

**THE FINANCE AND ACCOUNTING SERVICES SECTOR EDUCATION AND TRAINING  
AUTHORITY (FASSET)**

**INVITATION TO TENDER: APPOINTMENT OF A PROPERTY  
PRACTITIONER/ADVISORY COMPANY TO SOURCE FASSET'S NEW HEAD OFFICE  
BUILDING FOR LEASING UNTIL 31 MARCH 2030**

**TENDER NO: FAS/BM/FACILITIES/NEW OFFICE LEASE/CON3594/26**

**Physical Compulsory Briefing session: 296 Kent Avenue, Ferndale, Randburg**

**Or**

**Online Microsoft Teams link for the Compulsory Briefing session:**

**Date: 30 June 2026**

**Time: 11:00 am to 12:00 pm (any prospective bidder who arrives late or joins the meeting late and after the indicated time, will be deemed non-responsive and their submission will not be considered)**

**Bid Closing Date: 22 July 2026**

**TIME: 11H00 AM (late bids will not be considered)**

**Bidder Name:.....**

## 1. BID SUBMISSION

FASSET will apply the two-envelope system for this procurement.

- **Envelope 1 (Technical Proposal):** Contains the bidder's functional ability, past experience, project methodology, and preferential procurement specific goals. **The financial offer must not be included or hinted at in this envelope.**
- **Envelope 2 (Financial Offer):** Must contain the detailed pricing, cost breakdowns, and total bid amount

**1.1** Completed tender submissions must be hand delivered and deposited into the Tender Box at the reception area of FASSET offices, located at 296 Kent Avenue, 1st Floor, Ferndale, Randburg for the attention of Supply Chain Management: Labelled **TENDER NO: FAS/BM/FACILITIES/NEW OFFICE LEASE/CON3594/26**

**1.2** No submissions sent by e-mail or facsimile will be accepted, and no late submissions will be accepted. Failure to adhere to this requirement will render the bid response non-responsive and will be disqualified from evaluation.

**1.3** Bidders are requested to submit one (1) hard copy submission marked “Functionality” and one (1) hard copy submission “Financial proposal”.

**1.4** The Closing Date is: 22 July 2026 by no later than 11:00 am (eleven o'clock) at the aforementioned physical address. No late submissions will be accepted

**1.5** All SCM enquiries are to be directed to Supply Chain Management Office on Email: [tenders@fasset.org.za](mailto:tenders@fasset.org.za) by no later than 15 July 2026 at 11:00 am

**1.6** All Technical enquiries are to be directed to Facilities Management Office on Email: [bomkazi.mnombeli@fasset.org.za](mailto:bomkazi.mnombeli@fasset.org.za) by no later than 15 July 2026 at 11:00 am

## 2. PROPOSAL GUIDELINE

Bidders are advised that their proposal should be comprehensive, concise, written in plain English, legible and simply presented. The proposal should include:

- **one (1) hard copy submission marked “Functionality” Proposal**
- **one (1) hard copy submission marked “Financial Proposal. Total costing including VAT where applicable. See Annexure A for further completion instructions**
- Company profile of the property practitioner.
- Photos of the building(s) up to a maximum of three (3) properties. FASSET reserves the right to confirm existence of the building prior to award.
- Mandatory requirements document submitted as instructed
- Bid returnable documents must be completed in full and signed.
- **Bidders must initial on all pages of SBD forms.**
- **Bidders must submit three (3) contactable references letters.**
- **Latest valid Central Supplier Database (CSD) Report**
- **Valid Company registration documents.**
- **Valid Original or certified BBEE certificate or Sworn affidavit.** [https://etenders.treasury.gov.za/sites/default/files/tenders/Sworn%20Affidavit\\_20.pdf](https://etenders.treasury.gov.za/sites/default/files/tenders/Sworn%20Affidavit_20.pdf)
- For a Consortium/Joint Venture, a consolidated valid BBEE Certificate and a joint venture agreement must be submitted. Each Bidder in a trust, joint venture must also submit all its valid supporting documents (SBD forms, Tax compliance status pin, CSD.)
- **Note: FASSET will verify the information provided.**

## 3. TERMS OF REFERENCE

### 3.1 INTRODUCTION

The Finance and Accounting Services Sector Education and Training Authority (FASSET) is a Schedule 3A Public Entity in terms of the Public Finance Management Act, 1999 (Act 1 of 1999)(PFMA). FASSET has been established in terms of Section 9 of the Skills Development Act 97 of 1998, as amended.

### 3.2 SCOPE OF WORK

**FASSET** seeks to appoint a Property Practitioner company to utilise their services and expertise to source FASSET'S new head office building for leasing until 31 March 2030.

The proposal from the Practitioner company must also advise and assess available property opportunities in line with FASSET's minimum requirements. The property practitioner, once appointed, is expected to offer a maximum of three (3) building options to lease from property owners/landlords which must meet the below criteria.

