



## Tender Info

Tender month	<b>JANUARY 2026</b>
Tender date:	<b>16/01/2026</b>
Tender Number	<b>NC/17/2025</b>
Title of Tender	<b>APPOINTMENT OF A PANEL OF CONVEYANCERS TO REGISTER PROPERTIES FOR THE NORTHERN CAPE DEPARTMENT OF COGHSTA FOR THE PERIOD OF FIVE (5) YEARS</b>
Description	<b>APPOINTMENT OF A PANEL OF CONVEYANCERS TO REGISTER PROPERTIES FOR THE NORTHERN CAPE DEPARTMENT OF COGHSTA FOR THE PERIOD OF FIVE (5) YEARS</b>
Employer	<b>DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE (COGHSTA)</b>
<b>Employer</b>	<b>COGHSTA</b>
<b>Employer email</b>	<a href="mailto:bslenkoe@nccoghsta.gov.za">bslenkoe@nccoghsta.gov.za</a>
Postal Address	PRIVATE BAG X5005
Town/City	KIMBERLEY
Code	8300
Physical Address1	Larry Moleko Louw Building
Physical Address2	9 CECIL SUSSMAN ROAD
Physical Address4	8301
<b>Employer's Agent: Name</b>	<b>MR. K. VISAGIE</b>
Company	COGHSTA
Postal Address	PRIVATE BAG X5005
Town/City	KIMBERLEY, 8300
Physical 1	LARRY MOLEKO LOUW
Physical 2	9 CECIL SUSSMAN ROAD
Tel:	(053) 807 9423
E-mail:	<a href="mailto:kvisagie@nccoghsta.gov.za">kvisagie@nccoghsta.gov.za</a>
Advert Date	<b>FRIDAY, 16 JANUARY 2026</b>
Briefing Date	<b>A COMPULSORY BRIEFING SEESION WILL BE HELD ON THURSDAY, 29 JANUARY 2026 @ 14h00.</b>
Tender Documents available at	e-TENDER PORTAL & DEPARTMENTAL WEBSITE
Closure Date	<b>06 FEBRUARY 2026</b>
Closure Time	11H00
Tender Box Location	COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8301.
General Enquiries Contact Person	KAREL VISAGIE of CoGHSTA, Tel: (053) 807-9723, e-mail: <a href="mailto:kvisagie@nccoghsta.gov.za">kvisagie@nccoghsta.gov.za</a>
Technical Enquiries Contact Person	MARVELOUS SEELE, Tel: (053) 830 9574, e-mail: <a href="mailto:mseele@nccoghsta.co.za">mseele@nccoghsta.co.za</a>
Procurement Policy	Preferential Procurement Regulations, 2022 (Government Gazette No. 2721)
Functionality	A functionality criterion will be applied at evaluation. Bidders must achieve a minimum score of 70 points to move to the financial bid evaluation.
PPFA	The bid will be evaluated on the 80:20 preference point system for all the bids that meet the minimum functionality score.

**DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN  
SETTLEMENTS AND TRADITIONAL AFFAIRS**

**NC/17/2025**

**APPOINTMENT OF A PANEL OF CONVEYANCERS TO  
REGISTER PROPERTIES FOR THE NORTHERN CAPE  
DEPARTMENT OF COGHSTA FOR A PERIOD OF FIVE  
(5) YEARS:**



# DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS

## NC/17/2025

### APPOINTMENT OF A PANEL OF CONVEYANCERS TO REGISTER PROPERTIES FOR THE NORTHERN CAPE DEPARTMENT OF COGHSTA FOR A PERIOD OF FIVE (5) YEARS

CLOSING DATE: 06 FEBRUARY 2026	CLOSING TIME: 11:00am
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NAME OF BIDDER\* .....

CONTACT PERSON\* .....

ADDRESS\* .....

.....

.....

.....

TEL NO\* .....

FAX NO\* .....

E-MAIL ADDRESS\* .....

CSD\* .....

B-BBEE LEVEL \*

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

**NC/17/2025**

**APPOINTMENT OF A PANEL OF CONVEYANCERS TO REGISTER PROPERTIES  
FOR THE NORTHERN CAPE DEPARTMENT OF COGHSTA**

**GENERAL TENDER INFORMATION:**

TENDER ADVERTISED	<b>FRIDAY, 16 JANUARY 2026</b>
BRIEFING SESSION	<b>THURSDAY, 29 JANUARY 2026</b>
CLOSING DATE	<b>FRIDAY, 06 FEBRUARY 2026</b>
CLOSING TIME	<b>11:00am</b>
CLOSING VENUE	<b>TENDER BOX AT COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8301</b>

The bid Documents completed in all respects, plus any additional supporting documentation required, must be submitted in a sealed envelope with the name and address of the Tenderer, the Tender No. and title and the closing date indicated on the envelope. The sealed envelope must be handed in at the Tender Box at the COGHSTA KIMBERLEY Offices. Bids will NOT be opened directly after closing. No late bids will be accepted

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL  
AFFAIRS OF THE NORTHERN CAPE**

**NC/17/2025**

**APPOINTMENT OF A PANEL OF CONVEYANCERS TO REGISTER PROPERTIES  
FOR THE NORTHERN CAPE DEPARTMENT OF COGHSTA FOR A PERIOD OF  
FIVE (5) YEARS**

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***1.1: TENDER NOTICE  
AND  
INVITATION TO TENDER***

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

**NC/17/2025**

**APPOINTMENT OF A PANEL OF CONVEYANCERS TO REGISTER PROPERTIES FOR THE NORTHERN CAPE DEPARTMENT OF COGHSTA FOR A PERIOD OF FIVE (5) YEARS**

**COGHSTA HEREBY INVITES BIDDERS TO APPOINTMENT OF A SERVICE PROVIDER TO REGISTER PROPERTIES FOR THE NORTHERN CAPE PROVINCE**

1. Only service providers that are CSD registered will be considered.
2. Tender documents are available on email
3. Closing of Tender at 11H00 on Friday, 06 February 2026 at COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8301.
6. General enquiries relating to this bid should be addressed to [kvisagie@nccoghsta.gov.za](mailto:kvisagie@nccoghsta.gov.za) and technical enquiries to [mseele@nccoghsta.gov.za](mailto:mseele@nccoghsta.gov.za)
7. Pre-evaluation criteria:

Compliance with administrative requirements as stated in the Standard Bidding Documents. In this evaluation stage, all bidders that fail to provide the required information and documentation will be disqualified from further evaluation:

Returnable	Comply / Not comply	Disqualifying factor
Is the Bidder Tax Compliant		No
BBBEE Certificate or Sworn Affidavit		No
Is the bidder registered on the National Treasury Central Supplier Database (CSD)		Yes
Copy of Company Registration document		Yes
Detailed company profile		Yes
CV, certified copies of qualifications (Bachelor of Laws LLB / BProc), proof of professional registration with Legal Practice Council as Conveyancer(s), valid Fidelity Fund Certificate.		Yes
Firm Organogram		Yes
List of similar works carried out		Yes
Certified ID documents of company director (s) or shareholder(s)		Yes
Authority to sign on behalf of bidder		Yes
SBD Forms must be completed and signed		Yes
No Joint Ventures allowed		Yes



