



SAPOA
SOUTH AFRICAN PROPERTY
OWNERS ASSOCIATION

TENDER NO: 2022/1

**TENDER FOR THE APPOINTMENT OF A
SERVICE PROVIDER FOR THE PRODUCTION OF
THE SAPOA OFFICE VACANCY SURVEY
2023 - 2025**

YOU ARE HEREBY INVITED TO TENDER FOR

**THE APPOINTMENT OF A SERVICE PROVIDER FOR
THE PRODUCTION OF THE SAPOA OFFICE VACANCY
SURVEY (OVS)**

**THE SOUTH AFRICAN PROPERTY OWNER'S ASSOCIATION
(SAPOA)**

ISSUE DATE : 1 MARCH 2022
CLOSING DATE : 18 MARCH 2022
BY NOT LATER THAN 16H00

TENDER DOCUMENTS MAY BE DELIVERED TO:

SAPOA
C/O Kgabo Moshia WEWORK OFFICES,
THE LINK173 OXFORD ROAD
ROSEBANK
2196

Bidders should ensure that tenders are delivered timeously to the correct address. If the tender is late, it will not be accepted for consideration.

SECTION 1 - SCOPE OF SERVICES AND REQUIREMENTS:

1. BACKGROUND

SAPOA was established in 1966 by the leading and large property investment organizations to bring together all role players in the commercial property field and create a powerful platform for Property Investors.

SAPOA, the Voice of Commercial Property, is recognised as the representative body and official voice of the commercial and industrial property industry in South Africa, with a combined portfolio in excess of over a trillion rands. SAPOA members control +/- 90% of all commercial and industrial property in SA.

The association is held in high esteem by relevant sectors of government and is, accordingly, consulted on all matters pertaining to the property industry.

SAPOA enjoys representation on all the South African bodies, which are key to the country's property development. Having established close working relationships with a number of similar bodies internationally, SAPOA members and the association benefit from worldwide networking on a variety of issues and arrange appropriate visits and meetings.

2. MISSION STATEMENT

To strive on behalf of our members to promote their interests in relation to commercially directed property ownership; education; development; marketing; and management.

3. ABOUT THE OVS

The SAPOA Office Vacancy Survey (OVS) is one of the world's longest-running real estate market surveys.

Over time, the survey has grown to cover more than 50 distinct office nodes and extends to the major cities in South Africa:

- Johannesburg
- Pretoria
- Cape Town
- Durban
- Gqeberha (Port Elizabeth)

With data going as far back as 1990, the SAPOA OVS provides investors and practitioners with a consistent and comparable perspective of the South African office market. The OVS' consistency and comparability ensure the validity of long-term trend analysis. Quarterly updates guarantee the timeliness of the data and its adoption by SAPOA membership in day-to-day business.

The survey methodology provides accuracy and relevance through industry practitioner oversight:

- Use of SAPOA broker panels per region
- Peer review of survey results
- Individual responsibility for nodes
- Consistent list of properties and industry-standard nodal delineations
- Independent collation and governance of data via MSCI, a global leader in index provision

Current State

The current OVS methodology is founded on these four pillars:

- Manual data collection, collation, and analysis
- Real Estate practitioner availability and coverage
- Real Estate practitioner knowledge
- Dependence on MSCI for insight and product innovation

Modern data platforms can collect, collate, and distribute data more efficiently and accurately than historical approaches. (Such technology can augment the robust four pillars above.)

A Vision for the Near Future

The intention is to create a robust database of the South African “Universe of Commercial Office Buildings”, providing the ability in near-real-time to see what portion is officially vacant (by which we mean there is no lease in place).

The Database will be a national asset with SAPOA as its custodian.

- It will be a valuable tool in allowing investor’s, developers, and tenants to make good decisions about real estate.
- It will inform accurate analysis by analysts
- It will improve transparency dramatically in the real estate market

The intention is to take the lessons learnt and apply them to create a comparable national database for Industrial property.

