



**PROJECT NO: JSM/FIN/REV/01/23**

**TENDERS ARE INVITED FROM EXPERIENCED AND SUITABLY QUALIFIED VALUERS FOR THE COMPILATION AND MAINTENANCE OF THE VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLLS AS WELL AS THE SUPPLY OF OTHER VALUATION RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT NO. 6 OF 2004) FOR THE FINANCIAL YEAR/S 1 JULY 2025 TO 30 JUNE 2030**

### **SCOPE OF WORK**

#### **1. INTRODUCTION**

Dr JS Moroka Local Municipality is calling for tenders from experienced and suitably qualified valuers for the compilation of a valuation roll and supplementary valuation rolls in terms of the Act, for areas within its area of jurisdiction:

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

The successful Tenderers must commit themselves to strict confidentiality both during and after the valuation task.

Tenderers must ensure that no conflict of interest occurs during or after the valuation process and if any potential conflict arises, the Tenderer must advise Municipality accordingly.

Tenderers will be required to prepare a project plan in terms of **Schedule 7** and to adhere to the time schedules detailed therein, as well as **paragraph 18** hereof.

Municipality will provide the Tenderer with certain data as detailed in **paragraph 14** hereof.

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

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

Tenderer

Witness 1

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Employer

Witness 1

Witness 2

**(Municipality to specify whether they require the appointment of a Municipal Valuer, Assistant Municipal Valuer or Both)**

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

The Tenderer must nominate the person to be designated as the Municipal Valuer by completing **Schedule 1**.

In terms of Section 39(2)(a) where the Municipality requires the appointment of Assistant Municipal Valuers only, such Assistant Municipal Valuers must be nominated by the Tenderer completing **Schedule 2**.

Where the Municipality requires the services of a Municipal Valuer, Tenderer shall be entitled to nominate, Assistant Municipal Valuers to be appointed under his control and authority.

In such cases **Schedule 1 and 2** must be completed.

The Municipality reserves the right to:-

Fully investigate the qualifications, experience and performance of the Tenderers nominated person/s in terms of **Schedules 1 and 2** hereof by reference to:

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

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

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

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

The Municipal Valuer and/or Assistant Municipal Valuer do by their signature of **Schedule 1 and 2** bind themselves jointly and severally with Tenderer to fulfil all terms and conditions of this Tender together with all schedules.

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

Tenderer

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Employer

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Witness 2

### 3. SERVICES REQUIRED

Tenders are invited from experienced and suitably qualified Tenderers to compile and maintain valuation roll/s and supplementary valuation rolls.

Tenderers will be required to compile a Valuation Roll for the period:-

1 July 2025	to	30 June 2026
1 July 2026	to	30 June 2027
1 July 2027	to	30 June 2028
1 July 2028	to	30 June 2029
1 July 2029	to	30 June 2030

In addition to compiling the said valuation rolls,

Tenderer's nominated person/s will be required to assist Municipality in:-

- (1) The preparation of the Rates Policy in terms of the Act in regard to valuation matters.
- (2) Community Participation and Public Awareness relating to the valuation and objection process.
- (3) Attending to Valuation Enquiries on behalf of the Municipality.

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

- (4) Valuation of different categories of properties in terms of Section 8(2).
- (5) Valuation of multiple purpose properties in terms of Section (9) and the review thereof, if so required by Municipality.
- (6) Exemptions, reductions or rebates in terms of Section 15 and the reviews thereof, if required by Municipality.
- (7) Compile valuations in terms of Section 7(1) and subject to the provisions of Section 30(2), where applicable.
- (8) Compliance with the provisions of Section 30.
- (9) Compile the valuation rolls as at date of valuation in terms of Section 31.
- (10) Comply fully with Section 34 – Functions of Municipal Valuer.
- (11) Section 36 – Data Collectors. Assume responsibility for their performance.
- (12) Comply with Section 37 – Delegation where applicable and if necessary.

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- (13) Comply with Section 39 – Qualifications of Municipal Valuers.
- (14) Comply with Section 40 – Prescribed Declarations.
- (15) Comply with Section 41 – Inspection of property within defined days and times.
- (16) Comply with Section 42 – Access to Information.
- (17) Comply with Section 43 – Conduct of Valuers.
- (18) Comply with Section 44 – Protection of Information.
- (19) Comply with Section 45 – Valuation methodology and Section 13 hereof.
- (20) Comply with Section 46 – General basis of valuation.
- (21) Comply with Section 47 – Sectional Title Schemes.
- (22) Comply with Section 48 – Content of valuation roll including any additional information that the Municipality may require in terms of this tender.
- (23) Comply with Section 51 – Processing of objections, if so required by Municipality.
- (24) Comply with Section 52(1)(3) – Compulsory review.
- (25) Comply with Section 53 – Notification.
- (26) Comply with Section 69 – Decision of Valuation Appeal Board and Section 34(f).
- (27) Comply with Section 78 – Supplementary valuations including annual reviews of multiple properties in terms of Section 9 and properties affected in terms of Section 15 of the Act, if so required by Municipality.
- (28) Comply with Section 81 & 82 of the Act. Tenderers/Nominated Person(s) shall provide and make available all data and valuations for purposes of internal monitoring by the Municipality as well as monitoring by the MEC for local government in terms of Section 81(1) of the Act and the Minister in terms of Section 82(1) of the Act. Such data will be available in a format that is easy to read, understand and interpret.

