

DLRRD-MP0005(2025/2026)

APPOINTMENT OF A SERVICE PROVIDER TO REVIEW THE PROVINCIAL SPATIAL DEVELOPMENT FRAMEWORK (PSDF) FOR MPUMALANGA PROVINCE WITHIN A PERIOD OF FOURTEEN (14) MONTHS.

CLOSING DATE: 07 NOVEMBER 2025 @11H00 AM

NB: THERE WILL BE NO COMPULSORY BRIEFING SESSIONS.

FOR FURTHER ENQUIRIES:

CONTACT PERSON FOR TECHNICAL ENQUIRIES:

Mr. Marius Loock
COGHSTA: Acting Director: Spatial Planning
Telephone: (013) 766 1705 or 084 215 0168
E-mail: Looockm@mpg.gov.za

Mr. Simanga Nkosi
Chief Town Planner
Telephone Number: (013) 754 8104
Email: Simanga.Nkosi@dalrrd.gov.za

CONTACT PERSON FOR BID RELATED ENQUIRIES

Ms. Thabisile Matonsi
Telephone Number : (013) 754 8037/8000
Email: Thabsile.Matonsi@dlrrd.gov.za

Ms. Banele Ramanyimi
Telephone Number : (013) 754 8066/8000
Email: Banele.Ramanyimi@dlrrd.gov.za

NB: COMMUNICATION RELATED TO THE BID/TENDER SHOULD BE IN WRITING.

**BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)
6th FLOOR
17 VAN RENSBURG STREET BLOCK E
BATELEUR BUILDING,
NELSPRUIT, 1200**



land reform & rural development

Department:
Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA



PROVINCIAL SHARED SERVICES CENTRE

Directorate: Financial and Supply Chain Management Services

Private Bag X11305, NELSPRUIT, 1200, 17 van Rensburg Street, Nelspruit, 1200; Tel: 013 - 754 8000; Website:
www.dalrrd.gov.za

YOU ARE HEREBY INVITED TO BID TO THE DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT

BID NUMBER: DLRRD-MP0005(2025/2026)

CLOSING TIME: 11H00 AM

CLOSING DATE: 07 NOVEMBER 2025

BIDS RECEIVED AFTER THE CLOSING TIME AND DATE AS A RULE WILL NOT BE ACCEPTED FOR CONSIDERATION

1. Kindly furnish us with a bid for services shown on the attached forms.
2. Attached please find the General Contract Conditions (GCC), SBD1, SBD4, and Terms of Reference.
3. Bidders must ensure that they register with the National Treasury Central Supplier Database (CSD) and attach/provide the reference numbers on the SBD 1 form of the bid document.
4. If you are a sole agent or sole supplier you should indicate your market price after discount to your other clients or if that is not possible your percentage net profit before tax, in order to decide whether the price quoted is fair and reasonable.
5. The attached forms must be completed in detail and returned with your bid. Bid document must be submitted in a sealed envelope stipulating the following information: Name and Address of the bidder, Bid number and closing date of bid. **(failure to comply will disqualify your proposal)**

Yours faithfully

SUPPLY CHAIN MANAGEMENT

DATE: 16 OCTOBER 2025

LA 1.3

MAP TO BIDDER BOX (B BOX)

DLRRD-MP0005(2025/2026) CLOSING DATE: 07 NOVEMBER 2025 @ 11:00 AM

YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA (DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT)

BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL AS A RULE NOT BE ACCEPTED FOR CONSIDERATION.

THE SBD 1 FORM MUST BE SIGNED IN THE ORIGINAL AND WITH BLACK INK

SUBMIT ALL BIDS ON THE OFFICIAL FORMS – DO NOT RETYPE.

The Bid documents must be deposited in the Bid box which is identified as the “Bid/tender box.”

**DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT
FINANCE AND SUPPLY CHAIN MANAGEMENT
6th FLOOR
17 VAN RENSBURG STREET BLOCK E
BATELEUR BUILDING, NELSPRUIT,
1200**

THE BID BOX OF THE OFFICE OF THE DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT IS OPEN 24 HOURS A DAY, 7 DAYS A WEEK. THE BID BOX WILL BE CLOSED AT 11H00 AM WHICH IS THE CLOSING TIME OF BIDS.

BIDDERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS

SUBMIT YOUR BID IN A SEALED ENVELOPE

**AUTHORITY TO SIGN THE STANDARD BIDDING DOCUMENT
(SBDs) ON BEHALF OF AN ENTITY.**

Only authorized signatories may sign the original and all copies of the tender offer where required.

