

REQUEST FOR PROPOSAL

Date Issued: Friday, 27 August 2021
Request Number: Estate agent agreement
Closing Date: Monday 20 September 2021
Time: 12H00 (**South-African time**)
OVK REPRESENTATIVE: Erica Venter
Telephone Number: 051-9234518

To:

BIDDER:

E-mail:

Attention:

THE INVITEE IS HEREBY INVITED TO SUBMIT A TENDER TO OOS VRYSTAAT KAAP OPERATIONS LIMITED FOR PERFORMING THE FOLLOWING SCOPE OF WORK:

SCOPE OF WORK

1. Description of work – general

Supply OVK with a service relating to the marketing and sale of farming property according to OVK specific terms and conditions. These duties more specifically require the agent to:

- 1.1. Provide accurate property evaluations to determine appropriate asking prices, taking into account inter alia: council rates, crime statistics, location of schooling and recreational facilities, resident demographics and recent property sales;
- 1.2. Advice on price negotiation limits;
- 1.3. advice on appropriate marketing strategies for the properties, including online and print media
- 1.4. managing the administrative aspects of the entire sale process.

2. Area of operations

The estate agency will be required to provide the services in the following 4 (four) regions:

- Western Cape

- Eastern Cape
- Northern Cape & Free State
- Mpumalanga

1. THE FOLLOWING DEFINITIONS SHALL APPLY

- 1.1 Wherever the word "OVK" is used, it shall mean Oos Vrystaat Kaap Bedryf Beperk.
- 1.2 Wherever the word "BIDDER" is used, it shall mean a bidder that has been invited by OVK to submit a TENDER to perform the services.
- 1.3 Wherever the word "proposal" is used, it shall mean a written tender by the BIDDER to perform the services.
- 1.4 Wherever the words "DOCUMENTS" are used, it shall mean this **Request for Tender** document in terms of which the BIDDER is requested to submit a TENDER to OVK in accordance with this document.
- 1.5 Wherever the word "OVK REPRESENTATIVE" is used, it shall mean the person specifically designated as such in the TENDER DOCUMENTS, or such person as they may delegate their duties to, where such person is responsible for coordinating this **Request for a Tender**.
- 1.6 Wherever the word "CONTRACTOR" is used it shall mean the successful BIDDER to whom OVK has awarded the Contract to perform the services.

2. GENERAL

- 2.1 The Tender is specific for registered estate agents who have experience in the selling of agricultural property.
- 2.2 The agency must provide proof of at least 2 (two) years previous and recent experience in the sale of agricultural properties.
- 2.3 The terms and conditions can be requested at regsdiens@ovk.co.za
- 2.4 The proposal shall be valid and open for acceptance by OVK for a period of **30** days from the closing date of this **Request for Tender**.
- 2.5 TENDERS shall not be opened in public and prices shall not be disclosed in public.

3. PROCEDURE FOR SUBMITTING YOUR TENDER

- 3.1 The Tender must be submitted to OVK either by being deposited in the Tender Box, at OVK Head office situated at 19 Dan Pienaar Street, Ladybrand, or alternatively, by means of email to regsdiens@ovk.co.za.
- 3.2 No late entries shall be entertained.
- 3.3 All enquiries by the BIDDERS with regard to this TENDER terms and conditions **must be** directed in writing to the OVK REPRESENTATIVE.

3.4 The BIDDER shall include in its TENDER written proof that the signatory of the TENDER has the authority to submit and sign the TENDER.

3.5 If the QUOTATION is submitted by a company, close corporation, trust, etc, the BIDDER shall include a certified copy of the official certificates confirming the registration number and name of the said entity.

4. COMMUNICATION WITH OVK

4.1 Contact persons:

OVK REPRESENTATIVE

Name : Erica Venter
Tel No : 051-9234518
Cell No : 0832620597
E-Mail : regsdienste@ovk.co.za

Should you as BIDDER be awarded the Contract by OVK, your contact person will be the above mentioned OVK Representative.

5. TENDERS MUST BE BASED ON THE FOLLOWING:

5.1 Description of the Previous services experience

5.2 Place where the Services or Work can be performed

6. QUOTATION OPENING AND EVALUATION

OVK does not open the TENDERS in public and OVK does not disclose a BIDDER's confidential information (including prices) to other BIDDERS.

7. AWARD OF CONTRACT

7.1 OVK is under no obligation to accept the lowest nor any TENDER, should it in its own discretion choose to proceed as such. OVK accepts no responsibility at all towards any BIDDER, should it exercise its right to not accept a bid or progress the TENDER process.

7.2 The criteria and standards to evaluate the TENDER shall be determined by OVK in its sole discretion – and OVK may deviate from these criteria and standards as it deems fit.

8. EVALUATION AND COMPARISON OF QUOTATIONS

8.1 All tenders will be evaluated according to OVK's terms and conditions and OVK shall not disclose any TENDER information or information of bids submitted to the BIDDERS.

- 8.2 OVK's evaluated tender price will not be disclosed to the BIDDERS nor any other person.
- 8.3 The BIDDERS that have been unsuccessful will be advised thereof by OVK only once applicable contractual arrangements have been entered into with the successful BIDDER/CONTRACTOR. OVK shall not be obliged to give any reasons to the unsuccessful BIDDERS as to why their TENDER has not been accepted by OVK.
- 8.4 Under no circumstances shall the successful BIDDER/CONTRACTOR start to perform the services or work unless and until the successful BIDDER/CONTRACTOR and OVK have finally executed the applicable contracts in respect of the services to be provided by the BIDDER/CONTRACTOR. Should the successful BIDDER/ CONTRACTOR fail to comply with this condition, it will do so at its own risk and OVK shall not be liable for any expenses incurred by the successful BIDDER/CONTRACTOR as a result thereof.

9. COMMUNICATION

BIDDER shall address all communication pertaining to this *Request for Information*, to:

Attention: OVK Representative
Oos Vrystaat Kaap Bedryf Beperk
Posbus 96
Ladybrand
Freestate
9745

e-mail: regsdienste@ovk.co.za