- 3.2.1 The building to be sourced must be within a 15km radius from its current offices in 296 Kent Avenue, Ferndale, Randburg. A building outside the radius will not be considered.
- 3.2.2 The required office space should be between 4000 and 5000 sqm.
- 3.2.3 The proposed premises should provide safe minimum 100 covered staff parking bays and 20 visitors parking bays in an access-controlled environment at the building to be leased.
- 3.2.4 The office space must be existing and available for viewing upon appointment of the property practitioner and avail a building expert (at appointed practitioners costs) to confirm building standards and all applicable regulations are met prior.
- 3.2.5 The building(s) offered must have 24-hour guarding services, CCTV coverage of the property to be leased, secure perimeter boundary fencing (e.g., palisade or walls).
- 3.2.6 The bidder is expected to submit a portfolio of potential buildings (max. 3) as mandated by the landlords to demonstrate ability to deliver FASSET's request.
- 3.2.7 The bidder must provide a draft project or implementation plan or process to be followed when leasing a building in line with industry standard. A Draft Project/implementation Plan (if appointment is made by 1 September 2026, with occupation by 1 January 2027)
- 3.2.8 The bidder must demonstrate and submit a company profile which indicates that the team allocated to the project is qualified and has the necessary experience in similar projects

#### **4. OFFICE SPACE SPECIFICATION**

The minimum office space requirements for the office space are:

- 4.1 The space must be between 4000 and 5000 sqm.
- 4.2 Parking space must accommodate a minimum of 100 parking bays for staff and 20 parking spots for visitors. [REDACTED]

- 4.3 The office space must be in a corporate environment [sectional or standalone/freehold] (the number of tenants on the premises and nature of business conducted must be taken into consideration).
- 4.4 The building must adhere strictly to Occupational Health and Safety Act regulations.
- 4.5 A radius of no more than 15km in distance from FASSET's current offices in Ferndale, Randburg is preferred.
- 4.6 The proposed office must be easily accessible to freeways, highways and public transport (such as Gautrain, its buses, general buses and taxis).
- 4.7 The building must be a GRADE P, A+ or A.
- 4.8 If the building has multiple floors, it should be equipped with elevators in line with the applicable building regulations.
- 4.9 The building must be friendly to persons living with disabilities (elevators where applicable, ramps,) designated persons with living disability parking and appropriate ablution facilities are mandatory.
- 4.10 The building(s) offered must have 24-hour guarding services, CCTV coverage of the property to be leased, secure perimeter boundary fencing (e.g., palisade or walls).

## **5. BID EVALUATION PROCESS**

- **BID EVALUATION PROCESS**

This bid will be evaluated in three phases outlined below:

### **Phase 1: Mandatory Administrative Requirements**

- Bidders will be evaluated in terms of the mandatory requirements. Bidders who do not meet all the mandatory requirements below or do not submit the required documents will be disqualified from any further evaluation.

### **The bidder(s) must adhere to the following mandatory requirements:**

- I. Valid copy of a Fidelity Fund certificate in accordance with the Property Practitioners Act, 2019

### **Phase 2: Paper-based functionality evaluation (100 points)**

- The Bid Evaluation Committee (BEC) will evaluate the bid proposals which qualified from Phase 1.

- Each panel member shall award values for each individual criterion on a score sheet. The value scored for each criterion shall be multiplied with the specified weighting for the relevant criterion to obtain the marks scored for the various criteria. These marks should be added to obtain the total score for functionality for this phase.
- The score of each panel member shall be added together and divided by the number of panel members to establish the average score obtained by each individual bidder for functionality for this phase.

**Paper-based Evaluation Criteria**

| FUNCTIONALITY                             | REQUIREMENT   | SCORE QUALIFICATION   | Points               |
|---|---|---|----------------------|
| <p><b>1) Experience of the bidder</b></p> | <p>The potential bidder must demonstrate company experience in a similar field</p> <p>Bidders must submit a company profile depicting their years of experience.</p>  | <ul style="list-style-type: none"> <li>• Company profile with More than 15 years' experience = <b>20 pts</b></li> <li>• Company profile with 10 to less than 15 years' experience = <b>15 pts</b></li> <li>• Company profile with 5 to less than 10 years' experience = <b>10 pts</b></li> <li>• Company profile with 3 years to less than 5 years' experience = <b>5 pts</b></li> <li>• Company profile with Less than 3 years' experience = <b>0 pts</b></li> </ul> | <p><b>20 pts</b></p> |
| <p><b>2) Reference letters</b></p>        | <p>The potential bidder must provide and attach three formal testimonials/reference letters with a logo, letterhead, contact details, and a list of commercial buildings/properties leased. The letter must be signed by a company representative/ Senior Official.</p> | <p>Attach (3) three or more written testimonials/reference letters not older than five (5) years.</p> <ul style="list-style-type: none"> <li>• Three (3) testimonials/ reference letters = <b>20 pts</b></li> <li>• Two (2) testimonials/ reference letters = <b>10 pts</b></li> <li>• One (1) testimonial/ reference letters = <b>5 pts</b></li> <li>• No written testimonial/ reference letters = <b>0 pts</b></li> </ul>   | <p><b>20 pts</b></p> |

