



# **SOUTH AFRICAN REVENUE SERVICE**

## **REQUEST FOR INFORMATION**

**RFI 01/2025**

**Request for Information Regarding the Commercial Real  
Estate Market within the Durban Metropolitan Precinct**

### **MAIN RFI DOCUMENT**

**INSTRUCTIONS, GUIDELINES, AND CONDITIONS OF RFI**

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## REQUEST FOR INFORMATION

### Scope of RFI, Guidelines, Conditions and Instructions

#### 1 PURPOSE OF THIS REQUEST FOR INFORMATION

- 1.1 The purpose of this Request for Information (RFI) is for the South African Revenue Service (SARS) to gather information on the commercial real estate market for the Durban Metropolitan Precinct.

#### 2 OVERVIEW OF SARS' REQUIREMENTS

##### 2.1 RFI Interpretation

- 2.1.1 This RFI is a solicitation sent to a broad base of potential suppliers for purposes of gathering information in relation to the commercial real estate market within the Durban Metropolitan Precinct.
- 2.1.2 This RFI is merely focused market research and is not a competitive bid. This RFI cannot be used for placing a contract or purchase order and does not constitute a commitment in any form by SARS.
- 2.1.3 SARS is gathering information on what commercial real estate options are available in the indicated market, what specifications the properties have, the availability of the commercial real estate in the marketplace and also using that information to receive possible rates / indicative pricing for the various commercial real estate options.

##### 2.2 Background

- 2.2.1 SARS currently has one office within Durban Central which is located at 201 Dr Pixley ka Seme Street, Durban, which is currently measuring **23 105** m<sup>2</sup>. In line with our strategic objectives set out in Vision 2024, SARS is looking to relocate to an alternative office space that will align with our new modern building norms and standards. SARS seeks to achieve the following objectives:
- Reduce the leased footprint in m<sup>2</sup>.
  - Introducing a same standards and norms with the same client circulation allowing the taxpayer to select the preferred choice of service channel.
  - Introducing flexible space options allowing the office to be adapted when service offerings requirements change.

2.3 **Area of interest – Locality Map:**

2.3.1 Green – Indicates Primary Area of Interest. Blue indicated secondary area of interest.

2.3.2 Locality Map: Areas marginally outside the map might be considered, especially for new Green Field options.

2.3.3 Sites with close access to various Public transport options (within 1km) is of importance.



## 2.4 Scope of RFI

The following five (5) options are being considered by SARS for new commercial office park / campus space within the Durban Metropolitan Precinct. In all existing building options, SARS will consider the following:

- How recently the building has received major infrastructural updates (power, water, lifts, etc);
- How long into the building life cycle the facility is;
- How modernised the external façade is;
- Old buildings with infrastructural challenges and age-based issues will not be considered;
- Single multi-tenanted building will not be considered; and
- Corporate Commercial office parks where other buildings might be tenanted will be considered

The scope of the RFI includes the following options:

### EXISTING BUILDING OPTIONS:

- a. Rent an Existing Building that is:
  1. Building Grade of A to Premium.
  2. Green Star Rated of 4 Stars or higher beneficial.
  3. Roof suited to Solar PV arrays beneficial.
- b. Buy an Existing Building that is:
  1. Building Grade of A to Premium.
  2. Green Star Rated of 4 Stars or higher beneficial.
  3. Roof suited to Solar PV arrays beneficial.

### NEW DEVELOPMENT OPTIONS:

- c. New commercial real estate office park / campus development project wherein the developer will build at their own cost for SARS over a pre-defined period on a "**Lease-to-Own**" approach.
  1. 5 Star Green Rated minimum.
  2. 5 Star Green Interiors Fitout minimum.
  3. Extensive roof and carport based Solar PV capacity.
  4. Extensive basement parking (4/100m<sup>2</sup>) to a minimum of 500 bays.

- d. New commercial real estate office park / campus development project wherein the developer will build at their own cost for SARS **to purchase**.
1. 5 Star Green Rated minimum.
  2. 5 Star Green Interiors Fitout minimum.
  3. Extensive roof and carport based Solar PV capacity.
  4. Extensive basement parking (4/100m<sup>2</sup>) to a minimum of 500 bays.
- e. New commercial real estate development project wherein the developer will build at their own cost for SARS **to rent over a minimum pre-defined period** with options for lease extension.
1. 5 Star Green Rated minimum.
  2. 5 Star Green Interiors Fitout minimum.
  3. Extensive roof and carport based Solar PV capacity.
  4. Extensive basement parking (4/100m<sup>2</sup>) to a minimum of 500 bays.