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

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

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

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

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

Accept that failure to submit proof of Authorization to sign the tender shall result in a Tender Offer being regarded as non-responsive.

AUTHORITY OF SIGNATORY

Signatories for companies, close corporations and partnerships must establish their authority

BY ATTACHING TO THIS FORM, ON THEIR ORGANISATIONS'S LETTERHEAD STATIONERY, a copy of the relevant resolution by their Board of Directors, Members or Partners, duly signed and dated.

An EXAMPLE is shown below for a COMPANY

MABEL HOUSE (Pty) Ltd	
By resolution of the Board of Directors taken on 20 May 2000,	
MR A.F JONES	
has been duly authorised to sign all documents in connection with	
Contract no DALRRD-MP0005(2025/2026), and any contract which may arise	
there	
on behalf of MABEL HOUSE (Pty) Ltd.	
SIGNED ON BEHALF OF THE COMPANY: (Signature of Managing Director)	
IN HIS CAPACITY AS: Managing Director	
DATE: 20 May 2000	
SIGNATURE OF SIGNATORY: (Signature of A.F Jones)	
As witnesses:	
1.	
2.	
Signature of person authorised to sign the tender:	
Date:	

Bid No.:

Name of Bidder:

**PRICING SCHEDULE FOR APPOINTMENT OF A SERVICE PROVIDER TO REVIEW THE
PROVINCIAL SPATIAL DEVELOPMENT FRAMEWORK (PSDF) FOR MPUMALANGA
PROVINCE WITHIN A PERIOD OF FOURTEEN (14) MONTHS.**

PRICING SCHEDULE [SBD 3.3]

**PRICING SCHEDULE FOR APPOINTMENT OF A SERVICE PROVIDER TO REVIEW
THE PROVINCIAL SPATIAL DEVELOPMENT FRAMEWORK (PSDF) FOR
MPUMALANGA PROVINCE WITHIN A PERIOD OF FOURTEEN (14) MONTHS.**

SBD 3.3

PRICING SCHEDULE

NAME OF SERVICE PROVIDER:Bid NO.:

CLOSING TIME:

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF <u>VALUE ADDED TAX</u>
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1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate the total
Estimated cost for all the activities and including
expenses inclusive of VAT for the project.

3. **TOTAL PRICE** R.....

Bid Initials
Bid's Signature.....
Date:.....

Name of Bidder:

PRICING SCHEDULE FOR THE RENDERING OF CLEANING AND HYGIENE SERVICES FOR THE DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM: REGIONAL LAND CLAIMS COMMISSION FOR A PERIOD OF 36 MONTHS.

PRICING SCHEDULE [SBD 3.3]

NB: REFER TO TABLE 2 : PROJECT COST AND TIME FRAME ON THE TERMS OF REFERENCE.

PHASES (including Stakeholder Engagements)	% PAYABLE	TIME FRAMES	TOTAL COST
Phase 1: Policy Context and Vision Directives	15%	Months 1-2	R.....
Phase 2: Spatial Challenges and Opportunities	20%	Months 3-5	R.....
Phase 3: Spatial Proposals	25%	Months 6-9	R.....
Phase 4: PSDF Implementation Framework	20%	Months 10 -12	R.....
Phase 5: Final PSDF	15%	Months 13-14	R.....
RETENTION	5%		
	100%		
	% PAYABLE		
SUBTOTAL COST (EXCL VAT)			R.....
VAT @ 15%			R.....
TOTAL COST FOR THE PROJECT (INCL VAT)			R.....

5. Period required for commencement with project after acceptance of bid
.....

6. Estimated man-days for completion of project
.....

7. Are the price quoted firm/not firm for the full period of contract?
delete which is not applicable
.....

Bid Initials
Bid's Signature.....
Date:.....