8. **Please note:**

- Preference will be given to companies who are owned by Women, Youth & Persons with Disabilities.
- **Functionality will apply. Based on functionality the tenderer should score 70 points or more to be further evaluated:**

Criteria	Minimum requirement	Points	Maximum Points
<b>Experience of bidder (Scoring a max of 50)</b>	Completion of at least <b>5 projects/instruction</b> of similar scope within a specific institution in the last 3 years, supported by appointment letters, Housing Subsidy System (HSS) project completion letters from the previous employers with references. (5points)	<b>50</b>	<b>50</b>
	Completion of at least <b>4 projects/instruction</b> of similar scope within a specific institution in the last 3 years, supported by appointment letters, Housing Subsidy System (HSS) project completion letters from the previous employers with references. (4points)	<b>40</b>	<b>40</b>
	Completion of at least <b>3 projects/instruction</b> of similar scope within a specific institution in the last 3 years, supported by appointment letters, Housing Subsidy System (HSS) project completion letters from the previous employers with references. (3 points)	<b>30</b>	<b>30</b>
	Completion of at least <b>2 projects/instruction</b> of similar scope within a specific institution in the last 3 years, supported by appointment letters, Housing Subsidy System (HSS) project completion letters from the previous employers with references . (2 points)	<b>20</b>	<b>20</b>
<b>Support staff: Conveyancing secretary and verification officer (Scoring max of 20 points)</b>	<ul style="list-style-type: none"><li>• CV with 2-3 Minimum years of experience and above (10 points)</li><li>• CV with 1-2 years of experience (5 points )</li><li>• 0-1 years of experience (3 points)</li></ul>	<b>20</b>	<b>20</b>
<b>Project execution methodology (Scoring a max of 30)</b>	<b>Provide a detailed methodology application in the following:</b> <ul style="list-style-type: none"><li>• <b>Opening of Township Register in deeds office</b> (10 points)</li><li>• <b>Registration of Title Deeds and Late Estates</b> (10 points)</li><li>• <b>Registration of deed of grants</b> (5 points)</li><li>• <b>Regulations 68 (1) &amp; Section 16 Applications</b> (5 points)</li></ul>	<b>30</b>	<b>30</b>
<b>Total</b>			<b>100</b>



## 9. Preferential Points

### Breakdown of points:

	<b>POINTS</b>
<b><i>Price (where price is fixed)</i></b>	<b>80</b>
<b><i>Specific Goals</i></b>	<b>20</b>
<b><i>Total points for Price and Specific Goals must not exceed</i></b>	<b>100</b>

Points will be awarded to Tenderers who are eligible for preferences (Specific Goals) in terms of the CoGHSTA NC Supply Chain Policy 2023.

#### Points for Specific Goals

A maximum of 20 (twenty) tender evaluation points will be awarded for Specific Goals to Tenderers with responsive tenders, who are eligible for such preference, in accordance with the criteria listed below.

Subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract must be awarded to the tenderer scoring the highest points.

The following table must be used to calculate the score out of 20 for specific goals:

<b>Specific Goal</b>	<b>Number of Points</b>
100% or more Women or Youth owned company	10
Less than 100% Women or Youth owned company	5
100% Black owned Company	10
Less than 100% Black owned Company	5
100% People living with disability	10
Locally owned companies	5
<b>Maximum obtainable points</b>	<b>20</b>

The following must be noted for the allocation of 20 points:

- A tenderer might be requested to submit proof of its B-BBEE status level of contributor.
- A share certificate and or CIPC information of the company might be requested to be able to verify ownership
- Any other relevant evidence can be requested from the tenderer to substantiate the claim for the 20 points from any of the above specific goals on the table.
- CSD printout must accompany all submission documents
- The above points can be increased, reduced and split to more than one specific goal, depending on the requirements of the bid and specifications, however when such is increased or reduced, the information must be published correctly to the bidder at the time of advert of tender, but total points must not exceed 20 points.

- Locality points will be allocated to any company with a valid and verifiable address in the Northern Cape, e.g. CIPC, SARS etc. A lease agreement must have substantiating legitimate evidence relating to the Northern Cape the address claimed, such as proof of rental payment and receipt of rentals by both the lessee and lessor.
- If the price offered by the tenderer scoring the highest points is not reasonable, COGHSTA NC, must not award the contract to the tenderer
- COGHSTA NC may negotiate a reasonable price with the tenderer scoring the highest points or cancel the tender
- If the tenderer does not agree to a reasonable price, negotiate a reasonable price with the tenderer scoring the second highest points or cancel the tender
- If the tenderer scoring the second highest points does not agree a reasonable price, negotiate a reasonable price with the tenderer scoring the third highest points or cancel the tender.
- The requirements of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022 (Government Gazette No. 47452) shall also apply, together with all other requirements as set out in the Tender Data.
- Failure to comply with above requirements will result in automatic disqualification of the bidder.
- CoGHSTA NC reserves the right to withdraw any invitation to tender and/or re-advertise or to reject any tender or to accept a part of it. CoGHSTA NC does not bind itself to accepting any tender.
- CoGHSTA NC reserves the right to appoint only one Implementing Agent or Multiple, Dependent on the nature and circumstances related to each of the intended projects.
- No Escalation or Price adjustments will be applied to this contract.

If a reasonable price is not agreed as envisaged, COGHSTA must cancel the tender.

- The requirements of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2022 (Government Gazette No. 2721) shall also apply, together with all other requirements as set out in the Tender Data.
- Failure to comply with above requirements will result in automatic disqualification of the bidder.
- CoGHSTA reserves the right to withdraw any invitation to tender and/or re-advertise or to reject any tender or to accept a part of it. The lowest bidder is not necessarily the winning bidder.



# **1.2:**

# ***TENDER DATA***

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL  
AFFAIRS OF THE NORTHERN CAPE**

**NC/17/2025**

**APPOINTMENT OF A PANEL OF CONVEYANCERS TO REGISTER  
PROPERTIES FOR THE NORTHERN CAPE DEPARTMENT OF  
COGHSTA FOR A PERIOD OF FIVE (5) YEARS**

**1.2: TENDER DATA**

The following are the Conditions of Tender as set out in the Tender Data below shall apply to this tender:

- 1.2.1 **Communication and Employer's Agent**  
Attention is drawn to the fact that verbal information, given by the Employer's Agent during site visits / clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the Employer. Only information issued formally by the Employer's Agent in writing to Tenderers will be regarded as amending the Tender Document.  
The Employer's Agent is:  
Name: MR. K. VISAGIE  
PRIVATE BAG X5005  
KIMBERLEY, 8300  
Tel.: (053) 807 9713  
  
E-mail: kvisagie@nccoghsta.gov.za
- 1.2.2 **Competitive Negotiation Procedures**  
Consortiums are eligible to submit tenders.
- 1.2.3 **Insurance**  
The Employer will provide **no** insurance.
- 1.2.4 **Delivery of tender Documents**  
The Employer's Agent's address for delivery of Tender Offers and identification details to be shown on each tender offer package are:  
**Location of tender closure:** Tender Box, **COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8301**  
**Identification details:** TENDER NUMBER: NC/17/2025  
TITLE OF TENDER: **APPOINTMENT OF A PANEL OF CONVEYANCERS TO REGISTER PROPERTIES FOR THE NORTHERN CAPE DEPARTMENT OF COGHSTA FOR A PERIOD OF FIVE (5) YEARS**

Sealed tenders (with a soft copy in a memory stick) the Tenderer's name and address and the endorsement:

**APPOINTMENT OF A PANEL OF CONVEYANCERS TO REGISTER PROPERTIES FOR THE  
NORTHERN CAPE DEPARTMENT OF COGHSTA FOR A PERIOD OF FIVE (5) YEARS**

on the envelope, must be placed in the appropriate official Tender Box at the abovementioned address.