#### 4. DEFINITIONS

Date of Valuation: shall mean the Date of Valuation as determined by Municipality in terms of the Act;

Date of Draft Submission: shall mean the date upon which the Municipality if so required by them requires the nominated person to submit data relevant to the valuation roll to enable the Municipality to use such data in the preparation of their rates policy and tariffs;

Tenderer

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**Date of Final Submission:** shall mean the date upon which the certified roll/s are handed to the Municipality by the nominated persons;

**Specialised Properties:** Specialised Properties are all properties other than residential dwellings, agricultural farming units, typical income producing properties and include inter alia the following type of properties:

- Regional Shopping Centres e.g. Mall
- Hotels
- Conference Centres
- Quarries
- Mines
- Grain Depots
- Private Hospitals
- Provincial and/or State buildings such as Civic Centres, Prisons etc.
- Airports, Harbours and Stations
- Steel Manufacturer e.g. Iscor
- Cement Factory

Tenderer shall be required to assist the Municipality to compile a register of Specialised Properties that will enable Municipality to easily refer at any time to such properties.

The register will reflect the property description and method of valuation applied. Where generally recognised methods of valuation are not appropriate in the determination of value, for properties of this nature, the nominated person will be required to obtain the written approval from the Municipality for the method of valuation or technique of valuation to be applied in the valuation of such properties;

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

**Data Ownership:** all data obtained, collected and/or utilised in the compilation and maintenance of the valuation roll and supplementary valuations rolls belongs to the Municipality;

**Data Transfer:** all data utilised and/or collected by Tenderer including that of the data capturers, will be transferred by the Tenderer to the Municipality on a minimum of a monthly basis and in a format mutually agreed upon. Wherever possible all data should be collected and transferred in a recognised electronic format;

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Property Master File:

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

Upon proclamation of a township, Tenderer will create the individual entries of all erven comprising that township in the master file. Tenderer shall thereafter administer the township owner's interest account on an ongoing basis as and when entries comprising that township are registered. Unregistered subdivisions will be handled in the same manner as township owner interest accounts.

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

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

Example: Erf 14 & 15 Dunswart consolidated into Erf 300. Under erven 14 + 15 they will be indicated as unregistered with a cross reference to Erf 300. Under Erf 300 it will be crossreferenced to indicate consolidation of Erf 14 & 15. Holding 16 Ravenswood Agricultural Holdings excised into Portion 315 of the Farm Klipfontein 83 I.R. Under Holding 16 it will be referred to as unregistered and under Portion 315 it will crossrefer as "previously Holding 16 Ravenswood Agricultural Holding";

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

Tenderer

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Employer

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

In terms of the Promotion of Access to Information Act, Act 2 of 2000, Municipality is obliged and compelled to provide certain information to the general public.

The Tenderer as part of his function in collecting data on behalf of the Municipality will be required to comply with the provisions of the Promotion of Access to Information Act, Act 2 of 2000

Accordingly, Tenderer will be required to compile a manual as required in terms of Section 51 of the Promotion of Access to Information Act, Act 2 of 2000 and that such manual will be attached under **Schedule 10** hereof.

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

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

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

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

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

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

## 6. CONFIDENTIALITY

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

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

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

## 7.1 PENALTIES AND DEFAULTS

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

Tenderer

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Employer

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

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

- Non compliance to submission dates
- Breach of confidentiality and/or conflict of interest;
- Inadequate valuation performance in terms of sections 51 and 52 of the Act and/or the results of any Valuation Appeal Board arising from this tender.
- Inadequate valuation results measured against monitoring;
- Non-compliance with the Act and any other conditions referred to in this tender.
- Dishonesty
- Corruption

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

In all of the other events, the Municipality will give Tenderer 30 days notice to remedy such default, failing which the Municipality shall cancel this tender without further notice or advise.

Municipality shall in either situation of: inadequate valuation performance being suspected by the Municipality and/or inadequate valuation results arising from internal monitoring, provincial monitoring or national monitoring, have the right to appoint a registered professional valuer of not less than ten years registration to act as an adjudicator on behalf of the Municipality to investigate their suspicion. Such person shall consider the merits of the allegations made by the Municipality.

The Nominated Person as well as the Tenderer shall be obliged to provide all documentation required by such adjudicator as well as attend all sessions of inquiry and interviews with the said adjudicator. The adjudicator shall, in his findings and deliberations declare whether in his opinion the inadequate performance by the nominated person is a serious default or not. The findings of the adjudicator will be handed to the Municipality, the nominated person and Tenderer. The municipality shall consider the findings of the adjudicator and shall thereafter take the necessary steps against the nominated person and/or the Tenderer. The nominated person and/or Tenderer shall have the right to reply in full to any questions, allegations or statements made by the adjudicator. The findings of the adjudicator shall be final and binding on both the Tenderer and nominated person.

Should the Municipality suffer any losses as a result of the default of Tenderer and/or the nominated person/s, the Municipality shall further be entitled to recover all costs or damages, resulting from such default as well as the cost of re-appointing alternative valuers and other financial losses suffered by the Municipality, as a result of the default of Tenderer and/or the nominated person/s.

The Municipality shall in addition to any of its other rights to claim damages from the Tenderer be entitled to enforce the following penalties:

## 7.2 PENALTIES

1. Delay in complying with stage 1 of the tender, R 1000.00 per day until completion.
2. Delay in complying with stage 2 of the tender, R 2000.00 per day until completion.

Tenderer

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Witness 2

Employer

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Witness 2



3. Delay in complying with stage 3 of the tender, R 2000.00 per day until completion.
4. Delay in complying with stage 4 of the tender, R 2000.00 per day until completion.
5. Delay in complying with stage 5 of the tender, R 2000.00 per day until completion.
6. Delay in complying with stage 6 of the tender, R 2000.00 per day until completion.
7. Delay in complying with stage 7 of the tender, R 2000.00 per day until completion.

