



Our Ref: 11/6/7/5

Date: 21 October 2021

All Interested Parties

Dear Sir/Madam,

DISPOSAL OF THE PetroSA PAROW (HEAD OFFICE) PROPERTY: REQUEST FOR PROPOSALS (RFP) - ENQUIRY NO: 5000005441

CLOSING DATE: 19 NOVEMBER 2021 AT 11:00

1. INTRODUCTION

The Petroleum, Oil and Gas Corporation of South Africa SOC Ltd, (hereafter referred to as "PetroSA"), invites interested parties to submit proposals for the disposal of the Parow property.

The subject property is currently owner occupied and comprises of several buildings. The subject property is situated alongside Frans Conradie Drive , east of the N1 national road.

ERF 19800/19801 PAROW, PROVINCE OF THE WESTERN CAPE,
Extent: 75 182m² (SEVENTY FIVE THOUSAND, HUNDRED AND EIGHTY TWO)
SQUARE METRES

HELD by Deed of Transfer No.29050/2004

Street Address: **151 Frans Conradie Drive, Parow**

Directors:

Mr Nkululeko Poya (Chairperson),
Mr Llewellyn Delpont, Mr Leon Haywood, Ms Nolubabalo Sondlo, Mr Mthozami Xiphu,
Group Chief Executive Officer: Mr Pragasen Naidoo
Group Company Secretary: Ms Marlene Khumalo

2. DESCRIPTION



Building 1 – Main administration office block is approximately 19 862m²



This building is a 4 storey architectural designed, reinforced concrete structure beneath a partly flat cement roof. The building has good quality modern finishes, which includes air conditioning. The building is designed with a large glass domed recreational area with cafeteria on the ground floor. The floor covering is partly tiles / carpets, suspended ceilings and down lights. Four lift elevators and four sets of tiled stairs service the upper floors.



Building 2 – Sub-building is approximately 1 084m²



This building offers office space and is a plastered brick structure beneath a flat corrugated iron roof. The finishes are standard commercial in an average condition, which includes suspended ceilings with down lights tiled and carpet floor covering with air conditioning. The building offers on-site covered and open parking bays.

Building 3 – Sub-building storage is approximately 767m²



The superstructure is a double volume, steel framed corrugated iron structure and the storage area float cement.

Building 4 – Storage area approximately 96m²



This building is a single storey plastered brick structure, beneath a corrugated iron roof, with floated cement floor covering. This improvement provides storage space and appears in an average condition.

Building 5 – Storage area approximately 24m²



This building is a single storey plastered brick structure beneath a corrugated iron roof with float cement floor covering. The building provides average condition storage

Covered Parking Bays (463 bays)



The covered parking bays have corrugated steel frames with tarred hard standing. In addition, the subject property has 92 visitor bays.

Residual land

14000m²



3. INFORMATION TO SUBMIT

Interested parties are required to submit proposals in accordance with the requirements stipulated below:

3.1 Company Profile

- Brief Company Profile;
- Proof of financial ability to finance the transaction;
- Details of company ownership, and where privately held, the owners, directors, and various shareholders.

3.2 Proposal

The proposal should be three fold:

- Lot 1: Disposal of the entire lot (PetroSA and SFF Offices), land and buildings
- Lot 2: Disposal of PetroSA Offices, land and buildings
- Lot 3: Disposal of SFF Offices, land and buildings
- Lot 4: Residual Land (14000 square metres)

Note:

1. Sub division will be done should PetroSA decide to sell lots 2, 3 & 4 separately.
2. The disposal is as is (voetstoots).

Lots	Price (Nett)
Lot1 - (All land and buildings)	
Lot 2 - (Building 1, and surrounding land)	
Lot 3 - (Building 2, 3, 4 & 5 and surrounding land)	
Lot 4 – Residual Land (14000 square metres)	

3.3 Other

The Proposal to state any information relative to the offer that may not have been specified above.

4. DECLARATION

By submitting a Proposal the Supplier declares that:

- (a) the information provided is true and correct;
- (b) the person submitting the proposal is duly authorised to submit the proposal on behalf of the Supplier;
- (c) the proposal is completed independently from, and without consultation, communication, agreement or arrangement with any competitor. Communication between parties in a joint venture or consortium will not be construed as collusive tendering (As detailed in the Certificate of Independent Bid Determination-SBD 9, available from National Treasury's website)
- (d) documentary proof regarding any proposal will be submitted to the satisfaction of PetroSA when called upon to do so; and

5. PROCESS

5.1 Evaluation Process

Proposals that contain the information as requested in paragraph 3 will be evaluated.