- 1.2.5 **Closing Time**  
The closing time for submission of Tender Offers is as stated in the Tender Notice and Invitation to Tender.
- 1.2.6 **Tender Offer Validity**  
The tender offer validity period is **90 (ninety)** days from the closing date.
- 1.2.7 **Clarification of Tender Offer after Submission**  
A tender will be rejected as non-responsive if the Tenderer fails to provide any clarification requested by the Employer within the time for submission stated in the Employer's written request for such clarification.
- 1.2.8 **Financial Statements**  
The bidder must provide where the tendered amount exclusive of VAT exceeds R 8, 771, 929.8310 (Eight Million, Seven Hundred Seventy-One Thousand Nine Hundred Twenty-Nine Rand and Eighty-Three Cents):
- i) audited annual financial statement for 3 (three) years, or for the period since establishment if established during the last 3 (three) years, if required by law to prepare annual financial statements for auditing;
  - ii) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic.  
Each party to a Consortium shall submit separate certificates/statements in the above regard.
- 1.2.9 **Tax Clearance Certificate**  
Tenderers shall be registered and in good standing with the South African Revenue Service (SARS) on CSD, if non-compliant, the tenderer must submit evidence from SARS informing the department of why it is non-complaint and when is the estimated resolution.
- 1.2.10 The B-BBEE certificate will only be used for identifying your level of B-BBEE but will not be used for scoring on the 80:20, Specific goals will be used for scoring.
- 1.2.11 The Employer's Undertakings Issue Addenda  
Notwithstanding any requests for confirmation of receipt of Addenda issued, the Tenderer shall be deemed to have received such addenda if the Employer can show proof of transmission thereof (or a notice in respect thereof) via electronic mail, facsimile or registered post.
- 1.2.12 **Opening of Tender Submissions**  
The tenders will not be opened immediately after the closing time, however all bids will be recorded and uploaded on the COGHSTA website([www.coghsta.ncpg.gov.za](http://www.coghsta.ncpg.gov.za))
- 1.2.13 **Test for Responsiveness**  
Tenders will be considered **non-responsive** if, inter alia:
- a) The Tender is not in compliance with the required returnable documents;
  - b) The Tenderer has failed to clarify or submit any supporting documentation within the time for submission stated in the employers written request.
  - c) The tenderer is not registered on the central suppliers database (CSD)
  - d) The tenderer is an employee of the state with no evidence, deregistered, is in the registered of tender defaulters or restricted.

A responsive tender is one that conforms to all the terms and conditions of the Tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- e) detrimentally affect the quality, services or supply identified,
- f) significantly change the Employer's or the Tenderer's risks and responsibilities under the contract, or

- g) affect the competitive position of the other Tenderers presenting responsive tenders, if it were to be rectified.
- h) Tenderer must submit all compliance documents(eg. CSD report,) annually, to check validity of documentation.

#### 1.2.14 **Points for Specific Goals**

A maximum of 20 (twenty) tender evaluation points will be awarded for preference to Tenderers with responsive tenders meeting functionality, who are eligible for such preference, in accordance with the criteria listed below.

#### 1.2.15 **Risk Analysis**

Notwithstanding compliance with regards to CSD registration or any other requirements of the tender, the employer will perform a risk analysis in respect of the following:

- a) the Tenderer's ability to fulfil its obligations in terms of the tender document, that is, that the Tenderer can demonstrate that he/she possesses the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience, reputation, personnel to perform the contract, etc.
- b) three years (3) audited financial statements will be verified and analysed for accuracy and completeness.

#### 1.2.16 **Acceptance of bid**

The Employer reserves the right to with draw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Employer does not bind itself to accepting any bids.

Tender offers will only be accepted if:

- (a) the Tenderer is registered and in good standing with the South African Revenue Service (SARS) and has submitted evidence in the form of an original valid Tax Clearance Certificate (for tender) issued by SARS or recent CSD complaint status with the current month of the BID or poof hat he or she has made arrangements with SARS to meet his or her outstanding tax obligations;
- (b) the Tenderer or any of its Directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- (c) the Tenderer has not:
  - (i) abused the Employer's Supply Chain Management System; or
- (d) the Tenderer has no conflicts of interest which may impact on the Tenderer's ability to perform the contract in the best interests of the Employer or potentially compromise the tender process.

#### 1.2.17 **Claims arising after submission of tender**

No claim for any extras arising out of any doubt or obscurity as to the true intent will be admitted by the Employer after the submission of any tender and the Tenderer shall be deemed to have:

- (a) Read and fully understood the Conditions of Contract;
- (b) Before submission of any tender, the Tenderer should check the number of pages, and if any are found to be missing or duplicated, or the figures or writing indistinct, the Tenderer must apply to the Employer's agent at once to have the same rectified, as no liability will be admitted by the Employer in respect of errors in any tender due to the foregoing.

#### 1.2.18 **Invalid tenders**

Tenders shall be considered invalid and shall be endorsed and recorded as such in the tender opening record, by the responsible official who opened the tender, in the following circumstances:

- (a) If the tender is not completed in non-erasable black ink;
- (b) If the name of the Tenderer is not stated or is indecipherable.

#### 1.2.19 **Requests for contract documents, or parts thereof, in electronic format**

The Employer shall ~~not~~ formally issue tender documents in electronic format and shall not ~~only~~ issue tender documents in hard-copy. The following must be noted:

- (a) the Employer shall not accept tenders submitted in electronic format except a hard copy accompanied by the memory stick. Tenderers may ~~not~~ complete and submit a printed copy of the electronic version of the tender document or part thereof. Only those tenders that have been completed on the issued tender document shall be considered;

- (b) any non-compliance with these provisions, including effecting any unauthorized alterations to the tender document, shall render the tender invalid. The Employer reserves the right to take any action against such Tenderer allowed in law including, in circumstances where the tender had already been awarded, the right to cancel the contract.
- (c) In requesting the electronic version of the tender document or parts thereof, the Tenderer is deemed to have read, understood and accepted all of the above conditions.

**1.2.20 Issue Addenda**

If necessary, issue addenda that may amend or amplify the tender documents to each Tenderer during the period from the date that tender documents are available until **3 (three) days** before the tender closing time stated in the Tender Data. If, as a result a Tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all Tenderers who drew documents. All Addenda's will be emailed, therefore is the responsibility of the bidder to ensure that there is no posted addendums before 3 days of the closing of the bid.

