

RAND WEST CITY LOCAL MUNICIPALITY

RWCLM-2/005/2024/2025

TENDER DOCUMENT

**RE-ADVERT: APPOINTMENT OF AN EXPERIENCED AND QUALIFIED
PROFESSIONAL PROPERTY VALUER FOR COMPILATION OF A NEW GENERAL
VALUATION ROLL FOR A PERIOD OF 36 MONTHS.**

Name of Tenderer : _____

Address : _____

Tel. Number : _____

Cell number : _____

Fax number : _____

E-mail : _____

Amount : _____

ISSUED BY;

THE MUNICIPAL MANAGER
Rand West City Local
Municipality
P O Box 218
Randfontein
1760
Tel: 011 411 0051
Fax: 011 693 3865



Special conditions of contract and required documentation

The following mandatory documents must be submitted with the tender document and failure to submit either may lead to your submission being declared non-responsive:

- Prices must be valid for at least ninety (90) days from the closing date and must be inclusive of VAT if the bidder is a VAT vendor.
- A valid Tax Clearance Certificate and Tax Compliance status document with PIN from SARS.
- Proof of registration with the National Treasury Central Supplier Database (a bidder must attach CSD registration report with Supplier No. and Unique Code).
- Original BBBEE certificate, certified copy or a certified original copy of EME or QSE verified affidavit in the case of EMEs and QSEs. Failure to submit either will lead in the bidder scoring no points for BBBEE. Must be a consolidated certificate for Joint Ventures.
- Certified copies of Company Registration Documents and ID copies of company directors
- Completed MBD FORMS.
- A current municipal account statement reflecting the bidder is not in arrears for more than 3 months, lease agreement or SAPS affidavit stating that the bidder not obliged to pay municipal rates. Should a company have more than one director, all directors are required to submit their municipal accounts or lease agreements.

NB: No bids will be considered from persons in the service of the state.

BIDDERS SHOULD ALSO TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- The Rand West City Local Municipality Supply Chain Management Policy will apply.
- The Rand West City Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the bid in whole or in part.
- Bids, which are late, incomplete, unsigned, faxed or sent electronically, will not be accepted.
- The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- The bid will be evaluated on local production content the minimum threshold as stipulated by the DTI in each designated sector will apply.
- For all procurement that exceed 10 Million, (all application taxes included) bidders must submit the audited annual financial statements for the past three years.
- The municipality reserve the right for appoint more than one service provider.
- CIDB Grading: not applicable

COMPULSORY BRIEFING SESSION:

15 April 2025, at 10:00am, corner Fedler and Second Street, Randfontein, (Stores Department)

Acknowledgement

Signature

Date



PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	RWCLM-2/005/2024/2025	CLOSING DATE:	2 May 2025	CLOSING TIME:	11:00
DESCRIPTION	RE-ADVERT: APPOINTMENT OF AN EXPERIENCED AND QUALIFIED PROFESSIONAL PROPERTY VALUER FOR COMPILATION OF A NEW GENERAL VALUATION ROLL FOR A PERIOD OF 36 MONTHS.				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
CNR Fedler and Second Street					
Randfontein					
1760					
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					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	Yes No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	Yes No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	Yes No [IF YES, ANSWER PART B:3]	
TOTAL NUMBER OF ITEMS OFFERED			Pricing		
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	SCM		CONTACT PERSON	Phuti Mothata	
CONTACT PERSON	Mosimanegape Manyisa		TELEPHONE NUMBER	010 496 65613	
TELEPHONE NUMBER	010 496 7126		FACSIMILE NUMBER		
FACSIMILE NUMBER			E-MAIL ADDRESS	Phuti.mothata@randwestcity.gov.za	
E-MAIL ADDRESS	Mosimanegape.Manyisa@randwestcity.gov.za				

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 ONLINE
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
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 VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA .
2.4	FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.
2.5	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.6	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.7	WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3..	IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
3..	DOES THE ENTITY HAVE A BRANCH IN THE RSA? YES NO
3..	DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
3..	DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO
3..	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 ABOVE.	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:

DATE:

RAND WEST CITY LOCAL MUNICIPALITY

TENDER NO:

TENDERS ARE HEREBY INVITED FROM EXPERIENCED AND SUITABLY QUALIFIED PROFESSIONAL PROPERTY VALUERS FOR THE COMPILATION OF THE GENERAL VALUATION ROLL 2026 – 2031, FOR RANDWEST CITY LOCAL MUNICIPALITY AS WELL AS THE SUPPLY OF OTHER VALUATION RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, NO.6 OF 2004, AS AMENDED FOR A PERIOD OF THREE (3) YEARS.

1. PURPOSE

In terms of the Municipal Property Rates Act (MPRAA), No. 6 of 2004, as amended, municipalities must after every five years compile a General Valuation Roll to be used for levying of property rates on the ratepayers. Randwest City local municipality would like to appoint an experienced and qualified professional property Valuers for the compilation of the General Valuation Roll: 2026-2031 as well as the 1st Supplementary Valuation Roll.

2. BACKGROUND

The Municipal Property Rates Act (MPRA) was promulgated in 2005 and all municipalities in South Africa were given until 1st July 2009 to implement this Act. This Act replaced the Ordinances which governed property rates in all the provinces in the country.

3. DEFINITIONS

“Act”: means the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004 as amended) and any regulations made in terms of section 83 thereof.

“Assistant Municipal Valuer”: means a Valuer as defined in terms of section 35 (1) of the Act.

“Commencement Date”: shall mean the first day following the signature date.

“Date of Valuation”: shall mean the Date of Valuation as determined by municipality in terms of Sec 31 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.

“Date of Final Submission”: shall mean the date upon which the certified roll/s are handed to the municipal by the nominated person(s).

“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 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, called and/or utilised in the compilation and maintenance of the valuation roll and supplementary valuation roll belongs to the municipality.

“Data Transfer”: all data utilized and/or collected by bidder including that of the data capturers, will be transferred by the Bidder to the municipality on a minimum of a monthly basis and in a format mutually agreed upon. Whatever possible all data should be collected and transferred in a recognised electronic format.

“Final Delivery Certificate”: means the document issued by the municipality confirming that all known errors and defects have been rectified and that the services and valuation rolls have been rendered in compliance with the Act together with all other terms and conditions of this tender.

“Letter of Acceptance”: means the written communication by the municipality to the Bidder recording the acceptance by the municipality of the Bidder(s) tender subject to any further terms and conditions to be included in the tender by agreement between the Bidder and the municipality.

“Municipality”: shall mean Randwest City Local Municipality (RWCLM).

“Municipal Valuer”: means a Valuer as defined in terms of section 33 (1) of the Act.

“Monitor”: shall mean the person/s appointed by Randwest City Local Municipality to specifically monitor the deliverables on this tender.

“Nominated Person”: means a Valuer nominated by the Bidder who will comply with the provisions of section 35 (1) of the Act.

“Section”: means a section of the Local Government: Municipal Property Rates Act, 2004(Act No. 6 of 2004) and any regulations made in terms of Section 83.

“Signature Date”: means the date of the signed letter of acceptance.

“Specialized Properties”: Specialized Properties are all properties other than residential dwellings, agricultures farming units, and typical income properties and include inter alia the following type of properties:

- Guest Houses and Hotels
- Conference Centres
- Quarries
- Mines

- Grain Depots
- Private Hospitals
- Provincial and/or State buildings such as Civic Centres, Prisons etc.
- Airports, Harbours and Stations

“Substitute Nominated Person”: means the person nominated to substitute the Assistant Municipal Valuer.

“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.

4. SCOPE OF WORK

Tenders are invited from experienced and suitably qualified Property Valuers to Compile the General Valuation Roll for the period 2026-2031 financial years in compliance with the Local Government: Municipal Property Rates Act, Act 6 of 2004.