Should it be apparent to the Municipality that after Tenderer has been advised in writing by Municipality that Tenderer is in default in complying with the deadlines of either stage 1 or 2 and that Tenderer has failed to rectify such default within the amended time limit set by Municipality then in such event Municipality shall be entitled to cancel the contract and appoint a substitute Tenderer. In such event, Tenderer will supply Municipality with all data collected in his possession and Municipality reserves the right to offset any payment due to Tenderer against the cost of appointing another person to fulfil the requirements of this tender. If the cause of delay is due to the Municipality not supplying the Tenderer with agreed data, or other delays caused by the Municipality themselves, then in such event, the Municipality shall not be entitled to enforce this clause.

## 8. INSURANCE

Tenderer shall submit proof in terms of **Schedule 8** hereof relating to Professional Indemnity Insurance relating to the nominated person/s to a minimum value of R1,000,000.00 and Public Liability Insurance held by Tenderer for a minimum value of R500,000.00.

## 9. VALUATION SUMMARY

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

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

DESCRIPTION	ESTIMATED NO OF ENTRIES
RESIDENTIAL	25 870
RDP HOUSING	1 102
NON RESIDENTIAL e.g. business, industrial etc	363
AGRICULTURAL SMALL HOLDINGS used for agricultural purposes only	27
AGRICULTURAL SMALL HOLDINGS used for purposes other than agriculture	382
FARMS used as farming units only	12
FARMS used for other purposes e.g. industrial etc	0
UNREGISTERED ERVEN comprising township owner interest accounts	37 685

Tenderer

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ANY OTHER categories that Municipality may wish to state	103
SECTIONAL TITLE UNITS	0
TOTAL ESTIMATED NO OF ENTRIES	65 544

Tenderers shall base their tender on the estimated number of entries above. Upon submission of the certified valuation roll an adjustment based on the actual number of entries as reflected in the Property Master will be made and compared to the above estimate. The tender price will then be adjusted pro rata on the difference of entries and the price will be calculated on the type of category relating to the entry under item 1.1 to 1.9 of **Schedule 3** hereof.

Where a property has been valued in terms of its multiple use, each multiple use will count as a separate entry in the calculation of final entries and price.

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

Where a municipality has no existing valuation roll, Tenderer will establish the estimated entries and will thereafter base his tender in terms of the categories reflected under **Schedule 3** hereof.

#### **10. SUPPLEMENTARY VALUATIONS:**

Supplementary valuation rolls will be compiled on an annual basis for the following periods:

1 July 2026	to	30 June 2027
1 July 2027	to	30 June 2028
1 July 20278	to	30 June 2029
1 July 2029	to	30 June 2030

Tenderer will be required to submit a certified supplementary valuation roll by the 15<sup>th</sup> of September of each year.

Supplementary Valuations will be compiled on an ongoing basis as they occur and supplied to Municipality as soon as is reasonably possible. Tenderer will supply the Municipality with a monthly schedule of all supplementary valuations compiled by him and ensure that the property master file is updated continuously as a result of such changes.

Where Tenderer has been appointed to supply GIS services to the Municipality, Tenderer will be obliged to maintain the GIS and reconcile supplementary valuations made with the GIS not less than once per month.

Municipality will require that Tenderer maintains a register of all supplementary valuations in the course of being compiled by Tenderer and such register will contain provision for monthly reporting on all outstanding supplementary valuations and the reasons thereof.

All terms, conditions and references applicable to the compilation of the valuation roll shall be applicable to the compilation of supplementary valuation rolls.

Tenderer

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Employer

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The cost of compiling supplementary valuation rolls and the maintenance thereof shall be based on the fees as set out in **Schedule 3** hereof.

Tenderer shall if required by the municipality as part of the maintenance of the valuation roll, to annually re-inspect and review the valuations relating specifically to properties subjected to sections 9 & 15 of the Act.

#### 11. OBJECTIONS

Tenderer must comply with the provisions of sections 51, 52 & 53 of the Act.

The cost of complying with the objection process is reflected in **Schedule 3**.

At the option of Municipality, Tenderer may be required to follow a valuation objection procedure that will include attendances and procedures at “quasi valuation objection hearings”.

Should Municipality so decide, the cost thereof will be reflected in **Schedule 3**.

#### 12. APPEALS

The Tenderer must attend all hearings of the valuation appeal board hearings. The costs of attending to the hearings is reflected in **Schedule 3**.

#### 13. DATA COLLECTION AND DATA COLLECTION SYSTEMS

Tenderer will be fully responsible for the obtainment of all data necessary for Tenderer to compile the Valuation Roll and Supplementary Valuation Rolls.

The data collected by Tenderer must be capable of being checked, audited, verified and monitored.

Municipality will establish or have established whether the standard of data collection is accurate and in accordance with generally accepted valuation standards suggested by either The South African Institute of Valuers, or The South African Council for the Property Valuers Profession and/or any other recognised South African bodies relating to the valuation profession.

If the findings of the Municipality and/or the said described bodies indicate that the standard of data collection is not in accordance with the above standards, the Municipality will give Tenderer 30 days written notice setting out their findings and request Tenderer to rectify such default, failing which Municipality shall be entitled to cancel this tender without further notice. Tenderer will be given the opportunity to explain to Municipality the differences between the findings of the Municipality relating to data randomly checked by them and data supplied to them by Tenderer. All data collected by Tenderer in no matter what format is the property of Municipality.