**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT					
BID NUMBER:	DLRRD-MP0005(2025/2026)	CLOSING DATE:	07 NOVEMBER 2025	CLOSING TIME:	11:00 AM
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO REVIEW THE PROVINCIAL SPATIAL DEVELOPMENT FRAMEWORK (PSDF) FOR MPUMALANGA PROVINCE WITHIN A PERIOD OF FOURTEEN (14) MONTHS.				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
DEPARTMENT OF LAND REFORM AND RURAL DEVELOPMENT MPUMALANGA PROVINCIAL SHARED SERVICE CENTRE:					
6TH FLOOR					
17 VAN RENSBURG STREET, BATELEUR BUILDING , BLOCK E					
NELSPRUIT,1200					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Thabisile Matonsi		CONTACT PERSON	Mr M Loock /Simanga Nkosi	
TELEPHONE NUMBER	0137548037/8000/8066		TELEPHONE NUMBER	013 766 1705 / 084 215 0168 013 754 8104	
FACSIMILE NUMBER	N/A		FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	Thabsile.Matonsi@dlrrd.gov.za		E-MAIL ADDRESS	Loockm@mpg.gov.za Simanga.Nkosi@dlrrd.gov.za	
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?					☐ YES ☐ NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?					☐ YES ☐ NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?					☐ YES ☐ NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?					☐ YES ☐ NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?					☐ YES ☐ NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
1.5. BID VALIDITY PERIOD 90 DAYS
2. TAX COMPLIANCE REQUIREMENTS
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

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

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

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

DATE:

.....

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

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

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following
 statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

BID PROCESS (EQUAL OR BELOW R 50 MILLION)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of tender invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions;
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); and
- (f) **“Historically Disadvantaged individuals”** means a person historically disadvantaged by unfair discrimination on the basis of race: Provided that a person historically disadvantaged on the basis of race refers to Africans, Coloureds, Indians and people of Chinese descent who are South African citizens by birth or descent; or who became citizens of the Republic of South Africa by Naturalisation -
 - Before 27 April 1994; or
 - On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date.

2. GENERAL CONDITIONS

2.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

2.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

2.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

2.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

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

2.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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

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

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

2.9 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

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

2.10.1 Historically Disadvantaged individuals (HDI):

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

2.10.2 Who is female:

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

2.10.3 Who has a disability:

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

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

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

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

2.12 **Specific goals for the tender and points claimed are indicated per the table below.**

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. HDI	8		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	2		
V. Specific goal: Locality	3		

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

- (I) A maximum of 8 points may be allocated to tenderers who had no franchise in national elections before the 1983 and 1993 Constitution, on the following basis:
 - **Percentage ownership equity** $\times 8 \div 100$ = number of points claimed.
- (II) A maximum of 5 points may be allocated for to tenderers who is female, on the following basis:
 - **Percentage ownership equity** $\times 5 \div 100$ = number of points claimed.
- (III) A maximum of 2 points may be allocated to tenderers who has a disability, on the following basis:
 - **Percentage ownership equity** $\times 2 \div 100$ = number of points claimed.
- (IV) A maximum of 2 points may be allocated to tenderers who are youth, on the following basis:
 - **Percentage ownership equity** $\times 2 \div 100$ = number of points claimed.
- (V) A maximum of 3 points may be allocated to tenderers for locality, on the following basis:
 - **Percentage ownership equity** $\times 3 \div 100$ = number of points claimed.

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

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in the table in paragraph 2.12 above as may be supported by proof/documentation stated in the conditions of this tender.

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
- (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

4.3 A consortium or joint venture may, based on the percentage of the contract value managed or executed by their members, be entitled to claim points in respect of specific contract participation goals.

4.4 A tenderer will not be awarded points for HDI if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for the same number or more points for equity ownership.

- 4.5 A tenderer awarded a contract as a result of preference for contracting with, or providing equity ownership to a HDI, may not subcontract more than 25% of the value of the contract to a tenderer who is not a HDI or does not qualify for the same number or more preference for equity ownership.

5. SUB-CONTRACTING

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

YES		NO	
-----	--	----	--

- 5.1.1 If yes, indicate:

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

6. DECLARATION WITH REGARD TO COMPANY/FIRM

- 6.1. Name of company/firm:

- 6.2. Company registration number:

- 6.3. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

- 6.4. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
- (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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



land reform & rural development

Department:
Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA



CHIEF DIRECTORATE: PROVINCIAL SHARED SERVICE CENTRE: MPUMALANGA
DIRECTORATE: MPUMALANGA SPATIAL PLANNING AND LAND USE MANAGEMENT SERVICES
Bateleur Office Park, 17 Van Rensburg Street, Mbombela. Private Bag X 11305, Mbombela, 1200.
Tel: 013 755 3499; Fax: 013 755 2820; www.dalrrd.gov.za.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO REVIEW THE PROVINCIAL SPATIAL DEVELOPMENT FRAMEWORK (PSDF) FOR MPUMALANGA PROVINCE WITHIN A PERIOD OF FOURTEEN (14) MONTHS.

