



**THE APPOINTMENT OF A PANEL OF DUE DILLIGENCE SERVICE PROVIDERS
FOR THE ASSESSMENT OF DEVELOPMENT OF AFFORDABLE HOUSING
PROJECTS FOR THE GPF FOR A 36-MONTH (THREE YEARS) PERIOD**

RFP NO.:	RFP/09/03/2025
CLOSING DATE:	13 OCTOBER 2025
TIME:	11:00 AM
VENUE FUND	GAUTENG PARTNERSHIP 82 GRAYSTON DRIVE 1st FLOOR SANDTON 2196

ACRONYMS

GPF	Gauteng Partnership Fund
ICASA	Independent Communications Authority of South Africa
SLA	Service Level Agreement
GDHS	Gauteng Department of Human Settlements
PPE	Provincial Public Entity
GPG	Gauteng Provincial Government
PFMA	Public Finance Management Act
SLA	Service Level Agreement
BBBEE	Broad Black Based Economic Empowerment
SANAS	South African National Accreditation System
CIPC	Companies and Intellectual Properties Commission
EME	Exempted Micro Enterprise
QSE	Qualifying Small Enterprise

1 SECTION 1: GENERAL CONDITIONS OF BID

Proprietary Information

GPF considers this Request for Proposal (RFP) and all related information, either written or verbal, which is provided to the respondent, to be proprietary to GPF. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this RFP or related information to any third party without the prior written consent of GPF.

1. Enquiries

- 1.1 All communication and attempts to solicit information of any kind relative to this RFP should be channelled **in writing** to:

Department : Supply Chain Management
Contact Persons : Ms. Mandudu Legodi / Mr. Sandile Ngwenya
E-mail address : tenders@gpf.org.za

- 1.2 **Closing date for enquiries** in relation to this RFP will be **18 September 2025**.
- 1.3 **There is no briefing session for this tender.**
- 1.4 The enquiries will be consolidated and GPF will issue one response and such response will be posted, within two days after the last day of enquiries, onto the GPF website (www.gpf.org.za) under tenders i.e. next to the same RFP document.
- 1.5 The GPF may respond to any enquiry in its absolute discretion and the bidder acknowledges that it will have no claim against the GPF on the basis that its bid was disadvantaged by lack of information, or inability to resolve ambiguities.

2. Bid Validity Period

Responses to this RFP received from bidders will be valid for a period of 180 days counted from the bid closing date.

3. Instructions on submission of Bids

- 3.1 Bids should be submitted in duplicate (2 hard copies) and one electronic copy on USB in PDF format all bound in a sealed envelope endorsed. The sealed envelope must be placed in the bid box at the First-floor area of the GPF Offices, 82 Grayston Drive, 1st Floor, Sandton, 2196 by no later than **13 October 2025 @ 11:00 AM [Telkom time]**.

- 3.2 Bids must be submitted in the prescribed response format, herein reflected as **Response Format**.
- 3.3 The bid closing date, bidder name and the return address must also be endorsed on the envelope.
- 3.4 If a courier service company is being used for delivery of the bid response, the bid description must be endorsed on the delivery note/courier packaging and the courier must ensure that documents are placed / deposited into the bid box found on the GPF Offices, 82 Grayston Drive, 1st Floor, Sandton, 2196. **The GPF will not be held responsible for any delays where bid documents are handed to the GPF Receptionist/ officials.**
- 3.5 No bid response received by telegram, telex, email, facsimile or similar medium will be considered.
- 3.6 Where a bid response is not in the bid box at the time of the bid closing, such a bid document will be regarded as a late bid. **It is the GPF's policy not to consider late bids for tender evaluation.**

4. Preparation of Bid Response

- 4.1 All the documentation submitted in response to this RFP must be in English.
- 4.2 The bidder is responsible for all the costs that it shall incur related to the preparation and submission of the bid document.
- 4.3 Bids submitted by bidders which comprised of companies must be signed by a person or persons duly authorised thereto by a resolution of the applicable Board of Directors, a copy of which Resolution, duly certified, must be submitted with the bid.
- 4.4 The bidder should check the numbers of the pages of its bid to satisfy itself that none of their documents are missing or duplicated. No liability will be accepted by GPF in regard to anything arising from the fact that pages/documents of a bid are missing or duplicated.
- 4.5 A valid tax compliance status PIN must be included in the bid response to verify bidders' tax compliance status.
- 4.6 All bidders must be registered on the Central Supplier Database (CSD) prior to submitting bids and include in their bid a copy of their Master Registration Number (Supplier Number) in order for GPF to verify the bidder's tax status on CSD and other Governing compliances.

5. Supplier Performance Management

- 5.1 Supplier Performance Management is viewed by the GPF as a critical component in ensuring value for money acquisition and good supplier / or service provider relations between the GPF and all its suppliers.

