



## REQUEST FOR FORMAL WRITTEN QUOTATIONS

DATE:	PERSON DEALING WITH THE MATTER:	REFERENCE:	CLOSING DATE & TIME
03 November 2023	Ms S Mtshamba 060 982 3014	PSJLM-2023/24 Ref 38	13 – 11 - 2023 @11:00 AM

### Appointment Of Service Provider For Rezoning And Land Development Application.

All the items needed are listed in the attached schedule and Envelopes must be clearly marked **Appointment Of Service Provider For Rezoning And Land Development Application**

Completed Quotations must be placed in the bid box situated at Erf 257, Main Street, P.O. Box 2, Port St. Johns, 5120 (Municipal Offices), at the reception area not later than **13 November 2023 at 11h00 AM.**

The following conditions will apply:

- a) Price(s) quoted must be valid for at least thirty (30) days from date we receive your offer.
- b) Price(s) quoted must be firm and must be inclusive of VAT.
- c) A firm delivery period must be indicated.
- d) This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations, where 20 points will be for a specific goal and 80 points will be for price.
- e) The Port St. Johns Local Municipality Supply Chain Management Policy will apply.
- f) The Port St. Johns Local Municipality does not bind itself to accept the lowest quotation or any other quotation and reserves the right to accept the whole or part of the quotation.
- g) Quotations which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- h) Attach a detailed Central Supplier Database report and **Fill in New MBD 1, MBD 4, MBD 7.2, MBD 8, MBD9 and must be submitted with the quotation (obtainable on Municipal Website)**
- i) Attach Rates clearance statement of a company or its directors which is not older than 90 days obtained from your respective Municipality or valid signed lease agreement by both parties Lessee and Lessor. If exempted, please attach letter of exemption from your respective Municipality's revenue office to prove that the bidder as per the Municipality's valuation roll does not own any property which is not older than 90 days
- j) Attach Compliance Tax Pin for verification on SARS website

**Failure to comply with these conditions will invalidate your offer.**

**Evaluation Criteria for this procurement will be as follows:**

Price = 80

Rural and Co-operatives = 20



**Rural = 10 (Attach certified ID Copy, this will be verified on CSD report)**  
**Co-operatives = 10 (Attach ID Copies of co-operatives members)**

**Pre – requisite for Bidders to be evaluated for Functionality Assessment**

Bidders must attach letter from Accredited Registered Financial Institutions assisting SMME's with Finances the letter must be signed and stamped. **(Failure to attach will lead to disqualification)**

**TERMS AND CONDITIONS**

**1.0 INTRODUCTION**

This serves as an invitation for suitable qualified service providers to prepare and submit a rezoning and land development application for Erf 1640, Port St Johns in terms of Spatial Planning and Land Use Management Act 16 of 2013 read with the Port St Johns Spatial Planning and Land Use Management Bylaw.

Erf 1640 Port St Johns is situated within the central business district and has been earmarked for a mixed-use development with retail as a dominant land use. The land use and land development application is expected to be in line with SPLUMA principles and the policy context and vision directive of the Municipality.

Provided here on these terms of reference is the contextual information pertinent to the site characteristics, the nature of development expected by the Municipality on the sites.

**2.0 BACKGROUND**

The municipality opted to develop the shopping centre on Erf 1640, Port St Johns on a portion land which is strategically located in the centre of the Town, a suitable area for the development. The property measures a total of 2.1ha that is 21071 Square metres and is currently used as a sporting facility.

The subject property is currently used as a sporting facility for soccer, netball, and tennis court, however over the years with diminishing sporting activities the facility has been very underutilised and has instead become a playground for illegal activities.

The subject property has a massive potential to revive the town of Port St Johns and in turn can generate a substantial amount of job opportunities for the people of Port St Johns.

**3.0 OBJECTIVES OF THE PROJECT**

The envisaged development should contribute to achieving the following objectives.

- The objective is to integrate land uses and promote access to urban amenities and economic benefits that the towns offer, and to ensure development of functional and environmentally sustainable areas.
- Enhancing spatial planning, through sustainable development of properties that are aligned to the broader municipal spatial planning framework,
- Supporting urban renewal and inner town regeneration, this is an attempt to resuscitate declining urban areas, renewal and interventions focused on urban renewal centres through implementation of affordable inner-town services,
- Enhancing the look and feel of the towns through the development of much more appropriate designs.
- The objective of developing the property is to create a framework in which the municipality can develop its own strategy for meeting local needs and promoting the social and economic development of communities.

