



land reform & rural development

Department:
Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

Directorate: Finance and Supply Chain Management, P. O Box 1716, Quigney, EAST LONDON, 5201. Block H, Ocean Terrace, Quigney, EAST LONDON. Tel (043) 7430078; Fax (043) 743 0532

LA 1.1



Enquiries: Victor Gazi

YOU ARE HEREBY INVITED TO QUOTE TO THE DEPARTMENT OF LAND REFORM &
RURAL DEVELOPMENT

REQUEST NUMBER: RQ-020654

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TWELVE (12) MONTHS FOR NGQUSHWA LOCAL MUNICIPALITY IN THE EASTERN CAPE PROVINCE.

CLOSING DATE: 30 JANUARY 2026

CLOSING TIME: 11H00

QUOTATION RECEIVED AFTER THE CLOSING DATE AND TIME WILL NOT BE ACCEPTED FOR CONSIDERATION

1. Attached please find Request for Quotation (RFQ)/Proposal; LA1.1; Terms of Reference; Sample of Authority to sign the Standard Bid Documents (SBD's) on behave of the entity; General Conditions and Contract 2010 (GCC); SBD1; SBD 3.3 (Pricing schedule); SBD 4 and SBD 6.1 furnish us with a bid proposal.
2. The attached forms must be completed in detail and returned with your proposal. Bid proposals must be submitted in a sealed envelope stipulating the following information: Name and Address of the bidder, Request Number, Quotation Description and closing date and time.
3. **Please note that A Non-compulsory clarification meeting will be held via micro soft team.**
Date :21 January 2026
Time: 11h00

Tenderers are encouraged to attend the Non-Compulsory clarification meeting on the 21 January 2026 at 11:00.

All those who are interested to attend must confirm via email by 10:00 on the 21 January 2026 to the following email address: in order for the officials to send the link: victor.gazi@dlrrd.gov.za or babalwa.lengisi@dlrrd.gov.za

4. **Quotation document can be placed in the bid box at the foyer of the Block H, Ocean Terrace, 15 Counter Moore Coutts Street, Quigney, East London to Department of land reform & rural development OR email to the following email addresses victor.gazi@dlrrd.gov.za or babalwa.lengisi@dlrrd.gov.za**

Branch: Spatial Planning and Land Use Management

Directorate: Spatial Planning and Land Use Management Services - Eastern Cape
Ground Floor - Block F, Ocean Terrace, Quigney, East London, TEL: 043 – 722 0536, FAX: 043 - 722 0551.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TWELVE (12) MONTHS FOR NGQUSHWA LOCAL MUNICIPALITY IN THE EASTERN CAPE PROVINCE

1. INTRODUCTION

- 1.1. The Department of Land Reform and Rural Development (DLRRD) requires the services of one (1) firm or a consortium of suitably qualified firms to develop a Municipal Spatial Development Framework for Ngqushwa Local Municipality for a period of 12 months.
- 1.2. The municipality requires a Municipal Spatial Development Framework (SDF) that will guide current and future development within its jurisdiction. The SDF, which has a set of objectives, strategies and policy guidelines, will direct development decisions to ensure that the envisaged short-term and long-term urban and rural structure and target deliverables are realised. The specific intention is to prepare a Spatial Development Framework in terms of Section 12 (1) of the Spatial Planning and Land Use Management Act, 2013 (Act No. 16 of 2013) (SPLUMA).
- 1.3. Spatial Development Frameworks are defined as frameworks that seek to influence the overall spatial distribution of current and future land use within a municipality in order to give effect to the vision, goals and objectives of the municipal Integrated Development Plan (IDP). The primary purpose of the SDF is to create a competent municipal spatial structure, thus providing a framework within which to discuss future development of the municipal space economy in the context of the district, provincial and national space economies. The idea is to reflect municipal wards of severe need and deprivation, of resource potential, of infrastructure endowment and of current and potential economic activity by describing key social, economic and natural trends and issues shaping the municipal geography.

2. PURPOSE

- 2.1. The purpose of this document is to set out the terms of reference on which professional teams should base their project proposals for the preparation of a Spatial Development Framework for Ngqushwa Local Municipality. Project proposals should clearly state the approach to be adopted, the proposed methodology, relevant experience, timeframes, program and associated budget and the proposed team members.

3. OBJECTIVES

- 3.1. The project will accomplish a credible SPLUMA-compliant Spatial Development Framework that seeks to influence the overall spatial distribution of current and future land use within a municipality in order to give effect to the vision, goals and objectives of the municipal Integrated Development Plan (IDP).
- 3.2. The primary purpose of the SDF is to create a competent municipal spatial structure, thus providing a framework within which to discuss future development of the municipal space economy in the context of the district, provincial and national space economies.
- 3.3. The idea is to reflect municipal wards of severe need and deprivation, of resource potential, of infrastructure endowment and of current and potential economic activity by describing key social, economic and natural trends and issues shaping the municipal geography.
- 3.4. The proposed Spatial Development Framework must give effect to the development principles as stipulated in Section 7 of SPLUMA: -
- i. Spatial Justice;
 - ii. Spatial Sustainability;
 - iii. Efficiency;
 - iv. Spatial Resilience; and
 - v. Good Administration.
- 3.5. Develop a tool that will guide development and attract investment in the Municipality.
- 3.6. Proposals are requested from suitably qualified and experienced service providers to develop a Spatial Development Framework in line with the Spatial Planning and Land Use Management Act, 2013 (Act No. 16 of 2013) and the DLRRD's Guidelines for the Development of Provincial, Regional and Municipal Spatial Development Frameworks and Precinct Plans 2017.

