

**BID NUMBER: CRES/HO/15/12/2021**
**REQUEST FOR PROPOSAL (RFP) FOR THE LEASE AND  
 DEVELOPMENT OF PRASA OWNED PROPERTIES**

<b>CLOSING DATE</b>	Thursday, 03rd March 2022
<b>CLOSING TIME</b>	14:00 PM
<b>BID DOCUMENTS DELIVERY ADDRESS</b>	PASSENGER RAIL AGENCY OF SOUTH AFRICA: CORPORATE REAL ESTATE SOLUTION  PRASA CRES – GROUND FLOOR AUDITORIUM, 30 WOLMARANS STREET, UMJANTSHI HOUSE, BRAAMFONTEIN, JOHANNESBURG
	PRASA Tender Box, 1st floor Tower Block – Cape Town Station Concourse, Adderley Street, Cape Town Station
	PRASA Cres, Durban Station – PMU Boardroom (Next to bus terminals)
	PRASA Cres Offices, East London Down Station, Station Street, Quigney, East London
<b>BIDDER NAME</b>	.....
<b>BID RETURN ADDRESS</b>	PASSENGER RAIL AGENCY OF SOUTH AFRICA PRASA CRES – GROUND FLOOR AUDITORIUM, 30 WOLMARANS STREET, UMJANTSHI HOUSE, BRAAMFONTEIN, JOHANNESBURG
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## Disclaimer

This document is provided solely for the purpose set out in this RFP and is not intended to form any part or basis of any investment decision by Bidders. The recipient should not consider the document as an investment recommendation by PRASA or any of its advisers.

Each person to whom this document (and other later documents) is made available must make his own independent assessment of the Project after making such investigation and taking such professional advice as he/she or it deems necessary. Neither the receipt of this document or any related document by any person, nor any information contained in the documents or distributed with them or previously or subsequently communicated to any Bidder or its advisers, is to be taken as constituting the giving of an investment advice by PRASA or its advisers.

Whilst reasonable care has been taken in preparing this RFP and other documents, they do not purport to be comprehensive or true and correct. Neither PRASA nor any of its advisers accept any liability or responsibility for the adequacy, accuracy or completeness of any of the information or opinions stated in any document.

They acquaint themselves with this RFP and take note that no representation or warranty, express or implied, is or will be given by PRASA, or any of its officers, employees, servants, agents or advisers with respect to the information or opinions contained in any document or on which any document is based. Any liability in respect of such representations or warranties, howsoever arising is hereby expressly disclaimed.

If any recipient, or its employees, advisers or agents make or offers to make any gift to any of the employees of PRASA or consultant to PRASA on the RFP either directly or through an intermediary then such recipient, Bidder will be disqualified forthwith from participating in the RFP.

Each recipient of this RFP agrees to keep confidential any information of a confidential nature which may be contained in the information provided (the "Confidential Information Provided"). The Confidential Information provided may be made available to Bidder's subcontractors, employees and professional advisers who are directly involved in the appraisal of such information (who must be made aware of the obligation of confidentiality) but shall not, either in the whole or in part, be copied, reproduced, distributed or otherwise made available to any other party in any circumstances without the prior written consent of PRASA, nor may it be used for any other purpose than that for which it is intended.

These requirements do not apply to any information, which is or becomes publicly available or is shown to have been made available (otherwise than through a breach of a confidentiality obligation). Bidders, Key Contractors and their constituent members, agents and advisers, may be required to sign confidentiality Contracts/undertakings (in such form as PRASA may require from time to time).

All Confidential Information Provided (including all copies thereof) remains the property of PRASA and must be delivered to PRASA on demand. Further, by receiving this RFP each Bidder and each of its members agrees to maintain its submission in Bid to this RFP confidential from third parties other than PRASA and its officials, officers and advisers who are required to review the same for the purpose of procurement of the RFP.

Any recipient residing outside the Republic of South Africa is urged to familiarise themselves with and to observe any regulatory requirements relevant to the proposed transaction (whether these derive from a regulatory authority within or outside the Republic of South Africa).

Any requirement set out in this RFP regarding the content of a response to the RFP is stipulated for the sole benefit of PRASA, and serves as expressly stated to the contrary, may be waived at its discretion at any stage in the procurement process.