1. INTRODUCTION

The Department of Land Reform and Rural Development (DLRRD) under the Branch Spatial Planning and Land Use Management (SPLUM), requires the skills of a suitably qualified, well-resourced and experienced service provider/multi-disciplinary team to review the Provincial Spatial Development Framework (PSDF) for Mpumalanga Province within a period of 14 (Fourteen) months.

2. BACKGROUND

- 2.1 Section 12 of the Spatial Planning and Land Use Management Act, 2013 (SPLUMA), requires all spheres of government (national, provincial and local) to develop Spatial Development Frameworks (SDFs).
- 2.2 In this regard, the Department of Land Reform and Rural Development (DLRRD) has prepared a National Spatial Development Framework (NSDF) for the country that was approved by Cabinet in 23 March 2022.
- 2.3 Section 15 of SPLUMA requires the Premier of each Province to compile a Provincial Spatial Development Framework (PSDF) which must be consistent with the National SDF and must coordinate, integrate and align –
 - Provincial plans and development strategies with policies of national government;
 - The plans, policies and development strategies of provincial departments; and
 - The plans policies and development strategies of municipalities

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- 2.4** Mpumalanga Province has developed a Provincial Spatial Development Framework (PSDF) for the province, which was approved by the Executive Council of the Province on 18 September 2019 and Gazetted on **27 March 2020**.
- 2.5** Section 17(2) of SPLUMA requires that all provincial development plans, projects and programmes must be consistent with the PSDF. Section 15(4) of SPLUMA requires that an Executive Council may amend the PSDF when necessary, but must review it at least **once every five years**.

3. THE OBJECTIVES OF THE PROJECT

- 3.1** The project objective is to review the current 2020 PSDF to be a credible SPLUMA-compliant PSDF that seeks to direct land development and the planning pattern in the province to give effect to the vision, goals and objectives of the NSDF.
- 3.2** The PSDF must be reviewed in accordance to the 2017, SDF Guidelines, the provisions of SPLUMA (with special reference to Chapter 4) and its Regulations. The PSDF review must consider the following content requirements stipulated in **Section 16 of the Act**.
- Provide a spatial representation of the land development policies, strategies and objectives of the Province, which must include the Province's growth and development strategy or equivalent;
 - Indicate the desired and intended pattern of land use development in the Province, including the delineation of areas in which development in general or development of a particular type would not be appropriate;
 - Coordinate and integrate the spatial expression of the sectoral plans of provincial departments;
 - Provide a framework for coordinating municipal SDFs with each other where they are contiguous;
 - Coordinate municipal SDFs with the provincial SDF and any Regional SDF as they apply in the province; and

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- Incorporate any spatial aspects of relevant national development strategies and programmes as they apply in the province.

3.3 The PSDF aims to give guidance to future development in the province and remedy spatial patterns where certain population groups were alienated from areas that were economically viable and socially progressive. The PSDF objectives are to:

- Provide spatial expression of all relevant plans and policies;
- Integrate and incorporate all relevant plans and policies;
- Indicate desired spatial development and direct land development and planning pattern in the province;
- Give effect to SPLUMA principles in Chapter 2, including: Spatial Justice, Spatial Sustainability, Efficiency, Spatial Resilience and Good Administration.
- Guide investment and capital expenditure decisions

3.4 In addition to complying with the statutory requirements in terms of SPLUMA, the PSDF must achieve the following:

- Address the inefficient, impoverished and scattered settlement patterns where the poor is generally located far away from places of socio-economic opportunities;
- Include an analysis of migration patterns in the Province and strategies to address urbanization;
- Provide mechanisms for the establishment of a functional relationship between urban and rural areas; and
- Whilst a PSDF covers the full geographical extent of a Province, it needs to identify priority areas (i.e. spatial targets). These may be where the Province's socio-economic development needs are most pressing, or where economic development prospects are greatest. Spatial targeting serves to channel public investment into priority areas and align the capital investment programmes of different government departments.

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3.5 The PSDF will guide long-term planning in the Province, enabling the development of sustainable integrated human settlements, located in close proximity to economic opportunities with access to engineering services (bulk and internal) and social facilities like education and healthcare.

3.6 The PSDF have to be cognisant of current and future economic development nodes, priority corridors and migration patterns so that resources can be utilized to create viable settlements proactively.

The following section indicates the importance of the PSDF and its review.

