

Price – R 371.00

CAPRICORN DISTRICT MUNICIPALITY



TERMS OF REFERENCE FOR CONSOLIDATION OF ERF 542 AND PORTION 1 OF ERF 543, PIETERSBURG, POLOKWANE MUNICIPALITY

BID NO: DPEMS – IDP07/2021/2022

CLOSING DATE: 13 SEPTEMBER 2021 @ 11H00

BIDDER NAME: _____

TOTAL BID AMOUNT: _____

RECEIPT NO: _____

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1. BACKGROUND INFORMATION

Bidders are invited to bid for the consolidation of Erf 542 and Portion 1 of Erf 543, Pietersburg, Polokwane Local Municipality. The land is registered under Capricorn District Municipality.

The property description and zoning:

- 1.1 Zoning: Business 4
- 1.2 Erf Number: 542 and Portion 1 of Erf 543
- 1.3 Erf Size: 8 684m² (each site measuring 4348m²)

2. SCOPE OF WORK

- 2.1 The overall project is for consolidating two erven in terms of Sections 67 - 71 and schedule 13 of the Polokwane Municipal Planning By-Law, 2017 guided by Schedule 13 of the abovementioned By-Law. The milestones included the following:
- 2.2 Conduct site inspection and produce a site scanning report
- 2.3 Attain the zoning certificates for the properties
- 2.4 Review and verify zoning and land uses in the land
- 2.5 Investigate and obtain confirmation on existing engineering services (sewer, storm water, water, etc.)
- 2.6 Preparation of consolidation sketch plan/draft consolidation diagram
- 2.7 Verification of pegs
- 2.8 Preparation of the consolidation application consent and submission to the municipality
- 2.9 Proof of submission of the consolidation application to the local municipality for approval
- 2.10 Submit the consolidation diagram to the office of the Surveyor General and obtain approval and approved S.G. Diagram. (applicable application fees to be borne by the service provider)
- 2.11 Obtain a Section 53 Certificate for the consolidation in order to submit to the Deeds Office Limpopo (submission of a section 53 certificate application to the Municipality) (applicable application fees to be borne by the service provider)
- 2.12 Obtain registration of the consolidation at the Deeds Office Limpopo. (applicable application fees to be borne by the service provider)
- 2.13 Approved consolidation diagrams and align with the Municipal GIS cadastral and billing system.

3. DELIVERABLES

The bidder would be expected to submit:

- 3.1 Project management plan including Gantt chart with milestones and timeframes

- 3.2 Proof of submission of the consolidation application to the municipality for approval (applicable application fees to be borne by the service provider)
- 3.3 Submit and make oral presentation to the municipality or the municipal planning tribunal if applicable.
- 3.4 All information should be submitted to the Polokwane Local Municipality and Capricorn District Municipality on soft and four hard copies, the local Municipality require 4xcopies of the application for circulation and records purposes
- 3.5 Copies of documentations submitted to the municipality and acknowledgement of receipt.

4. EVALUATION CRITERIA

The project will be evaluated in two phases, functionality and preferential point system of **80/20 point** system.

4.1 PHASE 1: FUNCTIONALITY

Bidders must score a minimum of 80 points to proceed to the next phase of evaluation.

Functionality	Points
Qualifications (Project Team)	25
Experience and Competency in Similar project Include proof of completion letter, references and amounts)	30
Project Management (Gantt Chart with project milestones and timeframes)	20
South African Council for Planners Registration as a Professional or Technical Planner	25
TOTAL SCORE	100

Qualification	Points
Diploma in Town Planning/Urban Planning	20
Degree in Town Planning/Urban Planning	25
Maximum points	25

Experience and competency in similar project (Include proof of completion letters/ completion certificates with references and amounts)	Points
1 - 2 projects	10
3 – 5 projects	20
6 projects and above	30
Maximum points	30

Project Management	Points
Project Management (Gantt chart with project milestones and timeframes)	20
Maximum points	20

South African Council for Planners Registration as a Professional or Technical Planner (Certificate should be attached)	Points
Team Leader	25
Maximum points	25

4.2 PHASE 2: Price and Equity

The evaluation will be done by using **80/20**-point system as indicated below:

Preference point system	Points
Price	80
BBBEE SCORE	20
Total Maximum Score	100

5. SPECIAL CONDITIONS

The bidder is expected to assemble a team comprising of a Professional Town Planner/ Professional Land Surveyor and Professional Conveyancer. Proof of qualifications should be submitted. (The conveyancer will be dealing with the Section 53 certificate application and the registration of the consolidation at the deeds office). Failure to assemble the team will lead to automatic disqualification.

6. PROJECT DURATION

The project, from appointment to the framing and submission of the approved consolidation will be eight (8) months after signing of the Service Level Agreement (SLA).

7. BID ENQUIRIES

All matters related to the specification of this contract shall be directed to Mahlaku Mojapelo at 015 294 1071 mojapelom@cdm.org.za. All matters relating to Supply Chain Management should be directed to Ms Violet Masemola at 015 294 1210/ masemolav@cdm.org.za; Mr Tiro Pilusa at 015 294 1039/ pilusat@cdm.org.za.