The collection of data on behalf of the Municipality is critical and vital in the determination of true and accurate municipal valuations.

Where Tenderer has made use of aerial photography and or satellite imagery utilizes at his discretion and/or supplied by him either voluntarily or on behalf of the Municipality, such aerial

Tenderer

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photographs and/or satellite imagery will become the data of the Municipality and the Tenderer shall have no lien thereon.

Notwithstanding Section 45(2)(a) of the Act, whereby inspections are optional, Tenderer will be required to adhere to the following minimum data collection requirements:-

The minimum data to be collected for each category of property is as follows:-

### **13.1 RESIDENTIAL ERVEN AND BUILDINGS**

- Extent of Erf
- Physical address if available
- Size of dwelling/s, outbuildings and other structures on the property
- Number of storeys
- Condition and rating
- Quality
- Age
- Special features i.e. swimming pool, walling
- Adverse features i.e. next to informal settlement, busy road, etc.
- Topography/slope
- View

### **13.2 SECTIONAL TITLE RESIDENTIAL SCHEMES**

- Name of scheme
- Registration no of scheme
- Unit and flat no
- Exclusive use area
- Erf no (cross referred)
- Floor level
- Unit type i.e. simplex, duplex, etc
- No of storeys in the scheme
- Participation quota
- Owner
- Sales date
- Sales price
- Condition of section
- Condition of scheme
- View
- Adverse features
- Positive features

### **13.3 INCOME PRODUCING PROPERTIES**

- Size of Erf
- Street address if available
- Rentable or usable area
- Gross building area
- Description of units i.e. 12 x 1 bedroom flats 6 x ground floor shops
- Rentals actual and/or estimates provided by agents, tenants, landlords etc
- Expense ratio to gross income

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Employer

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- Town planning zoning
- Actual use
- Surplus developable land
- Other income factors e.g. car bays
- Turnover contribution if available
- Condition rating
- Quality of building rating
- Owner
- Sales date
- Sales price
- Sales capitalization rates and other information obtained from agents, brokers, purchasers etc.

#### **13.4 SPECIALISED PROPERTIES**

- Street address if available
- Schedule reflecting description and use of buildings.
- Size of all buildings
- Data relating to specific type of property e.g. number of beds in hospital etc.

#### **13.5 PROPERTIES USED FOR AGRICULTURAL PURPOSES**

- Land Size
- Analysis of land use e.g. Irrigation, dry land, grazing, homestead land etc
- Description of all buildings including use, condition and functionality.
- Estimated schedule of building sizes
- Investigation of land claims, land tenure etc
- Owner
- Sales date
- Sales price

#### **13.6 AGRICULTURAL SMALL HOLDINGS**

- Where used as a farming unit 13.5 will apply
- Where used for other purposes 13.1, 13.3 or 13.4 may have to be followed.

#### **13.7 URBAN VACANT LAND**

- Size
- Address (if available)
- Topography/slope
- Soil conditions
- Services
- View
- Adverse features
- Positive features
- Owner
- Date of sale
- Sale price

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Employer

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### 13.8 GENERAL

Sales are to be comprehensively inspected and analysed during the compilation and maintenance phase of this tender.

Such analysis is to be fully documented and made available for internal and external monitoring purposes.

In the case of all properties other than agricultural farming units, where aerial photography and/or satellite imagery is not being used a digitised site plan must be submitted.

This requirement will apply to the compilation of the valuation roll as well as the supplementary valuation rolls.

Records relating to rentals, vacancies, expense ratios, capitalization rates, construction costs and any other data that will have a bearing on the influence of market value are to be documented, recorded and analysed on an ongoing basis during the duration of this tender.

Sales are to be recorded and distinguished between vacant and improved sales.

Public infrastructure will be valued in terms of guidelines published from time to time.

If building plans are used, they are to be verified and checked against actual buildings erected on the property and the data collected must reflect an "as is" situation found on the site. Categories of properties as well as multiple purpose properties are to be reflected.

Actual use and town planning zonings are to be reflected.

All data collected will be internally monitored, verified and checked by the Municipality on an ongoing basis.

The municipality does not guarantee the accuracy or correctness of any data supplied to Tenderer and it is the responsibility of Tenderer to check and correct any such data supplied.

Tenderers must satisfy themselves in regard to the number of entries both registered and unregistered forming part of the existing Municipal records and reflected under paragraph 9 hereof. The valuation roll must be fully compatible with the billing system of the Municipality. Other data must be capable of being adapted to other systems of the Municipality.

### 14. INFORMATION AND SERVICES TO BE PROVIDED BY THE MUNICIPALITY AND/OR TENDERER

#### 14.1 UPON APPOINTMENT, THE MUNICIPALITY WILL PROVIDE TENDERER WITH THE FOLLOWING DATA:

1. Current Valuation Roll (where no valuation roll exists Municipality to specify);
2. Copies of all Supplementary Valuation Rolls;
3. Available data such as field sheets, valuation records etc.