PRASA is not committed to any course of action as a result of its issuance of this RFP and/or its receipt of a Proposal in response to it. Please note that PRASA reserves the right to:

- Modify the RFP's goods / service(s) / works and request Respondents to re-bid on any changes;
- Withdraw, amend the RFP at any time without prior notice and liability to compensate or reimburse any respondent;
- Reject any Proposal which does not conform to instructions and specifications which are detailed herein
- Disqualify Proposals submitted after the stated submission deadline;
- Call a respondent to provide additional documents which PRASA may require which have not been submitted to PRASA.
- Not necessarily accept the lowest priced Proposal or alternative bid;
- Not accept any response to the RFP or appoint a final bidder;
- Reject all proposals if it so decides;
- Withdraw the RFP on good cause shown;
- Award a contract in connection with this Proposal at any time after the RFP's closing date;
- Award a contract for only a portion of the proposed goods/ service/s/ works which are reflected in the scope of this RFP;
- Split the award of the contract between more than one Service Provider, should it at PRASA's discretion be more advantageous in terms of, amongst others, cost or development considerations;
- Make no award at all;
- Validate any information submitted by Respondents in response to this bid. This would include, but is not limited to, requesting the Respondents to provide supporting evidence. By submitting a bid, Respondents hereby irrevocably grant the necessary consent to PRASA to do so;
- Request annual financial statements prepared and signed off by a professional accountant or other documentation for the purposes of a due diligence exercise; and/or
- Not accept any changes or purported changes by the Respondent to the bid rates after the closing date and/or after the award of the business, unless the contract specifically provided for it.

To adopt any proposal made by any bidder at any time and to include such proposal in any procurement document which may or may not be made available to other bidders.

All costs and expenses incurred by Bidders in submitting responses to this RFP shall be borne by the Bidders and PRASA shall not be liable for any costs or expenses whatsoever or any claim for reimbursement of such costs or expenses.

Should a contract be awarded on the strength of information furnished by the Respondent, which after conclusion of the contract, is proved to have been incorrect, PRASA reserves the right to cancel the contract and/or place the Respondent on PRASA's list of Restricted Suppliers.

PRASA reserves the right to negotiate market-related price with the bidder scoring the highest points or cancel the bid; if the bidder does not agree to a market related price, negotiate a market related price with the bidder scoring the second highest points or cancel the bid; if the bidder scoring the second highest points does not agree to a market related price, negotiate a market related price with the bidder scoring the third highest points or cancel the bid. If the market related price is not agreed as envisaged in this paragraph, PRASA will cancel the bid.

PRASA reserves the right to negotiations Best and Final Offer (BAFO) with selected Respondents where none of the Proposals meet RFP requirement, are affordable and demonstrate value for money and there is no clear preferred response to the RFP

PRASA will not reimburse any Respondent for any preparatory costs or other work performed in connection with its Proposal, whether the Respondent is awarded a contract.

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# **REQUEST FOR PROPOSAL:PART B**

**DECEMBER 2021**

**REQUEST FOR PROPOSAL FOR LEASE AND DEVELOPMENT OF  
PRASA OWNED PROPERTIES:**

**GUIDELINES, REQUISITE FORMS AND EVALUATION CRITERIA**

## DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“RFP”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive RFP processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“Functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“Proof of B-BBEE status level of contributor”** means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of RFP invitation, and includes all applicable taxes;

## 1. INTRODUCTION

### 1.1 LEASE AND DEVELOPMENT OF PRASA OWNED PROPERTIES

The Passenger Rail Agency of South Africa (PRASA), through its Property Division, PRASA Corporate Real Estate Solutions (PRASA CRES) invites members of the private sector to submit proposals for leasing, upgrading or development of identified properties at various train station across the country.

PRASA Cres provides property management and facilities management services on behalf of PRASA in five regional offices across South Africa, namely, Gauteng North, Gauteng South, Kwa-Zulu Natal, Eastern Cape and Western Cape.

PRASA CRES has place on the market land parcels and/or buildings to either be developed, upgraded or refurbished for commercial, residential or industrial use. PRASA is therefore calling for the private sector to give recommendations for the highest and best use of the attached list of PRASA owned properties with a view of generating sustainable revenue.

Some of the operational intent of the initiative include securing unused land, reducing the high holding cost such as maintenance as well as rates and taxes. This initiative will also ensure that there is socio-economic value and impact on communities where our properties are located.

### 1.2 IMPORTANT DOCUMENTS AND RFP COMPLETION GUIDELINES

This is **Part B** of the documents and guidelines required to prepare and submit comprehensive Request for Proposal to be considered and evaluated.

