



Ga-Segonyana Local Municipality

INVITATION TO BID

BID NO: 02/2021-22

**Compilation of the General Valuation Roll and
Supplementary Valuation Rolls 2022/23 - 2028**

BID SPECIFICATION

BID NO: 02/2021/22

THE COMPILATION AND MAINTANANCE OF THE GENERAL VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLL AND AS WELL AS THE SUPPLY OF OTHER VALUATION RELATED SERVICES FOR THE FINANCIAL YEAR/S

1 JULY 2023 TO 30 JUNE 2028

IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT NO. 6 OF 2004)

1. INTRODUCTION

The Ga-Segonyana Local Municipality is calling for Bids from experienced and suitably qualified valuers for the compilation of the supplementary valuation rolls, review of rates policy and amendment of the general valuation roll in terms of the Act, for the following areas within its area of jurisdiction:

- **Kuruman**
- **Wrenchville**
- **Mothibistad**
- **Bankhara-Bodulong**
- **Ga-Segonyana Farms**
- **Rural Farms-Villages (Government Institutions e.g. Schools, Clinics, etc)**

The valuation process generates a substantial percentage of municipality's income and therefore the municipality could suffer significant detriment, if the valuation services provided are not accurate. There is also a significant customer service focus associated with the valuation process that impacts on the municipality's image.

The successful Bidder(s) must commit themselves to strict confidentiality both during and after valuations task.

Bidder(s) must ensure that no conflict of interest occurs during the valuation process and if any potential conflict arises, the Bidder must advise municipality accordingly.

Bidder(s) will be required to prepare a project plan in terms of Schedule 7 and to adhere to the time schedules

detailed therein.

Municipality will provide the Bidder with certain data as detailed in paragraph 13 hereof.

Any further data or information required to fulfil the requirements of the Act and the specific requirements of the municipality shall be for the sole account and responsibility of the Bidder.

2. QUALIFICATION OF MUNICIPAL VALUER AND/OR ASSISTANT MUNICIPAL VALUER

In terms of Section 39(1)(a) only a person registered as a Professional Valuer or Professional Associated Valuer in terms of the Property Valuers Profession Act, 47 (Act No.47 of 2000) may be designated as the Municipal Valuer.

The Bidder must nominate the person to be designated as the Municipal Valuer by completing Schedule 1 (A).

In terms of section 39(2)(a) where the municipality requires the appointment of Assistant Municipal Valuers only, such Assistant Municipal Valuer must be nominated by the Bidder completing Schedule 1 (B).

Where the municipality requires the services of a Municipal Valuer, Bidder shall be entitled to nominate a Municipal Valuer to be appointed under his control and authority.

In such cases Schedule 1 (A) and 1 (B) must be completed.

The municipality reserves the right to:

Fully investigate the qualifications, experience and performance of the Bidder(s) nominated person/s in terms of Schedules 1 (A) and 1 (B) hereof by reference to:

- Previous valuation board hearings;
- Appeal board hearings;
- Arbitration and supreme courts;
- General standing of the nominated person/s within the valuation profession;
- Municipality shall be entitled to obtain references from any professional body that the nominated person/s is associated with;
- Municipality reserves the right to interview the nominated person/s

The Bidder(s) nominated person/s if appointed by the municipality as either the Municipal Valuer and/or Assistant Municipal Valuer may not cede or assign his appointment to any other valuer unless such cession and/or assignment has been approved in writing by the municipality. Should such person/s for any reason whatsoever no longer be associated or employed by Bidder, municipality reserves the right to cancel this agreement and hold the Bidder and/or appointed Municipal Valuer liable for any damages it may suffer as a result thereof.

The municipality shall not be obliged to approve any request for cession and/or assignment.

The nominated and designated Municipal Valuer and/or Assistant Municipal Valuer will be responsible for the full compliance of the functions and duties of the valuer as set out in the Act as well as fulfilling all the requirements of this Bid.

The Municipal Valuer and/or Assistant Municipal Valuer do by their signature of Schedules 1 (A) and 1 (B) bind themselves jointly and severally with Bidder to fulfil all terms and conditions of this Bid together with all schedules.

The Municipal Valuer and/or Assistant Municipal Valuer will be required upon appointment, to comply in terms of Section 43(1)(c) with the Code of Conduct set out in Schedule 2 of the Municipal System Act 2000 (Act No.32 of 2000).

