.

- A fixed price per hour must be provided for the entire assignment. UNIVEN will negotiate with the successful bidder a service level agreement that will make provision for an annual CPI adjustment linked to the corresponding period CPI as determined by Statistics South Africa on the anniversary of the contract every year.
- The price should include Value Added Tax. The hours should be distributed between the different levels of staff that will work most efficiently for the service provider.
- Submissions must further clearly distinguish between Property valuation and supplementary roll services.
- An indication must be given of estimated hours and estimated hourly rates of the different levels of staff.
- All assumptions made in drawing the budget, including all cost factors such as subsistence and traveling must be detailed.
- Indicate how the firm will actively prevent/manage overruns
- The service provider should include a breakdown of the hourly tariff applicable for any ad hoc projects that may be requested.
- Provide details of the firm's time management system to record time spent per area of the Valuation process, and the processes in place to monitor and control hours and costs of all aspects of the Valuation on a timely basis.
- The service provider shall furnish such additional information that UNIVEN may reasonably require.

EVALUATION PROCESS (CONTINUED)

Pricing Schedule

	Year 1 (Inclusive of VAT)	Year 2 -3 (Inclusive of VAT)
Total Cost Per Year for the entire assignment including all direct and indirect incremental cost (incidental, tariff increase as per CPI, subsistence)	R	R
Total for the 3 Year Contract (Incl VAT)	R	

- Firms are required to submit a table of hourly rates as required in the table below. Rates should be inclusive of overheads and VAT. If a particular category does not exist in the firm it can be omitted.

Item (Where Applicable)	Including overheads (VAT inclusive)	
	Year 1 Hourly Rate	Year 2-3 Hourly Rate (incremental rate must be factored for future value for the 2 remaining years)
Lead Partner	R	
Valuer Partner	R	
Senior Manager	R	
Manager	R	
Assistant manager	R	
Supervisor	R	
Senior Valuer	R	
Trainee Valuer	R	
Specialists (E.g. Tax, Technical, ICT, Infrastructure specialist, Property services, etc.)	R	
Total Cost per item	R	

- It is recognised that it is difficult for a prospective bidder to be firm about the extent of the work solely on the terms of reference. However, to assist with assessments a firm must provide a typical distribution of time for members of the Valuation team on a job of this nature.

Item (Where Applicable)	Hourly Rate (Including overheads) – Inclusive of VAT
Lead Partner	%
Valuer Partner	%
Senior Manager	%
Manager	%

Assistant manager		%
Supervisor		%
Senior Valuer		%
Trainee Valuer		%
Specialists (E.g. Tax, Technical, etc.)		%
Total	100	%

DETAILS OF PROPOSER

Detail on this page MUST be completed fully. Incomplete forms shall render the offer invalid.

(N/A to be stated if not applicable).

Requirement		Response													
Registered name of company/proposer															
CIPRO Registration number															
VAT registration number															
UIF registration number															
Official telephone number		()													
Official fax number		()													
E-mail Address															
Physical Address															
				Code											
Official Postal Address															
				Code											
Director / Member (1)	Full Names and Surname														
	Position in company/ proposer														
	ID No.					Income Tax No.									
Director	Full Names and Surname														

Please indicate if you will be willing to provide further details if UNIVEN considers these necessary to evaluate your capacity to offer the service or goods as detailed in this proposal.	Yes	No
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----	----

RFP DOCUMENT REF. NO:

Tick box

Document for submission



Each page of this RFP document must be initialled by a duly authorised representative and the declaration signed in full

Appendix A

Property Valuation Methodology

Tick box

Document for submission



Methodology and approach to perform the Property Valuation assignment. Evidence of understanding the brief and UNIVEN's operations as reflected in aligning the methodology and approach to the environment. Inclusive of a project plan with timelines demonstrating how the work will be completed during the contract period, having due regard for the needs specified in this RFP.