**1.2.21 Non-disclosure**

Not disclose to Tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful Tenderer.

**1.2.22 Grounds for rejection and disqualification**

Determine whether there has been any effort by a Tenderer to influence the processing of tender offers and instantly disqualify a Tenderer (and their tender offer) if it is established that they engaged in corrupt or fraudulent practices.

**1.2.23 Arithmetical errors, omissions and discrepancies**

Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern. Check the highest ranked tender or Tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with F.3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the Pricing Schedule or Bills of Quantities; or
- c) arithmetic errors in:
  - i) line item totals resulting from the product of a unit rate and a quantity in Bills of Quantities or Schedules of Prices; or
  - ii) the summation of the prices.

1.2.24 Notify the Tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.

1.2.25 Where the Tenderer elects to confirm the tender offer as tendered, correct the errors as follows:

- a) If Bills of Quantities or Pricing Schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the Tenderer's addition of prices, the total of the prices shall govern and the Tenderer will be asked to revise selected unit prices (and their rates if Bills of Quantities apply) to achieve the tendered total of the prices.

**1.2.26 Clarification of a tender offer**

Obtain clarification from a Tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.





1.2.27.1 **Decimal places**

Score financial offers, preferences and quality, as relevant. To 2 (two) decimal places.

1.2.27.2 **Scoring Financial Offers**

Score the financial offers of remaining responsive tender offers using the following formula:

$$N_{FO} = W_1 \times A$$

where:  $N_{FO}$  is the number of tender evaluation points awarded for the financial offer.  
 $W_1$  is the maximum possible number of tender evaluation points awarded for the financial offer as stated in the Tender Data.  
 $A$  is a number calculated using the formula and option described in Table F.1 as stated in the Tender Data.

Formula	Comparison aimed at achieving	Option 1 <sup>a</sup>	Option 2 <sup>a</sup>
1	Highest price or discount	$A = (1 + \frac{P - P_m}{P_m})$	$A = P / P_m$
2	Lowest price or percentage commission / fee	$A = (1 - \frac{P - P_m}{P_m})$	$A = P_m / P$

**Table F.1: Formulae for calculating the value of A**

<sup>a</sup>  $P_m$  is the comparative offer of the most favourable comparative offer.  
 $P$  is the comparative offer of the tender offer under consideration

1.2.27.3 **Scoring preferences**

Confirm that Tenderers are eligible for the preferences claimed in accordance with the provisions of the Tender Data and reject all claims for preferences where Tenderers are not eligible for such preferences. Calculate the total number of tender evaluation points for preferences claimed in accordance with the provisions of the Tender Data.

1.2.27.4 **Scoring quality**

Score each of the criteria and sub criteria for quality in accordance with the provisions of the Tender Data. Calculate the total number of tender evaluation points for quality using the following formula:

$$N_Q = W_2 \times S_O / M_S$$

where:  $S_O$  is the score for quality allocated to the submission under consideration;  
 $M_S$  is the maximum possible score for quality in respect of a submission; and  
 $W_2$  is the maximum possible number of tender evaluation points awarded for the quality as stated in the Tender Data;

1.2.28 **Acceptance of Tender Offer**

Accept the Tender Offer if, in the opinion of the Employer, it does not present any unacceptable commercial risk and only if the Tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the Employer's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- e) complies with the legal requirements, if any, stated in the Tender Data, and
- f) is able, in the opinion of the Employer, to perform the contract free of conflicts of interest.



1.2.29 **Prepare contract documents**

If necessary, revise documents that shall form part of the contract and that were issued by the Employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents, and
- c) other revisions agreed between the Employer and the successful Tenderer.

1.2.30 Complete the Schedule of Deviations attached to the Form of Offer and Acceptance, if any.

1.2.31 **Complete adjudicator's contract**

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

1.2.32 **Notice to unsuccessful Tenderers**

Notify the successful Tenderer of the Employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the Tender Data or agreed additional period.

1.2.33 After the successful Tenderer has been notified of the Employer's acceptance of the tender, notify other Tenderers that their tender offers have not been accepted.

1.2.34 **Provide copies of the contracts**

Provide to the successful Tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

1.2.35 **Provide written reasons for actions taken**

Provide upon request written reasons to Tenderers for any action that is taken in applying these conditions of tender but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of Tenderers or might prejudice fair competition between Tenderers.

# RETURNABLE DOCUMENTS

2.1 List of Returnable Documents

2.2 Returnable Schedules



## **2.1:**

# ***LIST OF RETURNABLE DOCUMENTS***

### **2.1: LIST OF RETURNABLE DOCUMENTS:**

**NB: TENDERERS MUST COMPLETE THESE SCHEDULES / DATA SHEETS / FORMS IN BLACK INK**

#### **1. Returnable Schedules required for Tender Evaluation Purposes:**

- Schedule 1: Certificate of Briefing Session Attendance
- Schedule 2: Compulsory Enterprise Questionnaire
- Schedule 3: Certificate of Independent Tender Determination
- Schedule 4: Declaration in terms of the Public Finance Management Act.
- Schedule 5: Schedule of Work Experience
- Schedule 6: Proposed Amendments and Qualifications by Tenderer
- Schedule 7: Detail of Proposal by the Tenderer

#### **2. Returnable Schedules that will be incorporated into the Contract:**

SBD Schedules: SBD 1; SBD 4; SBD 6.1; SBD 7.1;

**NC/17/2025**

**APPOINTMENT OF A PANEL OF CONVEYANCERS TO REGISTER PROPERTIES FOR THE NORTHERN CAPE DEPARTMENT OF COGHSTA FOR A PERIOD OF FIVE (5) YEARS**

**SCHEDULE 1**

**CERTIFICATE OF BRIEFING SESSION ATTENDANCE**

This is to certify that I / we .....

of (Tenderer) .....

of (Address) .....

Telephone Number .....

Fax Number .....

on (Date) .....

have examined the Site of Works and its surroundings for which I/we am/are submitting this tender and have, so far as is practicable, familiarized myself/ourselves with all the information, risks, contingencies and other circumstances which may influence or affect my/our tender.

