



## **Subject: Request for Information - Proposed Scope and Costings for Property Management Services**

Dear Property Management Professionals,

DUT is currently in the process of evaluating options for property management services, and we are reaching out to all interested parties to gather information on proposed scopes and costings.

### **Background:**

DUT is exploring alternative approaches to managing its entire Property Portfolio. To aid in successful management a benchmarking and feasibility study is required to be undertaken. Of outmost priority is for the conduct of a space audit, a property portfolio optimization analysis and best management practices for the mixed portfolio.

### **Scope of Inquiry:**

We are interested in understanding the proposed scope of services offered by property management companies and the associated costings. Key areas of inquiry include:

1. Space Audit and Optimization: How does your company conduct space audits and optimize space utilization to maximize income potential?
2. Tenant Management: What is your approach to tenant management, including lease administration, tenant communications, and strategies for maximizing occupancy rates?
3. Financial Management: Please provide information on your financial management services, including budgeting, rent collection, expense management, and financial reporting.
4. Any additional services relevant to achieving the objectives outlined above.

### **Cost Proposal:**

We kindly request that you include a detailed breakdown of your proposed costings for the services outlined above. Transparency in pricing is appreciated, and we would like to understand any additional fees or charges that may apply.

**Next Steps:**

Property management companies interested in responding to this request are encouraged to provide the requested information at their earliest convenience. Additionally, if you require any further clarification or have specific questions about our property portfolio, please do not hesitate to reach out to us.

Thank you for considering our request. We look forward to reviewing the information provided and exploring potential partnerships for our property management needs.

Technical queries can be addressed to Sarah Shezi, Specialist: Property Management,  
[Sarabs2@dut.ac.za](mailto:Sarabs2@dut.ac.za)

RFI Submissions must be submitted as one file (zip, WeTransfer or shared folder) by no later than 3pm on 08 April 2024, to [roq@dut.ac.za](mailto:roq@dut.ac.za)

NB:

- The above RFI is only for information purpose and will be used by the University to draft specifications for tendering and the approximate costs of such a contract
- All information that is submitted will be held in strictest confidence.
- DUT reserves the right to go on a limited bidding (closed) tender to those service providers who have responded to this RFI