| FUNCTIONALITY                          | REQUIREMENT  | SCORE QUALIFICATION  | Points               |
|--|--|--|----------------------|
| <p><b>3) Capability to deliver</b></p> | <p>Portfolio of potential building as mandated by the landlords</p>  | <p>Proposed potential buildings:</p> <ul style="list-style-type: none"> <li>• Potential 3 or more&gt; buildings of 4000m<sup>2</sup> up to 5000m<sup>2</sup> = <b>30 pts</b></li> <li>• Potential 2 buildings of 4000m<sup>2</sup> up to 5000m<sup>2</sup>= <b>20 pts</b></li> <li>• Potential 1 building of 4000m<sup>2</sup> up to 5000m<sup>2</sup>= <b>10 pts</b></li> <li>• Potential 0 buildings of 4000m<sup>2</sup> up to 5000m<sup>2</sup>= <b>0 pts</b></li> </ul> | <p><b>30 pts</b></p> |
| <p><b>4) Project Approach</b></p>      | <p>Draft Project/ implementation Plan (if appointment is made by 1 September 2026, with occupation by 1 January 2027 must include and detail the following elements:</p> <ol style="list-style-type: none"> <li>1) <b>Project Objectives</b> (goals, success metrics)</li> <li>2) <b>Property Scope &amp; Analysis</b> (location features, size, layout)</li> <li>3) <b>Lease Parameters</b> (budget, lease terms)</li> <li>4) <b>Timeline &amp; Milestones</b> and</li> <li>5) <b>Roles &amp; Responsibilities of relevant stakeholders in the lease</b></li> </ol> | <ul style="list-style-type: none"> <li>• The project plan includes and details all 5 elements = <b>15 pts</b></li> <li>• The project plan includes and details 3 - 4 elements = <b>10 pts</b></li> <li>• The project plan includes and details 2 elements = <b>5 pts</b></li> <li>• The project plan includes and details 1 or less of the elements = <b>0 pts</b></li> </ul>  | <p><b>15 pts</b></p> |

| FUNCTIONALITY                                  | REQUIREMENT   | SCORE QUALIFICATION  | Points        |
|--|---|--|---------------|
| 5) Fidelity Fund Certificate                   | A valid Fidelity Fund Certificate Issued by the Property Practitioners Regulatory Authority (PPRA) not older than 2 years | <ul style="list-style-type: none"> <li>• Valid Fidelity Fund Certificate provided: <b>15 pts</b></li> <li>• Invalid or no certificate provided = <b>0 pts</b></li> </ul> | <b>15 pts</b> |
| <b>Total points for paper-based evaluation</b> |   | <b>100</b>   |               |
| <b>Minimum qualifying score</b>                |   | <b>70</b>  |               |

### Phase 3 Price and Specific goals

- **Bidders who obtained a minimum score of 70% on functionality (Phase 2) will be evaluated further on Price and specific goals. Evaluation will be conducted either by 80/20 or 90/10 preferential procurement principles.**
- 80/90 Points will be allocated to price and 20/10 Points will be allocated to specific goals in terms of the Preferential Procurement Policy Framework Act Regulations of 2022 and FASSET SCM Policy as follows:

| Specific Goals                         | Points Allocation for 80/20   | Points Allocation for 90/10   |
|--|---|---|
| 1. Black People Ownership              | <ul style="list-style-type: none"> <li>• 100% Black People Ownership = <b>5 points</b></li> <li>• 51% Black People Ownership = <b>3 points</b></li> <li>• Less than 51% Black People Ownership = <b>0 points</b></li> </ul> | <ul style="list-style-type: none"> <li>• 100% Black People Ownership = <b>3 points</b></li> <li>• 51% Black People Ownership = <b>1 points</b></li> <li>• Less than 51% Black People Ownership = <b>0 points</b></li> </ul> |
| 2. Black Woman Ownership               | <ul style="list-style-type: none"> <li>• 100 - 50% Black Woman Ownership = <b>5 points</b></li> <li>• 49% and less Black Woman Ownership = <b>0 points</b></li> </ul>   | <ul style="list-style-type: none"> <li>• 100 - 50% Black Woman Ownership = <b>3 points</b></li> <li>• 49% and less Black Woman Ownership = <b>0 points</b></li> </ul>   |
| 3. Black Youth Ownership               | <ul style="list-style-type: none"> <li>• 100 - 50% Black Youth Ownership = <b>5 points</b></li> <li>• 49% and less Black Youth Ownership = <b>0 points</b></li> </ul>   | <ul style="list-style-type: none"> <li>• 100 - 50% Black Youth Ownership = <b>3 points</b></li> <li>• 49% and less Black Youth Ownership = <b>0 points</b></li> </ul>   |
| 4. People with Disability Ownership    | <ul style="list-style-type: none"> <li>• 1 or more disabled person/s = <b>5 points</b></li> <li>• No person/s with disability = <b>0 points</b></li> </ul>  | <ul style="list-style-type: none"> <li>• 1 or more disabled person/s = <b>1 points</b></li> <li>• No person/s with disability = <b>0 points</b></li> </ul>  |
| <b>Maximum total points allocation</b> | <b>20 points</b>  | <b>10 points</b>  |