**Below is the detailed scope of the RFI that SARS requires submissions on:**

- 2.4.1 Renting an Existing Building that is minimum Grade A to Premium.
- **Availability:** What buildings are available for Leasing within the indicated areas located on the Locality Map?
  - **Building Specifications:** Are these available buildings measuring a minimum of 15 000 m<sup>2</sup> (as per SAPOA Commercial)?
  - **Parking:** Do these buildings contain a minimum of 500 parking bays?
- 2.4.2 Buying an Existing Building that is minimum Grade A to Premium
- **Availability:** What buildings are available for Purchase within the indicated areas located on the Locality Map?
  - **Building Specifications:** Are these available buildings measuring a minimum of 15 000 m<sup>2</sup> (as per SAPOA Commercial)?
  - **Parking:** Do these buildings contain a minimum of 500 parking bays?
  - **Cost:** What is the indicative total cost for the sale of such a building? What are the current operating costs and municipal rates for such a building?

2.4.3 New commercial real estate development project wherein the developer will build at their own cost for SARS to “Lease-to-own”.

- **Availability:** What developments (Current & Future) are available for “Lease-to-Own” within the indicated areas located on the Locality Map?
- **Building Specifications:** Would the development accommodate a building measuring 15 000 m<sup>2</sup> and accommodating a minimum of 500 parking bays? Minimum Green Star rating of 5. Preferable Green Star Interior Rating of 5.
- **Compliance with Municipal Laws:** Does the land comply with building requirements for a commercial real estate development?
- **Turnkey Solution:** What would a turnkey solution for such a development contain? Is there a possibility for the developer to undertake all design, construction and fitout including all necessary compliance approvals as a turnkey solution to SARS such that all responsibilities are handled by the developer?
- **Scope of Work:** What level of detail should be contained in the scope of work issued by SARS such that bidders’ proposals can be compared equally in terms of pricing (comparing apples with apples)? This is important given that pricing is one of the key determining factors for tender award.
- **Upfront Costs:** Are there any upfront costs that SARS would incur in the project, or all costs are carried by the developer and recouped from SARS after the completion of the project?
- **Cost:** What is the indicative total indicative rental cost required for the rent to own arrangement?
- **Turnaround Times:** What are the turnaround times for completion of such a project?
- **Lease Period:** How long would the rental agreement last before SARS takes full ownership of the building?
- **Advantages and Disadvantages:** What advantages and disadvantages should SARS consider in relation to rent to own with specific detail to the Durban Metropolitan Precinct commercial real estate dynamics?
- **Other Factors:** What other factors are involved in rent to own that are not covered by this RFI but critical for SARS decision making?

2.4.4 New commercial real estate development project wherein the developer will build at their own cost for SARS to purchase.

- **Availability:** What developments (Current & Future) are available for SARS to “Purchase” within the indicated areas located on the Locality Map?
- **Building Specifications:** Would the development accommodate a building measuring 15 000 m<sup>2</sup> and accommodating a minimum of 500 parking bays? Minimum Green Star rating of 5. Preferable Green Star Interior Rating of 5.
- **Compliance with Municipal Laws:** Does the land comply with building requirements for a commercial real estate development?

- **Turnkey Solution:** What would a turnkey solution for such a development contain? Is there a possibility for the developer to undertake all design, construction and fitout including all necessary compliance approvals as a turnkey solution to SARS such that all responsibilities are handled by the developer?
- **Scope of Work:** What level of detail should be contained in the scope of work issued by SARS such that bidders' proposals can be compared equally in terms of pricing (comparing apples with apples)? This is important given that pricing is one of the key determining factors for tender award.
- **Upfront Costs:** Are there any upfront costs that SARS would incur in the project or all costs are carried by the developer and recouped from SARS after the completion of the project and sale of the property?
- **Cost:** What is the indicative total selling price for such commercial real estate development? The cost should provide breakdown on the cost of land, building, professionals, municipal rates and etc.
- **Turnaround Times:** What are the turnaround times for completion of such a project?
- **Advantages and Disadvantages:** What advantages and disadvantages should SARS consider in relation to buying a new office development with specific detail to the Durban Metropolitan Precinct commercial real estate dynamics?
- **Other Factors:** What other factors are involved in buying commercial property from a developer that are not covered by this RFI but critical for SARS decision making?