5.2 The successful bidder shall, upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the GPF, which will form an integral part of the supply agreement. The SLA will serve as a tool to measure, monitor and assess the supplier 's performance and ensure effective delivery of service, quality and value-add to GPF's business.

6. Supplier Development

6.1 The GPF promotes enterprise development. In this regard, successful bidders may be required to mentor SMMEs and/ or Youth-Owned businesses. The implications of such arrangement will be subject to negotiations between the GPF and the successful bidder.

7. GPF's Rights

7.1 The GPF is entitled to amend any bid conditions, bid validity period, RFP specifications, or extend the bid closing date, all before the bid closing date. All bidders, to whom the RFP documents have been issued and where the GPF has record of such bidders, may be advised in writing of such amendments in good time and any such changes will be posted on the GPF's website under the relevant tender information. All prospective bidders should therefore ensure that they visit the website regularly and before they submit their bid response to ensure that they are kept updated on any amendments in this regard.

7.2 The GPF reserves the right to award this bid as a whole or in part.

7.3 The GPF reserves the right to consider the guidelines and prescribed hourly remuneration rates for consultants as provided in the **National Treasury Instruction 01 of 2024/2025: Revised Cost Containment Measures**, where relevant.

7.4 The GPF reserves the right to request all relevant information, agreements and other documents to verify information supplied in the bid response. The bidder hereby gives consent to the GPF to conduct background checks on the bidding entity and any of its directors / trustees / shareholders / members.

8. Undertakings by the Bidder

8.1 By submitting a bid in response to the RFP, the bidder will be taken to offer to render all or any of the services described in the bid response submitted by it to the GPF on the terms and conditions and in accordance with the specifications stipulated in this RFP document.

8.2 The bidder may be required to attend an interview should GPF require such and the bidder shall be notified thereof in good time before the actual presentation date. Such interview

may include a practical demonstration of understanding products or services as called for in this RFP.

- 8.3 The successful bidder accepts full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under the supply agreement and SLA to be concluded with GPF, as the principal(s) liable for the due fulfilment of such contract.
- 8.4 The bidder accepts that all costs incurred in the preparation, presentation and demonstration of the solution offered by it shall be for the account of the bidder. All supporting documentation and manuals submitted with its bid will become GPF property unless otherwise stated by the bidder/s at the time of submission.

9. Reasons for disqualification

- 9.1 The GPF reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
 - 9.1.1 Bidders who submit incomplete information and documentation according to the requirements of this RFP document.
 - 9.1.2 Bidders who submit information that is fraudulent, factually untrue or inaccurate.
 - 9.1.3 Bidders who receive information not available to other potential bidders through fraudulent means.

1. BACKGROUND

The GPF invest in affordable housing developments with a purpose of facilitating affordable housing delivery. The GPF is a debt funder for private developers interested in developing affordable housing. An independent comprehensive due diligence of the project, project feasibility and to ascertain the status of the client and the project by establishing the ability of the company to undertake the project and to ascertain any unknown liabilities, risks and outstanding development aspects, to enable GPF to take an informed decision as a prospective loan funder.

2. SCOPE OF WORK

The GPF funds private entities that intend to acquire and develop / refurbish affordable housing development projects, the investment is in the form of a loan for the specific project with an appropriate GPF exit strategy. The decision to fund the project is contingent on the outcome of Due Diligence Review (DDR). The due diligence should be a “factual and accurate” investigation that focuses and verifies the following:

2.1. The Company Overview

- a) Legal status of the company (give copies of relevant documentation)
- b) Shareholders / Members, and associated entities (ownership structure, Shareholders' IDs, registration documents, etc.)
- c) Shareholders % in the company.
- d) BBEE % of shareholding in the company
- e) The mandates of the Company
- f) Main business and main objectives
- g) Resolutions (to apply for funding, mandating the contact person to transact with GPF)

2.2. Company Structure and Management

- h) Corporate Structure (if part of the Group of companies)
- i) Company governance (Board, etc.)
- j) Key Management and Roles played
- k) Accounting and Financial Systems
- l) Financial position (AFS – existing)
- m) Assets and Liabilities from ALL shareholders

- n) Current operational performance
- o) Inclusionary plan – to ensure funds trickle down to previously disadvantaged individuals.