4. ELEMENTS OF PROPOSAL AND EVALUATION CRITERIA

Each respondent must confirm its capabilities in the following areas (or provide reasons why it believes these capabilities to be unnecessary)

- Online transaction processing (OLTP) Database and mature Commercial Real Estate (CRE) orientated user interface or application to facilitate data harvesting
- Online analytical processing (OLAP) capability to enable data storage and analysis (including data modelling and a data integration process using an Extract, Transform, and Load procedure)
- Web development capabilities to host a cloud-based solution
- Geospatial competencies
- A comprehensive understanding of the nature and location of existing Commercial Real Estate data assets. including, but not limited to, integration with
 - i) Public sector Databases:
 - (1) Deeds Office,
 - (2) Companies and Intellectual Property Commission (CIPC,
 - (3) Surveyor General
 - ii) Private sector Databases
- A comprehensive understanding of the workings of the Commercial Real Estate market
- Commercial Real Estate business relationships to access public domain data
- Ability to procure and manage high volumes of data at scale

Service Provider Remuneration Model

SAPOA is open to innovative proposals regarding how the Service Provider receives payment. Any proposal must respect the requirement that SAPOA owns the Data harvested by the Service Provider for the Database.

All tenders will be assessed in line with the criteria below:

- 1) Technical requirements (50 points)
- 2) Company understanding of the brief and clear demonstration of requirements
- 3) Company's relevant experience in projects of a similar nature and track record with references.
- 4) A project plan clearly addressing the timelines and deliverables with associated budgets specific to each activity of the assignment.
- 5) The company must demonstrate that capacity exists within the organisation to undertake the work
- 6) Financial requirement (30 points)
 - o A detailed budget (VAT inclusive) for the project that has been identified for the implementation of the brief, including proposed fees, costs etc
- 7) Equity ownership by HDI's/PDI'S (10 points)
 - o Equity ownership by HDI/PDI.
- 8) Promotion of small businesses (10 points)
 - o Is the company an SMME as defined by the National Small Business Act, 1996 (Act 102 of 1996) and/or does it promote small business?

5. COPYRIGHT AND INTELLECTUAL PROPERTY RIGHTS

All the Intellectual property rights whether registered or unregistered, including but not limited to copyright, design, layout, content, domain names and trademarks relating to the SAPOA OVS shall vest in SAPOA which shall remain the sole owner thereof.

It shall be clearly indicated in SAPOA's OVS that SAPOA is the proprietor of the information and shall endeavour to protect all of SAPOA's intellectual property rights during the currency of this agreement and immediately notify SAPOA in the event of any apparent or imminent breaches of such rights coming to its notice.

6. INDEPENDENT CONTRACTOR STATUS

Nothing herein contained shall constitute a relationship of employment or agency between SAPOA and the CONSULTANT.

The Tenderer shall not be entitled to bind SAPOA in any way or act as the SAPOA's representative, agent or employee and shall at all times act as an independent contractor.

7. KEY DELIVERABLES

Project Purpose and Scope of Services

Provide reliable commercial real estate (CRE) information, initially in the office market to support sound decision making across the industry. The primary consumers of the data are thought to be:

- The owners and managers of standing buildings
- Developers looking for market opportunities
- Tenants seeking to understand the leasing market and where they may find opportunities and value
- Non-contributing practitioners seeking to understand the shifts in the market
- Analysts of diverse kinds

The core requirements are:

- A continuously up-to-date database of every "standing" office building in every recognised node. Providing accurate data on, as a minimum
 - a. the Rentable Area,
 - b. Street Address and
 - c. Geo-location

- A continuously up-to-date database of all office developments, based on the strict criteria that these are only recognised as “in progress” when the developer breaks ground, the Database will identify the property as part of the “standing” building database when the developer reaches Practical Completion.
- A continuously up-to-date database of every vacant square metre of Rentable Area in each building on the Database.

Secondary objectives would be:

- to record rentable square metres under lease but which the tenant is willing to sublease or surrender. That area for sublease may represent all or a part of its Rentable Area.

Any party responding to this RFP is encouraged to provide ideas on how the Database’s usefulness can be improved and developed. Including thoughts on bringing the information to a broader range of “consumers”.

Out of scope would be the recording of “Asking Gross Rents”. This information is subjective and ignores all the other variables in a leasing transaction (the escalation rate, tenant allowances, rent-free periods, other incentives). The asking rent does not represent empirical data but rather opinion and aspiration.

The scope of this RFP is limited to data collection and collation. Data analysis will reside with MSCI (or its successor) and with those who have a commercial interest in providing data analysis trends and insights. Subject always to maintaining strict confidentiality and publicly releasing aggregated and anonymised data only.

SAPOA is not prescriptive on:

- how the Data is harvested and collated. (However, it will require undertakings on the accuracy, reliability, and frequency of data reporting and the frequency of refreshing data.)
- The specific technology used

It is open to proposals on sharing the proceeds of commercialising the information always within the constraints of serving the common good of the general property market.