3. SERVICES REQUIRED

Bidders are invited from experienced and suitably qualified Bidder(s) to **compile and maintain the General Valuation Roll and Supplementary Valuation Rolls for the following financial years:**

1 July 2023 to 30 June 2028

In addition to compiling the said valuation rolls,

Bidder's nominated person/s will be required to assist municipality in;

- 1) Review of the Rates Policy and by-laws in terms of the Act in regard to valuation matters.
- 2) Community Participation and Public Awareness relating to the valuation and objection process
- 3) Attending to Valuation Enquiries on behalf of the municipality
- 4) Submit a certified supplementary valuation at least once a year

Bidder's nominated person/s will be required to undertake the following functions and/or services:

- 5) Valuation of different categories of properties in terms of Section 8(2)
- 6) Valuation of multiple purpose properties in terms of Section (9) and the review thereof, if so required by the Municipality.
- 7) Exemptions, reductions or rebates in terms of Section 15 and the review thereof, if required by municipality.
- 8) Compile valuations in terms of Section 7(1) and subject to the provisions of Section 30(2), where applicable.
- 9) Compliance with the provisions of Section 30.
- 10) Compile the valuation roll as at date of valuation in terms of Section 31.
- 11) Comply fully with Section 34 – Functions of Municipal Valuer
- 12) Section 36 – Data Collectors. Assume responsibility for their performance.
- 13) Comply with Section 37 – Delegation where applicable and if necessary.
- 14) Comply with Section 39 – Qualifications of Municipal Valuers.
- 15) Comply with Section 40 – Prescribed Declarations.
- 16) Comply with Section 41 – Inspection of property within defined days and times.
- 17) Comply with Section 42 – Access to Information
- 18) Comply with Section 43 – Conduct of Valuers
- 19) Comply with Section 44 – Protection of Information
- 20) Comply with Section 45 – Valuation methodology and Section 13 hereof.
- 21) Comply with Section 46 – General basis of valuation.
- 22) Comply with Section 47 – Sectional Title Schemes.
- 23) Comply with Section 48 – Content of valuation roll including any additional information that the municipality may require in terms of this Bid.
- 24) Comply with Section 51 – Processing of objections, if so required by municipality
- 25) Comply with Section 52(1)(3) – Compulsory review
- 26) Comply with Section 53 – Notification.
- 27) Comply with Section 69 – Decision of Valuation Appeal Board and Section 34(f).
- 28) Comply with Section 78 – Supplementary valuation including annual reviews of multiple properties in terms of Section 9 and properties affected in terms of Section 15 of the Act, if so required by municipality.

4. DEFINITIONS

Date of Valuation	: shall mean the Date of Valuation as determined by municipality in terms of the Act;
Date of Draft Submission	: shall mean the date upon which the municipality if so required by them requires by them Requires the nominated person to submit data relevant to the valuation roll to enable the municipality to use such data in the preparation of their rates policy and tariffs;
Date of Final Submission	: shall mean the date upon which the certified roll/s are handed to the municipality by the Nominated person(s)
	Bidder shall be required to assist the municipality to compile a register of Specialised Properties that will enable municipality to easily refer at any time to such properties
	The register will reflect the property description and method of valuation applied. Where generally recognised methods of valuation are not appropriate in the determination of value, for properties of this nature, the nominated person will be required to obtain the written approval from

the municipality for the method of valuation or technique of valuation to be applied in the valuation of such properties;

Data and Information : Includes valuations, calculations, spreadsheets, data bases, files, maps analysis and systems, whether electronic or hard copy, photographs, field sheets, aerial photographs and/or satellite imagery and/or copies thereof, GIS data, including cadastral and other spatial data, deeds records, sale and rental records and/or any other information that is obtained and used in the fulfilment of this Bid;

Data Ownership : All data obtained collected and/or utilised in the compilation and maintenance of the valuation roll and supplementary valuation rolls belongs to the municipality.

Data Transfer : All data utilised and/or collected by Bidder including that of the data captures, will be Transferred by the Bidder to the municipality on a minimum of a monthly basis and in a format mutually agreed upon. Wherever possible all data should be collected and transferred in a recognised electronic format.