**SIGNED ON BEHALF OF THE TENDERER:** .....

**SIGNED ON BEHALF OF THE CONSULTANT:** .....

**DATE:** .....

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

**NC/17/2025**

**APPOINTMENT OF A PANEL OF CONVEYANCERS TO REGISTER PROPERTIES FOR THE NORTHERN CAPE DEPARTMENT OF COGHSTA FOR A PERIOD OF FIVE (5) YEARS**

**SCHEDULE 2**

**CERTIFICATE OF INDEPENDENT TENDER DETERMINATION**

**I, the undersigned, in submitting this tender for TENDER NO. NC/17/2025 in response to the invitation to tender made by the Department of Co-Operative Governance, Human Settlement and Traditional Affairs of the Northern Cape, do hereby make the following statements that I certify to be true and complete in every respect:**

I certify, on behalf of (Name of Tenderer) ..... that

1. I have read and understand the contents of this Certificate;
2. I understand that this tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the Tenderer to sign this Certificate, and to submit this tender on behalf of the Tenderer;
4. Each person whose signature appears on this tender has been authorised by the Tenderer to determine terms of, and to sign, the tender on behalf of the Tenderer;
5. For the purposes of this Certificate and this tender, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer whether or not affiliated with the Tenderer;
  - (a) has been requested to submit a tender in response to this invitation to tender;
  - (b) could potentially submit a tender in response to this invitation to tender, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the Tenderer and/or is in the same line of business as the Tenderer;
6. The Tenderer has arrived at this tender independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communicating between partners in a Joint Venture or Consortium<sup>1</sup> will not be construed as collusive tendering;
7. In particular, without limiting the generality of Paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit a tender;
  - (e) the submission of a tender which does not meet the specifications and conditions of the tender; or
  - (f) tendering with the intention not to win the tender.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this invitation to tender relates.

<sup>1</sup> Joint Venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

9. The terms of this tender have not been, and will not be, disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of Section 59 of the Competition Act No. 89 of 1989 and/or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and/or may be restricted from conducting business with the Public Sector for a period not exceeding 10 (ten) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or another applicable legislation.

.....  
**SIGNATURE**

.....  
**DATE**

.....  
**POSITION**

.....  
**NAME OF TENDERER**

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

**NC/17/2025**

**APPOINTMENT OF A PANEL OF CONVEYANCERS TO REGISTER PROPERTIES FOR THE NORTHERN CAPE DEPARTMENT OF COGHSTA FOR A PERIOD OF FIVE (5) YEARS**

**SCHEDULE 4**

**DECLARATION IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT (No. 29 of 1999)**

ITEM	QUESTION	YES	NO
1.1	Is the Tenderer or any of its Directors listed on the National Treasury's database as a company or person prohibited from doing business with the Public Sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied)</b>		
1.1.1	If so, furnish particulars:		
1.2	Is the Tenderer or any of its Directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combatting of Corrupt Activities Act (No. 12 of 2004)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to Facsimile Number 012-326 5445).</b>		
1.2.1	If so, furnish particulars:		
1.3	Was the Tenderer or any of its Directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past 5 (five) years?		
1.3.1	If so, furnish particulars:		
1.4	Does the Tenderer or any of its Directors owe any Municipal rates and taxes or Municipal charges to the Municipality/Municipal entity, or to any other Municipality/Municipal entity, that is in arrears for more than 3 (three) months?		
1.4.1	If so, furnish particulars:		
1.5	Was any contract between the Tenderer and the Department / entity or any other Organ of State terminated during the past 5 (five) years on account of failure to perform on or comply with the contract?		
1.5.1	If so, furnish particulars:		



**CERTIFICATION:**

I, THE UNDERSIGNED .....  
(Full Name)

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**SIGNATURE**

.....  
**DATE**

.....  
**POSITION**

.....  
**NAME OF TENDERER**

**\* Where the entity tendering is a Joint Venture, each party to the Joint Venture must sign a declaration in terms of the Public Finance Management Act and attach it to this Schedule.**



**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

**NC/17/2025**

**APPOINTMENT OF A PANEL OF CONVEYANCERS TO REGISTER PROPERTIES FOR THE NORTHERN CAPE DEPARTMENT OF COGHSTA FOR A PERIOD OF FIVE (5) YEARS**

**SCHEDULE 5**

**SCHEDULE OF WORK EXPERIENCE**

The Tenderer shall insert in the spaces provided below a list of similar completed contracts awarded to him and those currently being undertaken.

EMPLOYER (NAME, TEL. NO. AND FAX NO.)	PRINCIPAL AGENT (NAME, TEL. NO. AND FAX NO.)	NATURE OF WORK	VALUE OF WORK R (m)	COMPLETION DATE
<b>COMPLETED PROJECTS (attach additional pages if needed. Maximum of 5 contracts not older than 5 years)</b>				
<b>CURRENT PROJECTS (attach additional pages if needed.)</b>				

**Number of sheets appended by the Tenderer to this Schedule: ..... (If nil, enter NIL)**

**SIGNED ON BEHALF OF THE TENDERER: .....**

**DATE: .....**

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

**NC/17/2025**

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**SCHEDULE 6**

**PROPOSED AMENDMENTS AND QUALIFICATIONS BY TENDERER**

The Tenderer should record any proposed deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a Tenderer may state such proposed deviations and qualifications in a covering letter attached to his tender and reference such letter in this Schedule.

The Tenderer's attention is drawn to Clause F.3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding the employer's handling of material deviations and qualifications.

If no deviations or modifications are desired, the Schedule hereunder is to be marked **NIL** and signed by the Tenderer.

PAGE	CLAUSE OR ITEM	PROPOSAL

Number of sheets, appended by the Tenderer to this Schedule: ..... (If nil, enter NIL)

SIGNED ON BEHALF OF THE TENDERER: .....

DATE: .....

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL  
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COGHSTA FOR A PERIOD OF FIVE (5) YEARS**

**SCHEDULE 7**

**DETAIL OF THE PROPOSAL BY THE TENDERER**

The proposal must be done for Conveyancing Services.

The proposal is to be done in such a manner as to allow the department to evaluate the specific criteria provided by the tenderer.

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL  
AFFAIRS OF THE NORTHERN CAPE**

**NC/17/2025**

**APPOINTMENT OF A PANEL OF CONVEYANCERS TO REGISTER  
PROPERTIES FOR THE NORTHERN CAPE DEPARTMENT OF  
COGHSTA FOR A PERIOD OF FIVE (5) YEARS**

**SBD SCHEDULES**

**LIST OF NCP FORMS**

1. SBD 1
2. SBD 2
3. SBD 4
4. SBD 6.1
5. SBD 7.1



**INVITATION TO BID**

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (COGHSTA NORTHERN CAPE)**

BID NUMBER:	NC/17/2025	CLOSING DATE:	06 FEBRUARY 2026	CLOSING TIME:	11:00am
DESCRIPTION	APPOINTMENT OF A PANEL OF CONVEYANCERS TO REGISTER PROPERTIES FOR THE NORTHERN CAPE DEPARTMENT OF COGHSTA				

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)**

Larry Moleko Louw Building; 9 Cecil Sussman Road; Kimberley

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO**

CONTACT PERSON	<b>Karel Visagie</b>	CONTACT PERSON	<b>Marvelous Seele</b>
TELEPHONE NUMBER	<b>053 807 9723</b>	TELEPHONE NUMBER	<b>053 830 9574</b>
FACSIMILE NUMBER		FACSIMILE NUMBER	
E-MAIL ADDRESS	<b>kvisagie@nccoghsta.gov.za</b>	E-MAIL ADDRESS	<b>mseele@nccoghsta.gov.za</b>

**TECHNICAL ENQUIRIES MAY BE DIRECTED TO:**

**SUPPLIER INFORMATION**

NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA
<i>ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]			<i>ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

**QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>	

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF COGHSTA

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:  
 .....  
 .....