4. LEGISLATIVE CONTEXT

- 4.1. With the enactment of the Spatial Planning and Land Use Management Act (SPLUMA) in 2013, a new planning regime was introduced in South Africa. It replaced disparate apartheid era laws with a coherent legislative system designed to spatially transform the country in its democratic era.
- 4.2. Chapter 4 of the Spatial Planning and Land Use Management Act (SPLUMA) No 16 of 2013 requires National, Provincial and Local Municipalities to prepare Spatial Development Frameworks (SDFs). These SDFs are intrinsically linked to the National Development Plan (NDP), which provides the country's overarching strategic direction. Specifically, Chapter 5 of the NDP addresses environmental sustainability and resilience through a just transition to a low-carbon economy, impacting South Africa's spatial planning and development approach. Chapter 6 details targets for a more inclusive rural economy through integrated rural development, while Chapter 8, focusing on the spatial planning system, mandates that all municipal and provincial SDFs become binding "spatial contracts" across all government spheres.
- 4.3. To spatially manifest the NDP's vision, the Department has developed the National Spatial Development Framework. Furthermore, Section 20 (1) of SPLUMA requires Municipal Councils to adopt an SDF for its municipality by notice in the Provincial Gazette. This is reinforced by Section 26 (d) of the Local Government: Municipal Systems Act, No. 32 of 2000 (MSA), which stipulates that municipal development strategies must align with binding national or provincial sectoral plans and legislative planning requirements.
- 4.4. The Department of Land Reform and Rural Development (DLRRD) developed a Spatial Development Framework guideline document dated 2017 to assist practitioners and the various spheres of government with the process of preparing a Spatial Development Framework.
- 4.5. The Ngqushwa Local Municipality's Spatial Planning and Land Use Management By-Laws provide further guidance on the content and development of its Spatial Development Framework.

5. PROBLEM STATEMENT

- 5.1. The Spatial Development Framework (SDF) for the Ngqushwa Local Municipality was reviewed and adopted by Council in December 2019. It was reviewed in compliance with the provisions of Section 26(e) of the Municipal Systems Act (MSA) 2000. The Ngqushwa SDF is due for review, and the final reviewed SDF must comply with the provisions of the Spatial Planning and Land Use Management Act (SPLUMA) 2013, MSA, and the Department of Land Reform & Rural Development (DLRRD) SDF's Guidelines of 2017.
- 5.2. In line with the new system of planning brought into being in 2015 by SPLUMA, government policies increasingly emphasise the need to pursue strategic outcomes that would lead to a change in the entrenched but unsustainable Apartheid-based segregated spatial patterns of development that prevail in almost all South African Municipalities, including Ngqushwa Local Municipality.
- 5.3. For this reason, a key focus of the new SDF during this review has been to highlight the key sectors for growth and spatial transformation so that a more spatially just, efficient, resilient and sustainable spatial pattern of development can be achieved to underpin economic growth and social progress over time.
- 5.4. The MSDF will provide strategic, indicative and flexible planning proposals to guide decisions on land development. The MSDF will provide a clear logical framework for spatial planning, indicating where public sector investment is required and provide guidance to the private sector regarding decisions for investment in the area.
- 5.5. Accordingly, the focus of this review is to make spatial development and land use management proposals that:
 - Comply with the legal and policy guidance provided by National and Provincial policy and legislation, and the strategic objectives set by the Provincial Growth and Development Plan and the Eastern Cape Provincial Spatial Development Framework.
 - Ensure that the rural biophysical environment is protected and wisely managed to maintain and conserve prime and unique agricultural and conservation land.
 - Facilitate the creation of more efficient and compact towns by enabling the densification and intensification of prevailing and new land uses in localities that are well connected to existing developed areas and infrastructure.

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- Promote higher-density residential uses as well as mixed residential and economic land uses within urban areas and at identified nodes or strategic localities along identified transport corridors.
- Prioritise the development of improved linkages between places of residence and places of employment and strengthen connectivity between settlements and communities across the Ngqushwa Local Municipality.
- Build on and facilitate key economic development initiatives that are being driven by National, provincial and local governments in partnership with the private sector and civil society by ensuring that spatial proposals support the requirements of these initiatives for strategic connections to workforce and markets.
- Promote the implementation of a Land Reform and Settlement Programme in the rural areas of Ngqushwa Local Municipality.

6. STUDY AREA

- 6.1. Ngqushwa Local Municipality falls within the jurisdiction of the Amathole District Municipality, which is situated in the Eastern Cape Province.
- 6.2. Amathole District Municipality covers an area of 23,573 km², and the Ngqushwa Local Municipal area covers 2245 square kilometres, which amounts to 10% of the district.
- 6.3. The administrative seat of the Ngqushwa Local Municipality finds itself in Peddie, and the municipal area is divided into 12 wards.
- 6.4. Ngqushwa is in the west of the Amathole district and consists of two towns, Peddie and Hamburg and a portion of King Williams Town villages.
- 6.5. It is one of the eight municipalities that fall within the Amathole District Municipality.
- 6.6. Ngqushwa Local Municipality consists of 108 villages.
- 6.7. Ngqushwa is bordered by the Great Fish River to the west and the Keiskamma River to the east.
- 6.8. The southern boundary of 42km comprises a part of the coastline of the Indian Ocean and provides for some very interesting and exciting developmental prospects.

7. CRITICAL MILESTONES

7.1. The following phases and deliverables, as contained in the DLRRD's Guidelines for the Development of Provincial, Regional and Municipal Spatial Development Frameworks and Precinct Plans 2017, shall be achieved in the formulation of the proposed SDFs.

Table 1: Phases and Deliverables

PHASES	DELIVERABLES
Phase 1: Preparatory	Inception Report Project Plan Detailed process plan for alignment with SPLUMA, MSA, Municipal SPLUM by-law and the 2017 SDF Guidelines
Phase 2: Baseline Review and Synthesis of Policy Directives	Identification of Existing SDF challenges and analysis of gaps report Legislative and Policy Synthesis Vision Statement Stakeholder Engagement
Phase 3: Spatial Challenges & Opportunities	Summary of Sector Plans Documentation and mapping of biophysical, socio-economic and built environment spatial challenges and opportunities Assessment of Municipal Disaster Areas and Management Plans Stakeholder engagement Monitoring and evaluation
Phase 4: Spatial Proposals and Implementation Framework	Spatial concept diagram and supporting text Final vision statement Spatial strategies, maps, and supporting text Proposals for Disaster Management and Development of Disaster-Prone Areas Draft MSDF Report and maps Draft set of policies Draft set of guidelines Draft Capital Investment Framework Draft Implementation Framework
Phase 5: Consultation	Advertisement of draft SDF Notice in local newspaper Notice in government gazette Community meetings / engagements Stakeholder Engagement Report Circulation to Sector Departments
Phase 6: Final SDF	MSDF final report, Executive Summary, brochures, pamphlets or posters Sector plan alignment proposals and discussions Identified and delineated local plans/ precinct plans IDP and SDF alignment proposals and discussions Stakeholder Engagement

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- 7.2. Details regarding relevant requirements for each phase and the deliverables are found in the DLRRD Guidelines for the Development of Provincial, Regional and Municipal Spatial Development Frameworks and Precinct Plans 2017. Service providers are expected to consult the guidelines whilst formulating the SDFs.
- 7.3. In order to deliver on the deliverables (as stated above), the SDF should be in the form of text, maps, graphics and photographs. A tabular format shall be used for the purpose of summarising the information collected.
- 7.4. Electronic documents/ reports per phase, as per the programme of action, must be made available.
- 7.5. The service provider must submit a detailed breakdown of activities as per phase/ major component with a clear timeframe per deliverable.

