



OFFICIAL REQUEST FOR QUOTATION (RFQ)

INSTRUCTIONS: The supplier information must be completed in full, and this document must be signed by authorized personnel. The supplier must carefully read the instructions and the terms and conditions of this document. Failure to adhere to these instructions and terms and conditions may result in rejection of the submission.

Business Unit: Finance - Assets	RFQ number: RQF MUT 385/2024
RFQ Description:	Appointment of experienced and qualified professional valuer for fixed assets (land, buildings & structure) valuation.
Requester: Mr Simiso Makhanya Contact No: 031 907 7512. E-mail: makhanya.simiso@mut.ac.za	Buyer: Mr Kwenza Buthelezi (Interns) Contact no: (031) 819 9535. E-mail: procurement3@mut.ac.za
Compulsory Briefing/Information session	None
Closing date: 31 May 2024 Closing time: 11h00	Completed Quotation should be returned via e-mail: procurement3@mut.ac.za
Payment term	30 days in arrears upon receipt of a valid invoice
NB: RFQ documents should be submitted to the email address above. Clarification questions to be directed to the buyer on the above email address.	

BIDDER/SUPPLIER INFORMATION

Company name:	
Address:	
Contact Number:	
Name & Surname of Authorized person:	
Email:	
Company Registration number	

RFQ FORM

1. I/We hereby render to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to Mangosuthu University of Technology on the items and conditions and in accordance with the specifications stipulated in the RFQ documents (and which shall be taken as part of, and incorporated into, this RFQ) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/We agree that the offer herein shall remain binding upon me/us and open for acceptance by Mangosuthu University of Technology during the validity period indicated and calculated from the closing time of the RFQ.
3. if I/we withdraw my/our RFQ within the period for which I/we have agreed that the RFQ should remain open for acceptance or fail to fulfil the contract when called upon to do so, Mangosuthu University of Technology may without prejudice to its other rights, agree to the withdrawal of my/or RFQ or cancel the contract that may have been entered into between me/us and Mangosuthu University of Technology and I/we will then pay to Mangosuthu University of Technology any additional expense incurred by Mangosuthu University of Technology having either to accept any less favourable RFQ or fresh RFQs have to be invited, the additional expenditure incurred by the invitation of fresh RFQ and by the subsequent acceptance of any less favourable RFQ, Mangosuthu University of Technology shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become to me/us under this or any other RFQ or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other RFQ or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss Mangosuthu University of Technology may sustain by reason of my/our default.
4. If my/our RFQ is accepted the acceptance may be communicated to me/us by letter or ordinary post or registered post and that SA Post Office Ltd shall be regarded as my/our agent. Delivery or such acceptance to SA Post Office Ltd shall be treated as delivery to me/us.

5. The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our RFQ and that I/we choose domicilium citandi et executandi in the Republic (full address).
6. I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our RFQ, that the price(s) and rate(s) quoted cover all the work/items(s) in these documents; and that the price(s) and rate(s) cover all my/our obligations under a resulting contract. I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
7. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal(s) liable for the due fulfilment of this contract.
8. I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.
9. I/We declare that I/we have participation /no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or RFQ(s) involved.

10.

Are you duly authorized to sign for this the RFQ? *YES / NO

11. Has the Declaration of Interest been duly completed and included with the other RFQ forms?
 *YES / NO

DECLARATION

I, the undersigned (full names)

.....

Certify that the information furnished above is correct. I accept that, in addition to cancellation contract, action may be taken against me should this declaration prove to be false.

Name & Surname of Authorised person/ Representative	Date:
Signature of a Bidder's Representative	

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of bidder.....RFQ number RFQ MUT 385/2024
Closing Time:11h00.....Closing date: 31 May 2024

The valuations fees will be as per the 2010 Guidelines Professional Fees for the SA Council for the Property Valuers Profession.

Value of Property	Basic Tariff	Additional to Basic Tariff
1. Up to R50 000	R500	
2. From R50 000 to R150 000	R500	R15,00 per R1 000 over R50 000
3. From R150 000 to R350 000	R2 000	R10,00 per R1 000 over R150 000
4. From R350 000 to R500 000	R4 000	R8,00 per R1 000 over R350 000
5. From R500 000 to R750 000	R5 200	R6,00 per R1 000 over R500 000
6. From R750 000 to R1 000 000	R6 700	R4,00 per R1 000 over R750 000
7. From R1 000 000 to R5 000 000	R7 700	R1,50 per R1 000 over R1 000 000
8. From R5 000 000 to R10 000 000	R13 700	R1,40 per R1 000 over R5 000 000
9. From R10 000 000 to R25 000 000	R20 700	R1,20 per R1 000 over R10 000 000
10. From R25 000 000 to R50 000 000	R38 700	R0,70 per R1 000 over R25 000 000
11. From R50 000 000 to R100 000 000	R56 200	R0,40 per R1 000 over R50 000 000
12. Over R100 000 000	R76 200	R0,20 per R1 000 over R100 000 000

