

DATE: 14 July 2009

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS TO PERFORM THE DUTIES OF THE PROPERTY CONSULTANTS**

- PROPERTY BROKER
- PROPERTY VALUER
- CONVEYANCING ATTORNEY

Kindly furnish me with a written quotation for the supply of the goods/services of the following goods/ services

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The Johannesburg Development Agency (Pty) Ltd (JDA) wishes to engage the services of a suitably qualified person or company to carry out the duties of the Property Consultants. The Property Consultants are required to be registered with an appropriate professional body, and to have relevant skills, experience, and capacity to deliver the scope of work within the required time frame. The Property Consultants will be required to assist in acquiring and registering road servitudes for implementation of Bus Rapid Transit on the following properties:

- Portion 1 of Lot 827 PARKTOWN TOWNSHIP
- Remainder of Lot 827 PARKTOWN TOWNSHIP
- Portion 32 of the Farm BRAAMFONTEIN No. 53 - IR
- Portion 357 of the Farm BRAAMFONTEIN No. 53 - IR

The following service below will be required.

**1. PROPERTY BROKER**

The Property Broker should:

- Confirm that the land parcels as identified on the preliminary drawings are indeed affected by the proposed road reserve and identify and include any other properties that may be affected but not indicated on the preliminary drawings.
- Prepare a full set of documents per property to be acquired including title deeds (to be obtained by conveyancing attorney appointed by the JDA), SG diagrams, zoning certificates; valuation (to be done by an independent valuer appointed by the JDA) and any other relevant information to be filed with the JDA for record purposes;
- Liaising with the City of Johannesburg Finance Department to negotiate rates and taxes reductions in the case of servitude registered over a portion of the land affected.
- Prepare a schedule per property of the status of the property including ownership, owners contact details, bond holder, bond amount, zoning, existing land use, rates certificate to identify any arrears, municipal valuation, independent valuation of each property, photograph of property and improvements, confirmation of age of improvements/building to be filed by the JDA for record purposes; subject to being readily available and/or provided by the client and/or City of Johannesburg
- Signed deeds of sale at agreed value. Value to be approved by JDA in line with the recommended value as identified by an independent valuer; OR
- Preparation of expropriation notices and handing over of expropriation notices to the Johannesburg Property Company (JPC)
- Expropriation Notices shall comply with the provisions of the Expropriation Act, 1975 and shall detail the process of passing of ownership and the owner's duties as contained in the Act.
- Advise the client on the technical and functional characteristics of the project as proposed, the estimated costs in relation to the budget and the anticipated time based programme as described in the Act is to be prepared for each property that is to be expropriated. All milestones are to be highlighted.

## 2. PROPERTY VALUATION

The Property Valuer should:

- Prepare valuation for each of the identified properties
- State the extent of the process of collecting, confirming and reporting data
- Collect, verify, analyse and reconcile data as are available in support of your conclusion
- Include and explain all calculations showing how data have been applied. Applicability of comparables, reasons for acceptance or rejection of data and final adjustments must be included, if necessary
- Describe the information considered, the procedures followed and the reasoning that supports the analyses, opinions and conclusion, if necessary

Where comparable sales are being used to estimate market value, a minimum of five selected sales should be used, the Property Valuer should:

- Include a list of comparable sales
- Indicate how market data were interpreted, adjusted and applied
- Provide the date and price of subject property most recent sale, if information available

Liaise with the appointed Property Broker to prepare offer to purchase

## 3. CONVEYANCING ATTORNEYS

The Conveyancing Attorney should:

- Advise the client on procedures and all legal requirements to acquire properties
- Attend to the transfer of the identified properties or part thereof, in terms of either the Deed of Sale Agreement signed between the parties or the Notice of Expropriation as served on the land owner.
- Liaise with the appointed Property Broker to prepare the Notice of Expropriation.
- Obtaining title deed from the deeds office
- Peruse and amend where necessary the Deed of Sale documents to be used by the Property Broker to ensure that it complies with good legal practice and it meets the requirements of the project

The quotation must be submitted on the letterhead of your business and can either be faxed or delivered by hand not later than 22 July 2009 to: **The Bus Factory, 03 President Street, Newtown Johannesburg (Attention Tebogo Seshibe)**  
**Fax No: 086 556 8849**

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The following conditions will apply:

- A valid Tax Clearance Certificate must be submitted
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.

- If the price quoted is above R 30 000 inclusive of VAT), the quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000). For this purpose the Tax Clearance Certificate, Declaration of Interest and the BEE Forms are enclosed and must be scrutinized, completed and submitted together with your quotation.
- The successful provider will be the one scoring the highest point

**NB:**

- **No quotations will be considered from persons in the service of the state<sup>i</sup>**
- **The Property Consultants will be required to attend a monthly Progress Meeting.**
- **The lump sums and rates submitted deemed to include all costs to meet the described tasks.**
- **Should the Tenderer wish to add any additional task and expenses, he is to do so with the approval from the client.**

Failure to comply with these conditions may invalidate your offer.

All queries in connection with this document are to be submitted in writing or by telephone to:

Tebogo Seshibe

(011) 688 7893

E-mail: [tseshibe@jda.org.za](mailto:tseshibe@jda.org.za)

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<sup>i</sup> \* MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of 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);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.