8. OUTCOMES AND DELIVERABLES

- 8.1. All spatial information collected should be submitted in GIS GIS-capable file format (shapefile, geodatabase, layer file, data package, mxd files) for use in a GIS. The shapefiles must have clear attribute information that differentiates the SDF construct and its purpose; for example, a service node shapefile should have an attribute called "description" with the value "service node". Metadata for all spatial information should be provided as per the metadata standard ISO 19115 & SANS 1878. Ownership of all metadata, data and spatial information generated and collected from this assignment vests in DLRRD. DLRRD will become the custodian of all spatial information collected.
- 8.2. **All GIS data to be submitted must meet the requirements as stipulated in this paragraph at each stage/milestone of the project. The Department reserves the right not to approve any stage of the project if requirements relating to GIS data are not met. GIS data must further meet the following requirements:**
 - All maps should be in A4 size in the document.
 - Maps must be numbered and listed in the page of contents.
 - All the text in the maps and the legends must be legible.

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- The same map template/layout must be used throughout the document for the sake of consistency.
- All maps should have the basic map elements, namely, a title, a north arrow, a legend, scale bar.
- All the features on the map must be explained in the legend.
- Symbology and colours must adhere to basic cartographic principles, colour coding.
- All mapping must be developed at an appropriate scale.
- Maps in Microsoft Word must have the corresponding Map Document (MXD) ready to be accessed in ArcGIS.

8.3. The Service provider would be expected to submit a final consolidated report, which consists of the following, to supplement the deliverables:

- SDF textual document including all maps, tables and figures in
 - hardcopy (10 printed copies);
 - softcopy (electronic as MS Word document) image files as (e.g. JPEG, Windows Bitmap, GIF, etc.) (10 USB);
- X3 Pull-Up Banners summarising SDF
- Final (composite) SDF Plan on A0 paper size (10 copies);
- a separate Executive Summary Document (5 copies);
- a public participation report (one copy);
- laminated posters (10 copies); and
- SDF electronic story maps (for municipal website);

9. SKILLS REQUIREMENTS

9.1. Companies with individuals with qualifications and extensive experience will be required as detailed in Table 2 below.

9.1.1 A project leader must be a registered Professional Town Planner

9.1.2 Other skills are as per the table below.

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Table 2: Skills and Qualifications

No.	Key Skill Set	Minimum Qualification
1.	Town/Urban/City and Regional Planning Professional (minimum of 2 Town Planners, exclusive of Team Leaders)	BSc or BTech in Town/Urban/City and Regional Planning (Registration with SACPLAN as Professional Planner)
2.	Professional Geographic Information (Minimum of 1 GIS practitioner) Practitioner	Have proven experience in Geographic Information Sciences (GIS) and be registered with the South African Geomatics Council
3	Environmentalism (minimum of 1 environmental specialist)	B. Degree in Environmental Management or any related field
4	Development Economist	B. Degree in the field of economics or development economics

Please note that the above is a minimum set of skills required; the company is welcome to add more skills as deemed necessary to undertake the work.

9.2 Proven experience and thorough understanding of the following is also required:

- a) Land use management policies and legislation;
- b) Previous experience in the development of a Land Use Scheme and Spatial Development Framework;
- c) Previous experience with policy and/or planning work at a municipal level;
- d) Research, analytical writing and communication skills.

9.3 In the case of a consortium, a letter of commitment from the company/everyone is required and must be submitted.

10. PROJECT PHASES, DURATION AND COST

10.1 It is expected that the project be completed in a period of 12 months, effective from the date of appointment. The target dates for each milestone (as well as the associated deliverables) and the amount of financial compensation for the work done are scheduled under Table 3.

10.2 Timeframes for the proposed SDF must strictly be adhered to. Financial penalties will be imposed for any delay or non-compliance with time and quality requirements.

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Table 3: Project Cost and Timeframe

Phases	% Payable	Time Frames	Submission Output
Phase 1: Preparatory	10%	2 Months	Detailed Inception report and Stakeholder.
Phase 2: Baseline Review and Synthesis of Policy Directives	20%	2 Months	- Report on Legislative and Policy Synthesis, Vision Statement and Baseline review. - Stakeholder Engagement Report
Phase 3: Spatial Challenges and Opportunities	30%	2 Months	Report on Summary of Sector Plans, Documentation and mapping of biophysical, socio-economic and built environment spatial challenges and opportunities.
Phase 4: Spatial Proposals and Implementation Framework	20%	2 Months	Report on Spatial concept diagram and supporting text, strategies, Draft MSDF and Maps, Draft Capital Investment Framework and stakeholder engagement, Draft Implementation Framework.
Phase 5: Public Consultation	5%	3 Months	Stakeholder Engagement Report
Phase 6: Final Municipal SDF	10%	1 Month	MSDF final report, Executive Summary, brochures, pamphlets or posters.
RETENTION	5%		Close out report and combined deliverables.
	100%	12 Months	

10.3 An amount for the final draft is payable upon ratification by the Department as well as by the mayoral committee /Executive committee of the affected municipality.

10.4 5% retention will be paid upon approval by the Department, and all deliverables are submitted to the satisfaction of the Department within 3 months after the final phase has been approved by the Project Steering Committee.

10.5 Monthly reports (per phase) will be forwarded by the service provider to the DLRRD Directorate, Spatial Planning and Land Use Management Services in the Eastern Cape and the nominated official within the relevant municipality. The service provider will be required to report via a written and electronic report.

The service provider will be required to report via a written and electronic report

11 CONTENTS OF THE PROJECT PROPOSAL

- 11.1 The bidders are required to complete and submit the provided checklist (**ANNEXURE A**), for ease of reference, with the bid proposal.

Please note: This **Annexure A** should be placed after the Contents Page of the proposal document.

- 11.2 The purpose of this checklist is to enable the Evaluation Panel to locate easily and accurately each and every evaluation requirement in the bidder's document/proposal.