2.4.5 New commercial real estate development project wherein the developer will build at their own cost for SARS to rent.

- **Availability:** What possible future developments (Developed for SARS-to-SARS specifications) could be put forward for SARS to "Rent" within the indicated areas located on the Locality Map?
- **Building Specifications:** Would the development accommodate a building measuring 15 000 m<sup>2</sup> and accommodating a minimum of 500 parking bays? Minimum Green Star rating of 5. Minimum Green Star Interior Rating of 5.
- **Compliance with Municipal Laws:** Does the land comply with building requirements for a commercial real estate development?
- **Turnkey Solution:** What would a turnkey solution for such a development contain? Is there a possibility for the developer to undertake all design, construction and fitout including all necessary compliance approvals as a turnkey solution to SARS, such that all responsibilities are handled by the developer?
- **Scope of Work:** What level of detail should be contained in the scope of work issued by SARS such that bidders' proposals can be compared equally in terms of pricing (comparing apples with apples)? This is important given that pricing is one of the key determining factors for tender award.
- **Upfront Costs:** Are there any upfront costs that SARS would incur in the project, or all costs are carried by the developer and recouped from SARS after the completion of the project and sale of the property?
- **Cost:** What is the indicative total cost for fit-out and rental costs for such commercial real estate



development?

- **Turnaround Times:** What are the turnaround times for completion of such a project?
- **Lease Period:** What will be the minimum lease period?
- **Advantages and Disadvantages:** What advantages and disadvantages should SARS consider with specific detail to the Durban Metropolitan Precinct commercial real estate dynamics?
- **Other Factors:** What other factors are involved in buying commercial property from a developer that are not covered by this RFI but critical for SARS decision making?

## 2.5 Response to RFI

**Respondents can respond with information to one or more options indicated above under paragraphs 2.4.1 to 2.4.5. The response (s) should be in detail and answer all bullet points under the selected option (s).**

## 3 STRUCTURE OF THE RFI PACK

### 3.1 Structure

**Table 1: RFI pack outline and contents**

Section	Index	Description of section contents
1	Main Document RFI	Documents outlining the main RFI guidelines, instructions, conditions and documents necessary for a respondent to respond to the RFI.

## 4 KEY ACTIVITIES AND DATES

- 4.1 The table below lists certain key dates and activities relevant from the time of issue of the RFI up to and until the closing date:

**Table 2: Key activities and dates**

No.	Activity	Date / Time / Details
1.	RFI Number:	RFI 01/2025
2.	Description:	Request for Information Regarding the Commercial Real Estate Market for the Durban Metropolitan Precinct
5.	Advertisement of the RFI:	a) National Treasury e-Tender Portal: 30 May 2025 b) SARS website: 30 May 2025

No.	Activity	Date / Time / Details
6.	RFI document available for download from National Treasury e-Tender Portal and SARS website:	Date: 30 May 2025
7.	Virtual briefing session date and registration:	<p>The <b>non-compulsory</b> briefing session will be held virtually via a Microsoft Teams meeting, The details are as follows:</p> <p>Date: 05 June 2025  Time: 11:00am  MS Teams Details:  <a href="#">Join the meeting now</a>  Meeting ID: 331 134 995 892 4  Passcode: K3CL7Wa9</p>
8.	Respondents to submit written questions on or before:	From 05 June 2025 to 21 June 2025
9.	SARS to respond to respondents' written questions on or before:	From 05 June 2025 to 21 June 2025
10.	<b>CLOSING DATE AND TIME (proposals due):</b>	<b>30 June 2025 at 11:00am</b>

All dates and times in this RFI are South African Standard Time. Any time or date in this RFI is subject to change at SARS's discretion. The establishment of a time or date in this RFI does not create an obligation on the part of SARS to take any action or create any right in any way for any Respondent to demand that any action be taken on the date established, or on any other date. The Respondent accepts that if SARS extends the Closing Date and Time for RFI submission for any reason, the requirements of this RFI will otherwise apply equally to the extended timeline.