## 6. PRICING SCHEDULE

- Bidders must refer the pricing proposal to: **Annexure A: Financial Proposal**
- Bidders must provide a pricing proposal percentage based on total fees applicable for a leased property or budget cap by FASSET from the option to be chosen including all applicable taxes and related costs.
- Bidders must complete **Annexure A: Financial Proposal** table and enclose accordingly as per bid submission instructions found in this document and to be marked as **ENVELOPE 2: Annexure A (Financial Proposal)**.

## 7. SECTION TWO

### 7.1 Terms of Engagement

7.1.1 The successful bidder shall not take more than one (1) month from date of the Bid being contracted to render the required service unless otherwise indicated and agreed between the successful Bidder and FASSET.

The successful bidder shall be responsible for making sure that a qualified individual registered with the regulatory body completes the building's structural compliance.

7.1.2 The building(s) offered or proposed by the appointed Property Practitioner, the below is applicable and **must be submitted when requested (failing which may render the appointment null and void):**

- **Proof of Ownership / Authority:** Certified copies of the Title Deed or Windeed printout. If you are an agent or broker, a signed power of attorney or mandate letter from the actual property owner is required. (for all the properties offered in this bid)
- **Municipal/Levy Accounts:** Up-to-dated municipal accounts or levy statements (not older than 3 months) proving the property is not in arrears. (for all the properties offered in this bid)
- **Authorized Signatory:** A formal resolution from the board of directors authorizing the signatory to legally bind the company (only for the property practitioner firm)
- **Declarations:** Details of any pending litigations or interdicts relating to the property offered (for all the properties offered in this bid) if any. Should there be none, the bidder must clearly state this aspect on all the properties offered.

**Note: The above only applies to the appointed service provider who must furnish the above documents of the offered building for leasing.**

7.1.3 The successful Service Provider shall be available for consultation with the FASSET representative(s) and the appointed broker/property practitioner shall assist with negotiation of the lease terms and conditions.

7.1.4 The successful Bidder shall manage as confidential all data, information and insights gained in execution of work for the FASSET

7.1.5 FASSET retains the right to require the successful Bidder to obtain permission in writing from FASSET prior to replacement of individuals/resources proposed for execution of this Bid.

- 7.1.6 All documentation and responses will be supplied and exchanged utilising standard Microsoft Office (Word, Excel and PowerPoint) products.
- 7.1.7 The successful bidder will be required to submit reports and/or conduct presentations to FASSET for the Accounting Authority consideration when required prior to choosing a compliant building/landlord.
- 7.1.8 Any attempt to gain information in a manner deemed to be fraudulent or disadvantageous to other respondents or any attempt to influence the outcome of the response evaluation/adjudication will result in immediate disqualification from the bid process and requisite SCM prescripts will be followed in this regard.
- 7.1.9 FASSET reserves the right NOT to appoint/award this bid and or sign a lease agreement.
- 7.1.10 FASSET is not obliged to lease a building from the winning bidder, if FASSET determines that the building(s) on offer is not satisfactory and not aligned to the Terms of Reference, for any reason. FASSET may then afford the appointed bidder more opportunities to present an improved portfolio of buildings. If after this additional opportunity, FASSET is still not satisfied with the buildings provided, FASSET will terminate the engagement, and the winning bidder will not be due any compensation relating to the appointment.

## **8. CONDITIONS OF THE TENDER**

- 1.1.** Proposals shall include all relevant information about the Bidder, which is deemed appropriate to assist FASSET to assess the bidder's capabilities, capacity, outputs, value adding abilities, competitive advantage, etc.
- 1.2.** The proposals presented should describe the methodology to be used in executing the required services. Bidders should also indicate value added services expected to be provided to FASSET if any.
- 1.3.** The proposals presented are to be as comprehensive as possible and FASSET reserves the right to request the Bidder to provide more clarity.
- 1.4.** Bidders shall adhere to the conditions stipulated in the General Conditions of Contract (GCC) as prescribed by the National Treasury and any Special Conditions of Contract/Service Level Agreement which may be signed upon appointment. [REDACTED]
- 1.5.** Bidders shall ensure that the complete bid document is submitted with all additional required information and any other documents that the bidder wishes to supply to substantiate or clarify specific aspects in the proposal.