- 11.3 **Please note:** the completion and the degree of accurate referencing of the information provided in this table will be evaluated and scored as indicated in Section 16.1 (Evaluation for Functionality) of these terms of reference.

- 11.3.1 A clear and concise project proposal covering the aspect listed below as well as responding to the terms of reference is required.

- 11.4 An executive summary of the key issues covered in the Proposal.

- 11.5 A profile of each employee/company to work on the project with clear references to similar and related work undertaken in the past with clear evidence where a person member participated in or managed certain projects in the past which bears relevance to the work at hand. Clear indication of actual roles and responsibilities must be presented with verifiable proof.

- 11.6 General methodology for undertaking work of this nature. The methodology should also indicate the project milestones that will be used to measure the project progress.

- 11.7 Certified copies of all certificates, references, professional registration and related certification for all members of the proposed team must be attached.

- 11.8 Any other information relevant to the determination of the suitability of the interested bidder for this project should be listed.

12 INFORMATION GATHERING

- 12.1 The selected service provider will be expected to make contact with all the relevant officials and units within all spheres of government and other stakeholders of government or any entity holding information relevant to the project to obtain relevant information that will be required for the project when a need arises.
- 12.2 Existing information, which is available within the DLRRD Branch: Spatial Planning and Land Use Management will be made available to the appointed service provider during the execution of the project.
- 12.3 In the case where a letter to confirm and motivate for requesting information from the different spheres of government or parastatals is required, the Department will provide the requested letter.
- 12.4 **Notwithstanding anything written in these terms of reference, the responsibility for collecting information necessary for the successful execution of the project remains the responsibility of the service provider.**

13 TERMS AND CONDITIONS OF THE BID

- 13.1 Awarding of the bid will be subject to the Service Provider's express acceptance of the DLRRD Supply Chain Management general contract conditions.
- 13.2 The successful service provider will be expected to enter into a service level agreement with the Department in respect of the deliverables of the project and will be signed upon appointment
- 13.3 Service Providers will be informed about the outcome of the bid in writing after the bid has been finalised / adjudicated.
- 13.4 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 DLRRD, except where duly authorised to do so in writing by the DLRRD.
- 13.5 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 DLRRD.

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- 13.6 The short-listed service providers may be required to do a presentation in person to the department, at their own cost should it be deemed necessary to do so.
- 13.7 The service provider should submit an acceptance letter and be available to commence with the project within five (5) working days after receiving an official order and the service level agreement has been signed.
- 13.8 During the execution of the project, the service provider is required to give reports on the progress of the project. It is the responsibility of the service provider to provide a dedicated Project Manager who will organise the progress report meetings and have one of their representatives assigned to taking minutes and circulating them to the steering committee members.
- 13.9 **Project team members must be available for the duration of the project, the service provider is not allowed to change the composition without prior consent of the DLRRD.**
- 13.10 Any deviation from the project plan should be put in writing and signed by the project manager of DLRRD.
- 13.11 Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract.
- 13.12 Payments will be on a work-completed basis, i.e. on set milestones as per the project plan.
- 13.13 Financial penalties will be imposed for agreed-upon milestones, targets, and deadlines not met without providing:
- (a) Timely notification of such delays.
 - (b) Reasons for the delays.
 - (c) Supporting evidence that the delays were outside of the influence of the service provider.
- 13.14 Payment will **ONLY** be made as per deliverables and upon **SATISFACTION** of services rendered or good and quality product delivered. Therefore, original invoices submitted for payment must be submitted for payment with relevant supporting documents.
- 13.15 Financial penalties will be imposed if the outputs produced do not meet the agreed-upon deliverables criteria as stipulated in the General Conditions of Contract.

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- 13.16 Original invoices to substantiate all costs must be provided. The invoices should include the Department of Land Reform and Rural Development order number that will be provided to the selected service provider upon acceptance of the proposal.
- 13.17 When DLRRD accepts the final product, the appointed service provider will be liable to correct errors and fill gaps that may be discovered in the data/project, at no charge to DLRRD. This condition will apply for a period to be included in the service level agreement.
- 13.18 The Department reserves the right not to appoint a service provider.
- 13.19 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 DLRRD, except where duly authorised to do so in writing by the DLRRD.
- 13.20 Copyright in respect of all documents and data prepared or developed for the purpose of the project by the Service Provider shall be vested in DLRRD.
- 13.21 **It is important that the branding of the Service Provider must not be reflected on any official documents and material submitted to the Department as deliverables.**
- 13.22 The successful Service Provider agrees to keep confidential all records and information related to the project and not disclose such records or information to any third party without the prior written consent of DLRRD.

14 REPORTING AND ACCOUNTABILITY

- 14.1. All team members must be available for the duration of the project, and the service provider is not allowed to change the composition without prior consent of the department.
- 14.2. During the execution of the project, the service provider will be required to submit progress reports and attend meetings at intervals as it will be determined by the project team or steering committee managing the project.

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- 14.3. All information captured and or used to generate the outputs of the project remains the property of DLRRD and must be handed over in its totality when the project is closed. DLRRD will retain copyright and all associated intellectual rights thereof. This document together with all agreements to be reached during the course of the project become part of the contract. The information must be captured and provided in a digital format as agreed (in writing) between the service provider and DLRRD. This agreement must be reached and signed off together with the project plan before the project commences.

15 MANDATORY REQUIREMENTS

NB: Failure to submit/attach proof of the following requirements with the proposal will disqualify the bidder's proposal.

- 15.1 Compliance with all Tax Clearance requirements: Attach a Valid Tax Clearance Certificate, OR Compliance Tax Status Pin OR Central Supplier Database Number OR Report, where consortium/joint ventures/sub-contractors are involved, each party to the association must submit separate Tax Clearance requirements.
- 15.2 A resolution authorising a particular person to sign the bid documents. In cases of a joint venture, each company/entity must submit a separate resolution authorizing a particular person to sign the bid documents, including a consolidated resolution letter on behalf of the joint venture
- 15.3 Letter of agreement signed by all parties in the case of consortium or joint venture must be provided.
- 15.4 Bidders must complete and sign the pricing schedule attached (SBD 3.3).

TECHNICAL MANDATORY REQUIREMENTS

- 15.5 The Team leader must hold a tertiary qualification in Spatial Planning and be registered with SACPLAN as a Professional Planner: attach a copy of a valid certificate (indicating validity period).
- 15.6 The Team composition is to consist of a minimum of 2 additional Town Planners registered with SACPLAN, excluding the Team Leader: attach a copy of a valid certificate. Specify the category of registration: Professional/Technical.
- 15.7 One team member who is a qualified and registered GIS practitioner with SAGC.