## 5 COMMUNICATION

- 5.1 All communications to SARS must be addressed to the SARS Tender Office, emailed to [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za), and must contain a clear reference to this RFI. Communication sent by SARS must only be regarded as official communication if sent from [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za), or a communication accompanied by a letter of authorisation signed by the SARS Procurement Executive.
- 5.2 A respondent may not make any communication to SARS regarding this RFI other than through the official contact provided in this document. SARS may, at its sole discretion, disqualify a respondent if the respondent communicates or attempts to communicate any information regarding this RFI to any of SARS' employees; officials; or any third parties involved other than through the official contact provided.

## 6 RFI PREPARATION AND SUBMISSION

### 6.1 Question and answer process

- 6.1.1 A respondent may submit questions to SARS as part of the question-and-answer process to gain a full understanding of any aspect of the RFI that is not clear to the respondent.
- 6.1.2 Between the dates given in paragraph 4, SARS will receive written questions sent by respondent by email through the address [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za). SARS will respond to these questions but however is not be obliged to respond to a question which in SARS' opinion is inappropriate and does not reasonably warrant an answer. The questions and answers will be published on the SARS procurement website at <http://www.sars.gov.za/procurement>.
- 6.1.3 SARS may issue updated versions of documents issued in the RFI Pack and/or may issue additional documentation to form part of the RFI Pack. Such re-issued or additional documentation will be published on the SARS procurement website. It is the Respondent's responsibility to visit the SARS procurement website at regular intervals in order to ensure that the Respondent uses the latest versions of documents in the RFI Pack.
- 6.1.4 The SARS's procurement website must be treated as primary means of communication by SARS to Respondent. Communications to Respondent made by email are made as a courtesy. In the event of any communication received by the Respondent that is in conflict with communications posted on the SARS procurement website, the SARS procurement website communication will prevail.

### 6.2 Information Submission

- 6.2.1 Information must be submitted to SARS email address: [tenderoffice@sars.gov.za](mailto:tenderoffice@sars.gov.za) on or before the Closing Date and before the Closing Time.
- 6.2.2 Documents will only be considered if received by the Tender Office before the Closing Date and time, regardless of the method used to send or deliver such documents to SARS.
- 6.2.3 Information Proposal submitted after the Closing Date and Time set out in the Table 4: Key Dates and Activities above will not be considered under any circumstances whatsoever.
- 6.2.4 All Information and supporting documentation must be submitted in English.
- 6.2.5 SARS reserves the right to retain the Respondent's Information for audit purposes. SARS will return the Respondent's Information only upon written request being made to SARS and on condition that SARS, at its own cost, will be allowed to make the necessary copies of the Respondent's Information for record purposes.
- 6.2.6 All costs incurred during the preparation and compilation of a Respondent's Information, as well as the delivery of a Respondent's Information Proposal documents to SARS will be borne exclusively by the Respondent.

## 7 PROCESS AFTER CLOSING DATE AND TIME

- 7.1 SARS may request additional information, clarification, or verification in respect of any information contained in or omitted from a Respondent's Information Proposal, which SARS may do either in writing or at a meeting convened

with the Respondent for that purpose. Only under exceptional circumstances and in line with applicable legislation, SARS may, at its sole discretion, allow the Respondent to make any amendments to or supplement their Information Proposal submissions after the stipulated Closing Date and Time.

- 7.2 SARS will evaluate the Information Proposal with reference to the requirements contained under paragraph 2.3 of this RFI document. SARS reserves the right to employ subject matter experts to assist in performing such evaluations.

### 7.3 Process Following Evaluation

Following SARS's evaluation of the Information, SARS has the rights, inter alia, to, in its sole discretion:

May consider the Information for the preparing of a Tender or Request for Proposal, based on the Information Proposal received.

