



**MINUTES & DECISIONS – SUPPLY CHAIN MANAGEMENT: TENDER
ADMINISTRATION**

Tender Number: RFP 30/12/2023

**Service: A Panel of registered Property Valuers service providers for a period of three
years**

Date: 13 December 2023: Time: 10:00, Closing date: 16 January 2023 @11H00 AM

**Venue: Lower ground Auditorium Department of Infrastructure Development Corner
House Building, Corner Commissioner and Pixley Ka Isaka Seme (Sauer Street)
Marshalltown, Johannesburg**

SECTION A: PROCEDURAL MATTERS

A.1 Attendance and Apologies

Officials	Designation	Apologies
Mr. Eric Lakaje	Project Manager	None
Mr. Patrick Mothupi	SCM Representative	None
Mr. Mfundo Sithole	SCM Representative	None
Scribe		
Ms. Puleng Mokitimi	SCM Representative	

A.2 OPENING AND WELCOME

- The Chairperson: Mr. Patrick Mothupi opened the meeting at 10:20 am by welcoming all present.
- The briefing session was Compulsory.

A.3 PURPOSE OF THE MEETING

- To provide a background and scope of the tender and outline the requirements that bidders must comply with.

A.3.1 SCM COMPLIANCE, MANDATORY, FUNCTIONALITY AND ADMINISTRATIVE REQUIREMENTS

- Closing date is on the 16 January 2023 @11h00am, late tenders will not be considered and will be returned unopened.
- Tender documents may be downloaded from: <http://e-tenders.gauteng.gov.za> or <http://e-tenders.treasury.gov.za>

SCM representative:

Mr. Patrick Mothupi indicated all the applicable administrative, functionality and mandatory requirements which bidders must comply with.

MANDATORY/ COMPULSORY ADMINISTRATIVE REQUIREMENTS:

N.B. Failure to submit / meet or comply with the following requirements automatically constitute disqualification of tender offer.

- Invitation to Bid (SBD 1) - Bidder's Disclosure (SBD 4)
- Submission of completed preference claim form (SBD 6.1)
- Submission of signed JV agreement or consortia agreement in case of Joint Venture/ Consortium that must stipulate the percentage revenue split between the parties
- Bidders to provide an undertaking that on appointment confirming:
- They will have in their employ a minimum of two (2) x Professional Valuers per corridor, which number shall be applicable for the duration of the contract.
- In the event where they lose any of the minimum two (2) x Professional Valuers required at any time after appointment due to resignation or some other reason, then the Bidders must ensure that they are substituted by Professional Valuers with the same qualifications and experience and are employed, within 60 (sixty) days.
- Bidders to declare that they have not conducted property valuations on behalf of any municipality in the corridor which they are bidding for, within the past 5 years. Failure to declare such activity and the Department concludes that such information is false the bidder will be disqualified, or their contract will be terminated in whole or in part and if applicable, any losses will be recovered from the bidder.

NB: All parties to a joint venture or consortium should submit all of the above documents.

OTHER ADMINISTRATIVE REQUIREMENTS

- Proof of Registration with CSD (the CSD report or MAAA number). CSD registration report for each main bidder, partner in the trust, consortium, or joint venture to be submitted.
- Submission of a Tax Compliance Status PIN that will grant a third-party access to the bidder's Tax Compliance Status. (A trust, consortium or joint venture must submit a Tax Compliance Status Pin of each partner in the trust, consortium, or joint venture)
- Registration Documents of the business with the Companies and Intellectual Property Commission (CIPC)
- Certified ID copies for all members / directors / shareholders or owner/s to be submitted. (Certification of documents should not be older than 6 months).