16 EVALUATION CRITERIA

Tenders shall be evaluated in Three (03) stages as follows:

Stage 1 – Evaluation of Administrative compliance (Mandatory Requirements and Technical Requirements) as reflected in Section 15.

Stage 2 – Evaluation of Functionality

Stage 3 – Specific Goals and Price

16.1 Second Stage: Functionality (100 points allocation)

The tenderers who complied administratively (responsive bids) are considered for further evaluation on ability to execute the project. The minimum threshold to pass from Stage 2 to 3 is 60%.

The assessment of functionality will be done in terms of the evaluation criteria and minimum threshold as specified. A tenderer will be disqualified if it fails to meet the minimum threshold for functionality as per the tender invitation.

The functionality will be scored on those tenders regarded as being responsive. The CRITERIA to be applied in evaluating the proposal is set out in Table below:

0 being non -submission of information, 1 being poor, 2 being average, 3 being good, 4 being very good and 5 being excellent.

Table 4: Evaluation Criteria - Functionality

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	Weight
1. PROJECT RESOURCES Experience and qualification of key personnel	<u>Team Leader:</u> i. The Team Leader/Planner must have knowledge and experience of Spatial Planning; Statutory Planning; Spatial Development Frameworks, Land Use Schemes or related laws/policies. ii. Preferable 10 years' experience or more. iii. Proven Project Management Experience within the spatial planning environment. • 0 Points = No proven experience and knowledge Illustrated • 1 Point = Proven experience and knowledge is poor • 2 Points = Proven experience and knowledge <u>inadequately</u> illustrated • 3 Points = Proven experience and knowledge <u>adequately</u> illustrated • 4 Points = Proven experience and knowledge <u>adequately</u> illustrated and addresses the requirements • 5 Points = Proven Experience and knowledge <u>exceptionally</u> illustrated, addresses the requirements	10

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TWELVE (12) MONTHS FOR NGQUSHWA LOCAL MUNICIPALITY IN THE EASTERN CAPE PROVINCE

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	Weight
	<u>Composition of team: GIS</u> i. Key member of the team must have proven experience in Geographic Information Sciences (GIS) and be registered with the South African Geomatics Council. ii. Preferable 10 years' experience or more 0 Points = No proven experience and knowledge illustrated 1 Point = Proven experience and knowledge is poor 2 Points = Proven experience and knowledge <u>inadequately</u> illustrated 3 Points = Proven experience and knowledge <u>adequately</u> illustrated 4 Points = Proven experience and knowledge <u>adequately</u> illustrated and addresses the requirements 5 Points = Proven Experience and knowledge <u>exceptionally</u> illustrated, addresses the requirements	10
	<u>Composition of team: Urban and Regional Planners</u> Team with necessary resources & capacity to address every aspect of the project in the development of a SDF. The disciplines and skill sets include inter alia a minimum of two (2) Planners registered with SACPLAN, each with a minimum of seven (7) years post qualification experience <i>(CV's clearly indicating relevant skills, knowledge, a minimum of seven (7) years post qualification experience, qualifications and registration must be attached).</i> <u>Notes: The requirements for Town Planners below exclude the team leader.</u> 0 Point = 2 Town Planners with less than 3 years relevant working experience. 1 Point = 2 Town Planners with 3 years relevant working experience. 2 Points = 2 Town Planners with 4 - 6 years relevant working experience. 3 Points = 2 Town Planners with 7 years relevant working experience. 4 Points = 2 Town Planners with 8 - 15 years relevant working experience. 5 Points = 2 Town Planners with more than 15 years relevant working experience.	10
	<u>Composition of team: Economist/Development Economist</u> Key member of the team must have a B. Degree in the field of economics or development economics and proven experience in Economics or Development Economics 0 Points = No proven experience and knowledge illustrated 1 Point = Proven experience and knowledge is poor 2 Points = Proven experience and knowledge <u>inadequately</u> illustrated 3 Points = Proven experience and knowledge <u>adequately</u> illustrated 4 Points = Proven experience and knowledge <u>adequately</u> illustrated and addresses the requirements 5 Points = Proven Experience and knowledge <u>exceptionally</u> illustrated, addresses the requirements	10

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TWELVE (12) MONTHS FOR NGQUSHWA LOCAL MUNICIPALITY IN THE EASTERN CAPE PROVINCE

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	Weight
	<u>Composition of team: Other related professionals</u> A minimum of three (3) other related professionals in the following Categories: statutory planning (SDF, Precinct Plan and Local Area Plans); rural development planning; socio-economic analysis and environmental planning and management <i>(CV's clearly indicating relevant skills, knowledge, a minimum of seven (7) years post qualification experience, qualifications and registration must be attached).</i> <u>Notes: Years of experience is for each individual in the Professional Team excluding GIS</u> • 0 Point = 1 or less different professional category with less than 3 years relevant experience. • 1 Point = 2 different professional categories with 3 years working experience. • 2 Points = 2 different professional categories with 4 - 6 years relevant experience. • 3 Points = 3 different professional categories with 7 years relevant experience. • 4 Points = 3 - 4 different professional categories with 8 - 15 years relevant experience. • 5 Points = 5 or more different professional categories with more than 15 years relevant experience	5
	<u>Communications Plan</u> i. A Comprehensive Communication Plan that addresses the requirements in SPLUMA, SDF Guidelines, Municipal Planning By-laws and other relevant legislation. • 0 Point = No Communication Plan • 1 Points = Poor Communication Plan • 2 Points = Poor Communication Plan & have one (1) local language (other than English) speaking person on team. • 3 Points = Adequate Communication Plan & have one (1) local language speaking person on team. • 4 Points = Adequate Communication Plan & have two (2) local language (other than English) speaking person on team. • 5 Points = Detailed Communications Plan & have two (2) local language (other than English) speaking person on team.	10
2: BENEFICIAL EXPERIENCE	<u>Established Offices with Resources in the EC</u> Representativity and the degree of functionality of the service provider's offices in the Eastern Cape Province (Provide proof of physical address, valid lease agreement and or municipal account or a letter on the letterhead of the ward councillor/traditional authority/council that must be signed, stamped and dated. Resource availability such as support staff, equipment to be used e.g. plotters, printers, vehicles, cameras etc must be attached). • 0 Point = No degree of functionality and representativity in the Eastern Cape. • 0 Point= Representativity in the Eastern Cape with poor functionality. • 1 Points= Representativity in the Eastern Cape with inadequate functionality. • 3 Points= Adequate illustration of functionality and representativity in the Eastern Cape. • 5 Points = Exceptional illustration of functionality and representativity with exceptional resources in the Eastern Cape	10