This should be read in conjunction with Part A which includes the following information: Property to be accessed on the following website addresses [www.etenders.treasury.gov.za](http://www.etenders.treasury.gov.za) or [www.prasa.com](http://www.prasa.com)

#### **PART A Contents:**

##### 1.2.1.1 Location of Property

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- 1.2.1.2 Legal Status and Ownership
- 1.2.1.3 Zoning Status
- 1.2.1.4 Local Authority
- 1.2.1.5 Type of Property and Size
- 1.2.1.6 Land SG Diagram and Deed Number
- 1.2.1.7 Current and Potential use
- 1.2.1.8 Surrounding Amenities

**PART C:****- SCOPE OF WORK****1.3 RFP INVITATION**

PRASA CRES, a division of PRASA (The Passenger Rail Agency of South Africa) hereby invites interested prospective tenants to submit proposals to lease and upgrade/develop its properties from different regions **listed** hereunder.

**1.4 SCHEDULE OF ADVERTISED PROPERTIES**

Reference	Station	Description
NGR 2019-01	Saulsville	Request for Proposal for lease and development of Erf 6287 Saulsville (Readvertisement)
NGR 2019-05	Irene	Request for proposals for lease and development of a ptn of Rem of Ptn 10 Doornkloof No 391 - JR (Readvertisement)
NGR 2021-01	Capital Park	Request for Proposal for lease and development of portion 1 of Transpark, 639 JR
NGR 2021-02	Rosslyn	Request for Proposal for lease and development of portion of Erf 163 Hartebeesthoek, 303/JR, Rosslyn Station

WCR 2019-15	Woodstock	Request for Proposal for lease and development of Erven 10221, 10223, 10224, 149351 & 149348 at Railway Street, Woodstock (Readvertisement)
WCR 2021-03	Newlands	Request for Proposal for lease and development of Portions of erven 97065, 97066 & 97030 Newlands
WCR 2021-04	Mowbray	Request for Proposal for lease and development of Erf 28205 in Mowbray, Cape Town
WCR 2021-05	Belhar	Request for Proposal for lease and development of Portion of Erf 14900; Erf 14861, Belhar, Cape Town at Pentech railway station
WCR 2021-06	Rosebank	Request for Proposal for lease and development of Portions of Erven 44286; 152970; 117084; 117083; 31003; 31002; 31019 & 31175, Cape Town at Rosebank
WRC 2021-07	Belhar	Request for Proposal for lease and development of Portion of Erf 16567, Belhar, Cape Town at Unibell railway station
WCR 2021-09	Woodstock (Industrial)	Request for Proposal for Lease and development of Erf 148639 (ptn of Erf 10256) at Woodstock
KZN 2021-10	Greenwood Park Station	Request for Proposal for the lease and development of Erf 36 and portion of Rem of Erf 41 Duiker Fontein - FU
KZN 2021-11	Springfield Park/Umgani	Request for Proposal for lease and development Portions of Rem of Ptn 11, 13, 14,15 of Erf 127 Springfield - FT
KZN 2019-24	Springfield Park	Request for Proposal for lease and development of Springfield Park in Durban Lot 455 & Lot 456 - Portion of Erf 251 (Readvertisement)
KZN 2019-25	Umkomaas	Request for Proposal for lease and development of property of Ptn Rem Erf 81 Umkomaas (Readvertisement)

KZN 2019-26	Umbogintwini	Request for Proposal for lease and development of property at Umbongitiwini (Ptn Portion 3 Umlazi Loc. No. 4676 Station Rd; and Ptn 1292 (Readvertisement)
SGR 2021-12	Germiston	Request for Proposal for lease and development of Ptn 174 (Ptn of Ptn 69), Driefontein no 87-IR
SGR 2021-13	Kaalfontein	Request for Proposal for lease and development of Ptn 55 (ptn of Ptn 15) Witfontein No 15 – I
		Request for Proposal for lease and development of Rem of Ptn 6, Witfontein No 15 - IR
SGR 2021-14	Oakmoor	Request for Proposal for lease and development of Ptn 69, Tembisa No.9-IR
KMV 2021-15	Kimberly	Resquest for Proposal for lease and development of Portion of erf 29696 Kimberly
SGR 2021-16	Ikwezi	Request for Proposal for lease and development of Ptn 124 (Ptn of Ptn 70) Klipspruit No.298 -IQ
SGR 2021-17	Tembisa	Request for Proposal for lease and development of portion of erf 11049 in Tembisa Ext 26

## 1.5 DETAILS OF COMPULSORY BRIEFING SESSIONS, SUBMISSION AND VENUE

*Prospective tenants to attend at least one of the compulsory regional briefing sessions listed below in order to be eligible to submit their respective proposals.*

### GAUTENG PROVINCE

DATE OF BRIEFING SESSION/CLOSING DATE AND VENUE	
<b>Non-Compulsory Briefing Session Date:</b>	No briefing session
<b>Closing Time for RFP Submission:</b>	No later than 14h00 03 March 2022 (Thursday)

