

DEPARTMENT OF INTERNATIONAL RELATIONS AND COOPERATION

Invitation to service providers to conduct a property valuation of the Chancery owned by the South African Government in Milan, Italy.



TERMS OF REFERENCE

1. PURPOSE

The Government of the Republic of South Africa through its Embassy wishes to appoint a suitably qualified and experienced service provider to conduct a property valuation and make recommendations regarding the possible disposal of the state owned property in Milan, Italy.

2. BACKGROUND

The South African Government owns a building in Milan, Italy.

The following property needs to be assessed by means of a professional valuation:

Vicolo S. Giovanni sul Muro 4 20121 Milano

The overall outcome of this project is to receive a comprehensive professional valuation report in respect of the property.

Service providers should also identify immediate liabilities or legal issues and make recommendations on urgent actions to be undertaken prior to disposal of the said property.

3. CONFIDENTIALITY

- 3.1** All information and documentation provided to the service provider shall be treated as confidential and may not be shared with any person or entity not directly responsible for the execution of this project.
- 3.2** All information and documentation prepared by the service provider shall become the intellectual property of the Department of International Relations and Cooperation of the Republic of South Africa.

4. SPECIFICATIONS/ SCOPE OF WORK

The appointed service provider will be required to perform and report on the condition of the property. The following deliverables are required:

4.1 PHASE 1: Professional Valuation

- a) The appointed valuer will be expected to perform an analysis of the property market conditions in Milan, Italy and report on the economic projections of the relevant property market in the area.
- b) Following the market analysis, the appointed valuer will be expected to perform a valuation of the property, based on the information obtained and to compile a report

to the Mission on its findings. The report must follow the structure of Annexure D attached hereto.

- c) The preferred method of evaluation, should be the method of direct comparison with sales in the open market.
- d) The following factors should constitute the heart of the valuation and must be meticulously reported on:
 - Income capitalization method
 - Comparable sales method
 - Cost method – Depreciated replacement value.

4.2 PHASE 2: Analysis and costed recommendations

Based upon the assessment conducted, the service provider is expected to –

- a) Make an overall recommendation of the property on the options available to the South African Government, viz. maintaining or disposing of the property with indicative costing attached to each option;

5. PROJECT TIMEFRAMES

- 5.1 The project is expected to be completed within a maximum period of 3 weeks from appointment.
- 5.2 A briefing meeting between the Mission and the successful service provider will take place within 5 days of appointment of the service provider which must be attended by all individuals who will be working on the project. The 3 week's timeframe for completion of the project will commence from the date of this meeting. The meeting will take place virtually.
- 5.3 All deliverables and reports must be submitted to the Mission within a maximum period of three weeks.

6. BID EVALUATION METHODOLOGY

All bids received will be evaluated in two phases which are: responsive criteria and price.

6.1 Phase 1: Responsiveness Criteria

Potential Service Providers must comply with all minimum requirements in order to qualify for the next stage of the evaluation process. Non submission will result in disqualification. The minimum requirements which must be fully and comprehensively complied with are as follows:

All documents must be submitted in English

ITEM	REQUIREMENT	SUBMITTED	NOT SUBMITTED
6.1.1	Copy of a valid Tax Clearance certificate		
6.1.2	Copies of registration as a professional valuer		

6.2 Phase 2: Price

- 6.2.1 The final stage of evaluation will be the price evaluation.
- 6.2.2 Only Annexure C will be accepted as the pricing schedule (quotation) to be used for this bid.
- 6.2.3 The service provider is to submit an all-inclusive price, with a breakdown of the cost per deliverable, in Local currency Euro (incl Taxes).

7. GENERAL AND SPECIAL CONDITIONS

- 7.1 The Government Procurement: General Conditions of Contract (“GCC”) will be applicable to this bid
- 7.2 The bidder shall bear all costs associated with the preparation and submission of the proposal. The Mission will not be liable for any costs regardless of the outcome of the proposal.
- 7.3 The Government of the Republic of South Africa through its Embassy reserves the right to sign a Service Level Agreement with the successful bidder to supplement the GCC. The GCC and the service level agreement will among others, govern the relationship between the parties; ensure that services are provided according to specified standards and within stipulated timeframes; and to provide for remedies for under/poor performance and non-compliance with terms and conditions of the service level agreement.
- 7.4 The Government of the Republic of South Africa through its Embassy reserves the right to appoint more than one service provider. The Government of the Republic of South Africa through its Embassy also reserves the right not to appoint any service provider.
- 7.5 The bid evaluation will only be done on the basis of information that was requested and provided. The comprehensiveness of the tender proposal can therefore be decisive in awarding thereof.
- 7.6 The bid evaluation process does not obligate the Government of the Republic of South Africa through its Embassy to make use of any proposed services. Acceptance of any proposal shall only indicate a willingness to include the information into an analysis or to commence negotiations and shall not place any other duties or liabilities on the Government of the Republic of South Africa through its Embassy. The Government of the Republic of South Africa through its Embassy shall have no obligation to furnish any formal acceptance or non-acceptance of any information presented.
- 7.7 All documents and deliverables must be submitted in hard copy, approved by the project leader, as well as electronically (per USB).
- 7.8 The Government of the Republic of South Africa through its Embassy reserves the right and full discretion to:

- 7.8.1** Withdraw from this process and the provisions of the bid at any time;
 - 7.8.2** Cancel this bid at any time and all subsequent proposals may be rejected in whole or in part.
 - 7.8.3** Change the dates of adjudication and submission;
- 7.9 The Government of the Republic of South Africa through its Embassy's decisions will be final and no correspondence will be entered into from the closing date of submissions until after the selection process has been completed. Bidders will be formally notified of the outcome of the bid.

8. BID VALIDITY PERIOD

The bid must be valid for 120 days from the closing date of the bid.

9. CONTACT PERSONS AND SUBMISSIONS

- 9.1 Any clarifications needed during the bidding process must be addressed in writing to Mr Thamela Jele at email: Jelet@dirco.gov.za, tel: 345 7581176
- 9.2 Any queries relating to the completion of the documents must be addressed in writing to Mr Thamela Jele, per telephone 345 7581176

ANNEXURE C: DETAILED PRICING SCHEDULE

Indicate which items are not applicable, i.e. building plans would not be relevant for vacant property

Specification	Number of hours	Cost per hour	Total cost
Phase 1			
A clear full photographic record of each property, including map location and assessment of desirability of the area			
Building plans as recorded by the local council			
As built building plans			
A comparison between recorded building plans and as built plans highlighting differences, if any			
Present value of the land without structures			
Present value of the building and structures			
Local council documents including zoning certificate, variances or restrictions; schedule of building code violations, title deeds and most recent municipal valuations			
Detailed written conditions assessment of both the exterior and interior of the property, which should include at least the following:			
a) Site and grounds – including but not limited to pavements, landscaping, site drainage, walls, lighting, fencing			
b) Structural systems – including but not limited to foundations, columns and roofs			
c) Building envelope – including but not limited to roofing systems, exterior finishes, stairs and steps, exterior doors and windows			
d) Interior building components – including but not limited to ceilings and floors			
e) Mechanical systems – including but not limited to electrical, heating ventilation and air conditioning, plumbing			
f) Safety and Code compliance - building compliance with Namibian health and safety			

Specification	Number of hours	Cost per hour	Total cost
legislation			
Phase 2			
Overall recommendation per property with indicative costing attached to each option			
Detailed maintenance plan per facility with indicative costing, identifying immediate repair priorities as well as planned and preventative maintenance per year over the next 5 years			

ANNEXURE D : FORMAT FOR VALUATION REPORT

1. GENERAL

1.1 INSTRUCTION

This item must reflect, inter alia, the date of receipt of instruction and the name of the person and organisation from which the instruction was received (hereinafter referred to as the Department).

1.2 PURPOSE OF VALUATION

The intended purpose for which the valuation is requisitioned must be set out here. This could be, among others, for the purpose of determining an appropriate market price for the acquisition or disposal of immovable property by the Department.

1.3 DATE OF INSPECTION

1.4 DATE OF VALUATION

1.5 EXECUTIVE SUMMARY

Definition of open market value

A short summary of the valuation process employed and the amount of the valuation must be reflected here.

2. PROPERTY DESCRIPTION

2.1 TITLE DEED INFORMATION

2.1.1 Title deed description

2.1.2 Land surveyor diagram

2.1.3 Extend of land gross m²

2.1.4 Purchase price and date of acquisition

2.1.5 Registered owner

The name, address and contact numbers of the owner (by telephone and fax must be reflected).

2.1.6 Servitudes, Conditions and Endorsements

(Usually registered against the title deed of the property)

2.1.7 Mineral Rights

If the current owner also owns the mineral rights, this must be reflected. If the mineral rights are held by someone other than the owner of the surface rights, the name of such mineral rights holder and the registration number of his holding title to such rights, are required.

2.2 PHYSICAL DESCRIPTION

2.2.1 Physical address

2.2.2 Locality and neighbourhood

2.2.3 Soil Conditions

2.2.4 Shape of stand (Frontage and depth)

2.2.5 Topography and flood lines

2.2.6 Access to premises

Items 2.2.3 and 2.2.5 may (in appropriate circumstances) not be applicable, especially where improvements have been affected to the land.

2.2.7 Municipal services

- **Water supply**
- **Electrical supply**
- **Sewerage disposal**
- **Storm water disposal**
- **Refuse disposal**
- **Tar/gravel roads**
- **Street lighting**

2.3 IMPROVEMENTS

2.3.1 Construction

A description and specification of the improvements on the subject property.

2.3.2 Area of improvements/buildings

2.3.3 Orientation

2.3.4 Accommodation

The extent i.e. number of rooms for different uses and their functional efficiency must be reflected.

2.3.5 Condition of building

Both external and internal reflecting in particular, structural defects (if any), as well as the cost of renovations and maintenance necessary to remedy and neglected state of repair.

2.4 AMENITIES AND SERVICES

3. CENTRAL AND PROVINCIAL GOVERNMENT INFORMATION

Particulars of all laws governing the use of the property that has been valued must be specified.

3.1 LOCAL GOVERNMENT INFORMATION

3.1.1 Name of Local Authority

3.1.2 Municipal valuation

The current valuation of the property as reflected in any official valuation records must be reflected here.

3.1.3 Municipal rates and levies

The amount of rates, taxes and other charges payable to local authorities per annum, other than for utilities (e.g. water and electricity consumption) must be reflected here.

3.1.4 Town planning and zoning requirements

Particulars concerning the legal use to which the subject property may be put, uses that are prohibited, building restrictions in terms of town planning requirements and relevant information of this kind, must be reflected here

4. POTENTIAL AND HIGHEST/BEST USE

Whether the existing use represents the highest/best use of the property or whether it has the potential for any more advantageous and legally permissible alternative use, must be reflected here.

4.1 LAND USE RESTRICTIONS

Where such alternative highest/best use would necessitate the amendment of land use restrictions, the report should reflect-

- alternative land uses / possible relaxation of restrictions;
- probability of successfully applying for such amendments;
- probable time within which such amendments could be achieved; and
- an estimation of legal and professional costs likely to be incurred.

4.2 ALTERATION OF EXISTING BUILDING STRUCTURE

Where such alternative highest/best use would be necessitate the alteration of the existing building structure, the report should reflect –

- a description of such alterations;
- an estimation of its cost; and
- an estimation of professional fees likely to be incurred

5. METHOD OF VALUATION

This must be recorded and the suitability of the method used must be justified. The method of direct comparison with sales in the open market is the preferred method of valuation.

6. MARKET RESEARCH

The factors listed herein constitute the heart of the valuation report and must be meticulously reported on.

6.1 PRESENT STATE OF THE PROPERTY MARKET

This should include a discussion on the state of the economy, the state of the property market in general, the property cycle and considerations of supply and demand.

6.2 RENTALS (ASKING, ACTUAL AND MARKET RENTALS)

6.3 CAPITALISATION RATES

6.4 COMPARABLE SALES

6.5 ANALYSIS OF MARKET RESEARCH

Including a discussion on the acceptance or rejection of data.

6.6 CONCLUSION ON MARKET RESEARCH

7. MOTIVATION FOR ADJUSTMENTS TO MARKET RESEARCH

8. VALUATION

9. FINAL CONCLUSION AND MARKET VALUE

10. DECLARATION

- Certification

- No interest in subject property
- Fair value
- Best ability