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TWELVE (12) MONTHS FOR NGQUSHWA LOCAL MUNICIPALITY IN THE EASTERN CAPE PROVINCE

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	Weight
3. CAPABILITY: Experience and Track Record of the Company	Company experience: i. Attach a portfolio of evidence: a minimum of 3 completion certificates/letters of work successfully completed by the company – the certificates/letters must be duly signed and be on the bidders' Client official letterheads with contact details ii. Proof of similar work (Spatial Development Frameworks/Land Use Management Policies) done by the Company/Firm: 0 Points = No Project 1 Point = 1 similar project completed 2 Points = 2 similar projects completed 3 Points = 3 similar projects completed 4 Points = 4-5 similar projects completed 5 Points = 6 or more similar projects completed	10
4. METHODOLOGY, PROJECT MANAGEMENT & BID DOCUMENT PRESENTATION	Methodology & Project Plan: – A well-structured methodology and implementation plan (linked to dates, timeframes & outputs) which spells out the detailed aspects of the way the project is to be undertaken and reflected on a Gantt Chart. And a well compiled submission. 0 Points = No Methodology provided 1 Point = Methodology and proposed plan do <u>not</u> outline the requirements as specified in the ToR 2 Points= Methodology and proposed plan <u>inadequately</u> and poorly address requirements in the ToR 3 Points = Methodology and proposed plan adequately address <u>most</u> of the requirements in the ToR. 4 Points= Methodology and proposed plan <u>adequately addressed all</u> requirements in the ToR and is acceptable for implementation. 5 Points = Methodology and propose plan <u>exceptionally</u> addressed the manner in which the project will be delivered and indicate additional value adds.	5
	Risk Management: – Risk Management: Identifying possible problems (including the capacity of the service provider) that might hinder project delivery and indicate how they will overcome such problems. 0 Points = Risk Management not Illustrated 1 Point= Risk Management <u>partially</u> identified possible problems and mitigation measures 2 Points = Risk Management adequately identified possible problems with limited mitigation measures 3 Points= Risk Management <u>adequately</u> identified possible problems and mitigation measures 4 Points = Risk Management <u>elaborately</u> identified possible problems and mitigation measures. 5 Points = Risk Management <u>Exceptionally</u> identified possible problems and mitigation measures.	10
	Effective Bid Document Referencing as per Annexure A: 0 Points = No checklist provided 1 Point = Poorly referenced and incomplete Evaluation Requirements checklist that does not align with bid submission 2 Points= Inadequately referenced Evaluation Requirements checklist with limited document submission alignment 3 Points = Mostly correct referencing in Evaluation Requirements checklist with some alignment with the actual document submitted 4 Points= Adequately referenced Evaluation Requirements checklist with accurate reference to the submission document 5 Points = Exceptionally well-referenced Evaluation Requirements checklist that accurately corresponds with a well-compiled bid submission document	10
TOTAL POINTS ON FUNCTIONALITY		100

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TWELVE (12) MONTHS FOR NGQUSHWA LOCAL MUNICIPALITY IN THE EASTERN CAPE PROVINCE

16.2 Third Stage – Evaluation in terms of the 80/20 Preference Points System

Only bids that achieve the minimum qualifying score for the second stage will be evaluated further in accordance with the 80/20 preference points system prescribed in the Preferential Procurement Regulations.

16.3 Calculation of total points scored for price and specific goals status

The points scored for price must be added to the points scored for specific goals to obtain the bidder's total points scored out of 100. Bids that achieve the minimum qualifying score for the Second Stage of 60 points out of 100 points will be evaluated further in accordance with the price and specific goals of the department.

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 (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
HDI	10		
Who is female	5		
Who has a disability	2		
Specific goal: Who is youth	3		

16.4 Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract. It is expected that the consultant will regularly effect all recommended amendments before the plan or document is resubmitted to relevant stakeholders. *The Department of Land Reform and Rural Development reserves the right not to award the bid to any service provider, or to various Service Providers.*

17. PROJECT MANAGEMENT WITHIN DLRRD

17.1 This project will be facilitated by a team consisting of officials from the Department of Land Reform and Rural Development (DLRRD), Ngqushwa Local Municipality and any other person/s appointed by DLRRD.

18. OUTCLAUSE

18.1. The Department of Land Reform and Rural Development reserves the right not to appoint if suitable candidates are not found, at the complete discretion of the Department.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TWELVE (12) MONTHS FOR NGQUSHWA LOCAL MUNICIPALITY IN THE EASTERN CAPE PROVINCE

18.2. The department reserves the right to terminate the contract in the event that there is clear evidence of non-performance.

19. BRIEFING SESSION

- There will be a **non-compulsory briefing session** for the Bid.

20. CONTACT PERSON FOR TECHNICAL ENQUIRIES

All enquiries related to this bid call must be forwarded to:

Technical Enquiries	Supply Chain Management Enquiries
Mr. Chalo Mwimba Chief Town Planner: Spatial Planning and Land Use Management- EC Tel: (043) 722 0532 Email: Chalo.Mwimba@dlrrd.gov.za	Mr. Victor Gazi Assistant Director: Demand and Acquisition -SCM-EC Tel: (043) 701 8182 E-mail: Victor.Gazi@dlrrd.gov.za

20. APPROVAL

These Terms of Reference / Specifications were approved as follows:

Approved/ ~~not approved~~



MR. ANDILE CEKISO

CHAIRPERSON: BID SPECIFICATION COMMITTEE

DATE: 12/01/2026



MR. LUXOLO DABULA

MEMBER: BID SPECIFICATION COMMITTEE

DATE: 13/01/2025

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TWELVE (12) MONTHS FOR NGQUSHWA LOCAL MUNICIPALITY IN THE EASTERN CAPE PROVINCE