-
- Required by: Finance - Assets
 - At: Mangosuthu University of Technology
.....
 - Brand and model
 - Country of origin
 - Does the offer comply with the specification(s)? *YES/NO
 - If not to specification, indicate deviation(s)
 - Period required for delivery
 - *Delivery: Firm/not firm
 - Delivery basis

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 2.1 Full Name of bidder or his or her representative:.....
- 2.2 Identity Number:
- 2.3 Position occupied in the Company (director, trustee, shareholder²):
- 2.4 Company Registration Number:
- 2.5 Tax Reference Number:
- 2.6 VAT Registration Number:
- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹ "State" means –
(a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
(b) any municipality or municipal entity.
(c) provincial legislature.
(d) national Assembly or the national Council of provinces; or
(e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state. **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

.....

Name of state institution at which you or the person connected to the bidder is employed:

.....

Position occupied in the state institution:

.....

Any other particulars:

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attach proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, were applicable may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

2.9.1 If so, furnish particulars.

.....

.....

.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between **YES/NO**

any other bidder and any person employed by the state.
 who may be involved with the evaluation and or adjudication
 of this bid?

2.10.1 If so, furnish particulars.

.....

2.11 Do you or any of the directors / trustees / shareholders / members **YES/NO**
 of the company have any interest in any other related companies
 whether or not they are bidding for this contract?

2.11.1 If so, furnish particulars:

.....

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Reference Number	Tax Number	State Number	Employee / Peral Number

4 DECLARATIONS

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT MANGOSUTHU UNIVERSITY OF TECHNOLOGY MAY REJECT THE BID OR

ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF

CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution’s supply chain management system.
 - b. committed fraud or any other improper conduct in relation to such a system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury’s website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This document must form part of all bids¹ invited.

- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancels a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.

- 4 This form serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.

- 5 In order to give effect to the above, the attached Certificate of Bid Determination must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids, and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

—
(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....

Signature

.....

Date

CONDITIONS OF THE RFQ:

1. Bidders must submit all necessary documents and complete all forms and questionnaires contained in the RFQ. Each bidder's proposal shall be evaluated against timelines and price.
2. pricing- do not show separately.
3. Bidders responding to this quotation are deemed to do so, on the basis that they acknowledge and accept all Terms and Conditions of this quotation.
4. RFQ validity period 90 days.
5. Validity period may not be extended unless otherwise stated by the member.
6. Incomplete or late submissions will not be evaluated.
7. Return quotations to the email address provided before closing date and time.
8. Should the bidder not receive the letter of award or the purchase order within the validity period, the bidder must consider their proposals/offer unsuccessful.

WHAT IS THE MUT LOOKING FOR:

Appointment of experienced and qualified professional valuer for fixed assets (land, buildings & structure) valuation.

SPECIFICATION/SCOPE OF WORK:

1. Problem Statement

Mangosuthu University of technology requires the services of a qualified and professional registered property valuer to conduct a market valuation on the following properties with approximately thirty (40) clustered buildings.

(1) Site number 513, in extent 44, 7745 hectares as shown on the general plan number 809/1989, situated in the township of Umlazi, district of Umlazi

(2) Land held by First Ready Development 143 site number 63, in extent 9, 840 m2 as shown on the general plan number 4925/1999, situated in the township of Umlazi, district of Umlazi. Buildings are situated in Umlazi and comprise the following: Lecture theatres, library, administration offices, residences, and utilities.

(3) Residence of the Vice Chancellor: 18 Marlborough Crescent, Durban North, 994 portion 205, in extent 900 m2.

2. SCOPE OF WORK & DELIVERABLES

The valuer will be required to submit a valuation report which should include but not be limited to:

- A Valuation Report signed by the professional valuer. The valuer's registration number should be reflected on the certificate to be issued.
- A market valuation of the property based on the **agreed** valuation method.
- A report on the improvements on the site and a comment on general condition.
- The title deed information for the property.
- Condition assessment.
- Impairment indicator testing.
- Review of asset useful lives and residual values.
- Multiple photographs.
- Any other information.

3. DELIVERABLES

The following deliverables are expected:

- i. A valuation report signed by the professional valuer. The valuer's registration number should be reflected on the certificate to be issued.
- ii. A Valuation Certificate signed by the professional valuer. The valuer's registration number should be reflected on the certificate to be issued.