## 9. Price and Pricing Structure

- 9.1 Bidders must provide the basis on which the services will be charged. In this regard the following information shall be required:
- 9.2 Where a Bidder lacks in-house expertise and may have to outsource certain services, the detail and basis of charges of any such service that may be required must be outlined in the financial proposal.
- 9.3 The Bidder shall reflect service discounts that they will offer throughout the contract duration and must be indicated on the pricing schedule (Annexure A: Financial Proposal )
- 9.4 Bidders' submissions must reflect the detailed breakdown of the bid price as per the pricing schedule (Annexure A: Financial Proposal )
- 9.5 Prices must include VAT, if it is applicable and all other costs related to the execution of the required services including brokerage fees.
- 9.6 The bidder agrees not to change the price with VAT or any other Tax subsequent to submitting the tender. This includes subsequent VAT registration.

## 10. Compliance with General Conditions of Contract

- 10.1 No alteration, variation or amendment of the Contract (of which this Bid represents the offer) shall be permitted unless otherwise agreed to in writing. Should the prospective provider, in the case of non-compliance, wish to make any amendments to the conditions stipulated by FASSET in this Bid, then such proposed amendments shall be clearly stipulated by the prospective Bidder and where possible stating the increase or decrease in the cost involved by such proposal. FASSET reserves the right to reject such submissions. Misrepresentation of facts will result in disqualification and cancellation of the Contract.

## 11. Acceptance of Submissions

- 11.1 No submission shall be deemed to have been accepted, unless and until a formal award/appointment letter has been duly commissioned and executed. Submissions shall remain open for acceptance by FASSET for a period of **120 (one-hundred and twenty) days** from the date on which they are returnable in terms of this Bid. In the event of a bid extension, Bidders will be notified of the extension a few days before

the 120-day deadline, informing them that the period will be extended by an additional 30 days.

## **12. FASSET Liability**

**12.1** FASSET does not bind itself to accept the lowest or any Bid proposal, nor shall it be responsible for or pay any expenses or losses that may be incurred by the prospective Bidders in the preparation and delivery of its submission.

## **13. Pricing**

**13.1** No change in the prices submitted shall be considered after receipt of response to the Bid submission within the 120 days' validity. **Complete Annexure A: Financial Proposal**

## **14. Amplification of Submissions**

**14.1** FASSET may, after the opening of submissions, call on the prospective Bidder to amplify in writing any matter which is not clear in the prospective Bidder's submission and such amplification shall form part of the original submission. In the event of the prospective Bidder failing to supply such information within a reasonably stipulated time, the submission will be liable to rejection.

## **15. Cost of Proposal**

**15.1.1** Bidders shall bear all costs associated with the preparation and submission of their proposals, FASSET will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the Bid.

## **15.2 Bid Documents**

**15.2.1** This document in its entirety serves as the complete bid document. Proposals offering only part of the requirements will be rejected. The Bidder is expected to examine all corresponding instructions, forms, terms and specifications contained in this document. Failure to comply with these documents will be at the Bidder's risk and may affect the evaluation of their proposal.

## **15.3 Documents Comprising the Proposal**

**15.3.1** In preparing the technical and price components of the submissions all references to descriptive material and brochures should be included in the appropriate response paragraph, although material documents themselves may be provided as annexes to the proposal / response. Bidders are requested to focus on the provision of relevant information and to limit the amount of

marketing and “boilerplate” material. The successful Bidder’s proposal may be incorporated in whole or in part in the final contract. Any information that the Bidder considers proprietary should be marked as such.

## **16. Information**

**16.1.1** Information that the Bidder considers proprietary, if any, should be clearly marked “proprietary” next to the relevant part of the text and it will be treated as such accordingly,

## **17. Period of Validity**

**17.1.1** Proposals shall remain valid for ninety (120) days after the date of proposal submission. A proposal valid for a shorter period may be rejected by FASSET on the grounds that it is non-responsive.

**17.1.2** In exceptional circumstances, FASSET may solicit the Bidder’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

## **18. Format and Signing of Proposals**

**18.1.1** Bidders are requested to make two (2) envelope submissions in hard copies.

**18.1.2** One (1) envelope marked “Functionality Proposal” and

**18.1.3** One (1) envelope marked “Financial Proposal”. The proposals shall be signed by the Bidder, or a person or persons duly authorised to bind the Bidder to the contract.

## **19. Interlineations**

**19.1.1** A proposal shall contain no interlineations, erasures, or overwriting except, as necessary to correct errors made by the Bidder, in which case such corrections shall be initiated by the person or persons signing the proposal.

## **20. Performance Based Agreement**

**20.1.1** This is a performance-based agreement that shall run from awarding the tender to the successful bidder till the completion of the tender.

## **21. Payment**

**21.1.1** The successful Property Practitioner shall be paid upon successful signed lease agreement with the compliant landlord and/or leased property in line with Envelope 2: **Annexure A: Financial Proposal and** satisfactory work detailed in the scope and submission of supporting documents.