MR. CHALO MWIMBA

MEMBER: BID SPECIFICATION COMMITTEE

DATE: 12/01/2026



MS. ANDISWA SPELMAN

MEMBER: BID SPECIFICATION COMMITTEE

DATE: 12/01/2026



MS. QUENETH NENGUDA

MEMBER: BID SPECIFICATION COMMITTEE

DATE: 12/01/2026



MS. AFIKILE MTWA

MEMBER: BID SPECIFICATION COMMITTEE

DATE: 13/01/2026

ANNEXURE A

REFERENCE TO BIDDER'S DOCUMENTS			
CRITERIA	EVALUATION REQUIREMENTS	ALLOCATED WEIGHT	Please indicate in the space provided below where to find each requirement in the bidder's document or proposal. (e.g. Annexure, Chapter, Section, Page number, etc)
1. PROJECT RESOURCES Experience and qualifications of key personnel	Team Leader requirements:	10	
	GIS requirements:	10	
	Composition of team: Two (2) Registered Planners with 7 years' experience each	10	
	Composition of team: Economist/Development Economist	10	
	Composition of team: Three (3) other related Professionals	5	
	Communication Plan	10	
2. BENEFICIAL EXPERIENCE	Established Offices with Resources in the EC:	10	
3. CAPABILITY: Experience and Track Record of the Company	Company experience: Three (3) References for good performance	10	
4. METHODOLOGY, PROJECT MANAGEMENT & PROPOSAL/BID DOCUMENT PRESENTATION	Methodology & Project Plan:	5	
	Risk Management:	10	
	Effective Bid Document Referencing: (Accurate link of the requirements to the bid document or proposal)	10	

AUTHORITY TO SIGN THE STANDARD BIDDING DOCUMENTS (SBD) ON BEHALF OF AN ENTITY.

“Only authorised signatories may sign the original and all copies of the tender offer where required in terms of 2.13.4

In the case of a **ONE-PERSON CONCERN** submitting a tender, this shall be clearly stated.

In case of a **COMPANY** submitting a tender, include a copy of a resolution by its board of directors authorising a director or other official of the company to sign the documents on behalf of the company.

In the case of a **CLOSED CORPORATION** submitting a tender, include a copy of a resolution by its members authorising a member or other official of the corporation to sign the documents on each member's behalf.

In the case of a **PARTNERSHIP** submitting a tender, all the partners shall sign the documents, unless one partner or a group of partners has been authorised to sign on behalf of each partner, in which case proof of such authorisation shall be included in the Tender.

In the case of a **JOINT VENTURE** submitting a tender, include a resolution of each company of the Joint Venture together with a resolution by its members authorising a member of the Joint Venture to sign the documents on behalf of the Joint Venture.”

In cases where the tenderer has failed to submit any of the documents above (**proof of authorisation to sign the tender**) with the tender, the Department reserves the right to, at any time after the closure of the tender, but before the award of the tender, request the tenderer to provide the outstanding documents within 7 (seven) calendar days from date of notification

Signatories for companies, closed corporations and partnerships must establish their authority **BY ATTACHING TO THE FORM BELOW (EXAMPLE), ON THEIR ORGANISATIONS'S LETTERHEAD STATIONERY**, a copy of the relevant resolution by their Board of Directors, Members or Partners, duly signed and dated.

An **EXAMPLE** is shown below for a COMPANY:

MABEL HOUSE (Pty) Ltd	
By resolution of the Board of Directors taken on <i>20 May 2000</i> ,	
MR A.F JONES	
has been duly authorised to sign all documents in connection with	
Contract no CRDP 0006, and any contract which may arise there from,	
on behalf of <i>Mabel House (Pty) Ltd.</i>	
SIGNED ON BEHALF OF THE COMPANY:	(Signature of Managing Director)
IN HIS CAPACITY AS:	Managing Director
DATE:	20 May 2000
SIGNATURE OF SIGNATORY:	(Signature of A.F Jones)
As witnesses:	
1.	
2.	
Signature of person authorised to sign the tender:	
Date:	

In cases where the tenderer has failed to submit any of the documents above with the tender, the Department reserves the right to , at any time after the closure of the tender, but before the award of the tender, request the tenderer to provide the outstanding documents within 7(seven) calendar days from the date of notification.

THE NATIONAL TREASURY

Republic of South Africa



GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT

July 2010

GOVERNMENT PROCUREMENT
GENERAL CONDITIONS OF CONTRACT
July 2010

NOTES

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
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8. Inspections, tests and analysis
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10. Delivery and documents
11. Insurance
12. Transportation
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14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
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21. Delays in the supplier's performance
22. Penalties
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27. Settlement of disputes
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32. Taxes and duties
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34. Prohibition of restrictive practices

General Conditions of Contract

1. Definitions

1. The following terms shall be interpreted as indicated:
 - 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
 - 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
 - 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
 - 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
 - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
 - 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
 - 1.7 "Day" means calendar day.
 - 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
 - 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
 - 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
 - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

- 1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za

4. Standards

- 4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of contract documents and information; inspection.

- 5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.
- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.
- 5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

6. Patent rights

- 6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

7. Performance security

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
- (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
 - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspections, tests and analyses

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or

analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packing

- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

10. Delivery and documents

- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC.

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental services

- 13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

14. Spare parts

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
 - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
 - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

- | | |
|---|---|
| 16. Payment | <p>16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.</p> <p>16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.</p> <p>16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.</p> <p>16.4 Payment will be made in Rand unless otherwise stipulated in SCC.</p> |
| 17. Prices | <p>17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.</p> |
| 18. Contract amendments | <p>18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.</p> |
| 19. Assignment | <p>19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.</p> |
| 20. Subcontracts | <p>20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.</p> |
| 21. Delays in the supplier's performance | <p>21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.</p> <p>21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.</p> <p>21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.</p> <p>21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the</p> |

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

22. Penalties

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for default

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination for insolvency

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
 - (b) the purchaser shall pay the supplier any monies due the supplier.