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?  
**YES/NO**

2.3.1 If so, furnish particulars:  
.....  
.....

**3 DECLARATION**

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

---

<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.**

**I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....

**Signature**

.....

**Date**

.....

**Position**

.....

**Name of bidder**

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the 90/10 preference point system.
- b) The applicable preference point system for this tender is the 80/20 preference point system.
- c) Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

**The maximum points for this tender are allocated as follows:**

	POINTS
<b>PRICE</b>	10
<b>SPECIFIC GOALS</b>	10
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference

1.6 points for specific goals are not claimed.

1.7 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

**P<sub>s</sub>** = Points scored for price of tender under consideration

**P<sub>t</sub>** = Price of tender under consideration

**P<sub>min</sub>** = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20**

**or**

**90/10**

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \quad \text{or} \quad P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

#### Where

**P<sub>s</sub>** = Points scored for price of tender under consideration

**P<sub>t</sub>** = Price of tender under consideration

**P<sub>max</sub>** = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

*(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.*

*Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)*

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) To be completed by the tenderer)	Number of points claimed (80/20 system) To be completed by the tenderer)

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[Tick applicable box]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

	..... <b>SIGNATURE(S) OF TENDERER(S)</b>
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

**COGHSTA SPECIFIC GOALS**

**1. 80/20 preference point system**

**80/20 preference point system for acquisition of goods or services with Rand value equal to or below R50 million**

- i. The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$P_s = 80 \frac{(1 - P_t - P_{min})}{P_{min}}$$

Where-

- Ps = Points scored for price of tender under consideration;
- Pt = Price of tender under consideration; and
- Pmin = Price of lowest acceptable tender

- ii. A maximum of 20 points may be awarded to a tenderer for the specific goals specified for the tender.
- iii. The points scored for the specific goal must be added to the points scored for the price and the total must be rounded to the nearest two decimal places.
- iv. Subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract must be awarded to the tenderer scoring the highest points.

The following table must be used to calculate the score out of 20 for specific goals:

Specific Goal	Number of Points
100% or more Women or Youth owned company	
Less than 100% Women or Youth owned company	
100% Black owned Company	
Less than 100% Black owned Company	
100% People living with disability	
Locally owned companies	
Maximum obtainable points	20

The following must be noted for the allocation of 20 points:

- A tenderer might be requested to submit proof of its B-BBEE status level of contributor.
- A share certificate and or CIPC information of the company might be requested to be able to verify ownership
- Any other relevant evidence can be requested from the tenderer to substantiate the claim for the 20 points from any of the above specific goals on the table.
- CSD printout must accompany all submission documents
- The above points can be increased, reduced and split to more than one specific goal, depending on the requirements of the bid and specifications, however when such is increased or reduced, the information must be published correctly to the bidder at the time of advert of tender, but total points must not exceed 20 points.
- Locality points will be allocated to any company with a valid and verifiable address in the Northern Cape, e.g. CIPC, SARS etc. A lease agreement must have substantiating legitimate evidence relating to the Northern Cape the address claimed, such as proof of rental payment and receipt of rentals by both the lessee and lessor.
- If the price offered by the tenderer scoring the highest points is not reasonable, COGHSTA must not award the contract to the tenderer
- COGHSTA may negotiate a reasonable price with the tenderer scoring the highest points or cancel the tender
- If the tenderer does not agree to a reasonable price, negotiate a reasonable price with the tenderer scoring the second highest points or cancel the tender
- If the tenderer scoring the second highest points does not agree a reasonable price, negotiate a reasonable price with the tenderer scoring the third highest points or cancel the tender.
- If a reasonable price is not agreed as envisaged, COGHSTA must cancel the tender

## 2. 90/10 preference point system

### 90/10 preference point system for goods or services with Rand value above R50 million

- i. **The following formula must be used to calculate the points out of 90 for price in respect of a tender with a Rand value above R50 million, inclusive of all applicable taxes:**

$$P_s = 90 \left( \frac{1 - P_t - P_{\min}}{P_{\min}} \right)$$

Where:

$P_s$  = Points scored for price of tender under consideration;

$P_t$  = Price of tender under consideration; and

$P_{\min}$  = Price of lowest acceptable tender.

- ii. A maximum of 10 points may be awarded to a tenderer for the specific goals specified for the tender.
- iii. The points scored for the specific goal must be added to the points scored for the price and the total must be rounded to the nearest two decimal places.
- iv. Subject to section 2(1)(f) of the Preferential Procurement Policy Framework Act, 2000, the contract must be awarded to the tenderer scoring the highest points.



The following table must be used to calculate the score out of 10 for specific goals:

Specific Goal	Number of Points
<b>100% or more Women or Youth owned company</b>	<b>5</b>
<b>Less than 100% Women or Youth owned company</b>	<b>2</b>
<b>100% Black owned Company</b>	<b>5</b>
<b>Less than 100% Black owned Company</b>	<b>2</b>
<b>100% People living with disability</b>	<b>5</b>
<b>Locally owned companies</b>	<b>2</b>
<b>Maximum obtainable points</b>	<b>10</b>

The following must be noted for the allocation of 10 points:

- A tenderer might be requested to submit proof of its B-BBEE status level of contributor.
- A share certificate and or CIPC information of the company might be requested to be able to verify ownership
- Any other relevant evidence can be requested from the tenderer to substantiate the claim for the 10 points from any of the above specific goals on the table.
- CSD printout must accompany all submission documents
- The above points can be increased, reduced and split to more than one specific goal, depending on the requirements of the bid and specifications, however when such is increased or reduced, the information must be published correctly to the bidder at the time of advert of tender, but total points must not exceed 10 points.
- Locality points will be allocated to any company with a valid and verifiable address in the Northern Cape, e.g. CIPC, SARS etc. A lease agreement must have substantiating legitimate evidence relating to the Northern Cape the address claimed, such as proof of rental payment and receipt of rentals by both the lessee and lessor
- If the price offered by the tenderer scoring the highest points is not reasonable, COGHSTA must not award the contract to the tenderer
- COGHSTA may negotiate a reasonable price with the tenderer scoring the highest points or cancel the tender
- If the tenderer does not agree to a reasonable price, negotiate a reasonable price with the tenderer scoring the second highest points or cancel the tender
- If the tenderer scoring the second highest points does not agree a reasonable price, negotiate a reasonable price with the tenderer scoring the third highest points or cancel the tender.
- If a reasonable price is not agreed as envisaged, COGHSTA must cancel the tender

**CONTRACT FORM – PURCHASE OF GOODS / WORKS**

**THIS FORM MUST BE COMPLETED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS**

**PART 1 (TO BE COMPLETED BY THE BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution) ..... in accordance with the requirements and specifications stipulated in bid number ..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
  
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) bidding documents, viz
    - Invitation to bid;
    - Tax Clearance Certificate
    - Pricing Schedule(s);
    - Technical Specification(s);
    - Specific goals in terms of the Preferential Procurement Regulations, 2022 (Government Gazette No. 2721);
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  - (ii) General Conditions of Contract; and
  - (iii) Other (specify)
  
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the tendered Remeasurable quoted cover all the goods and/or works specified in the bidding documents; that the tendered Remeasurable cover all my obligations and I accept that any mistakes regarding the tendered Remeasurable and calculations will be at my own risk.
  