Property Master File : shall be defined as a property master file containing all property records of the Municipality relating to the valuation roll whether registered or not at date of valuation. Bidder will be required to record changes and maintain the property master file on an ongoing basis after creation thereof. The total number of valuation entries contained in the master file may vary from the number of entries appearing in the valuation roll. The Property Master File will include properties forming part of the township owner's interest Account whether registered or not. The master file will also include the entries of Agricultural holdings excised into farms, farms proclaimed into townships and erven Consolidated.

Upon proclamation of a township, Bidder will create the individual entries of all erven

Comprising that township in the master file. Bidder shall thereafter administer the

Township owner's interest account on an ongoing basis as and when entries comprising that township are registered. Unregistered subdivisions will be handled in the same manner as township owner interest accounts.

The purpose of the master file is to enable the public and officials of the municipality to have easy access to all properties registered or unregistered, forming part of either the master file and/or the valuation rolls of the municipality. The master file and/or valuation rolls will cross refer all entries that are no longer live deed office entries to their new counterparts appearing in the master file and/or valuation roll.

Where such information appears in the current valuation roll, it will be transferred to the new valuation roll. It will not be necessary to obtain historic information relating to unregistered entries, other than those appearing on the current valuation roll. All new unregistered entries are to be recorded on either the master file and/or the valuation rolls. All consolidations, excisions, notarial ties, township proclamations etc which result in unregistered records being created will be recorded from date of commencement of this Bid and shall continue for the full duration hereof.

5. PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000

Bidder will be required to fully comply with the requirements of the Access to Information Act, Act 2 of 2000.

In terms of the Promotion of Access to Information Act, Act 2 of 2000, municipality will be and compelled to provide certain information to the general public.

The Bidder as part of his function in collecting data on behalf of the municipality will be required to comply with the provisions of the Promotion of Access to Information Act, Act 2 of 2000. Accordingly, Bidder will be required to compile a manual as required in terms of Section 51 of the Promotion of Access to Information Act, Act 2 of 2000 and that such manual will be attached under Schedule 10 hereof.

Bidder will not be required to provide information obtained in terms of Section (42) of the Act of a confidential nature, unless required to do so in terms of Section (44) of the said Act.

This directive should if possible be incorporated in the manual submitted in terms of the Promotion of Access to Information Act, Act 2 of 2000

Bidder will however be required to supply any information that is of a general nature appearing in the valuation rolls and available to the public in the format prescribed by the municipality and against payment if so required.

Confidential Information is to be considered as information specific to a property and unique thereto where such information is not available to the general public.

Examples are: rentals, details of leases, purchase and sale of member's interest in a close corporation, sale of shares in a company owning property, turnover clauses etc.

Such information may only be disclosed in terms of Section (44) of the Act.

6. CONFIDENTIALITY

In the process of collecting data and information in terms of Section 42 of the Act, Bidder will have access to sensitive and confidential information. All data accessed, obtained or collected by Bidder and/or data collectors must all times be kept confidential and not be disclosed. Bidder will comply in full with the provisions of Section 44 of the Act.

In addition, data may not be used for personal gain by the Bidder or the Bidder's business, any employee, subcontractor or any agent of the Bidder or any other person, body or organization receiving the information or data through the Bidder, or any their employees or agents.

Failure to observe these conditions will constitute a breach of contract, which could result in termination of this contract.

7. PENALTIES AND DEFAULTS

It is a specific condition of this Bid that Bidder is required to perform his task to acceptable standards and shall be obliged to meet the deadlines determined by the municipality.

In the event of Bidder not conforming to the standards required by the municipality as contained in the Bid document, Bidder shall be given 30 days written notice to remedy such default which, the municipality will be allowed to cancel this appointment without further notice.

Serious default of this contract shall include but not be limited to

- Non compliance to submission dates
- Breach of confidentiality and/or conflict of interest
- Inadequate valuation performance in terms of Section 51 and 52 of the Act and/or the results of any Valuation Appeal Board arising from this Bid
- Inadequate valuation result measured against monitoring
- Non – compliance with the Act and any other conditions referred to this Bid
- Dishonestly
- Corruption

In the case of dishonestly or corruption the municipality may terminate this appointment on immediate proof of conviction being made available to municipality.

8. INSURANCE

Bidder shall submit proof in terms of Schedule 9 hereof relating to Professional Indemnity Insurance relating to the nominated person/s to a minimum value of R 1 000 000.00 and Public Liability Insurance held by Bidder for a minimum value of R 500 000.00.