**Submission Venue 1:**

Ground Floor, Auditorium, Umjantshi House, 30  
 Wolmarans Street,  
 Braamfontein, Johannesburg

**WESTERN CAPE PROVINCE****Submission Venue 2:**

PRASA Tender Box, 1st floor Tower Block –  
 Cape Town Station Concourse, Adderley  
 Street, Cape Town Station

**KWA-ZULU NATAL PROVINCE****Submission Venue 3:**

PRASA Cres, Durban Station – PMU  
 Boardroom (Next to  
 bus terminals)

**EASTERN CAPE PROVINCE****Submission Venue 4:**

PRASA Cres Offices, East London Down  
 Station, Station Street, Quigney, East London

**NB:** The relevant form contained in this document to be completed, signed by both a PRASA official at the briefing as well as the prospective tenant and to be submitted along with prospective tenant proposal.

## 2 MINIMUM REQUIREMENTS/GUIDELINES FOR SUBMISSION OF PROPOSAL (REFER TO SCOPE OF WORK PART C)

### A. Company Overview/ Company Profile

### B. Development Proposal

- Prospective tenants are required to submit a concise development proposal for the site. The development proposal must include a concept Site Development Plan, an Architectural concept of the proposed development, proposed tenancing, and the approach to the station precinct.

#### i) Existing Building

- Proposed Usage and associated market research
- Methodology
- Proposed Development

- Proposed Outcome (Furnishes & fittings)
- Operational Management plan
- Tenancing plan

## ii) Vacant Land

- Proposed Usage and associated market research
- Methodology
- Proposed Concept Plans including architectural drawings
- Detailed Plan for the upgrade and duration thereof
- Operational Management plan
- Tenancing plan

## C. Design and Architectural Impressions

- Descriptions with pictures of proposed development or refurbishment
- Proposed designs, architectural impressions, furnishings etc

## D. Capital cost of renovations/ development

Concept site development plan and tenancing plan	Total floor area (m <sup>2</sup> )
<b>Totals</b>	

### Proposed Development Summary

Use	Total floor area (m <sup>2</sup> )
<b>Totals</b>	

### Estimated Development Time Frames

Estimated time, in months, from date of signature of development agreement to date of start of construction	Months
Estimated time, in months, from start of construction to completion of construction	Months

### Cost of Development

A breakdown of all costs to be incurred by the bidder in the preparation of the site must be provided. The cost provided in this section will form a critical part of the evaluation of proposals and will be a contractual condition of the development agreement awarded

No	Item description	Estimated cost (Incl. )
1	Civil & electrical services	R
2	Civil works	R
3	Top structure (building) costs	R
4	Professional fees	R
5	Sundry development cost	R

6	External /bulk services contributions	R
	<b>TOTAL</b>	R

- Summary of bill of quantities
- A breakdown of all costs to be incurred by the Prospective tenants in the preparation of the site must be provided

### E. Funding Structure

- Source of funding: Level of debt versus own funding etc.

### F. Commercial Viability/ Rental Offer / Lease Term

- Financial model
- Rental per month/year
- GLA
- Occupancy rate
- Rental escalation rate p.a.
- Lease period
- Other financial consideration e.g. period of loan repayment (if any)

### G. Financial Projections

Income	Year 1	Year 2	Year 3	Total
Rental income				
Other income				
<b>Gross Income</b>				
<b>Less Expenses</b>				
Water & electric				
Rates & taxes				
Security				
Insurance				
Maintenance				
Lease rental				
Other expenses				
<b>Net Rental Income</b>				

- Attach the document indicating annual financial projections – for the full term of the lease
- Present Financial Viability (relevant financial ratios) of the development /upgrade.

#### H. Details of management experience completed by Prospective tenants

- Professional and Construction teams involved
- Developments track record of contractors / prospective tenant

Name of Development	Year Completed	Value of Development	Prospective tenants Principals	Client	Contact Details

- Contact details of references
- Supply pictures of projects completed / underway

#### I. Management for Existing Buildings

- Management & staff
- Organogram
- Previous Experience in managing similar type of property / services

#### J. Affiliation & Membership of relevant associations

#### K. Any other information considered important to the proposal to be submitted

APPLICATION FORMS AND DECLARATIONS TO BE COMPLETED

**3.1 DETAILS OF APPLICANT AND COMPANY RESOLUTION**

Name of applicant:

\_\_\_\_\_

Company registration number:

\_\_\_\_\_

Mark type of registration: Company /CC/ Trust /NGO

Other, state \_\_\_\_\_

*A copy of company registration documentation must be attached*

Physical address:

\_\_\_\_\_  
\_\_\_\_\_

Postal address:

\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ Cellular phone: \_\_\_\_\_

E-mail:

\_\_\_\_\_

Full names of person authorized to act on behalf of applicant:

\_\_\_\_\_



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The resolution of the company/CC/trust/NGO/other must be attached, [these documents must authorize the named person to submit this RFP and to enter into agreements with PRASA should the application be successful.