#### OPTIONS

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Municipality will specify which of the following data it will make available to Tenderer and what data it requires Tenderer to obtain at their cost (**Indicate with a tick what is applicable**)

**14.2 DATA RELATING TO COMPILATION OF THE VALUATION ROLL**

	FUNCTION	MUNICIPALITY TO PROVIDE	TENDERER TO PROVIDE/OBTAIN
1.	Aerial photographs/satellite imagery		Tenderer to obtain aerials (at the cost of Tenderer)
2.	Building plans	Yes	
3.	Bulk deeds download at commencement date		Yes
4.	Cadastre	Yes	
5.	Copies of all offers received to purchase and/or lease Municipal properties	Yes	
6.	Copies of all sales/rental agreements relating to properties sold by Municipality whether registered or not	Yes	
7.	Copies of all consent use applications received, approved or declined	Yes	
8.	Copies of all township applications, rezonings, consolidations, notarial ties submitted to Municipality	Yes	
9.	Copies of all approvals and/or rejections by Municipality of the above	Yes	
10.	Copies of all policy decisions relating to immovable property within Municipality	Yes	
11.	Copies of water and electricity deposits relating to properties not previously connected	Yes	
	FUNCTION	MUNICIPALITY TO PROVIDE	TENDERER TO PROVIDE/OBTAIN
12.	Development Plan	Yes	
13.	Geographic information system	Yes	
14.	Monthly clearance certificates	Yes	
15.	Monthly Deeds downloads		Yes
16.	Monuments and Heritage buildings declared from time to time	Yes	







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17.	Occupation Certificates where available	Yes	
18.	Planned roads and other infrastructural services, i.e. proposed reservoirs, power lines, sewer mains, water mains, etc.	Yes	
19.	Report of properties affected by environmental restraints or subjected to onerous environmental impact assessment requirements	Yes	
20.	Reports on properties that are adversely affected by adverse soil conditions or prohibition on development i.e. land subject to dolomite etc.	Yes	
21.	Town planning scheme	Yes	
22.	With each approved subdivision, consolidation and/or Township Proclamation or opening of a Township Register. - Copy of Proclamation Notice - Amendment scheme - Services agreement	Yes	

#### 14.3 SUPPLEMENTARY VALUATION ROLL

Municipality will specify which of the following data it will make available to Tenderer and what data it requires Tenderer to obtain at their cost (**Indicate with a tick what is applicable**)

#### DATA RELATING TO THE COMPILATION OF SUPPLEMENTARY VALUATION ROLLS.

	FUNCTION	MUNICIPALITY TO PROVIDE	TENDERER TO PROVIDE/OBTAIN

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



APPOINTMENT OF VALUER FOR THE COMPILATION AND MAINTENANCE OF THE VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLLS AS WELL AS THE SUPPLY OF OTHER VALUATION RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT NO. 6 OF 2004) FOR THE FINANCIAL YEAR/S 1 JULY 2025 TO 30 JUNE 2030

1.	Aerial photographs/ satellite imagery	No	No
2.	Building plans and schedule of monthly completed buildings.	Yes	
3.	Cadastre monthly updates	Yes	
4.	Monthly copies of all offers received to purchase and/or lease Municipal properties	Yes	
5.	Monthly copies of all sales/rental agreements relating to properties sold by Municipality whether registered or not	Yes	
6.	Monthly copies of all consent use applications received, approved or declined	Yes	
7.	Monthly copies of all township applications, rezonings, consolidations, notarial ties submitted to Municipality	Yes	
8.	Monthly copies of all approvals and/or rejections by Municipality of the above	Yes	
9.	Monthly copies of all policy decisions relating to immovable property within Municipality	Yes	
10.	Monthly copies of water and electricity deposits relating to properties not previously connected	Yes	
11.	Development Plan and changes thereto	Yes	
	FUNCTION	MUNICIPALITY TO PROVIDE	TENDERER TO PROVIDE/OBTAIN

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

12.	Geographic information system Monthly maintenance thereof - if applicable	Yes	
13.	Monthly clearance certificates	Yes	
14.	Monthly Deeds downloads		Yes
15.	Monuments and Heritage buildings declared from time to time	Yes	
16.	Occupation Certificates where available	Yes	
17.	Planned roads and other infrastructural services, i.e. proposed reservoirs, power lines, sewer mains, water mains, etc. – ongoing basis	Yes	
18.	Regular report of properties affected by environmental restraints or subjected to onerous environmental impact assessment requirements – ongoing basis	Yes	
19.	Reports on properties that are adversely affected by adverse soil conditions or prohibition on development i.e. land subject to dolomite etc.	Yes	
20.	Town planning scheme – updates thereof	Yes	
21.	With each approved subdivision, consolidation and/or Township Proclamation or opening of a Township Register. <ul style="list-style-type: none"> <li>- Copy of Proclamation Notice</li> <li>- Amendment scheme</li> <li>- Services agreement</li> </ul>	Yes	
22	Annual inspection and review of section 9 & 15 properties referred to in the Act	Yes	
23	Monthly diagrams from surveyor general		Yes
24	Notices appearing in government/provincial gazettes relating to properties within the municipality	Yes	
25	Annual review of rates policy copy thereof	Yes	

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

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

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

## 15. PRINTING AND BINDING OF ROLLS

Tenderer shall be responsible for providing Five (5) copies of the valuation roll, which will be certified by the valuer. The valuation rolls shall be printed in **A3 (two copies) and A4 (three copies)** format, back-to-back and shall be appropriately indexed.

The valuation roll shall be spirally bound and each volume shall be numbered and contain a cover and back page. All pages of the valuation roll shall be consecutively numbered.

The printing and binding of the valuation roll shall be for the account of the Tenderer. In addition, Tenderer shall provide the Municipality with an electronic copy of the valuation roll and supplementary rolls in a printable format.

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

## 16. VALUATION SYSTEM

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

16.1 If a mass valuation system is used by Tenderer, the system must be compatible with the valuation system of the Municipality if applicable.

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

16.3 The valuation system must be compatible with the billing system of the Municipality

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

16.5 It must have adequate securities and controls to ensure that critical valuation data cannot be manipulated or corrupted.