FUNCTIONALITY EVALUATION CRITERIA

Functionality:	
Functionality total points:	100
Minimum points that should be achieved to be found responsive:	65

Main functionality criteria:	Points allocation for sub-criteria:		Total Points
COMPANY EXPERIENCE Demonstrated experience of tendering entity with respect to property valuation management services	Bidders to provide proof of work on previously completed Valuation Work on Immovable Assets with Fully Motivated Valuation Reports which has all the information as indicated in 3.1 to 3.5 of this BID Document signed copy and not older than 12 months for the following valuation purpose criteria: <ol style="list-style-type: none"> 1. Rental Determination 2. Historical Values 3. Purchase and Sales / Acquisition & Disposal 4. Objections and Appeals (Attach Objections and Appeal outcome where applicable) 5. Immovable Assets Register Purposes NB: Each criteria valuation purpose will carry 8 points, and should the bidder submit valuation reports for the same valuation purpose, as indicated from 1-5 valuation purposes above, only 1 x valuation report will be counted.		40 Points
	5 Valuation Reports confirming completion Valuation Reports of all five (5) valuation purpose criteria listed above with reports indicating that the Bidder was the company who conducted	40 Points	

	valuations / the Professional Valuer / Professional Associates who are part of the Human Resource of the company in this Bid.		
	4 Valuation Reports confirming completion Valuation Reports of any four (4) valuation purpose criteria listed above with reports 32 Points DID 20 indicating that the Bidder was the company who conducted valuations / the Professional Valuer / Professional Associates who are part of the Human Resource of the company in this Bid.	40 Points	
	3 Valuation Reports confirming completion Valuation Reports of any three (3) valuation purpose criteria listed above with reports indicating that the Bidder was the company who conducted valuations / the Professional Valuer / Professional Associates who are part of the Human Resource of the company in this Bid.	24 Points	
	2 Valuation Reports confirming completion Valuation Reports of any two (2) valuation purposes criteria listed above with reports indicating that the Bidder was the company who conducted valuations / the Professional Valuer / Professional Associates who are part of the Human Resource of the company in this Bid.	16 Points	
	1 Valuation Report confirming completion Valuation Reports of one (1) valuation purpose criteria listed above with reports indicating that the Bidder was the company who conducted valuations / the Professional Valuer / Professional Associates who are part of the Human Resource of the company in this Bid.	8 Points	
	No Valuation Reports	0 Points	
Note: Valuation Reports must have contactable details of the client that the valuation was conducted for, and the client must not be an individual but a registered company /			

government department / parastatal.			
QUALIFICATION OF KEY PERSONNEL (qualification/s must be certified, and certification of qualification/s should not be older than 6 months)	Key staff (assigned personnel) in relation to the scope of property valuations services. Attach CV's with reference and certified copies of professional registration with the SACPVP as professional Property Valuer or Professional Associated Valuer without restrictions:		
	2 Registered Professional Property Valuers or registration category in terms of SACPVP 2 Professional Associated Valuers without restrictions per corridor Registered Professional Property Valuers or Professional Associated Valuers who are not professionally registered with SACPVP will score zero (0) points. NB The team must include at least two (2) professional property valuers or professional associate valuers without restrictions. The team will be deemed incomplete if 2 professionals are not provided, therefore the bidder will forfeit points for Key personnel on qualifications.	20 Points	40 Points
EXPERIENCE OF KEY PERSONNEL	EXPERIENCE OF KEY PERSONNEL OF REGISTERED PROFESSIONAL PROPERTY VALUERS OR PROFESSIONAL ASSOCIATED VALUER (WITHOUT RESTRICTION): Must attach CVs of each valuer (key personnel) Registered Professional Property Valuers or Professional Associated Valuer – with at least 5 years' experience in property valuation = 10 points per Valuer Professional Property Valuer/s or Professional Associated Valuer/s – with less than 5 years' experience will score zero (0) points. Failure to attach CVs and professional registration with the SACPVP will result in the bidder forfeiting points.	20 Points	