The appointed assistant Municipal Valuer will be required to compile the General Valuation Roll for the period **2026-2031** financial years.

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

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

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

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

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

6. 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 roll. The following is an approximate summary of the number of entries appearing in the current Valuation roll: -

6.1 RANDWEST CITY LOCAL MUNICIPALITY

PROPERTY CATEGORIES DESCRIPTION	ABBR	ENTRIES PER CATEGORY
AGRICULTURAL & AGRICULTURAL HOLDINGS	AGR	2 192
BUSINESS AND COMMERCIAL	BUSS & COMM	1 702
INDUSTRIAL	IND	1 183
MINING	MIN	396
MUNICIPAL	MUN	959
PLACE OF WORSHIP	POW	184
PRIVATE OPEN SPACE	POS	
PUBLIC OPEN SPACE	POS	28
PUBLIC BENEFIT ORGANISATION	PBO	10
PUBLIC SERVICE INFRASTRUCTURE (PSI)	PSI	56
PUBLIC SERVICE INFRASTRUCTURE RATEABLE (PSIR)	PSIR	
PUBLIC SERVICE PURPOSE (PSP)	PSP	3 367
RESIDENTIAL	RES	48 235
VACANT	VAC	1 220
TOTAL ESTIMATED NO OF ENTRIES		59 532

7. OBJECTIONS

Bidder must comply with section 49, 51, 52, & 53 of MPRA Act. The cost of complying with the obligation process must be included in the service provider's pricing schedule.

8. SECTION 52 REVIEWS AND APPEALS

Bidder **MUST** attend all hearings of the valuation appeal board. The cost of attending to the hearing must be included.

9. DATA COLLECTION

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

Where Bidder has made use of aerial photography and or satellite imagery utilised at his discretion and/or supplied by him either voluntarily or on behalf of the municipality, such aerial photographs and/or satellite imagery will become the data of the municipality, and the Bidder shall have no lien thereon.

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

In all cases the following data will be applicable: -

- ❖ Extent of Erf
- ❖ Date of purchase (where available)
- ❖ Purchase price (where available)
- ❖ Multiple use (if applicable)
- ❖ Name of owner (including part owners)
- ❖ Street address (where available)
- ❖ Zoning and use

In addition to the above data the following minimum data is required: -

9.1 RESIDENTIAL ERVEN AND BUILDINGS

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

9.2 SECTIONAL TITLES

Age
Adverse features
Condition of section
Condition of scheme
Developable Land reserved for future extension to scheme
Erf no (cross referred)
Exclusive use area
Floor level
Name of scheme
No of storeys in the scheme
Participation quota
Positive features
Registration no of scheme
Unit and flat no
Unit type i.e. simplex, duplex, etc
View

9.3 INCOME PRODUCING PROPERTIES

Condition rating
Description of units i.e. 12 x 1-bedroom flats, 6 x ground floor shops
Expense ratio to gross income
Rentable or usable area
Gross building area

Other income factors e.g. car bays
Quality of building rating
Rentals actual and/or estimates provided by agents, tenants, landlords etc
Sales capitalization rates and other information obtained from agents, brokers, purchases
etc.
Surplus developable land
Turnover contribution if available

9.4 SPECIALISED PROPERTIES

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

9.5 PROPERTIES USED FOR AGRICULTURAL PURPOSES

Analysis of land use e.g. irrigation, dry land grazing, homestead land etc
Description of all buildings including use, condition and functionality
Schedule of estimated building sizes
Investigation of land claims, land tenure etc

9.6 AGRICULTURAL SMALL HOLDINGS

Where used as a farming, the property will be categorised as agricultural, but without derogatory to Sec 9 of MPRA, and exclude any portion of the property used for business and commercial purposes.

Bona fide farmers are those fulltime farmers, who owns land that is used bona fide and exclusively used for agricultural purposes.

Any agricultural property used for anything other than agricultural purposes as defined in, such will be categorized based on actual use or permitted use and in some instances Multiple use purpose category may be applied to individual uses of such property.