### 16.6 In the case of property data

The valuation system must be able to store changes relating to inter alia;-  
Land use, zonings, size, sub divisions, consolidations, excisions, notarial ties etc.

- Current and previous owners
- Date of sale and transfer
- Sales price
- Title deed numbers
- Servitudes
- Caveats
- Type of sale i.e. vacant or improved

### 16.8 In the case of Valuations

- All current and future valuations
- All changes to valuations to be historically reflected

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

- Ability to produce monthly supplementary rolls for auditing and checking purposes

#### 16.9 Objections

- The valuation system must be capable of recording objections and appeals and must reflect
  - Name of objector
  - Name of owner
  - Objection number
  - Entry required by objector
  - Decision of valuer
  - Reasons of valuer
  - Decision of appeal board
  - Existing valuations and valuations reflected in the valuation roll
  - Adjustments made by the appeal board
  - Historic records of all objections lodged in terms of the Act against the property from date of commencement and for the full duration hereof.

#### 16.10 Other

The valuation System must be capable of storing inter alia:-

Building plan data where available, site plans, aerial photographs, Gis data, and all other pertinent data on a historic basis. Such data must be capable of being linked to each erf in a way that a full history of all data from date of appointment in terms of this tender, pertaining to that erf can be extracted by reference to that erf.

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

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

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

The valuation system must be able to download data directly from the deeds offices as well as recording and linking properties from various databases with the property key number of the Surveyor General.

### 17.1 DATA BACK UP AND DISASTER RECOVERY PLAN

**All data collected by Tenderer is the property of the Municipality.**

Tenderer will be required at all times to fully protect such data against theft, data corruption, data espionage and data loss.

The maintenance and protection of data on behalf of Municipality is critical and vital.

Tenderer will ensure that all data protected and backed up is capable of being restored and reinstalled into the valuation system of either Municipality or Tenderer in less than seven working days from date of data disaster.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

Where Tenderer utilizes data collection methods such as aerial photographs, electronic measurements, GIS etc such data will also have to be fully protected and capable of restoration in the event of a data disaster. All such data will be made available to municipality in a format specified by municipality.

Municipality reserves the right to appoint either its own officials to assess the data protection and disaster recovery procedure or appoint independent specialists to evaluate and consider the merits and adequacy of the plan as set out under **Schedule 4** hereof.

Tenderer will comply with the following minimum requirements for data protection and data recovery:

- Tenderer will ensure that all data collected manually on paper be scanned into PDF document 'read only' format.
- Tenderer shall keep an original copy of the document in conjunction with the document in electronic PDF format stored on magnetic based media.
- Tenderer shall enforce all other static documents - formats are set as read only and set the relative permissions on GIS and all third party data.
- All data stored on any magnetic based media shall be hosted by an operating system capable of setting security permissions down to the individual file level.
- Tenderer will ensure that all scanned documents attributes stored on magnetic based media are filled in accurately and to the requirements requested by the municipality.
- Tenderer will ensure that all servers hosting the documents referred to in this paragraph and schedule be protected and accessed at server level by the Tenderers appointed network administrator/s only.
- Tenderer will ensure strong password protection at the administrator level on the servers referred to in this section.
- Tenderers will ensure that data which is available to the public and not of a confidential nature is in 'read only format' and the original data or documents cannot be altered in any form whatsoever, whilst hosted on the Tenderer's infrastructure or appointed third party service providers infrastructure.
- Tenderer will ensure that all metadata stored in custom designed relational database systems, cannot be altered once entered into the database and must be protected by the maximum levels of protection recommended by the manufacturers and as set out in this schedule.
- Tenderer may make use of approved 'open source' software products available on the market, to build proprietary systems, provided prior approval is obtained from the municipality in writing.
- All data output from a relational database system will be provided and made available in an approved format to municipality.
- Tenderer will ensure that all data is backed up on a daily basis and verified.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



- Tenderer will ensure that 2 sets of media be created and used for backup purposes each set will be used and alternated on a separate weekly basis.
- Tenderer will create a fortnightly backup independent of the weekly backups, to be stored off site from the next business day when the backup is completed.
- Tenderer will ensure that a monthly backup be enforced on the last business day of the month, this backup set will be removed the next business day and stored off site in a secure facility.
- Tenderer will ensure that this backup cycle be enforced for the duration of the tender.
- Tenderer will adhere to and implement the backup software vendors 'best practice' specifications.
- Tenderer will adhere to and comply with the backup hardware manufacturers specifications.
- Tenderer will ensure that all backup hardware is serviced regularly; service intervals shall not exceed a period of 120 days between intervals.

Municipality may review and amend this requirement at any time to keep pace with changes in technology and equipment.

Municipality reserves the right to authorise and appoint a third party consultant, to check and monitor the data protection methods of Tenderer during the duration of this tender.

Tenderer shall ensure that the data protection policy implemented by Tenderer is within the specifications and requirements of the Municipality for the full period of this tender.

In the absence of a data protection policy, annexed to this tender the following minimum data collection specifications will apply to the appointed Tenderer/s.

## 17.2 DATA TRANSFER

Bulk data transfer shall be made available to municipality in a format specified by municipality.

Tenderer will ensure that a minimum of LTO 2 Tape Backup technology or equivalent is utilised daily.

Municipality may request these tapes/media from time to time to verify and ensure data integrity.

Tenderer may utilise optical based media technology for archiving purposes.

Tenderer may utilise optical based media technology for data presentation.

Tenderer will ensure that all optical based media be 'read only'.

Tenderer will ensure secure site protocols are enforced for all website/internet available data.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



Tenderer will ensure that all data collected be transferred to municipality on a minimum of a fortnightly basis.