The required outcome of this RFP is to complement the longstanding reputation of the SAPOA OVS through the addition of modern data collection, analysis, and distribution, and analysis techniques.

The aim is to maintain the survey as a reliable and current source of occupancy Information that Industry actors can rely upon to inform decision making. In addition, an opportunity exists for improved reporting through an online portal where third parties could apply value-adding analysis to the data.

To this end, the ownership of Data is to reside with SAPOA as a custodian for the industry. SAPOA reserves the right to provide access to the dataset, at a fee, to any interested party with access dependent on a subscription licence.

The preference is for a licenced subscription with several levels of access (the lowest level of access being similar to the report currently offered) – enabling protection of IP and higher fees for data that provides deeper insights.

8. TIMELINE

The request for proposal invites suitably qualified firms to submit interest by 18 March 2022 by 16h00.

9. IMPLEMENTATION

SAPOA envisages that the two data collection methods will run in parallel for at least two quarters to ensure a seamless transition from the current process to the new.

The parallel processing will begin on 01 September 2022 and end on 31 March 2023.

SECTION 2 – REQUIRED INFORMATION

The following particulars must be furnished and is considered as compulsory information. Failure to do so may result in your bid being disqualified.

Name of Bidder

Contact Person

Name of Person Signing this Bid

Date of Signature of the Bid

Contact Person’s Email Address

Company Registration Number

Service Provider’s SARS Tax Number

Current Service Provider’s Tax Clearance (document in SARS printing colours)
.....

Tax Clearance Certificate Expiry Date – to be supplied by the tenderer:
.....

Capacity Under which this Bid is Signed
.....

Postal address
.....

Street address
.....
.....

Contact Number

Cell phone number

Vat registration number

E-mail address

Note: This form must be completed irrespective of whether the bidder is an individual or an organization.

Failure on the part of the bidder to sign this tender form and to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires, and specifications in all respects, may invalidate the bid.

Bids should be submitted on the official forms and should not be qualified by the bidder's own conditions.

Failure to comply with these requirements may invalidate the bid.

TENDERS AND ELECTRONIC TENDERS

The original hard copy document will serve as the legal bid document. The original hard copy document must be completed in full, signed and submitted. No electronic tenders will be accepted.

TERMS

I/We hereby tender for the rendering of the services as described in this tender document in accordance with the specifications stipulated in the tender document (and which shall be taken as part of, and incorporated into, this tender) at the prices and on the terms stipulated.

This documentation must be signed and submitted as part of the tender

Signature: Date

10. GENERAL INFORMATION

This tender closes punctually at **16h00 on 18 March 2022**. Late tenders will not be considered, and tenders delivered to any address other than that stipulated herein will be regarded as late tenders and will consequently be returned to tenderers.

Tenders (6 duplicate copies) must be enclosed in sealed envelopes, which are to be endorsed with the words **“TENDER NO 2022/01 THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PRODUCTION OF THE SAPOA OFFICEVACANCY SURVEY (OVS) FOR 2023 – 2025”**.

Tenders must reach the offices of SAPOA by no later than 16h00 on 18 March 2022.

If delivered by hand the envelope must be addressed to Kgabo Moshia, SAPOA and delivered to SAPOA, WeWork Offices, The Link, 173 Oxford Road, Rosebank.

No email or facsimile tenders will be considered.

11. AWARDING OF THE TENDER

SAPOA reserves the right to accept a completed tender even if it is not the lowest price.

No reason will be required to be given for the non-acceptance of a tender.

SAPOA reserves the right to shortlist the tenders and to enter into discussion with any of the tenderers.

A shortlist of preferred tenderers will be contacted and may be required to make presentations to SAPOA.

SAPOA reserves the right NOT to award the tender.

12. VALIDITY PERIOD

All bids are required to be valid for a period of one month from the closing date of the tender. SAPOA desires an adjudication validity period of up to 15 DAYS against this tender, from closing date.

Please acknowledge below:

DATE
SIGNATURE OF TENDERER (S)
COMPANY NAME
TEL NO.....FAX NO
ADDRESS
.....

CONTACT PERSON

EMAIL ADDRESS

13. COMMUNICATION WITH SAPOA

Any additional information may be obtained from:

Kgabo Moshia
SAPOA
Tel: 011 883 0679
Email: opsmanager@sapoa.org.za

All queries to be submitted in writing via email to Kgabo Moshia, which questions will be answered within 48 hours of submission thereof.

