REQUEST FOR PROPOSAL

Provision of Property Management Services to the Motor Industry Retirement Funds (MIRF) Ofiice Building

DATE: 10 October 2025
SUBMISSION DEADLINE: 31 October 2025

REQUEST FOR PROPOSALS (“RFP”) FOR THE PROVISION OF PROPERTY MANAGEMENT SERVICES TO MEMBERS OF THE MOTOR INDUSTRY RETIREMENT FUND (MIRF)

1. Introduction

The Motor Industry Retirement Funds (MIRF) are registered Retirement Funds in terms of the Pension Funds Act, 1956. The Funds have a combined asset portfolio of more than R56 Billion. MIRF is seeking proposals from qualified property management service providers to provide comprehensive property management services for MIRF at its offices at 275 Kent Avenue, Ferndale, Randburg.

2. Project Overview

The Request for Proposal (RFP) seeks qualified property management firms to oversee the efficient operation, management and maintenance of the MIRF office building at 275 Kent Avenue, Ferndale, Randburg. The office has 3 tenants and has recently been renovated. There is vacant space available to let to other tenants.

The selected service provider will be responsible for day to day management of the building. The operations included in the property management currently, include:

- Generator monitoring to ensure Diesel level is adequate for backup power.
- UPS is serviced every quarter.
- Adequate security. Probe Security and ADT/Fidelity are the two security companies that provide three security officers who work day shift from Monday to Friday and two security officers working night shift.
- Action Motion have installed security cameras that assist with security on the property. They also installed the electric fence and report any issue encountered.
- The property has biometric systems that allow staff to enter the office and basement.
- To supply water during outages, there are JoJo tanks located in the basement of the building. This ensures that the building has access to water during outages.
- Due to experiencing various plumbing issues, service has been received from different plumbers at different instances due to the emergency nature of the plumbing issues.
- There is a database of electricians that are utilised when required.
- MIRF is responsible for providing cleaning services for all common areas, the restrooms in the building and the basement.
- Currently MIRF does not have the equipment and capacity to clean the building windows. External service providers to assist with the task.

- Melco elevator perform services on elevators that are located inside the building and this service has been provided adequately. The lift outside the building is maintained and serviced by Jessen Ltd.
- Aircon Centre is providing air conditioning services and attend to all issues related to aircons at MIFA, server room and MIRF, on a semi-annual basis.
- DBM provide MIRF with a gardener who tends the garden and cleans the entire yard and the courtyard.
- Maintanance must organise a service provider who must service the fire extinguishers in the office building. The service provider must also service the fire suppression system annually in the UPS room.

The ambition is to establish a long-term partnership with a pro-active and professional property management team who are committed to preserving asset value.

3. Scope of Services

The Motor Industry Retirement Funds (MIRF) wish to appoint a competent and reputable property management service provider, with excellent experience. The firm will be expected to provide the following services:

- **Property Maintenance and repairs**
    - Routine maintenance and repair
    - Emergency repairs
    - Vendor management and oversight

- **Emergency response coordination**
    - Planning, preparation and responding to emergencies effectively.

- **Regular property inspections**
    - It is expected that there will be a full-time manager on site to address all tenant issues.

- **Legal & Regulatory Compliance**
    - Ensuring compliance with municipal regulations
    - Insurance and risk management
    - Compliance with all applicable labour legislation of the Republic of South Africa

4. Proposal Requirements

Interested firms should submit a proposal that includes the following:

- Company profile and experience including BBBEE rating and certificate.
- Team qualifications and bios
- Relevant past projects or case studies
- Detailed pricing structure (including management fees and additional service charges)
- References (at least 3)
- Certificate of insurance
- Any value-added services offered
- The firm must be a member of the Property Practitioners Regulatory Authority (PPRA).
- The property practitioners who will be involved in the management of the MIRF property must have a valid Fidelity Fund Certificate.

5. Evaluation Criteria

Proposals will be evaluated based on but not limited to the following:

ITEM	CRITIERIA FOR THE EVALUATION
1.	BBBEE rating
2.	Experience and qualifications
3.	Scope and quality of services
4.	Fee structure The applicant must provide a detailed breakdown of all elements which make up the cost of the proposal
5.	References and reputation
6.	Proposed management approach

6. Rejection of Proposals

- Proposals submitted after the deadline will be rejected.
- No application will be considered unless it complies with the conditions set out in this RFP.
- MIRF reserves the right to accept or reject any application received.
- The decision of the adjudication committee will be absolute and apart from being notified no correspondence will be attended to with unsuccessful bidders.

7. Information provided by MIRF

- MIRF will hold a briefing session and a walk through of the property with all interested bidders.

8. Response Instructions

- Interested parties are requested to submit an expression of interest by **17/10/2025**
- This will allow you to be invited to the briefing session and walk through on **22/10/2025**
- After the briefing session all proposals must be submitted by **31/10/2025 by 17h00**
- All submissions must be made to: Procurement@mirf.co.za

Applicants who have queries are welcome to contact the contact the deputy Fund Secretary **Talukanyani Mabirimisa** via email on Talukanyani@mirf.co.za no later than **10/10/2025**

9. Timeline

- RFP Issued: **10 October 2025**
- Proposal Deadline: **31 October 2025**
- Contract Start Date: To be agreed with the successful party

10. Terms and Conditions

- **MIRF reserves the right to:**
- Amend any RFP conditions, validity period, specifications, or extend the closing date and/or time of RFPs before closing date. All respondents, to whom the RFP documents have been issued, will be advised in writing of such amendments on time,
- verify any information contained in the proposal,
- request documentary proof regarding any tendering issue,
- vary, alter, and /or amend the terms of this RFP, at any time prior to the finalization of its adjudication hereof,
- award the contract as a whole or in part,
- cancel or withdraw this RFP as a whole or in part without furnish reasons and without attracting any liability.

11. General and Disclaimer

- MIRF has produced this RFP in good faith however we do not warrant its accuracy or completeness. To the extent that MIRF is permitted by law, MIRF will not be liable for any claim whatsoever and howsoever arising (including, without limitation, any claim in contract, negligence or otherwise) for any incorrect or misleading information contained in this RFP due to any misinterpretation of this RFP. This RFP is a request for proposals only and not an offer document nor a contract; answers to it must not be construed as acceptance of an offer or imply the existence of a contract between the parties. By submission of a proposal,
bidders shall be deemed to have satisfied themselves with and to have accepted all Terms & Conditions of this RFP. MIRF makes no representation, warranty, assurance, guarantee or endorsements to a tenderer concerning the RFP, whether regarding its accuracy, completeness or otherwise, and MIRF shall have no liability towards the tenderer or any other party in connection therewith.

- This RFP serves only as the instrument through which proposals are solicited and MIRF will pursue negotiations with the highest-scoring proposal. If, for some reason, MIRF and the initial Bidder fail to reach consensus on the issues relative to a contract, then MIRF may commence contract negotiations with other Bidders. MIRF may decide at any time to start the RFP process again. The selected Bidder will be required to sign a formal contract and service level agreement.

- MIRF must approve any and all Service Providers utilised by the successful Bidder prior to any such provider commencing any work. Bidders acknowledge by the act of submitting a proposal that any work provided under the contract is work conducted on behalf of MIRF and that the MIRF Principal Officer or designee may communicate directly with any Service Provider as MIRF deems necessary or appropriate.