

SOUTH AFRICAN EMBASSY: BRUSSELS

INVITATION TO SERVICE PROVIDERS TO QUOTE FOR THE PROPERTY VALUATION AND FEASIBILITY TO REDESIGN THE TWO OFFICIAL RESIDENCES IN BELGIUM, BRUSSELS INTO APARTMENTS FOR THE SOUTH AFRICAN EMBASSY IN BRUSSELS, BELGIUM



TERMS OF REFERENCE

INVITATION TO SERVICE PROVIDERS TO QUOTE FOR THE PROPERTY VALUATION AND FEASIBILITY TO REDESIGN THE TWO OFFICIAL RESIDENCES IN BELGIUM, BRUSSELS INTO APARTMENTS FOR THE SOUTH AFRICAN EMBASSY IN BRUSSELS, BELGIUM

1. PURPOSE

The Government of the Republic of South Africa through its Embassy in Brussels, Belgium wishes to appoint a suitably qualified and experienced Property Valuer and Architect to conduct a property valuation and to do a feasibility on the possibility of redesigning of the building situated at: Chemin de Putdael 17, 1150 Woluwe St-Pierre and Markies de Villalobarlaan 36, 1150 Sint-Pieters Woluwe and make recommendations on the converting of the houses into apartments.

2. BACKGROUND

- 2.1 The South African Embassy owns two properties situated at Chemin de Putdael 17, 1150 Woluwe St-Pierre and Markies de Villalobarlaan 36, 1150 Sint-Pieters Woluwe Brussels, Belgium. It is the intention of the South African Embassy to consider the redesigning of the properties into suitable apartments for its staff members.

The overall outcome of this project is to receive a comprehensive professional market valuation report in respect the property. Service providers should also research the legal implications and approval processes for possible conversion of the properties into apartments.

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.

4. SPECIFICATIONS/ SCOPE OF WORK

The appointed service provider will be required to perform and report on the value of property and provide a feasibility report for the possible redesign with preliminary layout plans and 3D slide show of the interior and exterior.

4.1 Professional Valuation

- a) The appointed valuer will be expected to perform an analysis of the property market conditions in Brussels, Belgium 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.
- e) Provide a list of at least three properties on the market in similar neighbourhood that can be considered by the Mission for possible acquisition.

4.2 Feasibility report on the redesign of the building

- (a) Produce a feasibility report that should include the following: 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.
- (b) Preliminary floor layout plans
- (c) 3D building designs
- (d) an estimated costs of final plan approval
- (e) An estimated construction cost of proposed apartments including the costs of professional services fees likely to be incurred.

5. PROJECT TIMEFRAMES

- 5.1 The project is expected to be completed within a maximum period of 4 weeks from appointment.
- 5.2 A briefing meeting between the Mission and the successful service provider will take place within 5 days of the closing date which must be attended by all individuals who will be working on the project. The 4-week timeframe for completion of the project will commence from the date of this meeting. This meeting will take place at the Chancery of the Embassy in Montoyerstraat 17 1000 Brussels.

5.3 All deliverables and reports must be submitted to the Mission within a maximum period of one week.

6. Phase 1: Responsiveness Criteria

Potential Service Providers must comply with all minimum requirements in order to qualify for bid consideration. Non-compliant submission will result in disqualification.

The minimum requirements which must be fully and comprehensively complied with are as follows:

6.1 All documents must be submitted in English

ITEM	REQUIREMENT	SUBMITTED	NOT SUBMITTED
6.1.1	Valid Tax Clearance certificate or relevant document		
6.1.2	Copies of registration as a professional valuer		
6.1.3	Copies of registration as a professional architect		
6.1.4	Provide full costs, inclusive of VAT		

6.2 Phase 2: Price

6.1.1 The final stage of evaluation will be the price evaluation.

6.1.2 The service provider is to submit an all-inclusive price, 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 in Rome 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 in Brussels reserves the right to appoint more than one service provider. The Government of the Republic of

South Africa through its Embassy in Brussels, Belgium also reserves the right not to appoint any service provider.

- 7.5 The bid evaluation will only be done based on 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 in Brussels, Belgium 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 in Brussels. The Government of the Republic of South Africa through its Embassy in Brussels, Belgium 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 in Brussels, Belgium 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.
- 7.7.1 The Government of the Republic of South Africa through its Embassy in Brussels, Belgium 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 PERSON AND SUBMISSIONS

All enquires pertaining to this request can be made to Ms Lilly Monene, monenel@dirco.gov.za or 02/285 44 50 or Mr Kajen Moodley, moodleyk@dirco.gov.za or 02/285 44 51 or Mr Arjen Van Acker, vanackera@dirco.gov.za or 02/285 44 28.

All submissions shall be delivered to the Embassy on or before the closing date, which is **Wednesday 10 July 2024**, time 16:00. No late submissions shall be accepted.

Prospective service provider/s should submit their bonded proposals by email or in a sealed envelope with the details of the specific tender on the outside of the envelope to:

South African Embassy
Montoyerstraat 17
1000 Brussels

Official	Designation	Contact details
Ms Lilly Monene	Corporate Service Manager	Address: South African Embassy. Rue Montoyer 17 1000 Brussels Email: monenel@dirco.gov.za

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

2.2 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.

2.3 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.

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.

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

6.1 FEASIBILITY REPORT ON THE REDESIGN OF THE BUILDING

- (f) The report should include the following: 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.
- (g) Preliminary floor layout plans
- (h) 3D building designs
- (i) an estimated costs of final plan approval
- (j) An estimated construction cost of proposed apartments including the costs of professional services fees likely to be incurred.