### 17.3 GENERAL

Tenderer will ensure that he fully acquaints himself with the amount of data to be stored and what data needs to be protected and satisfies the Municipality or its duly appointed consultant that the Tenderer has an adequate Computer System to fully comply with the needs of paragraph 17 hereof as well as any other computer needs of the Tender.

### 18. KEY TASK FUNCTIONS

Tenderers will be required to follow the stages set out below and adhere to the following deadlines;

STAGE	DESCRIPTION	DEADLINE DATE	Guide line periods		
			Type A large municipality	Type B medium municipality	Type C small municipality
1	Initial Data collection, deeds down load, existing valuation roll download, establishment of master file, comparison between newly created property master and existing Municipal valuation records or where no existing valuation roll exists creation of property master.		6-8 months	3-4 months	2-4 months
2	Obtaining of new data necessary to compile valuations:- Including inspections, data capture, sales, measurements, rentals, expense ratios etc		12-18 months	8-12 months	4-6 months
3	Compiling of valuations		6 months	4 months	2-3 months

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



4	Internal monitoring of valuations including accuracy of data, review of sales and valuations between date of commencement and date of valuation		2-3 months	1-2 months	1 month
5*	Submission of draft roll				Municipality may at their option require a draft roll to assist in the determination of their tariffs or to internally monitor the standard of the valuation roll. If required they may require Tenderer to correct the draft roll prior to submission of the certified roll
6.	Corrections and submission of certified roll and reconciliation between property master file and existing valuation records of the municipality	1-2 months	1 month	2 -4 weeks	
7.1	Objections process as per Act				
			Guide line periods		
STAGE	DESCRIPTION	DEADLINE DATE	Type A large municipality	Type B medium municipality	Type C small municipality
7.2*	"quasi valuation court procedure" if required				
8	Valuation appeal board hearing				
9*	Attending to all valuation enquiries				

\* **Note** These items are optional and may not be required by municipality. If Municipality requires any of the above options they must indicate under this paragraph.

**19. GUIDELINES OF WHAT IS REQUIRED IN EACH STAGE:**

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



Accurate data collection is critical during the duration of the entire contract. Tenderers will have to ensure that data collected can be monitored by Municipality and verified. Critical data that has a direct effect on valuations i.e. size, zoning, values etc must be able to be fully audited by way of an acceptable audit trail.

Failure to meet the deadlines will result in a cumulative knock-on effect with regard to the submission of the certified roll and subsequent rendering of Municipal rates and taxes accounts.

Failure to meet the deadlines in regard to the submissions of draft and certified valuation rolls will result in delays in the finalisation of the annual rates policy, which will ultimately affect the determination of the rates structure of the municipality

Although stages may overlap each other it is critical that each stage be completed within the prescribed deadlines. **Deadlines may only be changed with the written approval of the Municipality.**

Payments will be effected on a pro-rata basis payable either at the end of a stage or in progressive performance related payments during a stage

## **20. MINIMUM REQUIREMENTS PER STAGE:**

### **Stage 1: DOCUMENTATION**

Obtain the following:

- Copy of current valuation roll (if compiled)
- All supplementary valuation rolls
- Cadastre information
- Aerial photographs if supplied by municipality

Bulk Deeds download.

Download all data onto Tenderers valuation system and create property master.

Compare cadastre with the deeds download and existing Municipal Valuation Roll.

Download other data in terms of section 48(2).

Order aerial photographs if not supplied by Municipality.

### **Stage 2: DATA COLLECTION:**

Includes: -

Inspections, measurements, sales, field sheets, data capture forms, updating of historic sales, obtaining relevant data applicable to specific property types, i.e. rentals, turnover, yields, etc.

Use of aerial photographs for identification and/or electronic measurement.

### **Stage 3: VALUATION COMPILATION:**

Analysis of all data and compiling of draft valuations.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

**Stage 4: MONITORING OF VALUATIONS:**

Internal quality control to be conducted by Tenderer and measured against current sales and other relevant market data.

Basis on which the initial roll has been internally monitored must be made available to the Municipality or its appointed monitors.

The initial roll after internal monitoring must be amended and/or corrected if necessary.

This includes cross boundary monitoring within the Municipal area if applicable.

**Stage 5: SUBMISSION OF DRAFT ROLL AND ALL DATA TO THE MUNICIPALITY**

Draft roll to be submitted together all required data information collected and internally checked and/or monitored by the Municipality at their sole discretion.

Tenderer shall issue a signed declaration that he has transferred all data in either electronic or hard copy format to Municipality and will continue to do so at monthly intervals thereafter.

**Stage 6: CORRECTIONS TO DRAFT ROLL:**

Tenderer will be required to correct any entry that has been found to be incorrect in terms of size, description, zoning, ownership, etc. as well as incorrect valuations based on sales ratio analysis and other factually indicated market trends.

All draft valuation rolls submitted may be subjected to external monitoring by the Municipality.

**Stage 7: SUBMISSION OF CERTIFIED VALUATION ROLL**

To enable Municipality to issue a final delivery certificate of the data and evaluation roll, Tenderer shall issue a signed declaration that he has transferred all data in either electronic or hard copy format to Municipality and will continue to do so at monthly intervals thereafter.

After correcting the Draft Roll, if it is a requirement of Municipality to do so, Tenderer shall bind and certify the roll for submission to the Municipal Manager.