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
  
5. I declare that I have no participation in any collusive practices with any Bidder or any other person regarding this or any other bid.
  
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

WITNESSES	
1.	.....
2.	.....
DATE:	.....



**CONTRACT FORM – PURCHASE OF GOODS / WORKS**

**PART 2 (TO BE COMPLETED BY THE PURCHASER)**

1. I, ..... in my capacity as .....  
accept your bid under Reference Number ..... dated .....  
for the supply of goods / works indicated hereunder and/or further specified in the annexure(s).

2. An official order indicating delivery instructions is forthcoming.

3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED), EXCL 14% VAT	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1. ....

2. ....

DATE: .....

**DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS (COGHSTA) NORTHERN CAPE**

**NC/17/2025**

**APPOINTMENT OF A PANEL OF CONVEYANCERS TO REGISTER PROPERTIES FOR THE NORTHERN CAPE DEPARTMENT OF COGHSTA FOR A PERIOD OF FIVE (5) YEARS**

EMPLOYER:

THE HEAD OF DEPARTMENT  
DEPARTMENT OF COOPERATIVE GOVERNANCE,  
HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS  
PRIVATE BAG X5005  
KIMBERLEY  
8300

**TENDERER** : \_\_\_\_\_

**CSD Nr** : \_\_\_\_\_ **TCS PIN** :

**1. TENDER**

**The Northern Cape Department of Co-Operative Governance, Human Settlements & Traditional Affairs (hereinafter referred to as CoGHSTA); APPOINTMENT OF A PANEL OF CONVEYANCERS TO REGISTER PROPERTIES FOR THE NORTHERN CAPE DEPARTMENT OF COGHSTA FOR A PERIOD OF FIVE (5) YEARS**

# TERMS OF REFERENCE

**DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL  
AFFAIRS (COGHSTA) NORTHERN CAPE**

**NC/17/2025**

**APPOINTMENT OF A PANEL OF CONVEYANCERS TO REGISTER PROPERTIES FOR THE  
NORTHERN CAPE DEPARTMENT OF COGHSTA FOR A PERIOD OF FIVE (5) YEARS**

**EMPLOYER:**

**THE HEAD OF DEPARTMENT  
DEPARTMENT OF COOPERATIVE GOVERNANCE,  
HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS  
PRIVATE BAG X5005  
KIMBERLEY  
8300**



# **THE DEPARTMENT CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS NORTHERN CAPE**

## **NC/17/2025**

**REQUEST FOR TENDERS**

**APPOINTMENT OF A PANEL OF CONVEYANCERS TO REGISTER PROPERTIES FOR THE NORTHERN  
CAPE DEPARTMENT OF COGHSTA FOR A PERIOD OF FIVE (5) YEARS**

**DOCUMENT PREPARED BY:**

**COGHSTA NC PMU**

**9 CECIL SUSSMAN ROAD**

**KIMBERLEY**

**8301**

**JANUARY 2026**

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## 1. **PURPOSE**

To appoint conveyancers for a period of five (5) years (2026-2031) to administer all processes pertaining to the transfer of properties, both Pre and Post Democracy, as well as to attend to the Opening of Township Registers in the Deeds Office on behalf of the Northern Cape Department of Co-Operative Governance, Human Settlements and Traditional Affairs.

## 2. **BACKGROUND**

The Government has constructed houses Pre and Post Democracy which have not been transferred to legal beneficiaries. The affected properties are located in all townships across the Northern Cape Province. It has also been observed that registration of title deeds to beneficiaries is hampered by lack of or incomplete Township Registers at the Deeds Office.

The NDoHS has therefore decided to conduct a Title Deeds Restoration Project (TDRP) whose objective is to determine the Title Deeds backlog and facilitate that all rightful occupiers of state housing receive their legal proof of property ownership in the form of a Title Deed. In addition, it emphasizes the handing over of the Title Deed to the beneficiary. This Project was launched by the Minister.

The Department has embarked on a process of conducting Deeds searches, with information sourced from HSS and the Surveyor General's Office. Furthermore, the Department will be working closely with municipalities to confirm the number of townships per municipality, the status of each township in terms of township establishment process and determining the number of approved residential sites based on approved SG layout plans.

Currently the department has various projects emanating from old projects/backlogs on registrations. Once a conveyancer has been allocated a specific region, their responsibility will be to do thorough ground work and analysis on all the statistics in the specific municipalities under the appointed Region, investigate and report back to the department as well as processing/registrations of General Plans, application for lost title deeds, late estate matters, rectifications of old title deeds, and other related matters.

**3. SCOPE OF WORK, INCLUDING BUT NOT LIMITED TO:**

To facilitate the security of tenure for individual ownership of low-cost properties constructed Pre and Post Democracy by using state subsidization up to the prevailing individual housing subsidy amount, including, inter alia, but not limited to the following categories of persons who:

- 3.1 The Conveyancers expertise is required for the opening and upgrading of Township Registers with the deeds office.
- 3.2 Rectification Transfers
- 3.3 Deceased Estates
- 3.4 Transfer of low-cost housing properties
- 3.5 Registration of Deed of Grants
- 3.6 Regulation 68(1) and Section 16 Applications
- 3.7 Work will be assigned by the department when specific expertise is required. The appointed service provider must be able to commence work as specified in the appointment letter with department.
- 3.8 Generally, timeframes cannot be pre-determined; therefore, the duration of any given instruction will depend on the operational urgency of the department's needs as well as the nature and scope of the work to be done.

**4. REQUIRED COMPETENCIES AND/OR SKILLS OF SERVICE PROVIDER/S**

The expertise and competencies mentioned below are compulsory to successfully implement these projects:

- 4.1 Admitted Conveyancers
- 4.2 Bachelor's degree in law (LLB and/or B.Proc)
- 4.3 Financial management
- 4.4 Social facilitation
- 4.5 Project management

## **5. RESPONSIBILITIES**

### **5.1 Provincial Department of Co-operative Governance, Human Settlements and Traditional Affairs (COGHSTA):**

- 5.1.1 Beneficiary identification through profiling, to establish the identity and entitlement of a person claiming ownership;
- 5.1.2 Pay the service provider based on delivery and milestones agreed upon.
- 5.1.3 Compile the list of approved beneficiaries and submit to the Service Provider.
- 5.1.4 Validate the reports submitted by the service providers;
- 5.1.5 Introduction of appointed service provider to affected municipalities.
- 5.1.6 Identify potential beneficiaries through deeds searches and align with HSS status reports.
- 5.1.7 Provide HSS status reports to service provider.
- 5.1.8 Confirm registration documents and beneficiaries with relevant municipalities.
- 5.1.9 Hand over registered deeds of transfer/grant to approved beneficiaries.
- 5.1.10 Liaise with affected municipalities to source assistance and relevant documentation.
- 5.1.11 Liaise with sister Departments for the necessary co-operation and exchange of documents.
- 5.1.12 Convene ad hoc Steering Committee meetings.
- 5.1.13 Process claims submitted by Service Provider.
- 5.1.14 Liaise with the Office of the Surveyor General in sourcing all relevant data to enable Service Provider to execute tasks.
- 5.1.15 Ensure that Township Registers for affected areas are in order/updated to allow for effective registration of Title Deeds for approved beneficiaries.
- 5.1.16 Engage with relevant Municipalities, Town Planners and Land Surveyors (where necessary) to assist towards achieving the set goals