\_\_\_\_\_  
**Signature of person authorized to sign documents**

\_\_\_\_\_  
**Name in block letters**

**Date** \_\_\_\_\_

**Witness 1**

**Witness 2**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name in block letters**

\_\_\_\_\_  
**Name in block letters**

**Date** \_\_\_\_\_ **Date** \_\_\_\_\_

#### **AUTHORITY TO SUBMIT**

***If Prospective tenants is a legal entity, a company resolution /Power of Attorney must be attached (these documents must authorise the named person to submit this application and to enter into agreements with the PRASA should the application be successful)***

Is a company resolution attached?	YES	NO
Is the Prospective tenant a natural person?	YES	NO
Is a certified ID copy attached?	YES	NO
Is a copy of the Prospective tenant's Power of Attorney attached?	YES	NO

### 3.2 PROPOSAL DECLARATION

I/We, the undersigned:

- (a) submit proposal to lease from PRASA the property as per the advertisement
- (b) agree that I/we will be bound by the specification and rental stated as contained in this proposal document,
- (c) confirm that this proposal may only be accepted by PRASA by way of a duly authorised letter of acceptance and upon concluding the lease agreement
- (d) declare that that we have completed, initialled and signed each page contained in this document.
- (e) declare that all amendments to this proposal document have been initialled by the relevant authorized person.
- (g) acknowledge that the information furnished is true and correct;
- (h) the signatory to the RFP document is duly authorized;
- (i) documentary proof regarding any items of the proposal issue will, when required, be submitted to the satisfaction of PRASA.

Signed at ..... this ..... day of.....20.....

**Name of Authorized Person:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Name of Proposer:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witness 1**

**Witness2**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name in block letters**

\_\_\_\_\_  
**Name in block letters**

**Date** \_\_\_\_\_ **Date** \_\_\_\_\_

### 3.3 DECLARATION OF INTEREST

3.3.1 Any legal person, including persons employed by the state\*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to RFP (includes a price quotation, advertised competitive RFP, limited RFP or proposal). In view of possible allegations of favouritism, should the resulting RFP, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the Prospective tenants or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the Prospective tenants is employed by the state; and/or
- the legal person on whose behalf the RFP document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the RFP(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the RFP.

3.3.2 In order to give effect to the above, the following questionnaire must be completed and submitted with the RFP.

3.3.3 Full Name of Prospective tenants or his or her representative:

.....

3.5.4 Identity Number: .....

3.5.5 Position occupied in the Company (director, shareholder etc):

.....

3.5.6 Company Registration Number:

.....

3.5.7 Tax Reference Number:

.....

...

3.5.8 VAT Registration Number:

.....

\* "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) Provincial legislature;
- (d) National Assembly or the national Council of provinces; or
- (e) Parliament.

**5.5** Are you or any person connected with the Prospective tenants presently employed by the state?

**YES / NO**

5.5.5 If so, furnish the following particulars:

Name of person / director / shareholder/ member: .....

Name of state institution to which the person is connected:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

.....

**5.6** Did you or your spouse, or any of the company's directors shareholders / members or their spouses conduct business with the state in the previous twelve months?

**YES / NO**

- **DECLARATION**

I, THE UNDERSIGNED

(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PRASA'S GENERAL CONDITIONS OF TENDER AS STIPULATED IN THE RFP SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
SIGNATURE

.....  
DATE

.....  
POSITION NAME OF PROSPECTIVE TENANT

### 3.6 SECURITY SCREENING FORM

I/We the under-signed in my/our capacity as indicated below hereby declare that I/we do not have previous conviction/s or civil Judgment/s registered against my/our name/s. I further confirm that there is no criminal or civil proceeding pending or being instituted against me or the Institution. I also declare that there are no Criminal Investigations pending against me or the Institution.

#### SECTION 3.6.1

\*to be completed by the Prospective tenants (Compulsory)

Name of Company/Trust/Partnership	Registration number of Company/Trust No
Physical Address	Vat Registration Number
Name of Auditing Firm	Previous Name/s of Company
Contact no. (Land line)	
Name of Holding Company if any	Tender Number
Tax Number/PIN Number	
	Banking Details
	Bank Name:
	Acc Number:
	Acc Holder:

	Branch Name:
	Branch Code:

**SECTION 3.6.2****Directors'/Trustees'/Partners' or Principals' Details**

Name & Surname		Identity Number	Date of Appointment	Shares
1.				
2.				
3.				
4.				