9. VALUATION SUMMARY

The valuation roll to be compiled in terms of Section 34(b) of the Act together with the compilation of annual supplementary valuation rolls

The following is an approximate summary of the number of entries appearing in the current Valuation roll

ZONING	NUMBER OF PROPERTIES
Residential	8135
Business	315
Industrial	173
Vacant Land	452
Multi-Purpose	114
Farms, Agricultural & Game Farms (including lodges on farms)	333
Municipal	1607
Properties owned by the state	124
TOTAL	11253

Bidder(s) shall base their Bid on the estimated number of entries above. Upon submission of the certified valuation roll an adjustment based on the actual number of entries as reflected in the Property Master will be made and compared to the above estimated. The Bid price will then be adjusted pro data on the difference of entries and the price will be calculated on the type of category relating to the entry under Schedule 5 hereof.

Bidder shall provide municipality with documented proof of the total number of entries contained in the property master file and the municipality reserve the right to check, audit and verify such entries.

10. OBJECTIONS

Bidder must comply with the provisions of Section 51, 52 & 53 of the Act. The cost of complying with the objection process is reflected in Schedule 5.

11. APPEALS

The Bidder must attend all hearings of the Valuation Appeal Board. The cost of attending to the hearings is reflected in Schedule 5.

12. DATA COLLECTION AND DATA COLLECTION SYSTEM

Bidder will be fully responsible for the obtainment of all data necessary for Bid to compile the Valuation Roll and Supplementary Valuation Rolls as provided for in paragraph 13 hereunder.

13. INFORMATION AND SERVICES TO BE PROVIDED BY THE MUNICIPAL AND/OR BIDDER

13.1 UPON APPOINTMENT, THE MUNICIPALITY WILL PROVIDE BIDDER WITH THE FOLLOWING DATA

1. Current Valuation Roll
2. Copies of all Supplementary Valuation Roll
3. Available data such as field sheets, valuation records etc.

13.2 DATA RELATING TO COMPILATION OF THE VALUATION ROLL

FUNCTION MUNICIPALITY TO PROVIDE BIDDER TO PROVIDE/OBTAIN

FUNCTION	MUNICIPALITY TO PROVIDE	BIDDER TO PROVIDE/OBTAIN
1 Aerial photographs/satellite imagery		✓
2 Building plans	✓	
3 Bulk deeds download at commencement date		✓
4 Cadastre	✓	
5 Copies of all offers received to purchase and/or lease Municipal properties	✓	
6 Copies of all sales/rental agreements relating to properties sold by municipality whether registered or not	✓	
7 Copies of all consent use applications received, approved or declined	✓	
8 Copies of all township applications, rezoning, consolidations, notarial ties submitted to municipality	✓	

9 Copies of all approvals and/or rejections by municipality of the above	✓	
10 Copies of all policy decisions relating to immovable property within municipality	✓	
11 Copies of water and electricity deposits relating to properties not previously connected	✓	
12 Development Plan	✓	
13 Geographic information system monthly maintenance thereof if applicable	✓	
14 Monthly Deeds downloads	✓	
15 Monuments and Heritage building declared from time to time	✓	
16 Occupation Certificates where available	✓	
17 Planned roads and other infrastructural services, i.e. proposed reservoirs, power lines sewer mains, water mains, etc.	✓	
18. Regular report of properties affected by environmental restraints or subjected to onerous environmental impact assessment requirements ongoing	✓	
19 Report of properties affected by environment restraints or subjected to onerous environmental impact assessment requirement requirements	✓	✓
20 Reports on properties that are adversely affected by adverse soil conditions or prohibition on development i.e land subject to dolomite etc.	✓	
21 Town planning scheme	✓	
22 With each approved subdivision, consolidation and/or Township Proclamation or opening of a Township Register, - Copy of Proclamation Notice - Amendment scheme - Services agreement	✓	

13.3 SUPPLEMENTARY VALUATION ROLL

The table below specifies data available to Bidder by the Municipality and what data is required. Bidder shall obtain/ provide data at their cost.

