



REQUEST FOR PROPOSAL: REAL ESTATE AND BROKERAGE SERVICES

The Private Agricultural Sector Support (PASS) Trust was established as the project in year 2000 in order to stimulate investments and growth in private sector commercial agriculture and related sector through access to finance in Tanzania. It was registered in 2007 as an autonomous non-profit organization under the Trustees' Incorporation Act of Tanzania, founded by Government of Denmark and Government of Tanzania.

PASS vision is to be an innovative Agri finance development institution that improves the quality of life for small-scale agribusiness entrepreneurs, and a mission is to facilitate access to financial and business development services for agribusiness entrepreneurs in Tanzania.

Private Agricultural Sector Support (PASS) Trust seeks a real estate firm/individual to provide brokerage services for purchase of office building.

It is the intent of this RFP to have the successful firm/individual enter into a Professional Services Contract with PASS Trust to supply real estate services as outlined herein.

Request for Proposals

To be considered, a copy of the proposal must be received by **email to procurement@pass.or.tz and md@pass.or.tz by 23 September 2021**; clearly marked on the outside "Proposal – Real Estate Services".

The real estate firm/individual will be paid strictly on commission basis and will be expected to work closely with PASS Trust personnel.

PASS Trust reserves the right to reject any and all proposals, or parts of proposals, when it is judged to be in the best interest of PASS Trust.

A. SCOPE OF SERVICES

The successful firm/individual shall agree to contract with PASS Trust to provide the following:

- Perform market analysis,
- Visit current office to determine the type of building to acquire that will fit our needs
- Work with the PASS Trust executive staff to negotiate the sale of the property with sellers,
- Coordinate real estate appraisals
- Coordinate real estate transaction closings
- Handle all other customary activities and services associated with real estate transactions. Attendance and presentations at meetings of Board of Trustees may be required.

B. BROKER'S QUALIFICATIONS

Respondents to this RFP shall have the following qualifications:

- Must be licensed.
- Must have an excellent reputation in the real estate community.
- Must be knowledgeable in the local real estate market and have experience with business properties.

C. FEES

The proposed fee shall include the following items:

- Your commission rate for brokering properties for all situations.

D. TERM OF CONTRACT

The contract period for the successful broker/firm will be from date of award to when the building is bought.

E. EVALUATION AND AWARD PROCESS

Issuance of this RFP and receipt of proposals does not commit PASS Trust to award a contract. PASS Trust reserves the right to postpone receipt date, accepting or rejecting any or all proposals received in response to this RFP, or to negotiate with any of the brokers/firms submitting an RFP, or to cancel all or part of this RFP.

F. ORAL PRESENTATION/INTERVIEWS

Firms/Individuals submitting a proposal in response to this RFP may be required to give an oral presentation of their proposal. Additional technical and/or cost information may be requested for clarification purposes, but in no way will change the original proposal submitted. Interviews are optional and may or may not be conducted.

G. SELECTION CRITERIA

1. Knowledge of local real estate market.
2. Business real estate experience, qualifications and references.
4. Proven real estate track record.
5. Knowledge of various buying/selling techniques.
6. Ability of the contractor(s) to meet or exceed the requirements defined in the RFP.
7. Fees

“Improving quality of life through agribusiness transformation”