## 22. Due Diligence

22.1 FASSET reserves the right to exercise due diligence to submitted tenders.

## 23. Compliance to Legislations

23.1.1 The successful bidder shall comply with all relevant legislation that pertains to contracts of this nature.

## 24. Summary of Compliance & Elimination Reasons

24.1.1 The table below summarises the reasons for bid elimination which may be imposed in the pre-compliance checking process. Prior to the bid being evaluated for functionality the tabulated areas below are assessed, and where the bid does not meet the criteria, the bid will be eliminated and will not be submitted to the next phase for the assessment of functionality

| Area | FASSET Requirement  |  |
|------|---|--|
| 1    | Bidders are requested to submit one (1) submission marked "Functionality or/and Financial Proposal" | <b>Bid will be disqualified</b>  |
| 2    | Bidder or its directors/shareholders are on the National Treasury "Restricted List"                 | <b>Bid will be disqualified if they appear on this list</b>  |
| 3    | Bidder or its directors/shareholders are on the National Treasury "Tender Defaulters List"          | <b>Bid will be disqualified if they appear on this list</b>  |
| 4    | POPIA Act Consent form completed and signed and each page initialled.                               | <b>FASSET publishes tender information on public platforms, consent to share details (limited) about bidders is required in line with NT legislated circulars etc.</b> |
| 5    | SBD 1: Invitation to Bid completed in full, signed and each page initialled.                        | <b>Bid must initial each page and complete in full (<u>Complete Annexure A: Financial Proposal Envelope 2</u>)</b>   |
| 6    | SBD 3.1: Pricing Schedule – Firm prices (Purchases)   | <b>Bid must initial each page and <u>Complete Annexure A: Financial Proposal Envelope 2</u>.....</b>   |

|    |  |   |
|----|--|---|
| 7  | SBD 4: Bidders Disclosure completed in full and signed and each page initialled.   | <b>Bid must initial each page and complete in full</b>  |
| 8  | SBD 6.1: Preference Points Claim Form completed in full and signed and each page initialled.   | <b>Bid must initial each page and complete in full</b>  |
| 9  | SBD 7.2: Contract Form – Rendering of Service completed and signed in full and each page initialled  | <b>Will be completed by the successful bidder (<u>Complete Annexure A: Financial Proposal Envelope 2</u>)</b>   |
| 10 | Valid BBEE certificate, or <b>certified</b> copy thereof, issued by a SANAS accredited verification agency, or a sworn affidavit for EMEs and QSEs or an affidavit issued by the CIPC. A trust, Consortium/Joint Ventures must submit their consolidated BBEE Certificate and a joint venture agreement. | <b>For a sworn affidavit, please obtain the correct template provided by National Treasury using the link below,</b><br><br><a href="https://etenders.treasury.gov.za/sites/default/files/tenders/Sworn%20Affidavit_20.pdf">https://etenders.treasury.gov.za/sites/default/files/tenders/Sworn%20Affidavit_20.pdf</a> |
| 11 | Valid Business Registration Certificates issued by CIPC  | <b>To be attached</b>   |
| 12 | VAT registration certificate (VAT103) or number must be submitted (where applicable)   | <b>VAT cannot be charged by bidders not registered for VAT</b>  |

**SBD 1 - INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE FASSET

**BID NUMBER: FAS/BM/FACILITIES/NEW OFFICE LEASE/CON3594/26**

**CLOSING DATE: 22 JULY 2026**

**CLOSING TIME: 11:00 am**

**DESCRIPTION: APPOINTMENT OF A PROPERTY PRACTITIONER/ADVISORY COMPANY TO SOURCE FASSET'S NEW HEAD OFFICE BUILDING FOR LEASING UNTIL 31 MARCH 2030**

---

**The successful bidder will be required to fill in and sign a written Contract Form (SBD 7).**

---

BID DOCUMENTS MAY BE POSTED TO:

.....

OR:

.....

DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

.....

.....

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

The bid box is generally open 8 hours on weekdays from Monday to Friday 08h00 to 16h30.



ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS – (NOT TO BE RE-TYPED).

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2022, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

TELEPHONE NUMBER.....

CELLPHONE NUMBER:.....

FACSIMILE NUMBER:.....

E-MAIL ADDRESS .....

VAT REGISTRATION NUMBER.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED?  
(SBD 2)

**YES or NO**

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD  
6.1)

**YES or NO**

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT

(CCA).....Y

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM

(SANAS); OR.....Y

A REGISTERED AUDITOR .....Y

[TICK APPLICABLE BOX]

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

ARE YOU THE ACCREDITED REPRESENTATIVE  
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? YES or NO  
[IF YES ENCLOSE PROOF]

SIGNATURE OF BIDDER .....

DATE .....

CAPACITY UNDER WHICH THIS BID IS SIGNED .....

TOTAL BID PRICE...**Complete Annexure A: Financial Proposal Envelope 2**.....TOTAL NUMBER OF ITEMS OFFERED.....**See Annexure A**.....

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Department:** Supply Chain Management

**Contact Person:** Queen Maphoto

**E-mail address:** [tenders@fasset.org.za](mailto:tenders@fasset.org.za)

**SBD 3.1**

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

|                     |         |
|---------------------|---------|
| Name of bidder..... | Bid     |
| number.....         |         |
| Closing Time 11:00  | Closing |
| date.....           |         |

OFFER TO BE VALID FOR...120.....DAYS FROM THE CLOSING DATE OF BID.