28. Limitation of liability

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

		(b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
29. Governing language	29.1	The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
30. Applicable law	30.1	The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
31. Notices	31.1	Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
	31.2	The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
32. Taxes and duties	32.1	A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
	32.2	A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
	32.3	No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
33. National Industrial Participation Programme (NIP)	33.1	The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
34 Prohibition of Restrictive practices	34.1	In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
	34.2	If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:	RQ-020654	CLOSING DATE:	30 JANUARY 2026	CLOSING TIME:	11:00AM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TWELVE (12) MONTHS FOR NGQUSHWA LOCAL MUNICIPALITY IN THE EASTERN CAPE PROVINCE				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT, 15 COUTTS STREET, OCEAN TERRACE - BLOCK H, QUIGNEY, EAST LONDON, TENDER BOX SITUATED AT THE GROUND FLOOR OR EMAIL THE QOUTATION ON THE EMAIL PROVIDER BELOW.					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr V Gazi and Ms B Lengisi		CONTACT PERSON	Mr. Chalo Mwimba	
TELEPHONE NUMBER	043 701 8182/50		TELEPHONE NUMBER	043 722 0532	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	victor.gaz@dlrrd.gov.za and babalwa.lengisi@dlrrd.gov.za		E-MAIL ADDRESS	Chalo.mwimba@dlrrd.gov.za	
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:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ NO	
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.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA .
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

.....

DATE:

.....

PRICING SCHEDULE
(Professional Services)

PRICING SCHEDULE : APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN PERIOD OF TWELVE (12) MONTHS FOR NGQUSHWA LOCAL MUNICIPALITY IN THE EASTERN CAPE

NAME OF BIDDER:RQ NO.: 020654

CLOSING TIME 11:00

CLOSING DATE 30 JANUARY 2026

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
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1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate rates based on the total Estimated cost for all the activities and including expenses Inclusive of VAT for the project.

3. **Total bid Price**

R.....

NB: REFER TO THE PROJECT COST AND TIMEFRAME OF THE TERMS OF REFERENCE

Phases	% Payable	Time Frames (12 Months)	TOTAL COST	
Phase 1: Preparatory	10%	2 Months	R-----	
Phase 2: Policy Context & Vision Directives	20%	2 Month	R-----	
Phase 3: Spatial Challenges and Opportunities	30%	2 Months	R-----	
Phase 4: Spatial Proposals and Implementation Framework	20%	2 Months	R-----	
Phase 5: Public Consultation	5%	3 Months	R-----	
Phase 6: Final Municipal SDF	10%	1 Month	R-----	
RETENTION	5%		R-----	
TOTAL COST EXCLUDING VAT			R-----	
VAT 15%			R-----	
TOTAL COST INCLUDING VAT			R-----	

Bid No.:

Name of Bidder:

PRICING SCHEDULE : APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TWELVE (12) MONTHS FOR NGQUSHWA LOCAL MUNICIPALITY IN THE EASTERN CAPE

6. Period required for commencement with project after acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract? *YES/NO
9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....
.....
-

Bid Initials.....

Bid's Signature.....

Date.....

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 interest¹ 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

¹ 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.

with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....

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 consortium² 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

² 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.

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.

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**

PRICE QUOTATION PROCESS (UP TO R 1 MILLION)

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. 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 tender 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;
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); and
- (f) **“Historically Disadvantaged individuals”** means a person historically disadvantaged by unfair discrimination on the basis of race: Provided that a person historically disadvantaged on the basis of race refers to Africans, Coloureds, Indians and people of Chinese descent who are South African citizens by birth or descent; or who became citizens of the Republic of South Africa by Naturalisation -
 - Before 27 April 1994; or
 - On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.

2. GENERAL CONDITIONS

2.1 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

2.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 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.

2.3 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.

2.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

2.5 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 points for specific goals are not claimed.

2.6 Tenderers that fail to claim points for specific goals or that fail to fully complete the table in paragraph 2.12 below, will not be awarded points for specific goals.

2.7 Tenderers that make a calculation error when claiming points as per the table in paragraph 2.12 below, will not be awarded points for specific goals. Please take note of the examples on how to calculate points for specific goals as per paragraph 2.12 below.

2.8 Tenderers that fail to submit the correct SBD 6.1 form as issued by the Department of Agriculture, Land Reform and Rural Development, will not be awarded points for specific goals.

2.9 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.

2.10 Tenderers who wish to claim points in terms of the table in paragraph 2.12 below need to provide proof for each point claimed as guided below:

2.10.1 Historically Disadvantaged individuals (HDI):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.2 Who is female:

- **Attach a copy of Identity Document (ID) and company registration document.**

2.10.3 Who has a disability:

- **Attach a certified copy or original doctor's letter confirming the disability.**

2.10.4 Who is youth (a person that is not older than 35 years on the closing date of a bid):

- **Attach a copy of Identity Document (ID) and company registration document.**

2.11 The Department will use the Central Supplier Database and documents submitted by the tenderer to verify the points claimed for specific goals.

2.12 **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 (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. HDI	10		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	3		

The number of points claimed for specific goals, are calculated as follow:

- (I) A maximum of 10 points may be allocated to tenderers who had no franchise in national elections before the 1983 and 1993 Constitution, on the following basis:
 - **Percentage ownership equity** x 10 ÷ 100 = number of points claimed.
- (II) A maximum of 5 points may be allocated for to tenderers who is female, on the following basis:
 - **Percentage ownership equity** x 5 ÷ 100 = number of points claimed.
- (III) A maximum of 2 points may be allocated to tenderers who has a disability, on the following basis:
 - **Percentage ownership equity** x 2 ÷ 100 = number of points claimed.
- (IV) A maximum of 3 points may be allocated to tenderers who are youth, on the following basis:
 - **Percentage ownership equity** x 3 ÷ 100 = number of points claimed.

2.13 It is important to note that failure by a tenderer to complete the table in paragraph 2.12 in full, will result in points for specific goals not to be allocated.

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

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

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = 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 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = 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 the table in paragraph 2.12 above 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.
- 4.3 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their members, be entitled to claim points in respect of specific contract participation goals.
- 4.4 A tenderer will not be awarded points for HDI if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for the same number or more points for equity ownership.
- 4.5 A tenderer awarded a contract as a result of preference for contracting with, or providing equity ownership to a HDI, may not subcontract more than 25% of the value of the contract to a tenderer who is not a HDI or does not qualify for the same number or more preference for equity ownership.

5. SUB-CONTRACTING

- 5.1 Will any portion of the contract be sub-contracted?
(**Tick applicable box**)

YES		NO	
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- 5.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted:%
- ii) The name of the sub-contractor:
- iii) Points claimed for HDI by the sub-contractor:

6. DECLARATION WITH REGARD TO COMPANY/FIRM

- 6.1. Name of company/firm:

- 6.2. Company registration number:

- 6.3. 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]

- 6.4. 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.

..... SIGNATURE(S) OF TENDERER(S)	
SURNAME AND NAME:	
DATE:	
ADDRESS:	