	NB! Key staff who do not meet the stated minimum qualification requirements will score zero (0) points.	
PROJECT PLAN	A Detailed Project Plan, detailed work breakdown structure, clear timeframe aligned to the project duration to include the following:	
	A project plan demonstrating that a service for property valuations of 8279 will be completed within:	20 Points
	2 years or less	
	More than 2 years but less than 2 years and 6 months	
	More than 2 years and 6 months but less than 3 years	
	Over 3 years or no project plan	
Total Functionality points		100 Points
Minimum Threshold to be found responsive		65 Points

13.4 SPECIFIC GOALS

HDI TARGETED GROUPS – AT-LEAST 51% OWNERSHIP AS FOLLOWS:	POINTS ALLOCATION
TOWNSHIPS, RURAL OR UNDERDEVELOPED AREAS: The address on CIPC company registration documents will be utilized to determine the allocation of points, no points will be allocated if the company is not registered under the township, Rural or Underdeveloped area	3 POINTS
WOMEN: (Provide ID documents for Members / shareholder / Directors / Owner, no points will be allocated if IDs are not provided.	2 POINTS
YOUTH: Provide ID documents for Members / shareholder / Directors / Owner, no points will be allocated if IDs are not provided	5 POINTS
PEOPLE WITH DISABILITY (PwD): provide a confirmation letter / certificate from medical practitioner, no points will be allocated if no confirmation letter or certificate from medical practitioner stating the permanent disability for the owner / director / member shareholder of the company	5 POINTS
MILITARY VETERANS: provide a confirmation letter with a force number from the Department of Military Veterans, no points will be allocated if no confirmation letter or certificate from Department of Military Veterans is submitted, stating the membership of the owner/ director / member shareholder of the company.	5 POINTS
TOTAL HDI's POINTS	20 POINTS

COMMENTS / QUESTIONS / INPUTS

Question: You going to appoint one Service Provider per Corridor or more?

Answer: No we will appoint per project either using RFQ or Rotational method.

Question: When making a pricing proposal will CPI considered each year?

Answer: Yes, CPI will be applied.

Question: You need to report not older than 12 months, what if the last job that I did was 2 years back?

Answer: Only 12 months or nothing.

Question: Can you send us minutes?

Answer: We don't send minutes to any bidder, will publish them on E-tender website.

Question: Proof of work, can we provide proof with methodology and Reference letter?

Answer: Bid per tender document requirements.

A.3.4 COMPULSORY SUB-CONTRACTING

None

COMMENTS / QUESTIONS / INPUTS

None

SCOPE OF WORK

PROJECT MANAGER

- If you have worked with Municipality 5 years ago, you don't have to bid in that Corridor.
- You can reject or accept our SLA standard rates.

COMMENTS / QUESTIONS / INPUTS

None.

SECTION B: CLOSURE

B.1 CLOSURE

- Bidders were urged to read the bid document thoroughly and the advert in detail to comply with all requirements for this service, for any further enquiries that might arise after the site briefing meeting can be directed to the following Department of Infrastructure officials: Technical enquiries can be directed to Eric Lakaje Mabona @ Eric.Lakaje@gauteng.gov.za and general enquiries can be directed to Millicent Chauke @ gopolang.monkwe@gauteng.gov.za .

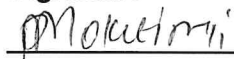
Note to tenders: All successful service providers will be subject to signing Service Level Agreement (SLA) and standard Rates as prescribed by the department and the Preferential Procurement Policy Framework Act no 5 of 2000 and its Regulations of 2022.

Last Date for Accepting queries is 3 days before Closing Date.

- Chairperson closed the meeting at 10H51am.

Minutes approved / Approved as amended.

Signature




Compiler: Ms. Puleng Mokitimi

Date: 13 December 2023

Supply Chain Management Meeting

Minutes approved / Approved as amended.

Signature



Chairperson: Mr. Patrick Mothupi

Date: 13 December 2023

Supply Chain Management Meeting

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