\*If the company has more than five directors/principals a list of all shareholders must be appended as Annexure "A"

**SECTION 3.6.3****Declaration of all Judgments (Directors & Company) and Outstanding Debt**

Director / Company		Reason for Judgment	Date of Judgment	Nature of Debt	Amount
1.					
2.					
3.					

\*If more than five incidents are listed, attach a list as annexure "C"

#### SECTION 3.6.4

I / We the under-mentioned in my / our capacity as indicated hereby declare that I am / we are not insolvent nor have been liquidated or any steps in this regard have been taken or are pending against me / us. I /We further declare that I/We have not been part of an entity which was liquidated in the last 5 years.

	Full Name(s)	ID Number	Capacity	Signature
1.				
2.				
3.				

#### SECTION 3.6.5

#### ACKNOWLEDGEMENT OF CONSENT

#### DECLARATION AND

I ..... Declare that the information provided above is true and correct. I also consent that a security screening be conducted on the company/trust or partnership and directors.

Contact Person: .....

Tel no. ....

\_\_\_\_\_  
 PROSPECTIVE TENANTS'S DULY AUTHORISED SIGNATORY

\_\_\_\_\_  
 Date



### 3 TERMS AND CONDITIONS

#### 4.1 GENERAL PRINCIPLES – DEVELOPMENT PROPERTIES PROGRAMME

The Property shall be made available by means of a long-term lease agreement in accordance with PRASA standard agreement and the following should be taken into account:

- Prospective tenants are expected to propose a suitable lease period, which must be backed up by the financial viability report of the project.
- The successful Prospective tenants(s) will be responsible for and shall bear all costs related to the development of the property including bulk services, rezoning for the required use and any obligations required by local authorities where applicable.
- The successful Prospective tenants will be responsible for the protection or relocation/removal of all servitudes/restrictions which may be registered over the property.
- Prospective tenants are required to demonstrate their ability and capacity to deliver and manage the proposed development.
- The property is made available in accordance with the site information available and still subject to further consultations and approvals by PRASA internal divisions.
- The successful Prospective tenants will be responsible to obtain all statutory approvals (Rezoning, Environmental, Water Use License, Site Development Plans, Building Plans, Required studies and related) which are required for the development of the property where applicable.
- PRASA reserves the right to make a capital contribution to the top structure development as its investment policy/framework.

## 4.2 TERMS AND CONDITIONS

### 4.2.1 RFP SUBMISSION:

- A) RFP'S MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE RFPS WILL NOT BE ACCEPTED FOR CONSIDERATION
- B) ALL PROPOSALS MUST BE SUBMITTED ALONG WITH THE COMPLETED OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR COMPLETED ONLINE
- C) ALL RESPONSES TO THE RFP MUST BE SUBMITTED IN TWO SEALED ENVELOPES/BOXES; THE FIRST ENVELOP/BOX SHALL HAVE THE TECHNICAL, COMPLIANCE AND BBBEE RESPONSE AND THE SECOND ENVELOP/BOX SHALL ONLY HAVE THE COMMERCIAL OFFER (CAPITAL COSTS, RENTAL OFFER AND PROJECTIONS). PROSPECTIVE TENANTS MUST ENSURE THAT THEY DO NOT INDICATE ANY FINANCIAL INFORMATION IN THE FIRST ENVELOP/BOX.
- D) PROSPECTIVE TENANTS MUST SUBMIT X1 ORIGINAL RESPONSE, X1 COPY AND AN ELECTRONIC VERSION WHICH MUST BE CONTAINED IN A CD OR MEMORY STICK CLEARLY MARKED IN THE PROSPECTIVE TENANTS' NAME.
- E) PROSPECTIVE TENANTS ARE REQUIRED TO PACKAGE THEIR RESPONSE/BID AS FOLLOWS:

**ENVELOPE 1:**

VOLUME 1 PART A: RFP FORMS, COMPLIANCE RESPONSE, LEASE APPLICATION FORMS (IF APPLICABLE) AND B-BBEE RESPONSE

VOLUME 1 PART B: TECHNICAL OR FUNCTIONAL RESPONSE (RESPONSE TO SCOPE OF WORK), PROPOSAL EXCLUDING COST AND RENTALS

**ENVELOPE 2:**

VOLUME 2: COMMERCIAL PROPOSAL AND RENTAL OFFER (PRICING SCHEDULE FROM PAGE 10-11 OF THIS DOCUMENT)