Note: The reports are required by no later than 30 September 2024.

EVALUATION CRITERIA

This Bid will be evaluated into 2 stages:

- Stage 1- Mandatory requirements
- Stage 2- Functionality Criteria

Stage 1-Mandatory Requirements

Compulsory documents to be submitted with RFQ.

- Bid Document - All pages must be completed and signed (where signature is applicable) by the Bidder.
- Tax Clearance certificate with unique pin number
- Company registration documents

NB: Failure to submit these documents will lead to disqualification

OTHER GENERAL REQUIREMENTS:

- CSD MAAA NUMBER ----- (please insert in the space provided)
- BBBEE Certification – No points will be allocated if not provided.

Stage 2 Functionality Evaluation

The functionality evaluation will be conducted by the Bid Evaluation Committee. The evaluation process will be based on threshold criteria. Points allocated for Functionality shall be evaluated in accordance with the Evaluation Criteria outlined below:

Functionality will be scored out of 100 points and the minimum threshold to obtain to qualify for appointment is 70 points. Bidders who fail to meet the minimum threshold will not be considered for this Bid.

MAIN FUNCTIONALITY CRITERIA:	POINTS ALLOCATION FOR SUB-CRITERIA:	TOTAL POINTS
COMPANY REFERENCES	Provide contactable references for the services of valuation of immovable assets that are not older than five (05) years.	
	Three (3) contactable references on valuation of the immovable assets	20 points
	Two (2) contactable references on valuation of the immovable assets	15 points
	One (1) contactable reference on valuation of the immovable assets	10 points
	Not submitted or no contactable reference on valuation of immovable assets	0 points
QUALIFICATION OF KEY PERSONNEL.	Key staff (assigned personnel) in relation to the scope of property valuations services. Certified copies of professional registration with the SACPVP as professional Property Valuer or Professional Associated Valuer without restrictions:	
	Two (02) Registered Professional Property Valuers or registration category in terms of SACPVP Professional Associated Valuers without restrictions per corridor.	25 Points
	One (01) Registered Professional Property Valuers or registration category in terms of SACPVP Professional Associated Valuers without restrictions per corridor.	20 Points
	Registered Professional Property Valuers or Professional Associated Valuers who are not professionally registered with SACPVP will score zero (0) points.	0 Points
EXPERIENCE OF KEY PERSONNEL	Experience Of Key Personnel of Registered Professional Property Valuers or Professional Associated Valuer (Without Restriction): Must Attach CV's Of Each Valuer (Key Personnel)	
	Registered Professional Property Valuers or Professional Associated Valuer – with 05 years and above experience in property valuation	20 Points
	Registered Professional Property Valuers or Professional Associated Valuer – between 2-4 years' experience in property valuation.	10 Points
	Professional Property Valuer/s or Professional Associated Valuer/s – with 0-1 years' experience will score zero (0) points	0 Points

PROJECT PLAN	A Detailed Project Plan, detailed work breakdown structure, clear timeframe aligned to the project duration to include the following:	
	A detailed project plan demonstrates that a service for property valuations of will be completed within:	
	Attached a well prescribed and detailed Project plan,	20 points
	Attached but not well prescribed and detailed Project Plan	15 points
	No project plan	0 points
PROMOTION OF LOCAL BASED BIDDERS:	Provide the company proof of physical address. Bidders are required to submit supporting documentation, as appropriate, to satisfy MUT as to their primary place of business. (E.g., Lease Agreements/ Utility Bills)	
	KwaZulu-Natal (KZN)	15 points
	Outside KwaZulu-Natal (KZN)	10 points
	Non-Submitted	0 Points
TOTAL POINTS		100
Minimum Threshold Points		70

TO BE COMPLETED BY SUPPLIER BY (Checklist)

• Does this Offer comply with specification, state brand where applicable?	
• Does the bidder have the required experience, state period?	
• Can this order be delivered within the specified period, state delivery period?	
• Do you intend sub-contraction/Partner?	
• Pricing Schedule (Recalculate to ensure accuracy)- Indicate whether prices are firm or non-firm)	
• Declaration of Interest (Read, Understand and Sign)	
• Declaration of Bidder's Past Supply Chain Management Practices (Read, Understand and Sign)	
• Certificate of Independent Bid Determination (Read, understand and Sign)	
• CSD Registration Number (MAAA.....) / CSD report	

PLEASE NOTE: *MUT reserves the right to appoint or not appoint a service provider for this project. MUT will not necessarily accept the lowest quotation in part or full, it will be MUT's discretion to appoint the most suitable service provider who will add value to MUT.*