---

| ITEM NO.   | QUANTITY | DESCRIPTION | BID PRICE IN RSA CURRENCY<br>** (ALL APPLICABLE TAXES INCLUDED) |
|--|----------|-------------|---|
| <b><u>Complete Annexure A: Financial Proposal Envelope 2</u></b> ..... |          |             |   |

---

- Required by: .....
- At: .....
- Brand and model .....
- Country of origin .....
- Does the offer comply with the specification(s)? \*YES/NO
- If not to specification, indicate deviation(s) .....
- Period required for delivery .....
- \*Delivery: Firm/not firm
- Delivery basis .....

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

\*\* "all applicable taxes" includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

**SBD4  
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 interest<sup>1</sup> 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 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?

<sup>1</sup> 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.



**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 consortium<sup>2</sup> 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 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.

---

<sup>2</sup> 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.



.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## SBD 6.1

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

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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

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

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.
- c) Either the **90/10 or 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  |            |
| SPECIFIC GOALS                                   |            |
| <b>Total points for Price and SPECIFIC GOALS</b> | <b>100</b> |

- 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.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

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

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:

$$Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = 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 (90/10 system)<br>(To be completed by the organ of state)  | Number of points allocated (80/20 system)<br>(To be completed by the organ of state)  | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---|---|---|--|--|
| Black People Ownership                                      | <ul style="list-style-type: none"> <li>• 100% Black People Ownership = <b>5 points</b></li> <li>• 51% Black People Ownership = <b>3 points</b></li> </ul> <p>Less than 51% Black People Ownership = <b>0 points</b></p> | <ul style="list-style-type: none"> <li>• 100% Black People Ownership = <b>3 points</b></li> <li>• 51% Black People Ownership = <b>1 points</b></li> </ul> <p>Less than 51% Black People Ownership = <b>0 points</b></p> |  |  |
| Black Woman Ownership                                       | <ul style="list-style-type: none"> <li>• 100 - 50% Black Woman Ownership = <b>5 points</b></li> <li>• 49% and less Black Woman Ownership = <b>0 points</b></li> </ul>   | <ul style="list-style-type: none"> <li>• 100 - 50% Black Woman Ownership = <b>3 points</b></li> <li>• 49% and less Black Woman Ownership = <b>0 points</b></li> </ul>   |  |  |
| Black Youth Ownership                                       | <ul style="list-style-type: none"> <li>• 100 - 50% Black Youth Ownership = <b>5 points</b></li> <li>• 49% and less Black Youth Ownership = <b>0 points</b></li> </ul>   | <ul style="list-style-type: none"> <li>• 100 - 50% Black Youth Ownership = <b>3 points</b></li> <li>• 49% and less Black Youth Ownership = <b>0 points</b></li> </ul>   |  |  |
| People with Disability Ownership                            | <ul style="list-style-type: none"> <li>• 1 or more disabled person/s = <b>5 points</b></li> </ul>   | <ul style="list-style-type: none"> <li>• 1 or more disabled person/s = <b>1 points</b></li> </ul>   |  |  |

| The specific goals allocated points in terms of this tender | Number of points allocated (90/10 system)<br>(To be completed by the organ of state) | Number of points allocated (80/20 system)<br>(To be completed by the organ of state) | Number of points claimed (90/10 system)<br>(To be completed by the tenderer) | Number of points claimed (80/20 system)<br>(To be completed by the tenderer) |
|---|--|--|--|--|
|   | No person/s with disability = <b>0 points</b>  | No person/s with disability = <b>0 points</b>  |  |  |
| <b>Maximum total points allocation</b>                      | <b>20 points</b>   | <b>10 points</b>   |  |  |

**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.

|   |                                  |
|---|----------------------------------|
| .....<br><b>SIGNATURE(S) OF TENDERER(S)</b> |                                  |
| <b>SURNAME AND NAME:</b>                    | .....                            |
| <b>DATE:</b>                                | .....                            |
| <b>ADDRESS:</b>                             | .....<br>.....<br>.....<br>..... |

**SBD 7.2 - CONTRACT FORM - RENDERING OF SERVICES**

**PART 2 (TO BE FILLED IN BY THE PURCHASER)**

1. I.....in my capacity as.....  
accept your bid under reference number .....dated.....for  
the rendering of services indicated hereunder and/or further specified in the  
annexure(s).
  
2. An official order indicating service delivery instructions is forthcoming.
  
3. I undertake to make payment for the services rendered in accordance with the terms  
and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

| DESCRIP<br>TION OF<br>SERVICE | PRICE (ALL<br>APPLICABLE<br>TAXES<br>INCLUDED)     | COMPLETION<br>DATE | B-BBEE STATUS<br>LEVEL OF<br>CONTRIBUTION | MINIMUM<br>THRESHOLD<br>FOR LOCAL<br>PRODUCTION<br>AND CONTENT<br>(if applicable) |
|-------------------------------|--|--------------------|---|---|
|                               | <u>Complete Annexure<br/>A: Financial Proposal</u> |                    |   |   |

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT .....ON.....