- F) PRASA RESERVES THE RIGHT NOT TO CONSIDER ANY PROPOSAL NOT SUITABLY ENDORSED OR COMPREHENSIVELY COMPLETED

- FAILURE TO COMPLETE ALL BLANK SPACES IN THE FORMS AND TO ATTEND TO THE OTHER DETAILS MENTIONED HEREIN WILL RENDER THE PROPOSAL INCOMPLETE.
- ANY COMPLETION OF THE APPLICATION DOCUMENT IN ERASABLE INK (INCLUDING PENCIL) OR BY MAKING USE OF CORRECTION FLUID (I.E. TIPPEX) WILL RENDER THIS APPLICATION INVALID.
- COMPLETED RFP DOCUMENTS SHOULD BE PLACED IN A SEALED ENVELOPE, CLEARLY MARKED WITH THE REFERENCE NUMBER AND RFP DESCRIPTION.
- BIDDERS ARE REQUIRED TO ATTACH A USB COPY ALONG WITH THE ABOVE ENVELOPE CONTAINING SOFT COPIES OF THE SUBMISSION

#### 4.2.2 TAX COMPLIANCE REQUIREMENTS

- A) PROSPECTIVE TENANTS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- B) PROSPECTIVE TENANTS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- C) APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE [WWW.SARS.GOV.ZA](http://WWW.SARS.GOV.ZA).
- D) PROSPECTIVE TENANTS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE RFP.
- E) IN RFPS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- F) WHERE NO TCS IS AVAILABLE BUT THE PROPOSED TENANT IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

#### 4.2.3 QUESTIONNAIRE TO RFP FOREIGN SUPPLIERS

A) IS THE PROSPECTIVE TENANTS A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO

B) DOES THE PROSPECTIVE TENANTS HAVE A BRANCH IN THE RSA? YES NO

C) DOES THE PROSPECTIVE TENANTS HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO

D) DOES THE PROSPECTIVE TENANTS HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE RFP INVALID.**

### 4.3 COMPLIANCE REQUIREMENTS

#### Mandatory Requirements

Failure to submit the following documents the submitted Proposal will be automatically disqualified:

No.	Description of requirement	
a)	Completion of ALL RFP documentation (includes ALL declarations and Commissioner of Oath signatures required)	
b)	Signed Joint Venture, Consortium Agreement or Partnering Agreement (whichever is applicable) if bidder wishes to enter into such	

The following documents to be submitted with your proposal.

No.	Description of requirement	
a)	Original or certified B-BBEE certificate (Certificates issued by SANAS approved agencies or sworn affidavits )	
b)	A valid and Original Tax Clearance Certificate (valid as at the closing date of this RFP) Or supply SARS Pin	
c)	Company registration documents	
d)	Latest financial statement	
e)	Copies of Directors' ID documents	

## 4 PREFERENCE POINT SYSTEM AND RFP EVALUATION CRITERIA

### 5.1 PREFERENCE POINT SYSTEM

The following preference point systems are applicable to all RFPs:

- 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)

- a) In the event where the value of an RFP could not be determined, the highest acceptable RFP will be used to determine the applicable preference point system
- b) Either 80/20 or 90/10 preference point system will be acceptable for this tender
- c) Points for this RFP shall be awarded for:
  - Commercial offer
  - B-BBEE Status Level of Contributor.

The maximum points for this RFP are allocated as follows:

	POINTS	POINTS
COMMERCIAL OFFER	80	90
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20	10
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>	<b>100</b>

- Failure on the part of a Prospective tenants to submit proof of B-BBEE Status level of contributor together with the RFP, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- PRASA reserves the right to request the prospective tenants, either before a RFP is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the PRASA.

## 5.2 EVALUATION PROCESS

A two-stage evaluation process of RFP's will be applied as follows:

- **Stage 1:** Functionality Evaluation
- **Stage 2:** Evaluation of Commercial Offer and B-BEE Status Level Contribution

## 5.3 FUNCTIONALITY EVALUATION (Stage 1)

RFPs will be evaluated in order to establish whether they meet a minimum threshold score of 70 points out of 100, based on the following functionality criteria:

ITEM	CRITERIA	WEIGHT
1	Experience in managing proposed property usage	25
2	Applicable Experience in construction /major upgrades and/or conversion of buildings	25
3	Financial Capability	25
4	Benefits of the development proposal to the station precinct and addressing PRASA's challenges	25
	<b>TOTAL</b>	<b>100</b>

