| | |
|---|---|
| **RFI NUMBER:** | **RAF/2024/00030** |
| **DESCRIPTION:** | **Request for Information: The RAF seeks the services of a Commercial Broker for sourcing of Property Leases.** |
| **PUBLISH DATE:** | **03 July 2024** |
| **CLOSING DATE:** | **24 July 2024** |
| **CLOSING TIME:** | **11:00 a.m.** |
| **RESPONSES MUST BE EMAILED TO:** | **ayandad@raf.co.za** |
| **ATTENTION:** | **A. Danca** |

| |
|---|
| **BIDDER NAME:** |

## BIDDING STRUCTURE

| Indicate the type of bidding structure by marking with an **'X'**: | |
|---|---|
| Individual bidder | |
| Joint venture | |
| Consortium | |
| Using subcontractors | |
| Other | |

| **If individual bidder, indicate the following:** | |
|---|---|
| Name of bidder | |
| Registration number | |
| VAT registration number | |
| Contact person | |
| Telephone number | |
| Fax number | |
| E-mail address | |
| Postal address | |
| Physical address | |

| **If joint venture or consortium, indicate the following**: (*To be completed for each joint venture/ consortium member*) | |
|---|---|
| Name of joint venture/consortium members | |
| Registration number | |
| VAT registration number | |
| Contact person | |
| Telephone number | |
| Fax number | |
| E-mail address | |
| Postal address | |
| Physical address | |

| | |
|---|---|
| **If using subcontractors, indicate the following:** | |
| Name of prime contractor | |
| Registration number | |
| VAT registration number | |
| Contact person | |
| Telephone number | |
| Fax number | |
| E-mail address | |
| Postal address | |
| Physical address | |
| **If joint venture or consortium, indicate the following:** | |
| Name of prime contractor | |
| Registration number | |
| VAT registration number | |
| Contact person | |
| Telephone number | |
| Fax number | |
| E-mail address | |
| Postal address | |
| Physical address | |

| | |
|---|---|
| **If using subcontractors, indicate the following**: (*To be completed for each subcontractor*) | |
| Name of subcontractor | |
| Registration number | |
| VAT registration number | |
| Contact person | |
| Telephone number | |
| Fax number | |
| E-mail address | |
| Postal address | |
| Physical address | |

**ENQUIRIES**

Enquiries regarding this Request for Information should be submitted via e-mail to:

**Bid enquiries:**

| | |
|---|---|
| Ayanda Danca | ayandad@raf.co.za |

Enquiries should reference specific paragraph numbers, where appropriate.

All questions/ enquiries must be forwarded in writing prior to the submission date.

## SCOPE OF WORK:

### 1. BACKGROUND OF THE RAF

The Road Accident Fund (RAF) is a schedule 3A public entity established in terms of the Road Accident Fund Act, 1996 (Act No. 56 of 1996), as amended. Its mandate is the provision of compulsory social insurance cover to all users of South African roads, to rehabilitate and compensate persons injured as a result of the negligent driving of motor vehicles in a timely and caring manner, and to actively promote the safe use of our roads.

The customer base of the RAF comprises not only the South African public, but all foreigners within the borders of the country. The RAF head office is in Centurion and RAF intends to establish Customer Experience Centres (CEC) in each province in the country.

### 2. SPECIAL INSTRUCTION TO BIDDERS

2.1 The service provider must be an eligible, registered Service Provider in terms of the applicable laws of the Country and included in the National Treasury Central Supplier Database.

2.2 It is expected of bidders to have their Tax matters in order, prior to an award being made.

2.3 Companies or Director that are included on the National Treasury register for Restricted Suppliers and/ or Tender Defaulters will be automatically disqualified from the process.

2.4 In cases where the commercial broker is also the property agent, then the RAF would not pay any additional costs or commission for these properties.

2.5 The RAF reserves the right to appoint more than one bidder

### 3. BACKGROUND OF THE BID

In line with its strategic plan the RAF is required to have office locations throughout the country that are strategically located to provide and facilitate easy access to our key stakeholder which is the South African Public.

