

SCOPE OF WORK

APPOINTMENT OF A QUALIFIED PROFESSIONAL VALUER TO CONDUCT AN INDEPENDENT PROPERTY VALUATION ON BEHALF OF CEF SOC

1. OBJECTIVE

The primary objective of this project is to appoint a qualified professional valuer to conduct property valuation on a property that CEF SOC has an interest in acquiring. The appointed service provider will be responsible for providing accurate and comprehensive market value report to support the price offered in respect of the acquisition of the identified property.

2. SCOPE OF WORKS

The scope of the procurement includes the appointment of a service provider to determine the market value of the property listed in this specification. The property encompasses commercial facility located within the Bryanston Area in Sandton .

The service provider must deliver a detailed valuation report, including market value.

3. DELIVERABLES

The selected service providers will be expected to:

- a) Evaluate the properties that CEF SOC intends/ has interest in acquiring ; namely
 - Free-standing office building situated in 17 Petunia Road , Bryanston, Sandton ; measuring approximately 2,415 m² 222m² together with Parking Bays (Basement, Shaded and Open parking bays)
- b) Conduct a thorough property Due Diligence Assessment to ensure that the property does not have any defects that may affect occupation in the long run .
- c) Apply and secure property building plans from the Municipal Offices for CEF's future usage

- d) The valuation report must be comprehensive, accurate, and based on current market data.
- e) The report should be submitted electronically, with source documents attached, including deeds office information, zoning certificates, photographs, and comparable sales data.
- f) The valuation report should be signed, dated, and include source documentation.
- g) All valuation activities must comply with relevant legislation, including occupational health and safety regulations.
- h) Report must specify market value.

4. SPECIAL REQUIREMENTS

- Proven experience in valuing diverse and specialized properties.
- Ability to produce detailed, accurate and well-documented valuation reports.
- Strong understanding of property market dynamics within Johannesburg and surrounding areas.
- Excellent communication skills for preparing reports.
- Competence in adhering to legal and regulatory requirements related to property valuation and occupational health and safety.
- Capacity to manage multiple valuation assignments within stipulated deadlines.

5. SERVICE POINT DELIVERY

CEF HOUSE

152 Ann Crescent

Strathaven , Sandton

6. CONTRACT TERM

The contract will be effective over a period of 1 month.

7. MANDOTARY REQUIREMENTS

At this phase service providers must submit the required supporting documents to substantiate compliance to the requirements below. It must be noted that if the service provider does not meet any of the requirements, the service provider will be disqualified and not be evaluated further.

No.	Description of the Mandatory requirements	Comply	Not Comply
7.1	The Company / Team Lead must be a Registered Professional Valuer with the South African Council for the Property Valuers Profession (SACPVP) Provide a valid proof of Registration		

Note: Failure to comply with the Mandatory Requirements may lead to the bidder being disqualified, and not considered for further evaluation on Other Technical Requirements.

7.2.1 Technical Evaluation Criteria

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is **60%**. It must be noted that if the Bidder does not meet the **60%** minimum threshold, the bidder will be disqualified and not be evaluated further.

Minimum Technical Threshold 60			
Technical Evaluation Criteria			
Technical Information	Scoring	Proof of documents	Weighting Points
Experience of Bidder			
1. Company Experience The company must have delivered/rendered similar services to other companies , specifically demonstrating relevant property valuation experience. Bidder to provide positive reference letters not older than ten (5) years as proof of previous projects implemented. Reference letters must have the following; (a). Client's letterhead, (b). Period of the contract, (c). Description of services rendered, (d). Signed by the client, (f). Client Name & Contact Details		Reference Letters	70
5 Reference letters or more	5		

4	Reference letters	4		
3	Reference letters	3		
2	Reference letters	2		
1	Reference letters	1		
0	Reference letters	0		
Technical Information		Scoring	Proof of documents	Weighting Points
KEY PERSONNEL				
2. KEY PERSONNEL Years of experience of key personnel (Project Lead) to be directly responsible for implementation of this contract. Bidder to provide the following; - Registered professional valuers with at least 5 years of relevant experience in valuing specialized properties. All the certificates must be certified			Project Lead CV, qualification Certificate and Professional Body Registration as a Property Valuer	30
PROJECT LEAD 1. 5yrs experience with relevant certificate provided – 5 2. 4yrs experience with relevant certificate provided – 4 3. 3yrs experience with relevant certificate provided – 3 4. 2yrs experience with relevant certificate provided – 2 5. 1yrs experience with relevant certificate provided – 1 6. No submission or irrelevant submission - 0		30		

RICING SCHEDULE

No	Description	Unit Rate	Total
1	Valuation Property A		
2	Valuation Property B		
3	Disbursements		
4	Others (Specify Clearly)		
Total Excl Vat			R
VAT @15%			R
Total Inc Vat @15%			R