### **5.2 The Service Provider (Conveyancer)**

**(Please refer to Annexure A of this document as well)**

- 5.2.1 Conduct beneficiary physical verification and ensure that the information is reconciled with the HSS data;
- 5.2.2 Collect correct data, assess and confirm the status of each property and beneficiary before transfer;
- 5.2.3 Obtain and/or complete registration documents from legal tenants, municipalities and the Department;
- 5.2.4 Prepare and print deeds for approved beneficiaries and/or successors in title;

- 5.2.5 Cancel charge(s) with the Deeds Registrar in respect of all endorsements; application for lost copies should include Verlore Akte (lost copy) endorsement.
- 5.2.6 Lodge deeds with the Registrar of Deeds; and
- 5.2.7 *Deliver to the Department the following:-*
  - a. Original Title Deeds
  - b. Submit signed Conveyancer Certificate of all registrations (soft and hard copy)
  - c. Original Invoice
- 5.2.8 Drafting, preparation and lodgment of deeds of transfer documents at the Deeds Office.
- 5.2.9 Ensure that properties are registered in the names of both spouses where applicable
- 5.2.10 Confirm the status of properties and beneficiaries using own systems and Deeds accounts (e.g. Windeed).
- 5.2.11 Provide monthly and ad hoc progress reports to the Department electronically as per prescribed departmental template.
- 5.2.12 Rectify mistakes on the deeds of Grant/Title Deeds that happened during the validity of their contracts at their own cost.
- 5.2.13 Compulsory attendance of quarterly or as when requested, progress meetings convened by the Department.
- 5.2.14 Assess the status of Township Registers with the Deeds Office, Municipalities and Surveyor General Office
- 5.2.15 Ensure that general plans for affected areas are verified/amended and lodged with the Registrar of Deeds where applicable.
- 5.2.16 Certify the conditions of establishment with Municipalities for inclusion in the Township Registers.
- 5.2.17 Ascertain the validity and possible removal of interdicts, where applicable, as a condition in the Township Title Deeds.
- 5.2.18 Submit Project Implementation Plan within prescribed timeframe
  
- 5.3 Endorsement of pre-emptive clause in registered Title Deeds or deeds of grant for all approved beneficiaries for a period of eight (08) years as per provisions of the Housing Act no 107 of 1997.

## **6. ACCOUNTABILITY AND REPORTING**

6.1 Produce monthly and ad hoc progress reports (Non-financial and financial)

6.2 Project Completion Hand over Report submitted (final stage/close-up report).

## **7. GENERAL**

### **7.1 MEETINGS**

Conveyancers are responsible to engage with the respective Municipal Manager and relevant Housing Officials, Municipal Legal Officials and Councillor of the specific area to discuss related title deed matters.

The conveyancer should ensure their availability as requested by the department and/or municipality to attend Community Meetings.

### **7.2 PHYSICAL VERIFICATION**

The appointed conveyancer is responsible for all his/her travelling and logistical arrangements for conducting physical verifications with the community in collaboration with the housing official and the councillor and possibly work on weekends if requested by the department.

### **7.3 DEVIATIONS PERTAINING TO REGISTRATIONS**

Any deviations found on the ground during physical verifications must be reported to the Department in writing and should not be dealt with without a formal instruction to do so from the department.

### **7.4 THE 8 YEAR PRE-EMPTIVE CLAUSE**

In terms of Section 10A and 10B of the Housing Act 107 of 1997, the 8-year Pre-Emptive clause must be included in all Title Deeds such 8-year time period to run from date of which the property was acquired.

### **7.5 TITLE DEED COVER**

All Title Deeds must be submitted to the department in a title deed bound with a hard cover.

## **7.6 DEED SEARCHES**

Deed searches on the respective erven must be run before completing the transfer process at the cost of the conveyancer.

## **7.7 REPORTING**

The appointed Conveyancer will be expected to submit compulsory monthly reports indicating the status of the registration process to the Department.

Non-performance of a conveyancer will be reported the Departmental Supply Chain Management Unit, who will report the poor or non-performance to the relevant Legal Bodies/Authorities.

## **7.8 SERVICE LEVEL AGREEMENT**

The appointed conveyancer will enter into a Service Level Agreement with the department which will stipulate specific contract conditions for the review of non-performance, timeframes and milestones which must be strictly adhered in order to successfully complete the registration process.

## **8. EVALUATION**

### **THIS BID WILL BE EVALUATED IN TWO PHASES:**

Phase 1: Administrative Compliance and Bid Conditions

Phase 2: Technical Evaluation (Functionality)

### **8.1 Phase 1: Administrative Compliance and Bid Conditions**

The following mandatory returnable documents and requirements should be adhered to and be provided in the proposals.

- 8.1.1 Original certified copies, not older than six months, of Identity documents of technical team (Conveyancers)/directors.
- 8.1.2 CV(s) and original certified copies of qualification documents of technical team (Conveyancers) are required. All certified copies should not be older than six months.
- 8.1.3 Proof of registration with Legal Practice Council as a Conveyancer(s) is compulsory.
- 8.1.4 Completed and signed Compulsory Standard Bid Documents (SBD1, SBD2, SBD4, SBD 6.1, SBD 7.1 ) which form part of the tender document.

- 8.1.5 Closing time for all bids is 11h00 on the closing date. Bids received after the specified closing time on the closing date shall be regarded as late and will not be accepted.
- 8.1.6 Bids submitted through e-mail or fax will not be considered.
- 8.1.7 Each bid must be lodged in a sealed separate envelope with the name and address of the bidder, bid number and closing date.
- 8.1.8 Bidders must make use of the prescribed bid documents. Do not retype or copy.
- 8.1.9 Use of tippex is prohibited.
- 8.1.10 No amendments without initializing will be accepted.
- 8.1.11 The Department will not enter into a contract with service providers who are not registered on the Centralized Supplier Database (CSD) and who are not tax compliant.
- 8.1.12 Deviation from Specifications/Terms of Reference is not permitted.
- 8.1.13 No Joint Venture agreements or MOU's are permitted.

#### **OTHER MANDATORY REQUIREMENTS**

- The Bachelor of Laws (LLB/ BProc)
- Certified copy of certificate as a Admitted Conveyancer
- Certified copy of a Fidelity Fund Certificate (2025).
- Certified letter to the Firm from the Legal Practice Council (LPC) for a good standing as a member of the Council.
- CV and certified copies of qualifications
- 1. Firm Organogram
  2. Tax Compliant Certificate.
  3. BBBEE Certificate. / Specific goals)
  4. Professional Indemnity.
  5. Company Profile:



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**COGHSTA**

Co-operative Governance  
Human Settlement & Traditional Affairs