- 5.1.1 The first stage of the selection process will be the elimination of non responsive bids (i.e. proof of financial ability to finance the transaction is not provided, conflict of interest etc).
- 5.1.2 The second stage of the selection process is to shortlist the top 3 commercially attractive offers, and enter into final negotiations with the bidder or bidders.

5.2 Enquiries

Any queries regarding this RFP should be addressed to **Martin (Hennie) Fortuin** in the Tender Office at telephone no. **+27 (0)21 929 3211** or e-mail address [martinhennie.fortuin @petrosa.co.za](mailto:martinhennie.fortuin@petrosa.co.za)

5.3 Request for Proposal Submissions

Interested Parties are required to submit the Request for Proposals at our secure electronic tender box tenders@petrosa.co.za before the closing date and time.

5.4 Acceptance of Proposals

PetroSA reserves the right to withdraw this RFP, reissue the RFP and/or divide the scope and award to more than one Bidder.

PetroSA shall not be obliged to accept the highest or part or all of any RFP submitted. No agreement between PetroSA and the Bidder shall come into existence until such time as a written contract/agreement signed by PetroSA and the Bidder is concluded and becomes unconditional in accordance with its terms. The Bidder should not and cannot rely on any communication to the bidder of a successful RFP by PetroSA staff and representatives as no legally binding agreement will come into existence until a formal written and legally binding and enforceable agreement is validly concluded and executed.

5.5 General

PetroSA may issue Bulletins from time to time to clarify certain aspects or to provide additional information on this Request for Proposals. It is the Bidder's responsibility to check the procurement website www.procurement.petrosa.com to establish whether any bulletins were issued on this Request for Proposals, prior to submitting a proposal.

In keeping with the principles of good corporate governance, which includes adequate fraud prevention measures as required by the Public Finance Management Act (PFMA), PetroSA has established a toll free hotline, **No 0800 117 861**, where any act of fraud should be reported. This "whistleblower" facility is managed by an independent company that will ensure the anonymity of the whistleblowers and establish the substance of any allegations made.

6. SCOPE CLARIFICATION MEETING / SITE INSPECTION

PetroSA has scheduled a Virtual TEAMS scope clarification meeting at **11:00 on 9 November 2021**. Should you wish to attend please inform the PetroSA representative by 10:00 on 9 November 2021 on email martinhennie.fortuin@petrosa.co.za

PetroSA has scheduled a site visit on Wednesday 10 November 2021 at 11am and Thursday, 11 November 2021 at 11am.

Should the Bidder wish to attend please inform the PetroSA representative by 10:00 on 9 November 2021, submitting names and ID numbers of attendees, in order to arrange the necessary permits. ID documents must be produced to gain access to the site.

Bidders are advised to attend the scope clarification meeting in order to acquaint themselves with the property and local conditions, as no claims will be entertained in this regard once the bid has been awarded. **The scope clarification meeting will give Bidders an opportunity to seek clarification of the bid documentation to facilitate completion thereof.** Non-attendance at the above meeting/inspection will not disqualify a Bid.

The cost of attendance will be for the Bidders's own account.

Kind Regards,

C Bunting

Group Supply Chain Manager

TENDER SALE TERMS AND CONDITIONS

1. The sale shall be subject to acceptance by the board of PetroSA or the PetroSA Executive Procurement Committee.
2. Bids shall be valid for a period of **180** days from the closing date. PetroSA reserves the right to accept or reject any or all bids in their entirety, or parts thereof, without explanation or liability.
3. Bidders should, prior to the submission of their RFP, satisfy themselves about the conditions, quality, and status of the properties which are being offered for sale/tender on “**voetstoots**” basis. No inquiry in this regard shall be entertained after submission of RFP's.
4. The purchaser is not entitled to any benefit/ advantage due to any clerical error inadvertent mistake in the terms and conditions or in the description of the property(s).
5. A person acting on behalf of another person shall produce a written authority letter with his identity proof from such other person authorizing him to act on behalf of such other person in all matters relating to tender/sale.
6. All documents available on request.
7. PetroSA reserves all the rights to withdraw lot or reject any price/ tender including the highest tendered amount without assigning any reason. In such an event, the money already paid will be refunded to the intending tenderer without any interest.
8. The purchaser is not entitled to any benefit/ advantage due to any clerical error inadvertent mistake in the terms and conditions or in the description of the property(s).
9. A person acting on behalf of another person shall produce a written authority letter with his identity proof from such other person authorizing him to act on behalf of such other person in all matters relating to tender/sale.
10. This document is governed by the laws of the Republic of South Africa