#### **4.0 SCOPE OF PROJECT**

- 1) The appointed service provider will have to do a detailed land use and land development application in terms of SPLUMA, PSJ SPLUM Bylaw, the applicable land use or town planning scheme. The application is expected to meet SPLUMA principles and should be in line with the policy context and vision directives of the Municipality.
- 2) The appointed service provider will be expected to do a traffic impact assessment to respond to the current urban street pattern and provide transport planning for the site and the surrounding areas. The end product must contribute positively towards local economic development, sustainable livelihoods as good traffic planning is good for economic progression.
- 3) The TIA should respond to the high rate of population and development growth within the towns and provide solutions for existing or current street patterns and the urban spatial structure to be able to function and consider the current trends and experiences.
- 4) The service provider will also have to do a detailed engineering report to determine the existing and required capacity of engineering services. The report should also respond to current dynamics faced by the Municipality and should take into consideration the nature and topography of the site and its surrounding areas and should take note of the history of natural disasters that have happened in town.
- 5) The appointed service provider will have to do a detailed site development plan in line with the recommendations of the aforementioned reports and prepare a set of drawings to be considered by the Municipality.
- 6) Rezone the subdivided portion from public open spaces to business
- 7) Prepare a report and motivation for the closure of public open space
- 8) Lodge a rezoning application to the relevant authority in terms of the Spatial Planning and Land Use Management Act and / or applicable legislation

- 9) Prepare site development plan for the property with associated stormwater management plan
- 10) Provide a diagram with contour intervals to engineers specifications or for use by engineers
- 11) Determine flood line

## 5.0 THE SITE IN CONTEXT



## 7.0 PUBLIC PARTICIPATION

The service provider must ensure that all stakeholders that are envisaged to be interested and affected parties are informed and consulted. Sufficient time should also be afforded to organised structures to enable them to consult their constituencies and members. Therefore, the process should be conducted in terms of both SPLUMA and the Municipal Systems Act.

## 8.0 ENVIRONMENTAL ASSESSMENT

Port St. Johns is in a very sensitive area. It is expected that the service provider will solicit comments from the Department of Economic Development, Environmental Affairs and Tourism after preparing the site development plan and rezoning application through a strategic environmental assessment. The purpose of this exercise is to determine if the scope and scale of the proposed development will trigger an environmental impact assessment.

## 9.0 GEOTECHNICAL INVESTIGATION

A geotechnical report must be prepared which will accompany the application. Geologists must undertake soil tests, evaluation and investigation on the site and provide the Planners with an approved Geotechnical report.

The Geotech report must contain recommendations about the type of development, densities, size of the building, foundation type, etc. to accommodate the soil conditions.

## 10.0 ENVISAGED DEVELOPMENT PROPOSALS

The envisaged developments are expected to conform to the applicable town planning Scheme, and municipal standards for infrastructure development and are expected to put infrastructure design and architectural designs etc.

PHASES	SUBMISSION/OUTPUT
Phase 1: Startup	Inception report
Phase 2: Submission of Studies	Traffic Impact Study and Engineering Report
Phase 3: Completion of the Application	Submission of Land Use and Land Development report with a detailed Site Development Plan
Phase 5: Submission of Building Plans	Site Inspection checklist and progress reports
Total	

## 11.0 CONFORMITY OF DEVELOPMENT PROPOSALS

The envisaged development proposals have to conform with the policy context and vision directives of the Municipality as well as SPLUMA principles.

## 12.0 HUMAN RESOURCE & CAPACITY REQUIREMENTS

The project team will be required to provide the following information:

- Background and experience of the company/individual;
  - o Company Registration documents
  - o Proof of address for the company and directors
  - o Short CVs of Project team
  - o Detailed Company profile with projects of similar nature
- Capacity to undertake the development within the stipulated time frame;
- Professional accreditation with relevant accreditation bodies
  - o Work-Related Capacity
    - Understanding of Municipal needs
    - Project planning and implementation methodology
- Work schedule and estimated cost;
- Special experience/expertise relevant.

Project leaders must hold a ***tertiary qualification in planning*** which is recognized for registration in the category of Professional Planner and or Professional Surveyor by the South African Council for Planners (SACPLAN) in terms of the Planning Profession Act, 2002.

Skills and abilities required in the team to execute the project include the following:

- Town and Regional Planning;
- Project Management.
- Research, analytical, writing and communication skills.
- Strategic planning.
- Engineering
- Design and Drawing
- Environmental

It is therefore recommended that the service provider ensures that people with the relevant skills are part of the project. A list of people containing, among other things, names, qualifications and experience who will be directly involved in the project must be submitted. This should indicate what roles each team member will play.



A company/team profile containing, among other things, names, qualifications and experience of persons who will be **directly** involved in the project must be included.

All team members who will be directly involved in the project will be expected to attend all progress report meetings as scheduled and agreed upon by both parties. The selected team members shall stay the same for the duration of the project and cannot be changed without prior discussions with and approval from the municipality.

### **13.0 FORMAT FOR SUBMITTING PROPOSALS**

- Comprehensive report with detailed concept plan design demonstrating all phases of development in hard copy and may include digital format together with tender documents.
- A prospective service provider may be requested to make a presentation to the Municipal Adjudication Committees and other relevant stakeholders on the proposed development.

