



African Reinsurance Corporation (South Africa) Limited
Member of the Africa RE Group

REQUEST FOR PROPOSAL

FOR

APPOINTMENT OF AN ESTATE AGENT OR PROPERTY MANAGEMENT COMPANY

FOR

**PURCHASING OF CORPORATE OFFICE ACCOMMODATION FOR AFRICAN
REINSURANCE CORPORATION (SOUTH AFRICA) LTD**

AND

**FOR LEASING/SALE OF THE PROPERTY SITUATED AT 10 SHERBONE ROAD,
PARKTOWN**

CLOSING DATE: TWO WEEKS FROM PUBLICATION



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1. BACKGROUND

African Reinsurance Corporation (South Africa) Limited (“ARCSA” or “the Company”) is a wholly owned subsidiary of the African Reinsurance Corporation Group (“Africa Re”, “the Corporation” or “the Group”).

Africa Re is an international financial institution established by 41 member States of the African Union and the African Development Bank Group (AfDB), committed to the provision of reinsurance services and the development of insurance and reinsurance capacity in support of African economic development. The Corporation’s shareholders include the AfDB as well as more than 100 African insurance/reinsurance companies, Fairfax Financial Holdings (Canada), Axa Africa Holdings (France) and Allianz Group (Germany).

Africa Re Group has its headquarters in Lagos, Federal Republic of Nigeria with regional offices in Lagos, Casablanca (Morocco), Nairobi (Kenya), Abidjan (Cote d’Ivoire), Ebène (Mauritius) and Cairo (Egypt) as well as three subsidiaries in Johannesburg (South Africa), Cairo (Egypt) and Dubai (UAE). In addition, the Group operates a representative office in Addis Ababa (Ethiopia) and an underwriting office in Kampala (Uganda).

2. OBJECTIVE

The primary objective of this request for proposal is for Estate Agents or Property Managing Companies to submit proposals to assist ARCSA to purchase corporate office accommodation and to advise on the options available in respect of the property situated at 10 Sherborne Road in Parktown.

3. SCOPE OF THE PROJECT

ARCSA would like to procure the services of an estate agent or property management company to provide consultancy services for the purpose of acquiring an office building. The Company intends to acquire corporate office accommodation that is readily available and meets the criteria reflected below.

The preferred agent will also be required to provide advice on the property situated at Sherborne 10, Sherborne Road Parktown, Johannesburg.

The appointed agent will act as the intermediary between ARCSA and the seller and shall act in the best interest of ARCSA. The agent is expected to advise ARCSA on market conditions, prices, legal requirements and other related matters pertinent to the purchase of the corporate premises.

The appointed firm must provide or identify potential buildings for evaluation that meet the below listed specifications.

4. BUILDING SPECIFICATIONS

Proposals should include all the total below services required:

- 4.1 Conditions of title
- 4.2 Municipal Valuation Certificate showing Value of land and improvements, rates and if there are any possible increases
- 4.3 The office accommodation should be in the Rosebank area of Johannesburg
- 4.4 Office Space Requirements
 - ✓ ARCSA requires an estimate of Minimum 1000 – 1,500 square meters office accommodation
 - ✓ At least 50 parking bays, which translates to a minimum of 1,500 square meters of parking space. The parking must be provided within the same building and must be safe, secure and access controlled.
 - ✓ At least 100 square meters storage
- 4.5 The premises must be within the vicinity of public transport amenities
- 4.6 The agent should advise whether the building is a premium grade, and the proof of grading must be not more than 12 months from a registered/accredited Architect
- 4.7 The premise needs to be disability friendly and easily accessible
- 4.8 The premises must have provision for back-up electricity and or power supply in case of power outage.
- 4.9 The building must comply with Occupational Health and Safety Act (85 OF 1993)
- 4.10 The below certificates and must be readily available
 - i. Certificate of Occupancy from the Municipality
 - ii. Certified copy of the title deed confirming ownership of the building or Ghost Conveyance report (latest)
- 4.11 Provide verifiable Town planning certificate from local municipality confirming zoning of either commercial office or public buildings.
- 4.12 Compare the available rights regarding the zoning with the existing building to see whether extra rights exist
- 4.13 Attach proof of firefighting installations and fire extinguisher compliance or include proof of exclusion in line with SANS 10400 from the relevant entity in an official letterhead.



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5. CONTENT OF SUBMISSIONS

- 5.1 Provide a list of proposed properties for corporate office accommodation and letter(s) of mandate.
- 5.2 All applicable compliance certificates including;
 - 5.2.1 Proof of Property Practitioners Regulatory Authority registration
 - 5.2.2 BBBEE certificate (minimum of level 4)
 - 5.2.3 Proof of national coverage
- 5.3 Declaration if there are any encumbrances against the property
- 5.4 Provide budgetary pricing completed by the landlord
- 5.5 A documented proposal on the options available in respect of the property situated at 10 Sherborne Road, Parktown

6. CLOSING DATE

The closing date for submissions to be considered for this project shall be two (2) weeks from the publication of the terms of reference.

7. EVALUATION PROCESS

- 7.1 All bids duly lodged will be evaluated on functionality and price. The evaluation of this bid will be conducted in three stages namely;
 - a) Submission - Estate agent or property management company
 - b) Submission - Building Requirements
 - c) Site Inspection
- 7.2 Shortlisted bidders may be invited to present and discuss details of their proposals.
- 7.3 ARCSA will not be liable to reimburse any costs incurred by the bidder during the tender process.
- 7.4 Bid documents should be presented to ARCSA marked "TENDER FOR Appointment of an Estate Agent or Property Management Company for purchase of Corporate Office Accommodation for ARCSA and Advice on property at 10 Sherborne Road"

8. REQUEST FOR CLARIFICATION

Bidders may request for clarification, which must be sent in writing by surface mail or email to the following contact persons:

Sudadi Senganda
Executive Director Finance & Admin
Africa Re (South Africa) Limited
10 Sherborne Road
Parktown 2193
Johannesburg, SOUTH AFRICA
Telephone: +27 11 484 3764
Email: arcsatender@africa-re.com



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Copy email: senganda.sudadi@africa-re.com

The Corporation will respond to such clarification requests by surface mail or email and send written copies of the response (including an explanation of the query without identifying the source of the query) to all firms that indicate interest in responding to this request for proposal (such indications to be made by simple email to arcsatender@africa-re.com with a copy to senganda.sudadi@africa-re.com by 20 July 2024).

9. DISCLAIMER

- ARCSA reserves the right not to appoint any service provider.
- ARCSA reserves the right to:
 - Award the contract or any part thereof to one or more service providers
 - Reject all bids
 - Decline to consider any proposal that is adjudged not to conform to any aspect of the bidding process
 - Request further information from any service provider after the closing date, for clarity purposes
 - Cancel this RFP or any part thereof at any time.

10. TENDER SUBMISSION

Interested bidders are to submit their Proposals by email or, if by post or hand delivery, two copies of their Proposals and other requested information and documentation to reach the following address not later than 20 July 2024;

Chairman, Tender Committee
African Reinsurance Corporation (South Africa) Limited
Africa Re Place
10 Sherborne Road, Parktown
Johannesburg 2193
SOUTH AFRICA
Email: arcsatender@africa-re.com
Copy email: senganda.sudadi@africa-re.com

All the Best


Andy Tennick

Managing Director

African Reinsurance Corporation (South Africa) Limited