Appendix: B

Capabilities, Capacity and Competitive Advantages

Tick box

Document for submission



Provide a list of perceived strengths and weaknesses of the firm e.g. similar previous experience, in-house skills etcetera, thus providing information which will assist UNIVEN to assess its capabilities, capacity and competitive advantages etcetera

Appendix C

Vision, Mission and Values

Tick box

Document for submission



A summary of the service provider's mission statement, the vision statement and values.

Appendix D Reprimands/ Warning

Tick box

Document for submission

State whether the service provider is currently under the terms of a public or private reprimand/warning of a Professional Association

Appendix E Organogram

Tick box

Document for submission

Provide an organogram of the service provider

Appendix F VALID SARS PIN

Tick box

Document for submission

Please attach a valid SARS pin. Companies that foresee annual their annual turnover will exceed R2 million

Appendix H

Annual Financial Statements

Tick box

Document for submission

Please ensure that the Annual financial statements fall within 12 months with comparatives, i.e. (most recent not older than 12months)

Appendix I

Board Resolution (Statement of Proxy)

Tick box

Document for submission

Include Board resolution for delegation of authority.

NB The following proof MUST be produced: Proof that the person who signed the proposal has the authority to do so.

Failure to provide appropriate documentation as outlined above shall render your proposal invalid

Appendix J

SBD 4: Declaration of Interest

Tick box

Document for submission



Please ensure SBD 4: Declaration fully signed and attached

25. CONFLICT OF INTEREST

NB: This form must be completed by the company Director or any other person with authority to sign on behalf of the company

Ibeing a bidder to supply services to University of Venda hereby declare that:

- 1) I have not tried to influence any party at Univen with any financial and/or any other interests, either directly or indirectly, in connection with this contract
- 2) No individual or group stand to benefit materially, directly or indirectly, from award of this contract for the duration of this contract
- 3) No approaches of benefits, bribes, backhanders or any other form of unauthorised benefit were either received or made or promised and will not be entertained for the duration of this contract.
- 4) In the event that any approach was or will be made, we undertake that no such approach will be entertained
- 5) Any approach of the above shall be reported immediately to the registrar at 0159628000 or the DVC Operations on 015 962 8105
- 6) Any requests for sponsorships and/or any other approach shall not be entertained and will be reported to these offices immediately.
- 7) We shall only entertain any sponsorship request if it has been made on the official letterhead of Univen and signed by a member of the Executive management of the university or the Director: Communications and Marketing

Our company hereby consent that any breach of the above will be dealt with decisively by the university in terms of its rules and will lead to the immediate termination of the agreement and recovery of costs by the university of Venda.

Signed by:on this theday of20.....

Signature:

Duly authorise the supplier/bidder to sign this declaration

DECLARATION

I, the Undersigned (name):hereby certify that the information furnished above is correct. I accept that the university of Venda through a representative may act against me should this declaration prove to be false

Signature:Date:

ID #:

Position:

Tender Reference #:

26. SWORN STATEMENT.

SWORN STATEMENT

I/we, the undersigned, who warrant that I/we am/are duly, authorised to do so, on behalf of the enterprise certify that:

1. The information furnished is true and correct
2. If misrepresentation to gain any benefit is established, University of Venda may in addition to any other remedy it may have
 - a. Disqualify me/us (as applicant/s)
 - b. Restrict the applicant, its shareholders and directors from obtaining business from University of Venda for a period not exceeding 5 years
 - c. In the event that a contract has been concluded, recover from the supplier all costs, losses, or damages incurred or sustained as a result of the award of the contract
 - d. Cancel the contract and claim any damages suffered by having to make less favourable arrangements after such cancellation; and
3. Univen is hereby empowered to take such steps as it may require to verify information submitted, including, but not limited to, the use of independent auditors or other experts.
4. If there are any changes to the information supplied on this form, I/we will inform Univen Supply Chain Management unit immediately

Name of Enterprise:

Signature:Position:.....

Business Address:

.....
.....

Office Telephone:Mobile:

Date:



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 interest¹ 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.
- 3.4 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

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.

contract.

- 3.5 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.

- 3.6 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