I/We agree that –

- The bid herein shall remain binding upon me/us and open for acceptance during the validity period indicated and calculated from the closing time of the bid as stipulated above.
- We agree that should we amend or withdraw our tender after it has been opened, or given notice of our inability to execute the contract in accordance with our tender, or fail to sign or take up the Contract when called upon to do so, we shall reimburse SAPOA all additional expenses incurred for inviting fresh tenders if deemed expedient to invite fresh tenders, and the difference between our tender and any less favourable tender accepted by SAPOA as well as any consequential loss which may arise as a result of our non- fulfilment of our contractual obligations.
- If my/our bid is accepted the acceptance may be communicated to me/us by letter or order by e-mail, or registered post and that, in the event of communication by registered post, SA Post Office Ltd (or its successor in title) shall be regarded as my/our agent, and delivery of such acceptance to SA Post Office Ltd (or its successor in title) shall be treated as delivery to me/us.
- The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our bid and that I/we choose *domicilium citandi et executandi* in the Republic as indicated above.
- I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our bid; that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid documents.
- I/We furthermore confirm that the price(s) and rate(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
- 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.

- I/We agree that any action arising from this contract may in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me/us as a result of such action.
- I/We declare that I/we have participation*/no participation* in the submission of any other bid for the supplies/services described in the attached documents. If in the affirmative, state names(s) of bidder(s) involved.
- I hereby confirm that I am duly authorised to sign the bid.

(TO BE COMPLETED BY TENDERER)

I/We

- (a) Agree to abide by the conditions stipulated by SAPOA herein. Any other standard or special conditions mentioned and/or embodied in this tender form and agreement in regard to this tender (read with any accompanying correspondence) constitutes an offer of such a nature that acceptance thereof by SAPOA in writing (including by e-mail) will bring into existence a contract.
- (b) Agree that if after notification of acceptance of this tender, I/we fail to enter into a contract when requested to do so, within the period stipulated in the condition of this tender or within such extended period as SAPOA allow, I/we will be held liable for any additional expense which SAPOA may incur in having to call for tenders afresh and/or accepting any less favourable tender to complete the whole or remaining portion of the contract.

DATE

SIGNATURE OF TENDERER (S)

COMPANY NAME:

TEL NO FAX NO

ADDRESS

CONTACT PERSON

WITNESS

1.
2.

DECLARATION WITH REGARD TO EQUITY OWNERSHIP

1. NAME OF TENDERER:

.....

2. HOW LONG HAS THE COMPANY BEEN IN EXISTENCE

.....

3. DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

.....

4. LIST OF ALL SHAREHOLDERS BY NAME, IDENTITY NUMBER, CITIZENSHIP, HDI STATUS AND OWNERSHIP, AS RELEVANT

NAME	DATE AND POSITION OCCUPIED IN ENTERPRISE	IDENTITY NUMBER	% OWNED BY HDI'S	% OWNED BY WOMEN	% OWNED BY DISABLED PEOPLE	% OWNED BY OTHERS

5. REGISTRATION OF COMPANY

.....

6. NAMES OF OUTSOURCE COMPANIES

- I.
- II.
- III.

Should the Tenderer, in the effort to tender for the total service, utilize any other company for whatever service, the Tenderer must state hereunder the outsource Companies details that will be responsible for the service:

NAME ADDRESS AND TELEPHONE NUMBER

- 1.
- 2.
- 3.

QUOTATION INFORMATION

1. *General Information*

- All enquiries with regard to this TENDER must be directed to Kgabo Moshia
- If delivered by hand the envelope must be addressed to **Kgabo Moshia, SAPOA and delivered to SAPOA, WeWork Offices, The Link, 173 Oxford Road, Rosebank.**
- Must be dropped off at WeWork Office, Reception at 173 Oxford Road, Rosebank not later than **17h00 on 18 March 2022.**
- No late tenders will be accepted or considered.
- SAPOA reserves the right to accept or reject any proposed tender at its discretion.
- The tender results will be announced at a later date.
- SAPOA will not be held responsible for any costs, time or effort incurred by the applicant in the preparation of this quote.
- SAPOA reserves the right to seek clarity from any or all of the applicants.
- SAPOA reserves the right to shortlist any of the applicants.
- SAPOA reserves the right to enter into discussions with any of the applicants.
- SAPOA reserves the right not to accept or award any tender.
- No late tenders will be considered.

- SAPOA reserves the right to withdraw any proposed proposal at its own discretion; and
- SAPOA reserves the right to request for further information and/ or a presentation by the applicant
- The tenders will be advised of the outcome in writing.