9.7 URBAN VACANT LAND

Adverse features
Positive feature
Topography/slope
Soil conditions
Services
View

9.8 MINING LAND

All data relating to the freehold and/or mining title including inter alia offices, hostels, dwelling etc. buildings must be measured and fully described.

Mining equipment and/or machinery i.e. shafts, headgear, etc., are excluded.

Where mining land is held under separate mining title all details of the activities relating to the title must be stated in full including inter alia: - size and description of buildings and improvements that are not deemed to be plant or equipment.

9.9 REGISTERED LEASES

Salient features of the lease. All defined Long-Term leases should be valued.

9.10 PUBLIC INFRASTRUCTURE

All relevant data including description, size and use of buildings

All moveable equipment and/or machinery relating to Public Infrastructure must be excluded from the valuation process.

10. REQUIREMENTS

Comparable 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 digitized site plan must be submitted.

This requirement will apply to the compilation of the valuation roll.

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 during the duration of this tender.

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

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. This includes illegal uses.

Land use will be captured and defined for each valuation entry.

All data collected will be internally monitored, verified and checked by the municipality on an on-going basis.

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

Bidder(s) must satisfy themselves regarding 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.

11. UPON APPOINTMENT, THE MUNICIPALITY WILL PROVIDE THE FOLLOWING

- Current Valuation Roll
- Supplementary Valuation Rolls

12. OPTIONS

Municipality will specify which of the following data it will make available to the Bidder and what data it requires the Bidder to obtain at their own cost.

13. DATA RELATING TO VALUATION ROLL COMPILATION

	FUCTION	MUNICIPALITY TO SUPPLY	BIDDER TO SUPPLY
1	Aerial photographs/satellite imagery	NO	Bidder to obtain aerial photographs at own cost.
2	Building plans	YES	Building plans from date of appointment will be supplied. Existing plans available but at cost to Bidder.
3	Bulk deed downloads at commencement date	NO	To supply
4	Cadastre	YES	
5	Copies of all offers received to purchase and/or lease Municipal properties	YES	From commencement of appointment only. Pre-Tender information by request only
6	Copies of all sales rental agreements relating to properties sold by municipality whether registered or not	YES	From commencement of appointment only. Pre-Tender information by request only
7	Copies of all consent use applications received, approved or declined	YES	From commencement of appointment only. Pre-Tender information by request only
8	Copies of all township applications, rezoning, consolidations, notarial ties submitted to municipality	YES	From commencement of appointment only. Pre-Tender information by request only

9	Copies of all approval and/or rejections by municipality of the above	YES	From commencement of appointment only. Pre-Tender information by request only
10	Copies of all policy decisions relating to immovable property within municipality	YES	From commencement of appointment only. Pre-Tender information by request only
11	Copies of water and electricity deposits relating to properties not previously connected	YES	From commencement of appointment only. Pre-Tender information by request only
12	Development Plan	YES	From commencement of appointment only. Pre-Tender information by request only
13	Geographic information system		Bidde to supply/provide
14	Monthly clearance certificate	YES	
15	Monthly deeds downloads	NO	
16	Occupation Certificates where available	YES	From commencement of appointment only. Pre-Tender information by request only
17	Planned roads and other infrastructural services, i.e. proposed reservoirs, power lines, sewer mains, water mains, etc.	YES	From commencement of appointment only. Pre-Tender information by request only
18	Reports on properties that are adversely affected by adverse soil conditions or prohibition on development i.e. land subject to dolomite etc	YES	From commencement of appointment only. Pre-Tender information by request only
19	Town planning scheme	YES	
20	With each approved subdivision, consolidation and/or Township Proclamation or opening of a Town register. - Copy of Proclamation notice - Amendment scheme - Services agreement	YES	From commencement of appointment only. Pre-Tender information by request only
21	Monuments and Heritage buildings declared from time to time	YES	
22	Monthly diagrams from surveyor general	YES	
23	Notices appearing in government / provincial gazettes relating to properties within the municipality	YES	
24	Annual review of rates policy and copy thereof	YES	

Bidder will be held responsible for any delays in the submission of General Valuation Roll and or Supplementary Valuation Roll to the Municipality.