### **14.0 CONDITIONS APPLICABLE TO THE SUCCESSFUL SERVICE PROVIDER**

- Before the submission of the final conceptual plans for approval, the service provider shall submit, for consideration to Municipal departments a set of preliminary drawings showing the designs and elevations of the proposed buildings and a detailed report on the uses to be provided and any further information that Council may require;
- Before the appointment of a prospective service provider, the Municipality will conduct due diligence to verify all the information submitted and bidders will be subjected to provide a signed affidavit that the submitted information is true. Should any bidder be found to have submitted false information under oath, the law will take its course.

### **15.0 STAGE 1 FUNCTIONALITY**

No.	CRITERIA	REQUIREMENT	Max Possible Points
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1.	CAPACITY AND EXPERTISE			
1	Human resources and experience	<ul style="list-style-type: none"> <li>• Professional Town Planners</li> <li>• Professional Engineers in the project team</li> <li>• Professional environmentalists</li> <li>• Professional Architects</li> <li>• And other professionals relevant to such a development</li> </ul>	20	
		<ul style="list-style-type: none"> <li>• Working experience averaging 5 and above years for project team members</li> </ul>	10	
<b>MAXIMUM TOTAL</b>			<b>30</b>	
2.	EXPERIENCE			
Letters and completion certificates, specifically for Land Use or land Development applications from different employers	Previous appointment	5 or more appointment letters and completion certificates	60	
		3-4 appointment letters and completion certificates	50	
		1-2 appointment letters and completion certificates	40	
		0 appointment letters and completion certificates	30	
<b>MAXIMUM TOTAL</b>			<b>60</b>	
4.	METHODOLOGY			
Detailed proposal, Gantt Chart and detailed project implementation plan as per deliverables.		The methodology and approach are fully adequate to meet the requirements of the assignment relating to the deliverables required by these terms of reference.	10	
		Inadequate methodology and approach	5	
<b>MAXIMUM TOTAL</b>			<b>10</b>	
<b>GRAND TOTAL</b>			<b>100</b>	

**NB:** For Bidders to be considered for the next phase of evaluation, a minimum of 60% under functionality must be achieved thereafter the Municipality will refer the bids for further evaluation as per its supply chain management process. It should be noted that the Municipality is not obliged to appoint the Bidder to obtain the highest points.

## 16.0 INFORMATION GATHERING

The successful firm or consortium is expected to contact all Engineering, Planning and other officials and units within the local, district and or provincial spheres of government

to obtain relevant information that is required for the project. Existing information on SDFs and other planning and engineering which will be available within the municipality/plans will be made available to the successful service provider.

If the service provider needs a letter to confirm the motive for requesting information from the different spheres of government or parastatals, the municipality will provide the requested letter.

## **17.0 CLOSE OUT REPORT**

A detailed closeout report with drawings or spatial illustrations during the completion of the project is required.

## **18.0 DOCUMENTS AND CORRESPONDENCES**

All documents submitted to external bodies if any, must also be made available to the Municipality in both hard copy and electronic format.

## **19.0 PROPOSAL SUBMISSION REQUIREMENTS**

All proposals must cover the following aspects of importance:

**Proposed Methodology:** The service provider should come up with sound and workable methods for the development of the above.

**Proposed Cost Structure:** Detailed Breakdown of Proposed Fee Structure.

**Expertise Required:** Due to the urgency of delivery, the scope requires a service provider to drive this project in conjunction with necessary stakeholders and all other relevant interested and affected groups. All the required professional teams should be involved from the beginning.

## **16.0 TERMS AND CONDITIONS OF THE BID**

- Awarding of the bid will be subject to the Service Provider's express acceptance of the municipal Supply Chain Management general contract conditions.
- The municipality and Service Provider will sign a Services Level Agreement upon appointment.
- No material or information derived from the provision of the services under the contract may be used for any other purposes except for those of the municipality, except where duly authorized to do so in writing by the municipality.
- The successful Service Provider agrees to keep all records and information of, or related to the project confidential and not disclose such records or information to any third party without the prior written consent of the municipality.
- The municipality will reserve the right to terminate the contract if there is clear evidence of non-performance and non-compliance with the contract.

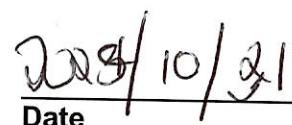
## 17.0 OUT-CLAUSE

- The Municipality reserves the right not to appoint if suitable candidates are not found, at the complete discretion of the municipality.
- The municipality reserves the right to terminate the contract if there is clear evidence of non-performance.

**For Enquiries With Regards To The Above Specification Contact Ms Shirley Batyi / Mr Madikizela ,082 521 8126/079 526 9562 and 082 303 3561**

**Recommended by**

  
\_\_\_\_\_  
Ms S Batyi

  
\_\_\_\_\_  
Date

**Senior Manager-Planning and LED**

**ISSUED BY**

  
\_\_\_\_\_  
Mr M. Fihlani  
Municipal Manager

\_\_\_\_\_  
Date