DATA RELATING TO THE COMPILATION OF SUPPLEMENTARY VALUATION ROLLS

FUNCTION MUNICIPALITY TO PROVIDE BIDDER TO PROVIDE/OBTAIN

FUNCTION	MUNICIPALITY TO PROVIDE	BIDDER TO PROVIDE/OBTAIN
1 Aerial photographs/satellite imagery		✓
2 Building plans and schedule of monthly completed buildings.	✓	
3 Cadastre monthly updates	✓	
4 Monthly copies of all offers received to purchase and/or lease Municipal properties	✓	
5 Monthly copies of all sales/ rental agreements relating to properties sold by municipality whether registered or not	✓	
6 Monthly copies of all consent use applications received, approved or declined	✓	
7 Monthly copies of all township applications, rezoning, consolidations, notarial ties submitted to municipality	✓	
8 Monthly copies of all policy decisions relating to immovable property within municipality	✓	
9 Monthly copies of water and electricity deposits relating to properties not previously connected	✓	
10 Development Plan and changes thereto	✓	
11 Geographic information system Monthly maintenance thereof – if applicable	✓	
12 Monthly clearance certificates	✓	
13 Monthly Deeds downloads		✓
14 Monuments and Heritage building declared from time to time	✓	
15 Occupational Certificate where available	✓	
16 Planned roads and other infrastructural services, i.e. proposed reservoirs, power lines, sewer mains, etc. – ongoing basis	✓	
17 Regular report of properties affected by environmental	✓	✓

restraints or subjected to		
onerous environmental impact		
assessment requirements –		
ongoing		
18 Reports on properties that are		
adversely affected by adverse		
soil conditions or prohibition on		
development i.e. land subject to		
dolomite etc.		
19 Town planning scheme –	✓	
updates thereof		
20 With each approved subdivision,	✓	
consolidation and/or Township		
Proclamation or opening of a		
Township Register		
-copy of Proclamation Notice		
-Amendment scheme		
-Service agreement		
21 Annual inspection and review of	✓	✓
section 9 & 15 properties		
referred to in the Act		
22 Monthly diagrams from surveyor	✓	
general		
23 Notice appearing in	✓	
government/provincial gazettes		
relating to properties within the		
municipality		
24 Annual review of rates policy	✓	✓
copy thereof		

Note: Where the municipality fails to provide the Bidder with any of the information it undertakes to do so in terms hereof resulting in delays being incurred in the compilation of the supplementary valuation and/or the supplementary valuation rolls, Bidder will not be held liable for any such delays. Bidder will however be held fully liable for any delays in the submission of supplementary valuations to the municipality.

Where the municipality are not fulfilling their obligations in terms of this paragraph Bidder will advise the Municipal Manager of such default and request that the default of municipality be rectified by them.

14. PRINTING AND BINDING OF ROLLS

Bidder shall be responsible for providing 3 copies of the valuation roll, one of which will be certified by him/her. The valuation rolls shall be printed in A3 or A4 format, back-to-back and shall be appropriately indexed.

The valuation roll shall be spirally bound and each volume shall be numbered and contain a cover and back page. All pages of the valuation roll shall be consecutively numbered. The printing and binding of the valuation roll shall be for the account of the Bidder. In addition, Bidder shall provide the municipality with an electronic copy of the valuation roll and supplementary rolls in a printable format.

Additional copies of the valuation roll and/or supplementary valuation rolls will be as indicated in Schedule 3 hereof.

15. VALUATION SYSTEM

Bidder shall satisfy municipality that its valuation system will adequately be capable of not only producing the valuation rolls, but also storing historic data necessary in terms of the Promotion of Access to Information Act, Act 2 of 2000. The minimum requirements of the Valuation System must be as follows:

15.1 If a mass valuation system is used by Bidder, the system must be compatible with the valuation system of the municipality if applicable.

15.2 The valuation system must be compatible with the GIS system utilized by the municipality as well as other management systems that are affected by the valuation process.

15.3 The valuation system must be compatible with the billing system of the municipality

15.4 The valuation system must have an audit trail and the system must be able to verify all data that has an influence on values.

15.5 It must have adequate securities and controls to ensure that critical valuation data cannot be manipulated or Corrupted

15.6 In the case of property data

The valuation system must be able to store changes relating to inter alia;
Land use, zoning, size, sub divisions, consolidations, excisions, notarial ties etc
Current and previous owners
Date of sale and transfer
Sale price
Title deed number
Servitudes
Caveats
Type of sale i.e. vacant or improved

15.7 In case of Valuations

All current and future valuations

All changes to valuations to be historically reflected

Ability to produce monthly supplementary rolls for auditing and checking purposes

15.8 Objections

The valuation system must be capable of recording objections and appeals and must reflect

Name of objector

Name of owner

Objection number

Entry required by objector

Decision of valuer

Reasons of valuer

Decision of appeal board

Existing valuations and valuations reflected in the valuation roll

Adjustments made by the appeal board

Historic records of all objections lodged in terms of the Act against the property from date of commencement and for the full duration hereof.