14. PRINTING AND BINDING OF VALUATION ROLLS

Bidder shall be responsible for providing 1 Electronic and 3 Hard Copies of the Valuation Rolls, accompanied by a certificate document. The valuations shall be printed in A3 or A4 format and shall be indexed appropriately.

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

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

15. VALUATION SYSTEM

Bidder shall satisfy municipality that its valuation system will adequately be capable of not only producing the valuation rolls but also storing historic data necessary in terms of the Promotion of Access to Information Act, Act 2 of 2002. The minimum, requirements of the Valuation system must be as following: -

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

The valuation system must be compatible with the billing system of the municipality, currently municipality is using Munsoft.

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

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

- **In the case of property data**

- The valuation system must be able to store changes relating to inter alia: -
 - Land use, zonings, size, subdivisions, consolidations, excisions, notarial ties
 - Current and previous owners
 - Date of sale and transfer
 - Sales price
 - Title deeds numbers
 - Caveats
 - Type of sale i.e. vacant or improved

- **In the case of valuations**

- All current and future valuations
 - All changes to valuations to be historically reflected
 - Ability to produce monthly supplementary rolls for auditing and checking purposes

Objections

The valuation system must be capable of recording objections, Section 52 Reviews 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

Other

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

- ❖ Building plan data were used in the valuation process, 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.

16. DATA BACK UP AND DISASTER RECOVERY PLAN

All data collected by Bidder is the property of the municipality.

Bidder will be required at all 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. Bidder will ensure that all data protected and backed up is capable of being

restored and reinstalled into the valuation system of either municipality or Bidder in less than seven working days from date of data disaster.

Where Tender 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 specialist to evaluate and consider the merits and adequacy of the plan as set out below:

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

- Bidder will ensure that all data collected manually on paper will be scanned into PDF document "read only" format.
- Bidder shall keep an original copy of the document in conjunction with the document in electronic PDF format stored on magnetic based media.
- Bidder shall ensure that 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,
- Bidder will ensure that all scanned documents attributes stored on magnetic based media are filled in accurately and to the requirements requested by the municipality.
- Bidder will ensure that all servers hosting the documents referred to in this paragraph and schedule be protected and accessed at server level by the Bidder(s) appointed network administrator/s only.
- Bidder will ensure strong password protection at the administrator level on the servers referred to in this section.
- Bidder(s) 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 Bidder's infrastructure or appointed third party service provider's infrastructure.
- Bidder will ensure that all metadata stored in custom designed relational database systems, cannot be altered once entered the database and must be

protected by the maximum levels of protection recommended by the manufacturers and set out in this schedule.

- Bidder 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.
- Bidder will ensure that all data is backed up daily and verified.
- Bidder will ensure that 2 sets of media be created and used for backup purposes each set will be used and alternated on a weekly basis.
- Bidder will create a fortnightly backup, to be stored off site from the next business day when the backup is completed.
- Bidder 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.
- Bidder will ensure that this backup cycle be enforced for the duration of the tender.
- Bidder will adhere to and implement the backup software vendors 'best practice' specifications.
- Bidder will adhere to and comply with the backup hardware manufactures specifications.
- Bidder 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. Should municipality require that a revised basis of backup be implemented that is substantially different from that contained herein, they will consider a contribution towards the cost of Bidder, implementing such changes.

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

Bidder shall ensure that the data protection policy implemented by Bidder 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 Bidder/s.

17. DATA TRANSFER

Bulk data transfer shall be made available on an ongoing basis to municipality in a format specified by municipality.

Bidder will ensure that data is captured in Excel format Backup technology or equivalent is utilized daily.

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

Bidder may utilise optical based media technology for archiving purposes.

Bidder may utilise optical based media technology for data presentation.