2.3. Market

- a) Description of the existing market and its potential for growth include:
- b) A detailed analysis of the size and maturity of the market;
- c) Trends and seasonality exhibited by the market;
- d) A detailed analysis of competitors, the price and quality of their products and service, and their expected reaction to your project;
- e) Highlight and discuss your competitive advantage.
- f) Pricing strategy and how it compares with competition;
- g) Elaborate on planned sales and marketing strategies and promotional activities;
- h) A detailed substantiation of sales projections (in monetary and physical terms) with a comprehensive analysis of the lead time expected to reach sales targets and milestones (e.g. break-even point);

2.4. Property Management Capacity

- a) Analysis of the management capacity of the proposed property management company, with emphasis on the following:
- b) Property manager's registration with relevant authorities and industry bodies e.g. the Property Practitioners Regulatory Authority (PPRA), the National Association of Managing Agents ("NAMA") and the Council for Debt Collectors, etc.;
- c) A brief audit on the information system (mainly in regard to its effectiveness).
- d) Assessment of the human resources (analyse capacity to manage the units),
- e) Collection process and procedures, collection ratio,
- f) Tenant vetting system including processes and procedures
- g) Arrears management (process), analysis of arrears,
- h) Maintenance (preventative and corrective),
- i) Financial management (Budget financials vs. Actual)
- j) Monthly reporting;

2.5. The Project

- a) A thorough description of the project including project concept and overview;
- b) Description of the property - including Erf number, suburb, street address, size, zoning, social amenities and services in the locality (precinct analysis), etc.

- c) Property ownership including Offer-to-purchase agreement;
- d) Types, number and size of proposed units;
- e) Rentals per unit, total cost per unit, development cost per m2;
- f) Other amenities e.g. Parking (number of bays, rental, etc.); retail space (size, rental, etc.); cost recoveries (utilities), etc.;
- g) Relevant Local authority approvals (Building compliance e.g. zoning, electrical, mechanical, plumbing, fire safety plans, heritage, etc.)
- h) Anticipated rates of occupancy, bad debts
- i) Operating costs (realistic estimate of operating costs – compare with similar projects)
- j) Ascertain whether the project falls within the UDZ.

2.6. Proposed Professional Team and Builder

Obtain, review and comment on the profiles of the contractors and members of the professional team including their qualifications, relevant work experience, capacity to perform the anticipated work, accreditation to relevant industry bodies, BBBEE accreditation and proof of HDI shareholding as part of entities transformation plan.

Draw and complete the table:

p) Discipline	q) Firm / Individual	r) BEE % Shareholding
s) Quantity Surveyor		
t) Architect		
u) Civil Engineer		
v) Structural Engineer		
w) Electrical Engineer		
x) Health & Safety		
y) Project Manager		
z) Property Manager		
aa) Contractor		

2.7. Project Financial Projections

2.7.1. Key assumptions (how realistic and achievable)

- a) Proposed monthly rental charged vs. market (Rode Report, local rentals)
- b) Budgeted vs. actual operating expenses of similar properties
- c) Vacancy and default (including arrears) – budgeted vs. actuals of similar properties
- d) Project implementation period and plan (phases, etc.),

- e) Cost estimates (Bill of quantities)

2.8. Funding structure (Sources and Uses of Funds)

- a) Actual source of equity. (where will the equity contribution originate)
- b) Owners' equity contribution (ability to raise non encumbered equity)
- c) Debt financing (senior debt) – terms and conditions (including grace periods, etc.)
- d) Funding Requirements from GPF
- e) Subsidies (Restructuring Capital Grant and Institutional Subsidy) give proof of availability

2.9. Cashflow Preparation of project using income and expenditures including debt repayments

- a) Projected annual cashflow and income statements for loan term;
- b) Financial ratios

2.10. Legal review

- a) Seller (who is the seller – names of major directors/members, etc.)
- b) Endorsements on the property
- c) Material contracts tied with the property (lease agreements, etc.)
- d) Litigation (proposed or pending, size & nature)
- e) Occupancy – hijacked or not (if hijacked, process of eviction, responsibility)

2.11. Financial Review

- a) Review the company's current financial position (audited financial statements – if available)

2.12. SWOT Analysis

- a) Analyse the company's strengths that could enable the company to:
 - i) maximise on the opportunities that present themselves; and
 - ii) overcome or mitigate threats that present themselves;
- b) Analyse the company's weaknesses that could hamper the company from:
 - i) optimising on the opportunities that present themselves; and
 - ii) overcoming or mitigating threats that present themselves;

2.13. Risk Analysis

- a) Identify risks, their likelihood and impact on the project;
- b) Analyse the proposed risk management strategies, their impact and implication;

2.14. Conclusion

Give summary of your independent conclusion on the feasibility and financial viability of the proposed project.

3. SERVICE LEVEL AGREEMENT

The relationship between GPF and the successful service provider will be managed through a Service Level Agreement (SLA).

4. DURATION

The total term of the appointment on the panel is 36 months (three years) and is subject satisfactory performance.

5. PERFORMANCE MEASUREMENT

The successful service provider will be evaluated based on the scope of work upon the contracting stage where performance indicators will be included in the SLA.

