



## QUESTIONS AND ANSWERS

### PROVISION OF PROPERTY MANAGEMENT SERVICES ON SELECTED ECDC PROPERTIES IN MTHATHA, BUTTERWORTH, AND EAST LONDON AREAS FOR THREE YEARS COMMISSION BASED CONTRACT

ECDC/ELN/425/042026

QUESTION	ANSWER
<p><b>QUERY 1</b></p> <p><b><u>AREAS COVERED IN UNDER VARIOUS REGION IN THE BID</u></b></p> <p>Kindly confirm as to which areas are covered in the East London, Butterworth and Mthatha Region</p>	<p><b>ANSWER 1</b></p> <ul style="list-style-type: none"> <li>• East London Region covers all areas under BCM Municipality which includes East London, Fort Jackson, Dimbaza, Zwelitsha, Bisho, eQonce, amongst others.</li> <li>• Butterworth Region includes all areas under Amathole District which includes Butterworth, Ngqamakwe etc.</li> <li>• Mthatha Region included all areas under OR Tambo Municipality.</li> </ul>
<p><b>QUERY 2</b></p> <p><b><u>PROOF OF PROFESSIONAL INDEMNITY</u></b></p> <p>When does the ECDC require the Professional Indemnity. Should it be submitted with the Bid?</p>	<p><b>ANSWER 2</b></p> <ul style="list-style-type: none"> <li>• ECDC will require proof of Professional Indemnity Insurance after the award.</li> </ul>



<p><b>QUERY 3</b></p> <p><b><u>CHANGE OF KEY PERSONNEL DURING IMPLEMENTATION</u></b></p> <p>When does the ECDC require the Professional Indemnity. Should it be submitted with the Bid or will it be required after the award as an award condition?</p> <p>1.</p>	<p><b>ANSWER 3</b></p> <ul style="list-style-type: none"><li>• <b>Where the Project Lead or any other key personnel changes during the implementation stage, after appointment, the Service Provider shall replace such personnel with an individual who possesses qualifications and experience that, at a minimum, would achieve the same or a higher functionality score than that attained during the evaluation process.</b></li></ul>
<p><b>QUERY 4</b></p> <p>Page40 paragraph (g) of the Bid states the following:</p> <p><i>g) Valid and original or certified Fidelity Fund Certificate, and Certified Property Manager (CPM) or Accredited Facilities Professional (AFP) Certificate, and Registration with South African Facilities Management Association (SAFMA) or Institute of Real Estate Management (IREM)</i></p> <p>Are all these certifications a requirement? if not all which one is the most critical and non-negotiable?</p>	<p><b>ANSWER 4</b></p> <ul style="list-style-type: none"><li>• <b>Bidders are referred to Page 14, Mandatory Requirement 4.</b></li><li>• <b>The bidder is required to possess a valid Fidelity Fund Certificate in accordance with the Property Practitioners Act, 2019. Both the bidding company and the director, member, principal, or managing officer performing property practitioner functions must hold valid Fidelity Fund Certificates.</b></li><li>• <b>Documentation Required for Submission</b><ul style="list-style-type: none"><li>✓ The bidder must submit the following:</li><li>✓ A valid Fidelity Fund Certificate for the company, as proof and confirmation of the bidder's registration as a Property Practitioner entity with the Property Practitioners Regulatory Authority; and</li><li>✓ A valid Fidelity Fund Certificate for the director, member, principal, or managing officer who will perform property practitioner functions for this project.</li></ul></li></ul>



**QUERY 5**

Bae on Query 4 above this refers to Annexure A – Supplier Information (Mandatory Requirement)

1. Based on the above certification required. Do we select a yes in this section?

<b>Are the Accredited Representative in South Africa for the Goods /Services/Works Offered?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes enclose Proof)	<b>Are you a foreign based supplier for the Goods/Services/Works Offered?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, answer the questionnaire Below)
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>			

**ANSWER 5**

Based on the Bidder possessing a **valid Fidelity Fund Certificate in accordance with the Property Practitioners Act, 2019**, the bidder shall therefore indicate **“YES”** where it is requested to confirm whether the bidder is the **Accredited Representative in South Africa**.

**QUERY 6**

- In the table below taken from Annexure F (SBD4) Bidders Disclosure (Mandatory Requirement).
  - The question on the director/trustees/shareholders having a controlling interest in the enterprise employed by the state. Is this particularly on the entity /enterprise directly responding to this tender or any other entities where we have controlling interest in? eg. If the Bidder have other entities outside the Bidding Company where there is trustee/director/member that is an employee of the state, will that disqualify the Bidder from responding to this tender?

**ANSWER 6**

- **Item 2.1 on the Annexure F (SBD4) Bidders Disclosure declaration refers to director/trustees/shareholders of the Bidding Company being employed by the state e.g. One of your directors being employed in SITA or Department of Health. It refers to any state entity be it a Government Department, or any Organ of State- or State-Owned Enterprise (SOEs).**
- The restriction applies specifically to the entity responding to the tender, as well as the directors/shareholders involved in that bidding entity.

Therefore, if Bidding Company does not have any director, shareholder, or employee who is in the service of the state, it will not be disqualified from responding to this tender. The existence of other separate entities, where there is a trustee or an



automatically be disqualified from the 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 interest 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

individual employed by the state, as you have indicated, would generally not affect Bidding Company, provided that the trustee is not involved, either directly or indirectly, in the bidding process of the Bidding Company.

However, ECDC advises that the trustee and any related-party interests be disclosed, where applicable, to ensure full compliance and transparency in accordance with the Regulation 13(c) of the Public Service Regulations, 2016. Furthermore, it would be prudent to submit proof of approval or any document authorising him/her to serve as a trustee of a private company from his/her accounting officer of any department or organ of state, in order to avoid any potential issues that may later be identified by AGSA.

Failure in not disclosing may be interpreted that the Bidding Company is deliberately misinforming ECDC.