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

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

18. DELIVERABLE/PROJECT PLAN

Bidder(s) will be required to follow the stages set out below and adhere to the following deadlines:

STAGE	DESCRIPTION	START DATE	COMPLETION DATE	NO. OF MONTHS
1	Initial data collection, deeds download, existing valuation download, establishment of master file, comparison between newly created property master and existing valuation records or where no roll exists, creation of property master. Excluding PSI	1 st Jun 2025	31 st Oct 2025	3-4
2	Obtaining of new data necessary to compile valuations: -including inspections, data capture, sales, measurements, rentals, expense ratios, etc	1 st Jul 2025	31 st Dec 2025	4
3	Compiling of valuations	1 st Jul 2025	31 st Dec 2025	4
4	Internal monitoring of valuations including accuracy of data, review of sales and valuations between date of	1 st July 2025	31 st Jan 2026	6

	commencement and date of valuation			
5	Submission of draft roll	01 st Nov 2025		
6	Corrections and submission of certified and reconciliation between property master file and existing valuation records of the municipality.	01 st Nov 2025	12 Jan 2026	2
7	Delivery of Printed GV Roll to the Municipality, and Submission of certified GV to MM.	26 Jan 2026 30 Jan 2026		
8	MM to publish and Gazette the GV Roll for public inspections and lodging of the objections.	Feb/Mar 2026	29 th May 2026	1
9	Bidder Send out Sec 49 Notices	Feb/Mar 2026	29 th May 2026	2
10	Bidder to process the objections and give outcomes	Apr 2026	June 2026	3
11	Bidder/Project Team/IT & Revenue upload GV on the Financial System.	June 2026	July 2026	1
12	VAB Reviews & Appeals	August 2026	August 2026	
13	Submission of all data or copies thereof to municipality & the issuing of final delivery certificate		August 2026	1

19. PUBLIC PARTICIPATION AND AWARENESS:

Bidder(s) may be required to attend meetings regarding the rating policy as well as being involved in public awareness relating to the valuation process. Bidder(s) will 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. If the municipality elect to require Bidder to participate in public awareness and/or public participation, they shall issue a schedule of their requirements which they will attach to this tender

20. EVALUATION CRITERIA

20.1 Compulsory/Mandatory Requirements.

Bidder **MUST** first meet the **COMPULSORY** qualifying criteria and thereafter be subjected to further evaluation regarding specific procurement requirements and the price.

To be considered for the next phase of evaluation, the Bidder/Director of company **MUST** be registered as Professional Valuer with the SACPVP (A valid SACPVP Reg Certificate **MUST** be attached, and the validity of the certificate will be verified with the professional body)

20.2 Evaluation

Bidder will further be evaluated in terms of functionality on the following points scoring criteria (minimum **60** points and maximum **90** points) and thereafter be subject to further evaluation regarding price.

DESCRIPTION	MAXIMUM POINTS	SCORE/90	TOTAL POINTS/90
<p>Bidders Experience in relation to similar projects.</p> <ul style="list-style-type: none"> - 1 – 2 Valuation Rolls = 10 - 3 and or above Valuation Rolls = 15 <p>Bidder to attach CERTIFIED appointment letters accompanied by a corresponding reference letter from the municipality and must be stamped by the client)</p>	15		
<p>Human Resource Capital (Project team members experience in relation to similar projects)</p> <p>Registered Valuers, CV & Valid Certified SACPVP Reg Certificates MUST be attached</p> <ul style="list-style-type: none"> - 2 x Registered Valuers with at least 4 yrs experience = 5 - 3-4 x Registered Valuers with at least 4 yrs experience = 10 - 5 or more x Registered Valuers with at least yrs experience = 15 <p>Registered Candidate Valuers, CV & Valid Certified SACPVP Reg Certificate MUST be attached.</p> <ul style="list-style-type: none"> - 1-2 x Reg Candidate Valuers with 0 to 5 yrs experience = 5 - 3-4 x Reg Candidate Valuers with 0 to 5 yrs experience = 10 - 5 or more x Reg Candidate Valuers with 0 to 5 yrs experience = 15 	30		

Valuation System License if owned by the bidder, and if not owned by the bidder, provide Contract between Valuer and System Owner.	20		
At least one Director MUST be a professional valuer.	25		
TOTAL.	90	60	

Bidders MUST score a minimum of 60 out of 90 points to be considered to the next evaluation phase. Failure to score prescribed minimum points of 60, the bidder will be automatically disqualified.