FUNCTIONAL CRITERIA	WEIGHT	SCORES (1-5 with an indication of how the points will be allocated)	Returnable documents to be used in evaluation
<p><b>1. Experience in managing proposed property usage</b></p> <p>The company must demonstrate experience in managing the proposed usage or similar for a period of 5 years.</p>	25	<p>0. No Submission</p> <p>1. No experience in managing proposed usage at all</p> <p>2. Experience in managing proposed usage for less than two years</p> <p>3. Experience in managing proposed usage for between two and five years</p> <p>4. Experience in managing proposed usage for between 5 to 7 years</p> <p>5. Experience in managing proposed usage for above 7 years</p>	<p>- Company profile with details of experience in managing proposed usage (Name of site, length of service, nature of services rendered, name of client/landlord, contact details)</p> <p>- Reference letter demonstrating experience in managing proposed usage</p> <p>- Approach and methodology – Operational plan</p>

<b>2. Applicable Experience in construction /major upgrades and/or conversion of buildings</b>  The applicant or their nominated contractor must demonstrate their experience in doing major upgrades of similar nature as per the applicant proposed usage	25	0. No submission 1. x2 or less similar type of developments/upgrades and/or conversion completed in the last 7 years, 2. x3 similar type of developments/upgrades and/or conversion completed in the last 7 years, 3. x4 similar type of developments/upgrades and/or conversion completed in the last 7 years, 4. x5 similar type of developments/upgrades and/or conversion completed in the last 7 years, 5. x6 Or more similar type of developments/upgrades and/or conversion completed in the last 7 years,	- Profile of completed projects with project timelines/dates and associated project values  - Completion certificates with the appointment letter for the main contractor specific to completed projects  - Approach and methodology – Operational plan for the development
<b>3. Financial Capability</b> Applicant to provide details of adequate funding for the proposed upgrade/development costs	25	0. No submission 1. No funding at all 2. Applicant have applied for funding and are awaiting approval 3. Applicant has 50% required funding for proposed upgrade/development costs	- Latest 3 months Copy of bank statement showing availability of funds  Letter of intent from registered funding institution confirming funding for the project



		4. Applicant has 75% required funding for the proposed upgrade/development costs  5. Applicant has 100% required funding for the proposed upgrade/development costs	
<b>4. Benefits of the development proposal to the station precinct and addressing PRASA's challenges</b>  Applicant is required to provide a detailed proposal on how the property proposed usage will benefit the station precinct and address PRASA's challenges.  The development proposal to illustrate how the project will introduce new services/facilities, functional urban design, corridor densification and sustainability environment and technology	25	0. No Submission 1. No station precinct benefit plan provided 2. Plan submitted with any x1 of the associated returnable documents 3. Plan submitted with any x2 of the associated returnable documents 4. Plan submitted with any x3 of the associated returnable documents 5. Plan submitted with x4 of the associated returnable documents	- Conceptual designs and aesthetic rendering  - Urban form plan  - Environmental sustainability plan  - Women and/or youth empowerment plan
<b>TOTAL</b>	<b>100</b>		

RFPs which do not meet the minimum threshold of 70 points will not be considered further evaluation.

## 5.4 B-BBEE STATUS LEVEL CONTRIBUTION AND COMMERCIAL OFFER (Stage 2)

### 5.4.1 B-BBEE STATUS LEVEL CONTRIBUTION

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to prospective tenants for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

### 5.4.2 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

- the 80/20 system for a Net Present Value of rental offered up to R50 000 000 (all applicable tax included); or
- the 90/10 system for a Net Present Value of rental offered above R50 000 000 (all applicable taxes included)
- For adjudication purposes we will consider the highest Internal Rate of Return (IRR) and the Return

on Investment (ROI) based on PRASA's input cost (land/building value) and proposed rental streams over a twenty-year lease period.

The Prospective tenants obtaining the highest number of points will be shortlisted for consideration at lease negotiation phase:

- Preference points shall be calculated after commercial offers have been brought to a comparative basis
- Points scored will be rounded off to decimal places
- In the event of equal points scored, the RFP will be awarded to the Prospective tenant scoring the highest points on the technical criteria

**5.4.3 B-BBEE DECLARATION TO BE COMPLETED AND SUBMITTED**

Prospective tenants who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

B-B BEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

**SUB-CONTRACTING**

Will any portion of the contract be sub-contracted?

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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If yes, indicate:

- i) What percentage of the .....contract will be sub-contracted %.
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-Contract.
- iv) Whether the sub-contractor is an EME or QSE

(*Tick applicable box*)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
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- v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>

OR

Any EME

Any QSE

## ENQUIRIES

For all enquiries, please contact us at E-mail:

[prasa.properties@prasa.com](mailto:prasa.properties@prasa.com)