**Stage 8: OBJECTION PROCESS:**

Tenderer will be obliged to attend to the following:

Receive objections in terms of section 50(5)

Comply with section 51 and where section 52(1) is applicable comply with section 52(a)

Comply with section 53(1) and 53 (3)

Attend "Quasi valuation objection hearings" if so requested by the Municipality

**Stage 9: VALUATION APPEALS BOARD HEARINGS:**

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2

In terms of section 34(f) Tenderer shall be obliged to attend all sittings of the Valuation Appeals Board.

## **21. PUBLIC PARTICIPATION AND AWARENESS:**

Tenderers may be required to attend meetings in regard to the rating policy as well as being involved in public awareness relating to the valuation process. Tenderers may be required by the Municipality to handle all valuation enquiries on their behalf particularly during the objection notice period and the months during which the first rates account based on the new valuation roll are levied. The costs hereof are set out in **Schedule 3** hereof.

If the municipality elect to require Tenderer to participate in public awareness and/or public participation, they shall issue a schedule of their requirements which they will attach to this tender.

## **22. METHODS OF PAYMENT:**

The Municipality will pay Tenderer on a progress basis measured against performance of each stage.

STAGE NO.	DESCRIPTION	% PAYMENT	PAYABLE ON COMPLETION	PAYABLE IN MONTHLY PAYMENTS
1	Commencement phase	-		
2	Data collection & job creation	30%		✓
3	Valuation compilation	20%		✓
4	Internal monitoring	-		
5	Submission Draft Roll & data	15%	✓	
6	Submission of certified roll	10%	✓	
7	Objection process and/or quasi court attendance	10%	✓	
8	Valuation appeal board hearing	10%	At conclusion of the hearings, or if the date of the appeal board hearings has not been set down within six months after the certified roll has been submitted, then six months after the date of such submission.	
9	Skills transfer	5%	✓	
		100%		

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



## 23. SCHEDULE OF FEES

The Schedule of Fees, **Schedule 3** must be completed by the Tenderer and will be read as the Tenderers fee proposal in terms of this tender

## 24. TENDERERS EVALUATION

Tenderer will first be evaluated on the following points scoring criteria and thereafter be subjected to a further evaluation regarding equity ownership, (HDI & SMME) other procurement requirements of the Municipality and price.

For Tenderers to be considered for the next phase of evaluation, they must achieve a minimum rating of 80% under this paragraph.

The Municipality will refer the tenders after this evaluation process to the relevant tender committee for further adjudication and consideration.

It should be noted that the Municipality will not be obliged to appoint the Tenderer obtaining the highest points in terms hereof.

## 25. GEOGRAPHIC INFORMATION SYSTEM (GIS) SPECIFICATION

This section will only apply if required by the Municipality. If the Tenderer is required to provide a GIS, the following will be the minimum requirements and specifications of such a system.

### 25.1 GENERAL DESCRIPTION OF SERVICE

The Tenderer will employ a GIS in a supportive role to:

- Identify and describe the cadastral boundaries of each property within the municipal area;
- Guide Valuation Inspectorate to the sites to be inspected;
- Balance the properties of the municipal area with the entries registered in the Deeds Office as well as the Surveyor-General;
- Display geo-referenced aerial photographs of the area so as to provide the Valuer with a clear picture of the subject properties;
- Maintain the cadastral data during the maintenance period so as to reflect the properties contained in the valuation roll at all times.

### 25.2 GIS DATA STANDARDS

The following minimum standards will apply in respect of the GIS data format and compatibility:

- All GIS data will be available in a format compatible with the GIS of the .....Municipality (if applicable).
- Cadastral data will be available in geographic coordinates on the WGS84 datum.

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



- The sizes of cadastral entities represented by means of the GIS, shall match the registered size of such properties, subject to a deviation of acceptable tolerance.
- A copy of all aerial photography used by Tenderer will be provided to Municipality in either electronic and/or hard copy versions, 30 (thirty) days after submission of the certified valuation roll;
- Municipality must state the maximum age of aerial photography and/or satellite imagery to be used. As a guideline where no spatial data base representing footprints of buildings is available, older aerial photographs which are more economical to obtain can be used. However, where aerial photographs are required to detect changes in the data from year to year, only new photographs can be used.
- Despite the age of the aerial photography used in the valuation process, it remains the responsibility of the Tenderer to ensure that the data reflected on the valuation roll is an accurate and true reflection as at date of valuation of what is found on the properties comprising the roll. Tenderers must therefore use ground control measures to verify and confirm the results obtained from aerial photography.
- The GIS shall be fully compatible with the Tenderers valuation system. As well as being compatible with the municipal system.

### 25.3 SPECIFICATIONS OF AERIAL PHOTOGRAPHY REQUIRED FOR DATA COLLECTION

Where Tenderer is required as a condition of tender to supply such photography in terms of item 1, paragraph 14.2 hereof. The following minimum specifications will apply:

DESCRIPTION	SPECIFICATION	
	Urban	Rural
Colour	Nice to have but panchromatic will suffice	
Scale of negatives	1:10 000	n.a.
Off-nadir angle	0° - 15°	
Digital format	Tiff or Mr. Sid with the applicable world file (*.tifw or *.sidw).	
Projection	Transverse Mercator 29° East	
Datum	WGS84	
Accuracy	<= 1m	5m to 15m
Resolution	<= 0,25m	0,50m to 1,25m
Ground control	Yes	No
Ortho rectification	Yes	Yes
Mosaicing	Yes	Yes
Geo-referencing	Yes	Yes
Collection method	Aerial photography	Aerial photography or satellite imagery

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



Application	Suitable for capturing footprints of buildings and structures as well as broad land uses	Suitable for capturing broad land uses and identify position and approximate size of buildings and structures
Cloud cover	<5%	

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2