15.9 Other

The Valuation System must be capable of storing inter alia;

Building plan data where used in the valuation process, site plans, aerials photographs, GIS data, and all other pertinent data on a historic basis. Such data must be capable of being linked to each erf in a way that a full history of all data from date of appointment in terms of this Bid, pertaining to that erf can be extracted by reference to that erf.

The valuation system must be capable of extracting all properties that are subject to multiple entries, rebates, reductions or exemptions.

The valuation system must be able to extract properties on a specific owner type i.e. municipality properties, state owned properties as well as categories of properties in terms of the rates policy of the municipality.

The valuation system must also be able to extract vacant properties and other information that the municipality may require for statistical purposes.

The valuation system must be able to download data directly from the deeds office as well as recording

and linking properties from various databases with the property key number of the Surveyor General.

SCHEDULE 1 (A)

AFFIDAVIT, NOMINATION AND DECLARATION OF MUNICIPALVALUER

The Bidder hereby nominates the following person to designated by the municipality in terms of section 33 (1) as

the municipal valuer.

FULL NAMES

I.D. NUMBER

PROFESSIONAL QUALIFICATIONS

PROFESSIONAL REGISTRATION NO

(Attached certificate copy of certificate)

Have you ever been disqualified as a valuer? If yes, full details and reasons to be supplied

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Have you been summoned to appear at any disciplinary hearing of either the South African Institute of Valuers and/or South African Council for the Property Valuers Profession or other recognised professional bodies relating to the valuation profession? If yes, full details including date of hearing, presiding officer and outcome.

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WORK EXPERIENCE IN COMPILING MASS MUNICIPAL VALUATIONS

NAME OF MUNICIPALITY	PERIOD OF VALUATION ROLL	NO. OF PROPERTIES ON ROLL	REFERENCE	CONTACT NUMBER

List properties included in any of the valuation rolls compiled by you of a special nature / requiring specific skills, i.e. airport, mines, quarries, etc.

DESCRIPTION OF PROPERTY	TYPE OF PROPERTY	METHOD OF VALUATION	MUNICIPALITY

Have you compiled any valuation rolls utilizing GIS and/or Aerial Photography? If yes, provide full details:

NAME OF MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	PHONE NUMBER

Have you had any experience in reconciling cadastre data with deeds data and thereafter with the municipal valuation roll? If yes, provide full details

NAME OF MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	PHONE NUMBER

VALUATION BOARD HEARING EXPERIENCE

Have you appeared in front of any valuation boards in terms of previous legislation?

If yes:

NAME OF MUNICIPALITY	NAME OF CHAIRPERSON	NAME OF SECRETARY	DATE OF HEARING

VALUATION APPEAL BOARD HEARING

Have you appeared in front of a Valuation Appeal Board in terms of previous legislation or the Act?

If yes:

Name of Municipality	Name of Chairperson	Name of Secretary	Date of Hearing	No of appeals	No of appeals upheld by the board	What was the % reduction awarded by the board compared to the valuations compiled by you?

I, The undersigned _____

Do hereby make oath and say that:

The questionnaire has been completed by me in full.

I have not withheld any information in regards the completion of this questionnaire and that all information supplied by me is true and correct.

I do further declare that I have read all the Bid requirements including all schedules, forms and other information set out and confirm that I have fully acquainted myself with the terms and conditions thereof and fully understand the contents and implication of all such conditions.

I further undertake by my signature hereof (if I am not the Bidder) to bind myself jointly and severally with Bidder to fulfill all obligations and requirements of this Bid.

Signed by me at _____ this ____ day _____ 20____

**SIGNATURE: NOMINATED PERSON AS
MUNICIPAL VALUER**

JUSTICE OF PEACE / COMMISSIONER OF OATHS

I hereby certify that the deponent has acknowledged
That he/she knows and understands the contents of this
affidavit and that it was signed and sworn to before me

at _____ on the ____ day of _____ 20____

Justice of Peace/ Commissioner of Oaths