21.PROJECT COSTING/FEES

In terms of the Municipality's procurement procedures proposals are evaluated based on a total cost or value for money (in addition to other criteria). As such potential bidders are required to prepare a plan of work with clear cost estimates based on the information provided in this Terms of Reference, as this will facilitates a comparison across proposals. The plan of work is to include detailed tasks to be carried out, how long it will take to complete the tasks and disbursements.

All assumptions made in preparing the cost estimate must be clearly indicated in the proposal.

21.1 SCHEDULE OF COSTING/FEES

A. COMPILATION OF GENERAL VALUATION ROLL:2026-2031

Description	Entries	Rate (Inc VAT)	Total Amount (Inc VAT)	Remarks
TENDER AMOUNT (Compilation of the General Valuation Roll) GV Roll 2026-2031	59 532	Fixed Tender Amount	R	Fixed tender amount, not based on entry per category, to be inclusive of all GV Compilation processes.
OBJECTIONS, (Sec 51 & 53) Processing, Notification of outcomes and furnishing of reasons.		Part of Project	R -	Part of the Project
REVIEWS, (Sec 52) Reasons and Appears before the VAB (Valuation Appeal Board).		Part of Project	R -	Part of the Project
PUBLIC PARTICIPATION Sec 49 Notice		R	R	Rate/Notice Inc VAT
CONSULTATION FEE		R	R	Rate/Hour Inc VAT
VALUATION ENQUIRY		Part of Project		Part of the Project
AD-HOC VALUATIONS REQUEST		R	R	Rate/report

B. SUPPLEMENTARY VALUATION ROLL

Description	No of entries per category	Price/Category (Incl VAT)		Remarks
SUPPLEMENTARY VALUATION ROLL		Rate per Category		Tender amount based on number of entries per category.
Residential		R		Entries per Category x Price
Business & Commercial		R		
Industrial		R		
Vacant		R		
Mining		R		
Public Service Purpose		R		
Agricultural		R		
Municipal		R		
Place of Worship		R		
Public Benefit Organisation		R		
Public Service Infrastructure		R		
Public Service Infrastructure Rateable		R		
Public Open Space/Parks		R		
Private Open Space		R		
OBJECTIONS, (Sec 51 & 53) Processing, Notification of outcomes and furnishing of reasons.		Part of SV Project	R -	Part of SV Project
REVIEWS, (Sec 52) Reasons and Appears before the VAB (Valuation Appeal Board).		Part of SV Project	R -	Part of SV Project
PUBLIC PARTICIPATION Sec 78 Notice Sec 49 Notice		R R	R R	Rate/Notice Inc VAT Rate/Notice Inc VAT
CONSULTATION FEE		R	R	Hourly Rate Inc VAT
VALUATION ENQUIRY		Part of SV Project		Part of SV Project

22. PROGRESS PAYMENT

The municipality will pay the appointed Bidder on a progress basis measured against performance of each stage.

NO	DESCRIPTION		% PAYMENT	PAYABLE ON COMPLETION	PAYABLE IN MONTHLY PAYMENTS
1	Initial Data collection, Deeds download, current GV Roll, establishment of Master File.		10%	X	1 x payment
2	Data Collection/inspection and Compilation of GV		30%		4 x payments
3	Submission of Draft GV Roll		10%	X	2 x payments
4	Submission of Certified GV Roll		10%	X	
5	Submission of Data		10%	x	
6	Objection processing and completion reasons		10%	X	2 x payments
7	GV Upload to Billing System		10%	x	1 x payment
8	Sec 52 Reviews and Appeal hearings (valuation appeal board)		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	
			100%		
9	Supplementary Roll	No of entries per categories in the SV Roll 1 (Over and above stated contract price)		x	2 x payments

23. SPECIAL CONDITIONS

The municipality reserves the right to fully investigate the credentials of all nominated assistant municipal valuers.