The RAF requires the services of a Commercial Broker to assist with the search and identification of the new buildings to lease in pre-determined areas in all provinces. The Commercial Broker must be familiar with the prescribed regulations that govern the property leasing space.

The commercial broker will only be required to source vacant properties in instances where internal procurement processes have been exhausted. There is no guarantee on the quantum of work, but it will be on an ‘on demand basis’ for a period of three (03) years.

## 4. SPECIFICATION

The Commercial brokers must be well experienced in commercial property leases, the commercial broker must be familiar with the industry standards and comply with all the statutory and other regulations as well as having the capabilities to negotiate lease terms and conditions that are acceptable to the RAF. The RAF will issue detailed requirements in terms of required office spaces on an ’as and when required basis’. The RAF is a National Entity and as a result the commercial broker will be required to work in all provinces.

## 5. DELIVERABLES

5.1 The commercial broker is required to perform all the groundwork in searching and identifying suitable properties that are on the market for leasing.

5.2 The commercial broker will prepare a report for the consideration of RAF on the available properties on the market, where possible there should be more than one option.

5.3 The commercial broker will be responsible to facilitate a site visit of the property by the relevant RAF officials.

5.4 The commercial broker should be available to present the report and/or respond to any queries that may arise from RAF officials or its committees.

5.5 The commercial property broker may be required to participate in lease negotiations.

5.6 In cases where the commercial broker is also the property agent then the RAF will conduct these lease negotiations

## 6. PRICING

6.1 The commercial broker will be compensated by the RAF based on a percentage of the annual lease amount. The commercial broker is required to indicate the percentage on the bid price page. In cases where the commercial broker is also the property agent then the RAF will not be liable for any additional costs or commission.

6.2 All travel will require prior approval by the Project Manager, should the commercial broker be required to travel, the following will apply:

- Road Travel - The RAF internal rate per KM will apply, the current rate is R4.84 per KM and is periodically reviewed.
- Air Travel (Economy) – These costs will be re-imbursed on an actual cost basis and the invoices from the airline will be required as proof.
- Accommodation – These costs will be re-imbursed on an actual cost basis and the invoices from the hotel/lodge will be required as proof.

  NB: RAF internal travel policy will apply to ensure of cost containment.

## 7. DURATION OF CONTRACT

The contract will be for a period of 36 months.

## 8. EVALUATION CRITERIA AND METHODOLOGY

The Evaluation Process entails the following phases:

**Phase 1: Initial Screening Process**: At this phase, bidders' responses will be reviewed to check if they have responded according to the RAF RFI document including submission of all returnable mandatory documents. (A bidder/bidder who complies/comply with the screening process will be evaluated further on the mandatory requirements).

**Phase 2: Mandatory Requirements**: Received responses will be assessed for full compliance with the submission of the mandatory requirements. This phase includes the vetting of all supporting documents as requested.

### 8.1 MANDATORY REQUIREMENTS (PHASE 2)

Bidders must indicate compliance with these requirements by ticking the relevant box indicating if they either **“Comply or Do Not Comply."**

| **1.1. Mandatory** | **Comply** | **Do Not Comply** |
|---|---|---|
| The bidder is required to submit proof of registration with the Property Practioners Regulatory Authority (PPRA). | | |
| **1.2. Mandatory** | **Comply** | **Do Not Comply** |
| The bidder is required to submit a valid Fidelity Fund certificate. | | |
| **1.3. Mandatory** | **Comply** | **Do Not Comply** |
| The bidder is to provide a minimum of three (03) client reference letters where they have facilitated the leasing of a commercial building/office space. The reference letter must include contact details of the client. | | |
| **1.4. Mandatory** | **Comply** | **Do Not Comply** |
| The bidder is required to search and identify available properties for lease in all Provinces. | | |

**Note: Bidder(s) who do not comply with the mandatory requirements will not be considered for further evaluation.**

## 9. BIDDER'S RATE

**Bidders are required to indicate the percentage that they will charging below:**

| PERCENTAGE | DESCRIPTION |
|---|---|
| __________% | **The percentage pertains to the percentage of the annual net lease amount. (Once off payment of percentage of annual lease)** |

***Only applicable where the commercial broker and the property agent/landlord are separate entities.**