## 8 COMPLAINTS AND ALLEGATIONS

- 8.1 Should a respondent have rational reasons to believe that the RFI process is unfair or irregular, including the fact that the technical specifications are not open and/or are written for a particular respondent, brand or product; the respondent is urged to notify the Procurement Department within ten (10) days after publication of the bid and provide details of its complaint for SARS' consideration.
- 8.2 Any suspicious activity, including requests, approaches or calls asking for upfront payment to secure an award of a bid or in lieu of claims that the outcome of a RFI can be influenced towards a particular respondent, respondents are requested to immediately inform the *SARS Fraud / Anti-Corruption* Hotline at 0800-002870 or email at [anti-corruption@sars.gov.za](mailto:anti-corruption@sars.gov.za) for further investigation.
- 8.3 The "SARS hotline" further provides an anonymous reporting channel for any unethical behaviour that a respondent wants to report.

## 9 GENERAL CONDITIONS OF RFI

### 9.1 Acceptance of RFI Conditions

The Respondent's participation in the RFI process is deemed to constitute an acknowledgement and an acceptance by the Respondent of the terms and conditions contained in this RFI as binding on the Respondent.

### 9.2 Confidentiality

- 9.2.1 Except as may be required by operation of law, by a court or by a regulatory authority having appropriate jurisdiction, information contained in a respondent's proposal(s) may not be disclosed by any respondent, other than to a person officially involved with SARS' examination and evaluation of a proposal.
- 9.2.2 Throughout this RFI process and thereafter, the respondents must secure SARS' written approval prior to the release of any information that pertains to (i) the potential work or activities to which this RFI relates; or (ii) the process which follows this RFI. Failure to adhere to this requirement may result in disqualification from the RFI

process and such legal action as SARS may deem suitable.

### 9.3 **Preparation costs**

- 9.3.1 The Respondent will bear all its costs in preparing, submitting and presenting any response or Information Proposal to this RFI and all other costs incurred by it throughout the RFI process. Furthermore, no statement in this RFI will be construed as placing SARS, its employees or agents under any obligation whatsoever, including in respect of costs, expenses or losses incurred by the Respondent in the preparation of their Information Proposal to this RFI.

### 9.4 **Precedence**

- 9.4.1 The terms and conditions of this document will prevail over any information provided during any briefing session or communication, whether oral or written, unless such information is official written communication, as set out per the Communication paragraph in this document, and that such information expressly states that it amends this document.

### 9.5 **RFI not an offer**

- 9.5.1 This RFI does not constitute an offer to do business with SARS but merely serves to facilitate a requirements-based decision process.
- 9.5.2 Nothing in this RFI or any other communication made between SARS (including its officers, directors, employees, advisers and representatives) is a representation that SARS will offer, award or enter into an agreement with the Respondent.

### 9.6 **Validity of information**

- 9.6.1 SARS has made reasonable efforts to ensure the accuracy of information in compiling this RFI. However, neither SARS, nor its employees, officers, advisers or agents will be liable (directly or otherwise) to the Respondent or any third party for any inaccuracy or omission of any information in the RFI or in respect of any other additional information SARS may provide to the Respondent as part of the RFI process.
- 9.6.2 The Respondent is deemed to have examined this RFI and any other information supplied by SARS to the Respondent and to have satisfied itself as to the correctness and sufficiency of such information before submitting its Information Proposal.
- 9.6.3 The Respondent must submit questions to SARS as part of the question-and-answer process to gain a full understanding of any aspect of the RFI that is not clear to the Respondent.

### 9.7 **Intellectual Property**

SARS retains ownership of all intellectual property rights in the documents that form part of this RFI. The Respondent will retain the intellectual property rights in their Information Proposal, but grant SARS the right to make copies of, alter, modify or adapt their Information Proposal or to do anything which in SARS sole discretion is reasonably necessary to do for reasons relating to the RFI process.

No part of the RFI may be distributed, reproduced, stored or transmitted, in any form or by any means, electronic,

photocopying, recording or otherwise, in whole or in part except for the purpose of preparing an Information Proposal. This RFI and any other documents supplied by SARS remain proprietary to SARS and must be promptly returned to SARS upon request together with all copies, electronic versions, excerpts or summaries thereof or work derived therefrom.

**9.8 Limitation of Liability**

A Respondent participates in this RFI process entirely at its own risk and cost. SARS will not be liable to compensate a Respondent on any grounds whatsoever for any costs incurred or any damages suffered as a result of the Respondent's participation in this RFI process.