2. *Acceptance Period*

- Your proposal must be valid for acceptance for a period of 30 days

3. *Adjudication Criteria*

The proposal will be adjudicated according to the following criteria:

- The applicant understands the brief.
- A clearly demonstrated understanding of the requirements.
- The applicant clearly demonstrates that capacity exists within its organisation to undertake the work.
- A proven track record of work undertaken must be submitted with the application.
- The applicant must also demonstrate their BEE status and their Employment Equity Policy.
- The application will be adjudicated in terms of the content of the proposed deliverables, project management schedule, project program, costs, profit splits and time scale.

4. *Particulars of Applicant*

Preference will be given to applicants who comply with the following criteria:

- The applicant must show clear capacity and/ or experience to execute the scope of services. This experience/ capacity may resort either with the applicant himself and/ or his professional team.
- The applicant must prove commitment to empowerment of previously disadvantaged individuals. It can be demonstrated through ownership, composition of professional team, and profile of investors, empowerment policy, and an empowerment program for the execution of the proposal.

ADDITIONAL INFORMATION REQUIREMENTS

LATE TENDERS

Tenderers should ensure that tenders are delivered timeously to the correct address. If the tender is late, it will not be accepted for consideration.

CONFIDENTIALITY

Notwithstanding and without limitation to the common law relationship of the parties regarding the confidential nature of information made available, the TENDERER acknowledges and accepts that it will have access to and become possessed of, amongst others, client information, client lists, financial information operating methods, procedures, templates and programmes relating to the business and business products and processes of SAPOA and all of which is of crucial importance in the conduct of the business of SAPOA

The parties agree and undertake that for as long as they are parties to this agreement, they will not, through their agents, employees or through the representation of any other person, disclose to any third party, any confidential information of the other acquired by such party, both prior to and during the term of this agreement nor use, exploit, assist any third party in using or exploiting, the discloser's information commercially or otherwise and in any manner whatsoever and for any purpose other than that expressly provided for herein, without the prior and express written consent of the discloser.

INTELLECTUAL PROPERTY RIGHTS

All the intellectual property rights whether registered or unregistered, including but not limited to copyright, design, layout, content, domain names and trademarks relating to the SAPOA Office Vacancy Survey (OVS) shall vest in SAPOA which shall remain the sole owner thereof.

COMPETENCY EXPERIENCE AND REFERENCES

The TENDERER warrants that it possesses the skills, professional ability, and infrastructure necessary to discharge its duties in a competent and professional manner

STATUTORY OBLIGATIONS

The TENDERER warrants and confirms that it has complied, and will continue to comply, for the duration of any contract that may be concluded as a result of this tender, with statutory, regulatory, and other provisions that apply to it.

The below MUST be completed

INDIVIDUAL EXPERIENCE SHEETS

Nominated Individual's First Names	
Nominated Individual's Surname	
Nominated Individual's Date of Birth (yyyy-mm-dd, e.g., 2010-03-04)	
Nominated Individual's Nationality	
Nominated Individual's ID Number or	
Passport Number for Non-residents	
Service Provider's Name	
Reference Number of Nominated Individual	
Education/Qualifications	
Institution From Date-to-Date Qualification Obtained	
Language Reading Speaking Writing	
Membership of Professional Bodies	
Other Skills (e.g., computer literacy, etc.)	
Present Position in Service	
Provider's Organisation	
Years of Service	
Professional Experience (work history in descending order of years)	
From Date-to-Date Company/Organization Position	
Areas of Specialization	
Other Relevant Information (e.g., publications)	
Full Current Contact Details of Three References to be Provided	
Full Name of Position in the Company/	
Organization	
Telephone No.	

(Describe below, in a maximum of 50 words, significant highlights of your professional experience and achievements)

Language Skills

(Enter the languages in the fields below and select your competency level, either excellent, average, or basic)

LANGUAGE	EXCELLENT	AVERAGE	BASIC

SERVICE PROVIDER PROFILE

Service Provider's Relevant Experience (maximum 10 one sentence bullet points)

Service Provider's Areas of Expertise (maximum 10 one sentence bullet points)

Service Provider's Support Structure (administration, secretarial etc)

Service Provider's Financial Data (current asset value, P&L summary)

Service Provider's Date of Foundation (yyyy-mm-dd, e.g. 2010-03-04)

Locations of Service Provider's Offices in SA (names of towns only)

Service Provider's BEE Shareholding (names and %)