6. EVALUATION CRITERIA

6.1. THE BID WILL BE EVALUATED BASED ON THE FOLLOWING STAGES.

6.1.1. Functionality Criteria; and

6.1.2. Administration compliance.

7. Functionality Evaluation (Stage 1)

All proposals submitted will be evaluated, in line with the PPPFA Regulations of 2022. The bidders will be required to score a minimum threshold of 70 points (functionality/technical) to qualify to be in the panel.

Functionality: Criteria (minimum threshold is 70 points)

CRITERION	WEIGHT
Functionality	
<p>1. Bidders must provide written contactable reference letters not older than five (5) years from current and previous due diligence within the built environment where service was rendered:</p> <p>The positive reference letters on a letterhead from the clients must include:</p> <ul style="list-style-type: none"> > contactable person > date and signature > Due diligence report must be supported by the reference letter <ul style="list-style-type: none"> • 5 positive reference letters accompanied by 5 due diligence reports (50= points). • 4 positive reference letters accompanied by 4 due diligence report (40 =points). • 3 positive reference letters accompanied by 3 due diligence report (30 =points) • 2 positive reference letters accompanied by 2 due diligence report (20= points). • 1 positive reference letter accompanied by 1 due diligence report (10= points) • No reference letter accompanied by no due diligence report (0 points). <p>Note: Failure to comply with all the above requirements will result in forfeiting points Letters of award/appointment will not be accepted.</p>	50
<p>2. Skills of Principal Lead</p> <p>Qualifications and relevant working experience of the Principal Lead charged with the Due Diligence (Attach CV & certified copies of qualifications).</p> <p>Bidders must attach a CV indicating the years in which they started working in the built environment industry.</p>	30

<ul style="list-style-type: none"> • For CV attached: <ul style="list-style-type: none"> ○ 15 Years of experience and above (15 Points) ○ 10 years but less than 15 Years of experience (10 Points) ○ 7 years but less than 10 Years of experience (8 Points) ○ 5 years but less than 7 Years of experience (5 Points) ○ Requirement not met (0 points) • For the certified copies of Qualifications (certified copies must not be older than 6 months): <ul style="list-style-type: none"> ○ National Diploma or higher (15 Points) ○ NQF Level 4 Certificate (10 Points) ○ Requirement not met (0 points) 	
<p>3. Skills of DDR team - two (2) team members</p> <p>Relevant working experience of the Due Diligence team charged with the due diligence responsibility.</p> <ul style="list-style-type: none"> • For CV's attached <ul style="list-style-type: none"> ○ 8 Years of experience (10 Points for two resources) ○ 4 to less than 8 Years of experience (8 Points for two resources) ○ 1 to less than 4 Years of experience (6 Points for two resources) ○ Requirement not met (0 points) • For the certified copies of Qualifications (certified copies must not be older than 6 months): <ul style="list-style-type: none"> ○ National Diploma or higher - (10 Points for two -resources) ○ NQF Level 4 Certificate (5 Points for two resources) ○ Requirement not met (0 points) <p>Note: Failure to provide all the above requirements for two team members will result in forfeiting points.</p>	20
Total points for Functionality	100
A minimum requirement for inclusion in the panel out of 100 is	70

Bidders with a total score of less than 70 points for functionality will be disqualified.

8. Administrative Compliance (Stage 2)

8.1 Required Returnable Documents

Required Documents	Comments	Submitted (Yes /No)
Annexure B: SBD 1 (Invitation to Bid)	Duly completed and signed	
Annexure C: SBD 4 (Bidder's Disclosure)	Declaration must be duly completed, submitted and signed (failure to fully complete the disclosure form will result in disqualification)	
A Trust/Consortium/Joint Venture An agreement must be in place at the time of tendering between all parties to the agreement	Duly completed and signed agreement between all stakeholders, clearly outlining the percentage revenue split, roles and responsibilities between the parties	

8.2 Other Returnable Documents

Other Returnable Documents	Comments	Submitted (Yes /No)
Tax Compliance Status Pin (issued by SARS) (A trust, consortium or joint venture must submit a valid TCS Pin for each party)	This information will be used to verify the bidder's tax compliance status.	
Annexure E: GPF's Standard Condition of bid and General Condition of Contract	Signed / Initialled	
Annexure F: General Conditions of Contract	Signed / Initialled	
Annexure G: Protection of Personal Information Act 4 of 2013 (POPIA)	Duly completed and signed	

Central Supplier Database (CSD) Registration Report. Bidders can register on CSD using the following link: https://secure.csd.gov.za/	Bidders to submit proof of CSD registration. Each party in a Trust/ Consortium/Joint Venture must submit separate proof of CSD registration	
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