Should the municipality establish that any bidder and/or assistant municipal valuer has not fully disclosed information called for in terms of this tender, and/or has any information that could have an influence regarding the adjudication and evaluation of this tender, the municipality shall disqualify any such bidder, and/or assistant municipal valuer.

Where an agreement of intent or understanding has been entered into a copy of such agreement/s must be annexed, failing which the bid will be disqualified.

- Each page of the bid document and schedules thereto must be initialled by the relevant authorized person for the document to constitute a proper contract between the Municipality and the **Assistant Municipal Valuer**.
- On acceptance of the bid by the municipality, the forms and schedules attached hereto shall be deemed to be the Conditions of Contract between the parties.
- Failure to complete all blank spaces in the forms and to attend to the other details mentioned therein will render the bid liable to rejection.

24. QUALIFICATIONS OF ASSISTANT MUNICIPAL VALUER

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

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

25. CONFIDENTIALITY

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

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

Failure to adhere to the above requirements, will constitute a breach of contract and could result in termination of the contract.

26. PENALTIES AND DEFAULTS

It is a specific condition of this tender that the Bidders are required to perform their tasks to acceptable standards and shall be obliged to meet the deadlines determined by the municipality.

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 Acts 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 and Corruption

In the event of the Bidders not conforming to the standards required by the municipality as contained in the tender document, the Bidder 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.

27.INSURANCE

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

PRICING SCHEDULE – FIRM PRICES (PURCHASES)

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED

IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT

Name of Bidder.....	Bid Number.....
Closing Time	Closing Date

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

ITEM NO.	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
----------	----------	-------------	--

- | | | |
|---|--|-----------------------------------|
| - | Required by: | |
| - | At: | |
| - | Brand and Model | |
| - | Country of Origin | |
| - | Does the offer comply with the specification(s)? | *YES/NO |
| - | If not to specification, indicate deviation(s) | |
| - | Period required for delivery |
*Delivery: Firm/Not firm |
| - | Delivery basis | |

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.

*Delete if not applicable

MBD 4

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months?YES / NO

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.10.1 If yes, furnish particulars.

.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.11.1 If yes, furnish particulars

.....

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.12.1 If yes, furnish particulars.

.....

.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. YES / NO

3.14.1 If yes, furnish particulars:

.....

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

DECLARATION FOR PROCUREMENT ABOVE R10 MILLION (ALL APPLICABLE TAXES INCLUDED)

For all procurement expected to exceed R10 million (all applicable taxes included), bidders must complete the following questionnaire:

1 Are you by law required to prepare annual financial statements for auditing?

1.1 If yes, submit audited annual financial statements for the past three years or since the date of establishment if established during the past three years.

***YES / NO**

.....

.....

2 Do you have any outstanding undisputed commitments for municipal services towards any municipality for more than three months or any other service provider in respect of which payment is overdue for more than 30 days?

2.1 If no, this serves to certify that the bidder has no undisputed commitments for municipal services towards any municipality for more than three months or other service provider in respect of which payment is overdue for more than 30 days.

2.2 If yes, provide particulars.

.....

.....

.....

.....

3 Has any contract been awarded to you by an organ of state during the past five years, including particulars of any material non-compliance or dispute concerning the execution of such contract?

* Delete if not applicable

***YES / NO**

3.1 If yes, furnish particulars

.....
.....

***YES / NO**

4. Will any portion of goods or services be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality / municipal entity is expected to be transferred out of the Republic?

***YES / NO**

4.1 If yes, furnish particulars

.....
.....

CERTIFICATION

I, THE UNDERSIGNED (NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder