



KWAZULU-NATAL PROVINCIAL SHARED SERVICE CENTRE PRIVATE BAG X 9132, PIETERMARITZBURG, 3200
270 Jabu Ndlovu Street, PIETERMARITZBURG, 3201 Tel: (033) 264 9500

ENQUIRIES: Ms. S. Mdledle / Mr. N Ngcobo

BID NO: SS-KZN 5/2/1 (7068) 3M

The Managing Director

.....
.....
.....

Dear Sir / Madam

INVITATION OF A SERVICE PROVIDER TO CONDUCT A VALUATION OF IMMOVABLE ASSETS FOR PORTION 15 (OF 14) OF THE FARM RIPLEY NO.2211 AND PORTION 16 OF THE FARM NIEKERS FONTEIN NO.1031 FT, SITUATED IN THE PROVINCE OF KWAZULU NATAL UNDER UMGUNGUNDLOVU DISTRICT MUNICIPALITY

1. Bid No: **SS-KZN 5/2/1(7068) 3M**
2. Closing Date: **23 DECEMBER 2024** at 11h00 Telkom time. Bids submitted after this date will not be accepted. Please note that vat vendors must include VAT at 15%.
3. The attached documents consist of [] pages. Only service providers/ companies invited by the Department will be considered for this project.
4. The conditions contained in Supply Chain Management (General Conditions and Procedures) and the attached SBD 1, Pricing schedule (SBD 3.3), SBD 4, SBD 6.1, terms of reference / specifications, entity forms, as well as any other conditions accompanying this request are applicable. Documents are to be completed, signed and witnessed (this is of utmost importance) and submitted with your proposal. Proof of delegation of authority to sign the Bid documents must be included in your proposal.
5. If you are a shareholder or joint venture, it is essential that you indicate your percentage commission or profit before tax in order that the reasonableness of your bid price may be gauged. This information will be treated as strictly confidential. It is of utmost importance that the bidder should attach to the proposal, certified copies of shareholders certificates and identity documents.
6. **(Include the relevant Central Supplier Database summary report and the Tax compliance status pin or (valid tax clearance certificate)**
7. Please contact **Mr M Molefe** on **033 392 0650** for any technical queries related to the project.
8. All the documents accompanying this bid invitation must please be completed in detail where applicable and returned with your bid. Emailed copies will be accepted. The use of correction fluid on the bid document is prohibited.
9. The appointed service provider will be required to sign a contract at the KwaZulu-Natal Provincial Shared Service Centre at 270 Jabu Ndlovu Street, Pietermaritzburg before the commencement of the project.
10. Please ensure that your bid reaches this office before closing time.
11. When submitting your bid the following information must appear on the sealed envelope:
Name and address of the bidder
Bid number
Closing date
12. **All bids/quotations are to be numbered and initialled and sent for the attention of the Procurement Section and placed in the bid box on the first floor at 270 Jabu Ndlovu (Loop) Street, Pietermaritzburg OR if posted, place the aforementioned envelope in a covering envelope addressed as follows: Bids, Department of Agriculture, Land Reform and Rural Development, Private Bag X9132, Pietermaritzburg, 3200, OR emailed to Quotations23@dalrrd.gov.za, failure to use the indicated email address your proposal will not be considered. No other email must be used other than the indicated email.**
13. The Department of Agriculture, Land Reform and Rural Development is not bound to accept the lowest or any quotation and reserves the right to accept any quotation or part thereof.

Kind regards

**DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT, PSSC KZN
FOR DIRECTOR -GENERAL: DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL DEVELOPMENT**

DATE: 12/12/2024

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	SS KZN 5/2/1 (7068) 3M	CLOSING DATE:	23 DECEMBER 2024	CLOSING TIME:	11:00
DESCRIPTION	INVITATION OF A SERVICE PROVIDER TO CONDUCT A VALUATION OF IMMOVABLE ASSETS FOR PORTION 15 (OF 14) OF THE FARM RIPLEY NO.2211 AND PORTION 16 OF THE FARM NIEKERS FONTEIN NO.1031 FT, SITUATED IN THE PROVINCE OF KWAZULU NATAL UNDER UMGUNGUNDLOVU DISTRICT MUNICIPALITY				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
270 JABU NDLOVU STREET					
PIETERMARITZBURG					
3200					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Thobekile Zondi		CONTACT PERSON	Mr M Molefe	
TELEPHONE NUMBER	033 264 9500		TELEPHONE NUMBER	033 392 0650	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	quotations23@dalrrd.gov.za		E-MAIL ADDRESS	Mondli.Molefe@dalrrd.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE DEPARTMENT OF AGRICULTURE, LAND REFORM RURAL DEVELOPMENT (DALRRD) WITH VALUATION SERVICES.

PRICING SCHEDULE: VALUATION SERVICES

RFQ NO:

NAME OF SERVICE PROVIDER:

VALUATION SERVICES PRICING SCHEDULE

NB: PRICING SHOULD REMAIN FIXED AND INCLUSIVE OF VAT IF REGISTERED AS VAT VENDORS.

ITEM NO	PROPERTY DESCRIPTION	UNIT PRICE	VAT	TOTAL PRICE
		R	R	R
		R	R	R
	OTHER FEES (TRAVELLING +ACCOMODATION + ADMIN)	R	R	R
TOTAL PRICE (INCL VAT)				R

VALIDITY

30 DAYS

PERIOD:

NAME & SURNAME: _____

CAPACITY: _____

SIGNATURE: _____

DATE: _____

BAS

LOGIS

Office

System User Only	
Captured By:	-----
Captured Date:	-----
Authorized By:	-----
Date Authorized:	-----
Safety Web Verification	
<input type="checkbox"/> YES	<input type="checkbox"/> NO

The Director General: Department of Agriculture, Land Reform and Rural Development

I/We hereby request and authorize you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorized will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days' notice by prepaid registered post. Please ensure information is valid as per required bank screens.

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibly for any delayed payments, as a result of incorrect information supplied.

Company / Personal Details	
Registered Name	
Trading Name	
Tax number	
Vat Number	
Title	
Initials	
First Name	
Surname	

Address Detail	
Postal Address Line 1	
Postal Address Line 2	
Physical Address Line 1	
Physical Address Line 2	
Postal Code	

New Detail	
<input type="checkbox"/> New Supplier Information	<input type="checkbox"/> Update Supplier Information
Supplier Type	<input type="checkbox"/> Individual <input type="checkbox"/> Department Department Number <input type="text"/> <input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> CC <input type="checkbox"/> Other Other Specify <input type="text"/> <input type="checkbox"/> Partnership

Supplier Account Details

(This field is compulsory and should be completed by a bank official from the relevant bank).

Account Name	
Account Number	
Branch Name	
Branch Number	

Account Type	<input type="checkbox"/> Cheque Account <input type="checkbox"/> Savings Account <input type="checkbox"/> Transmission Account <input type="checkbox"/> Bond Account <input type="checkbox"/> Other (Please Specify) <input style="width: 200px;" type="text"/>
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ID Number	
Passport Number	
Company Registration Number	
*CC Registration	

* Please include CC/CK where applicable

Practice Number	
When the bank stamps this entity maintenance form or provides an electronic bank stamp/letter attached to the entity maintenance form they confirm that all the information completed by the entity is correct.	Bank stamp It is hereby confirmed that this details have been verified against the following screens ABSA-CIF screen FNB-Hogan's system on the CIS4 STD Bank-Look-up-screen Nedbank- Banking Platform under the Client Details Tab

Contact Details

	<i>Area Code</i>	<i>Telephone Number</i>	<i>Extension</i>
Business			
	<i>Area Code</i>	<i>Telephone Number</i>	<i>Extension</i>
Home			
	<i>Area Code</i>	<i>Telephone Number</i>	
Fax			
		
Cell			
	<i>Cell Code</i>	<i>Cell Number</i>	
E-mail Address			

Contact Person	Supplier details	Departmental sender details	Address of Agriculture, Land Reform and Rural Development Office where form is submitted from:
Signature			
Print Name			
Rank			
Date (dd/mm/yyyy)			

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

PRICE QUOTATION PROCESS (UP TO R 1 MILLION)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

- P_s = Points scored for price of tender under consideration
 P_t = Price of tender under consideration
 P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no franchise in national elections before the 1983 and 1993 Constitution	10		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	3		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....

SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of institution	State

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

with any person who is employed by the procuring institution? YES/NO

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? YES/NO

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, _____ the _____ undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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 consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² 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.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 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.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder



TERMS OF REFERENCE

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM (DRDLR) WITH VALUATION SERVICES

1. INTRODUCTION AND BACKGROUND

The Department of Rural Development and Land Reform (DRDLR) wishes to procure the services of a professional valuer registered with the South African Council for the Property Valuers Profession established by Section 2 of the Property Valuers Profession Act, 2000 (Act No. 47 of 2000) (hereafter referred to as SACPVP) to conduct valuations on property(ies) with the purpose of determining its (their) current value in line with Section 25(3) of the Constitution of 1996 and Sections 12(a) and 15(2) of the Property Valuation Act No 17 of 2014 (PVA). Service Providers are selected from the accredited Panel of Valuers in the Procurement Database System and are requested to provide quotations for valuing property(ies).

2. PROPERTY DESCRIPTION AND LOCATION

2.1. Property details

Province	KZN
Administrative District / Registration Division	FT
Local Municipality	MPOFANA
Unit	TRI
Land Use	SETTLEMENT
Project Name	BAYONNE
Title Deeds Number	T8015/978 T11957/989
Property/Farm Sizes	50
Project Coordinator	MONDLI MOLEFE
Note: The successful bidder is required to reflect the File Reference Number and the Bid Number, indicated above, on the cover of his/her report.	

2.2. Portion 15 (of 14) of the farm Ripley no.2211 and portion 16 of the farm Niekers Fontein no.1031 FT.

NB: The valuation will have to be done only on the area where it is agreed that people will settle on it (which is plus or minus 45 hectares grazing and settlement).

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM (DRDLR) WITH VALUATION SERVICES

3. PROJECT PURPOSE

The property (ies) described in 2.2 have to be valued in line with S 12(a) of the PVA. The valuer must provide a complete valuation report for the subject property including any loose and/or biological assets that may form part of the transaction.

4. TERMS OF REFERENCE

- 4.1. The primary aim of the valuation exercise is to provide DRDLR with the required information in the valuation report that will give guidance and assistance in negotiations with the current seller/owner for the purchase of the above-mentioned properties or part thereof or shares in it for purposes of securing tenure rights of farm dwellers on the farm.
- 4.2. If there are improvements which must be taken into account, these should be valued separately and explaining the valuation methods used to value these.

The Valuer must report and attach value to the factors listed in 4.3.1 to 4.3.4.

- 4.2.1. The current use of the property – here the valuer must determine the CURRENT USE VALUE of the subject property using the audited financial statements provided by the owner;
- 4.2.2. The history of the acquisition and the use of the property – here, the valuer must obtain a copy of the original title deed from the owner in order to do a write-up on the history of acquisition of the property in order to determine its impact on the overall use and any other acquisition benefits of the property. **Please attach of the copy of the original title deed to the valuation report.** The valuer must also determine any benefits that accrued to the owner of the property because of the manner of acquisition, and where such benefits did not arise from normal market transactions, including that they did not acquire the property on the open market from a willing seller;
- 4.2.3. The market value of the property;
- 4.2.4. The extent of direct State investment and subsidy in the acquisition and beneficial capital improvement of the property – here, the valuer must quantify any State investment or capital subsidy that the property might have enjoyed over the years and adjust the final value accordingly. The valuer must contact the relevant Provincial or National Department or any other subsidizing agency where this information may be held. The valuer must investigate and provide specific figures on acquisition subsidies, interest rate subsidies and infrastructure subsidies; and
- 4.2.5. Purpose of acquisition (securing tenure rights of farm dwellers) – here, the valuer must build into his valuation, the impact the purpose of the acquisition will have on the overall value.

NB: VALUERS MUST NOT RESPOND TO THE REQUEST FOR QUOTATION SHOULD THEY NOT BE IN A POSITION TO COMPLY WITH THE REQUIREMENTS ABOVE. PENALTIES WILL BE IMPOSED SHOULD THIS REQUIREMENT BE IGNORED.

4.3. The is required to:-

- 4.3.1. Make prior arrangements with the landowners before visiting the property.
- 4.3.2. State the extent of the process of collecting, confirming and reporting data.
- 4.3.3. Collect, verify, analyse and reconcile data as are available in support of his/her conclusion
- 4.3.4. Include and explain all calculations showing how data (e.g. comparable sales) have been applied. Applicability of comparable sales, reasons for acceptance or rejection of data and final adjustments must be included.
- 4.3.5. Describe the information considered, the procedures followed and the reasoning that supports



**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER
TO ASSIST THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND
REFORM (DRDLR) WITH VALUATION SERVICES**

the analyses, opinions and conclusions.

- 4.3.6. Be prepared to present the findings of the report to any organ or body that the OVG may nominate.

5. OUTCOME / DELIVERABLES

The valuer is expected to cover all the items listed in 5, in the report.

5.1. Title Deed Information and other relevant information

- Title deed (Number, date registered and office of registration)
- Full description of property(s) as per Title Deed.
- Registered owner(s) from the first registration date of the subject property.
- Extent of property
- Date of acquisition by current owner
- Purchase price (any subsequent changes)
- Current Mortgage Bonds
- All relevant title conditions (including servitudes, endorsement and caveats)
- Existing lease agreements or other registered land rights
- Mineral rights (if applicable)
- Any unregistered rights and how it impacts on value
- The confirmation of water use entitlement from the Department of Water and Sanitation.
- The valuer must indicate if the farm is operating as single unit.
- Surveyor-General's diagram of property.

5.2. Certificate of Value

- Assumption and limiting conditions
- Certificate of Value
- Sign the valuation report and the Certificate as follows; his/ her name and surname, signature, registration number and registration category of the SACVP.

5.3. Physical description of the property

- Situation
- Nature of surrounding neighborhood/ area
- Distances from important points
- Availability of services and amenities
- Historical background, if applicable
- Features of property, including topography, soil types, shape, etc.
- Climatic conditions and water supply, if applicable
- Buildings and other improvements-herewith a detailed discussion of improvements is necessary, including Gross Building Areas, age and condition.

5.4. Establishment of comparable sales:

The valuer should indicate comparable factors and comparable properties:

- Indicate the scope of the deeds search in terms of radius and time frame of sales
- Include a list of all comparable sales and not only selected sales with which subject property has been compared
- Comparable properties, Explain why certain sales were excluded from further analysis
- Indicate how market data were interpreted, adjusted and applied
- Comparable price per hectare for different kinds of land use
- Detailed discussion on the following:
 - o Full names, period of service, number of households of labourers/ tenants



TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM (DRDLR) WITH VALUATION SERVICES

- Whether there are illegal occupants or not.
- Market identification of property - potential and highest and best use
- Market conditions

NOTE: All sales of properties acquired by the State must be excluded for comparative purposes; provided further that in the event of insufficient sales, such transactions involving acquisition of properties by the State may be considered on condition that it is clearly indicated as such.

5.5. Application of comparable sales:

- Explain Method of valuation and applicability
- Motivation including all calculations showing how comparable sales have been adjusted and applied.
- Value conclusion and Certificate of Value;
- The Certificate of Value (or Valuers Certificate, Valuation Certificate, etc.) is a statement to the effect that the valuer has reached his or her conclusion on the basis of considering all relevant factors, subject to stated assumptions and limiting conditions, and without prejudice due to any present or contemplated interest in the properties or the outcome of the valuation.

5.6. Inventory List of Movable Assets and Valuation thereof

- List of immovable assets (include the models, makes, serial numbers, etc.)
- Mileages of vehicles, hours of tractors, etc.
- Condition, working status etc.

5.7. Inventory List of Biological assets and Valuation thereof

- List of the Biological assets i.e. game (Include number, breed, age, etc.).

NB: There are no movables and biological assets to be valued on this project. It is only land.

5.8. Summary, conclusions and reconciliation

- 5.8.1. Apply market data adjusted or unadjusted as preferred and motivate best-effort opinion whether under the circumstances the property would sell at all if put up for sale in the market.

6. VALUATION REPORT STRUCTURE

Finally, the valuation report should be as follows:

- Title page
- Table of contents
- Instruction
- Definitions
- Purpose of the valuation
- Date of inspection
- Date of Valuation and the Effective date of valuation
- Valuation Methodology and approach
- The current use research
- The history of the acquisition and the use of the property research
- The market value research
- The value of beneficial improvements made to the property by the owner since the time of acquisition research
- The extent of direct state investment and subsidy in the acquisition and beneficial capital

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER
TO ASSIST THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND
REFORM (DRDLR) WITH VALUATION SERVICES**

- improvement of the property research
- Valuation analysis
- Motivation of value
- Calculation of the current use value
- Calculation of market value
- Calculation of any beneficial improvements made to the property by the owner since acquisition
- Calculation of the extent of direct State investment and subsidy
- Conclusion on estimate of value
- Statement of the limiting conditions
- An executive summary (Valuation Certificate)
- Signature of valuer

6.1. Annexure covering at least the following Certificate of value

- Locality map of the subject property and comparable properties
- SG Diagram of subject property
- Copy of original title deed(s)
- Audited financial statement (minimum of three years)
- Photographs (Preferably in colour where possible)
- Copies of all the relevant documents

7. FURTHER INSTRUCTIONS

- 7.1 The Valuer will present and defend the valuation report in any court of law, should it be necessary.
- 7.2 The Valuer will work in close cooperation with the Project Coordinator and/or any designated DRDLR official responsible for managing the project and inform them of any developments on weekly basis.
- 7.3 The Valuer will be called upon by DRDLR and/or any designated official whenever it is necessary to further explain the valuation report as part of the service without any extra charge.
- 7.4 The Valuer should submit in colour, a soft copy of the valuation report to this email address:
- 7.5 The Valuer should submit in colour, a hard copy of the valuation report to this address:

Attention: The valuer must submit a site visit certificate signed off by the valuer and the property owner, with witnesses (if any) as proof of site visit.

- 7.6 Attach his/ her certificate of registration with the SACPVP as well as the current financial year's registration card as proof of good standing.
- 7.7 The Valuer should not pay or receive any payment in respect of the tender/ bid or upon submission of the report without being issued any official receipt. All payment to be as per paragraph 10 below.
- 7.8 The Valuer will be called upon by DRDLR and/or any designated official whenever it is necessary to further re-value or rectify valuations for the same property/ies due to either changed circumstances or errors made.
- 7.9 The Valuer will engage and agree with the Project Coordinator and /or any designated DRDLR official responsible for managing the project, prior to finalizing the valuation report.
- 7.10 The Valuer to provide the contact details of the owner in the valuation report.

8. CONFIDENTIALITY

No material or information derived from the provision of the services under the contract may be used for any other purpose except for those of DRDLR, except where duly authorized to do so in writing by DRDLR.

Copyright in respect of all documents and data prepared or developed for the purpose of the

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM (DRDLR) WITH VALUATION SERVICES

project by the Service Provider shall be vested in DRDLR.

The successful Service Provider agrees to keep confidential all records and information of, or related to the project and not disclose such records or information to any third party or owner without the prior written consent of DRDLR.

9. PAYMENT

Payment will be made in full once the services rendered have been completed and accepted by the office.

The service provider will produce an invoice after the valuation report has been discussed with and accepted by DRDLR officials.

10. PRICING

Total amount of the quotation must be fixed and inclusive of VAT. If registered as VAT vendor provide the fee, VAT and total amount.

11. TIME FRAME

The appointed service provider is required to complete the work within Five (05) working days from the date of appointment.

The contract is for a specific time framework and all the service providers are expected to adhere to the specific time frames stipulated in the contract. The contract may be extended in the event it is not feasible to conclude the task within the stipulated time frame. However, the extension must be agreed to between the parties and reduced to in writing.

12. MANDATORY REQUIREMENTS

The following requirements are mandatory. Failure to complete, submit/attach proof of following requirements with the quotation will disqualify the bidder's quotation

The service provider must complete a pricing schedule for each quoted item.

13. MANAGEMENT OF THE PROJECT

The Project Manager will manage the project. The responsible Project Coordinator of the area will manage facilitation and monitoring of information for service providers. DRDLR assumes total accountability, and therefore authorises all expenditure for the project. All such expenses should be documented by DRDLR.

The requested valuation reports and invoice should be delivered to the Manager of the Supply Chain Management Unit.



**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER
TO ASSIST THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND
REFORM (DRDLR) WITH VALUATION SERVICES**

14. PENALTIES

- 14.1 If the valuer fails to perform as desired in any of the paragraphs, listed in this terms of reference, the report will not be accepted and no payment whatsoever will be made to the valuer/service provider.
- 14.2 If the valuer fails to meet the time-frame stipulated by DALRRD, the DALRRD reserves the right to deduct 5% of the quoted amount after every five (5) working days. The latter five (5) percent will be deducted every five working days from the last day of the timeframe stipulated by DALRRD.
- 14.3 Notwithstanding 14.2 above, DALRRD reserves the right to rescind the contract without any payment, if there is a breach of any of the paragraphs in this document. In that event, the valuer must be given a notice of two working days that DALRRD intends to terminate the contract.

15. IMPOSSIBILITY OF PERFORMANCE

In the event that there is non-performance due to matters beyond any parties' control, both parties waive any claims against each other.

16. EVALUATION CRITERIA

Bids will be evaluated in terms of 80/20 preference points system as prescribed in the Preferential Procurement Regulations 2022. The Preferential Procurement Framework Act/ Preferential Procurement Regulations 2022 prescribe that the lowest acceptable bid will score 80 points for price and 20 points will be awarded to a bidder for attaining the highest point on specific goals contributed.



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MR M. MOLEFE
PROJECT COORDINATOR: PMB RSSC
DATE: 12/09/2024