8. CONDITIONS FOR THE BID

- 8.1 The employer and each Bidder submitting a Bid offer shall comply with these terms and conditions of Bid. In their dealings with each other, they shall discharge their duties and obligations timeously and with integrity, and behave equitably, honestly and transparently.
- 8.2 Only those bidders who have the necessary experience and skills are eligible to submit bids.
- 8.3 The bidder must attach following with the tender:
 - 8.3.1 The legal registration certificates of the business entity.
 - 8.3.2 Tax access code (pin) issued by the South African Revenue Services to verify your tax matters.
 - 8.3.3 B-BBEE certificate or SWORN affidavit from Commissioner of Oath
 - 8.3.4 Proof of registration with professional authorities. **(Where Applicable)** proof of registration with the central supplier database (CSD)
 - 8.3.5 Proof that municipal rates and taxes are not in arrears/lease agreement /letter from traditional council
- 8.4 **The bidder must complete the attached forms** (failure to do so will result to disqualification)
 - 8.4.1 MBD 1- Invitation to Bid
 - 8.4.2 MBD 3.1- pricing Schedule – Firm Prices (Purchases)
 - 8.4.3 MBD 3.2- pricing Schedule – Non-Firm Prices (Purchases)
 - 8.4.4 MBD 4 - Declaration of Interest
 - 8.4.5 MBD 6.1 - Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2011
 - 8.4.6 MBD 7.2 - Contract Form - Rendering of Services
 - 8.4.7 MBD 7.3-Contract Form-Sales of Goods /Works
 - 8.4.8 MBD 8 - Declaration of Bidder's Past Supply Chain Management Practices

8.4.9 MBD 9 Certificate of Independent Bid Determination

8.5 Bidders must take note that briefing session will not take place. Bidders may send electronic mails for any enquiries related to this bid.

8.6 The municipality will check with National Treasury's database prior to awarding to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector;

To reject any bid from a bidder –

- a) If any municipal taxes and rates or municipal services charges owed by that bidder or any of its directors to the municipality or municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months; or
- b) Who during the last five years has failed to perform satisfactory on a previous contract with the municipality or municipal entity or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.

8.7 The bid price must remain valid for a period of 90 days calculated from the closing days.

8.8 The offer shall be open for acceptance by the Municipality during the validity period of 90 days.

8.9 The bidder or any of its directors has not:

8.9.1 Listed on the register of bid defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the state.

8.9.2 Abused the employers supply chain management system.

8.9.3 Failed to perform on any previous contract and has been given a written notice in this effect.

8.9.4 All information and details must be legible/ readable.

8.10 If the bidder fails to fulfil the contract when called upon to do so, the municipality may, without prejudice to its other rights, withdraw or cancel the contract that may have been entered into between the bidder and the Municipality.

8.11 Each communication between the Municipality and a Bidder shall be to or from the Municipality only, and in a form that can be read, copied and recorded. Writing shall be in the English language. The Municipality shall not take any responsibility for non-receipt of communications from or by a Bidder. The name and contact details of the Municipality are stated.

8.12 Accept that the employer will not compensate the Bidder for any costs incurred in the preparation and submission of a Bid offer, including the costs to demonstrate that aspects of the offer satisfy requirements.

- 8.13 The Municipality may accept or reject any variation, deviation, bid offer or alternative Bid offer, and may cancel the Bid process and reject all Bid offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a Bidder for such cancellation and rejection but will give written reasons for such action upon written request to do so.
- 8.14 No bids will be considered from persons in the service of the state (as defined in regulation 1 of the local government: municipal supply chain management regulations)
- 8.15 Bid documents may not be retyped, redrafted or copied. Only original copy from the municipality will be accepted.
- 8.16 Use of correctional fluid is prohibited
- 8.17 Any alteration made by the bidder must be initialled.
- 8.18 The bidder must ensure that all pages of the tender documents are initialled.
- 8.19 Successful bidder will be required to enter into formal contract with the municipality.
- 8.20 The Municipality address for the delivery of the bid offer package is:

Location of Bid box	Tender Box
Physical address	41 Biccard Street, Polokwane, 0699
Identification details	Consolidation of Erf 542 and Portion 1 of Erf 543, Pietersburg, Polokwane Local Municipality

- 8.21 The closing time for submission of bid offers is as stated in the bid notice and invitation to bid.
- 8.22 Late, Telephonic, telegraphic, telex, facsimile or e-mailed bid offers will not be accepted.
- 8.23 CDM is not obliged to accept the lowest or any tender submission.
- 8.24 Bid will be opened immediately after the closing time at the municipal Offices, at 41 Biccard Street, Polokwane.

9. ANNEXURES

Attached, find Annexure A & B (MBD 1, MBD 3.1, MBD 3.2, MBD 4, MBD 6.1, MBD 7.2, MBD 7.3, MBD 8 & MBD 9) to be completed in line with the official supply chain management policy of the district municipality.