NAME (PRINT) .....

SIGNATURE .....

WITNESSES

1 .....

2 .....

DATE: .....

## **CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)**

This section sets out how personal information will be collected, used and protected by FASSET, as required by the Protection of Personal Information Act. The use of the words “the individual” for the purposes of this document shall be a reference to any individual communicating with FASSET and/or concluding any agreement, registration or application, with the inclusion of each of those individuals referred to or included in terms of such agreement, registration or application.

### **1. What is personal information?**

The personal information that FASSET requires relate to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, and personal and work email and contact details.

### **2. What is the purpose of the collection, use and disclosure (the processing) of personal information?**

FASSET is legally obligated to collect, use and disclose personal information for the purposes of:

- reporting FASSET initiatives to the Department of Higher Education and Training;
- reporting to National Treasury all contracts awarded;
- obtaining information related to Tax Clearance Certificates from SARS;
- Verifying information on the National Treasury database of defaulters;
- evaluating and processing applications for registration on the database;
- compiling statistics and other research reports;
- providing personalised communications;
- complying with the law; and/or
- for a purpose that is ancillary to the above.

Personal information will not be processed for a purpose other than what is identified (the purpose) above without obtaining consent beforehand.

### **3. How will FASSET process personal information?**

FASSET will only collect personal information for the purpose as stated above. Information will be collected in the following manner:

- directly from the individual;
- from an agent, work colleague or other duly authorised representative;
- from service providers that were provided with services or goods by the individual; from service providers who provided with services or goods to FASSET;
- from FASSET's own records relating to previous supply of services or goods; and/or  from a relevant public or equivalent entity.

#### **4. To whom will personal information be disclosed?**

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information, service providers such as professional bodies who operate across the borders of this country (transborder flow of information) where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for. In the event of another party/ies acquiring all of or a portion of FASSET's mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of this policy and the law.

#### **5. Consent and Permission to process personal information:**

- I hereby agree with the policy and provide authorisation to FASSET to process the personal information provided for the purpose stated.

#### **SECTION B: POPI ACT CONSENT FORM**

- I understand that withholding of or failure to disclose personal information will result in FASSET being unable to perform its functions and/or any services or benefits I may require from FASSET.
- Where I shared personal information of individuals other than myself with FASSET I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in terms of this personal information policy and I warrant that I am authorised to give this consent on their behalf.
- To this end, I indemnify and hold FASSET not responsible in respect of any claims by any other person on whose behalf I have consented, against FASSET should they claim that I was not so authorised.

- I understand that in terms of POPI and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
- I will not hold FASSET responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

## **6. Rights regarding the processing of personal information:**

- The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide FASSET with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if FASSET agrees to same in writing. FASSET specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits.
- In order to withdraw consent, please contact the Information Officer at [popia@fasset.org.za](mailto:popia@fasset.org.za).
- A copy of the full FASSET policy is available at our offices, situated at 296 Kent Avenue, Ferndale, Randburg, South Africa.
- Individuals are encouraged to ensure that where personal information has changed in any respect to notify FASSET so that our records may be updated. FASSET will largely rely on the individual to ensure that personal information is correct and accurate.
- The individual have the right to access their personal information that FASSET may have in its possession and are entitled to request the identity of which third parties have received and/or processed personal information for the purpose. Please note however, that any request in this regard may be declined if:
  - the information comes under legal privilege in the course of litigation,
  - the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
  - giving access may cause a third party to refuse to provide similar information to FASSET,
  - the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
  - the information as it is disclosed may result in the disclosure of another person's information,

- the information contains an opinion about another person and that person has not consented, and/or
- the disclosure is prohibited by law.

**7. Requesting access and lodging of complaints:**

- Please submit any requests for access to personal information in writing to FASSET's information officer at [popia@fasset.org.za](mailto:popia@fasset.org.za).
- With any request for access to personal information, FASSET will require the individual to provide personal information in order to verify identification and therefore the right to access the information.
- There may be a reasonable charge for providing copies of the information requested.
- If any request has not been addressed to satisfaction a complaint may be lodged at the office of the Information Regulator.

Signature:

Date:

| Description            | Other fees (incl. VAT) | Office Lease Budget cap |
|------------------------|------------------------|-------------------------|
| Brokerage fees payable | R1,00                  | R60 000 000,00          |
|                        |                        |                         |

**RFP notes to bidders**

**1. Note: the total commission or fees to be paid are capped based on approved lease amount from Jan 2027 to March 2030, whichever is later.**

**2. Completion Instructions**

Kindly note the bidder must complete the Commission % under D2 a

|                                |   |
|--------------------------------|---|
| % Commission (Incl. Vat) based | Total Commission and fees payable = Total fees to be paid as bid amount |
| 1,00%                          | R 600 001,00  |
|                                |   |

**n the estimated TOTAL Budget amount or on the lesser.**

**and any other applicable fees under B2**