3.7 The 5-yearly review of the PSDF is not only a legislative requirement, but the PSDF must contribute to and express provincial development policy as well as integrate and spatially express policies and plans emanating from the various sectors of the local, provincial, national spheres of government as they apply to the geographic scale of the province.

3.8 In this regard a number of new policies, plans and strategies were developed and existing ones reviewed during the PSDF 5-year implementation period (2020-2025), which relevance need to be considered in the PSDF review, including, but not limited to:

- NSDF (DALRRD)
- Vaal River RSDF, Eastern Escarpment RSDF, VENE RSDF (DALRRD)
- Provincial Medium Term Development Plan (OTP)
- Provincial Economic Recovery and Reconstruction Plan (DEDT)
- Provincial Roads Master Plan (DPWRT)
- Provincial Infrastructure Master Plan (DPWRT)
- Provincial Integrated Human Settlements Master Plan (DHS)
- Provincial Informal Settlement Upgrading and Management Strategy (DHS)
- Provincial Implementation Framework for PHSHDAs (DHS)
- Provincial Communication Plan (OTP)
- Provincial Green Economy Development Plan (DEDT)
- Provincial Just Transition Plan (DARDLEA)

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- Integrated Rural Development Sector Strategy/Plan (DARDLEA)
- Provincial Bulk Water and Sanitation Master Plan (DWS)
- Provincial Flood Management Strategy (COGHSTA)
- 3 x District DDM One Plans (DMs)
- 3 x District Rural Development Plans (DALRRD)
- 3 x Rural Development Sector Plans (DALRRD)
- District and Municipal SDFs (DMs and LMs)
- Small Town Regeneration Strategy (DCOG)
- Land Development Programme (DALRRD)

3.9 The PSDF review needs, amongst others, to consider the Preservation and Development of Agricultural Land Act (39 of 2024) and its relevance to Mpumalanga Province with respect to the location and protection of prime and unique agricultural.

3.10 New development trends and phenomena have to be considered in the PSDF review, including the unlawful occupation of land resulting in the mushrooming of informal settlements, the sharp increase in renewable energy projects associated with the Just Energy Transition (JET) programme. Climate change poses significant threats to the basic provisions of life including water, the environment, health and food production (agriculture).

3.11 The 2022 Census by Statistics South Africa provides valuable information for purposes of planning and estimating future projections and demand for additional urban land to accommodate residential, social amenities, services, economic activities and roads. The 2022 census information is crucial and has to be considered in the PSDF review.

3.12 From a PSDF assessment conducted by the Department of COGHSTA it's evident that a number of programmes/plans and projects were executed during the 5-year implementation period. A number of catalytic projects in the Mpumalanga Economic Reconstruction and Recovery Plan (MERRP) were informed by the Mpumalanga Infrastructure Master Plan (MIMP) and the PSDF.

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This necessitates a review of the PSDF Implementation Framework to be implemented over the short- (2025), medium- (2035) and long term (2050).

3.13 The following improvements are envisaged for the PSDF Review:

- An improved implementation framework to ensure all provincial development plans, projects and programmes are consistent with the PSDF as provided for in terms of Section 17(2) of SPLUMA.
- Clear institutional arrangements to link with the District Development Model (DDM) One Plans and established DDM structures being the relevant platform to ensure that the NSDF and PSDF imperatives are embedded in local planning.
 - ✓ The PSDF's thematic rationale and development objectives has to filter through to municipal spatial planning to ultimately implement the PSDF vision through municipal SDFs, IDPs and Land Use Schemes.
- A settlement hierarchy that coincides with the settlement hierarchy adopted for the country in the NSDF. This is to improve the delivery of social facilities and amenities by applying the "CSIR Service Wheel".
- Improved Special Control Zone areas to better manage the conflicting demand between mining, energy generation, agriculture, urban expansion, biodiversity conservation and tourism.
- The inclusion of an assessment tool to monitor the achievement of spatial transformation through adhering to the Development Principles of SPLUMA, being spatial justice, spatial sustainability, efficiency, spatial resilience and good administration.
- A video clip that highlights the gist of the PSDF to be used for branding and marketing purposes.

3.14 The PSDF will guide the preparation or review of SDFs of the 3 District Municipalities and the 17 Local Municipalities of the Mpumalanga Province and all provincial development plans, projects and programmes must be consistent with the PSDF.

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4. CRITICAL MILESTONES

4.1 The following critical milestones/phases as stipulated in the SDF Guidelines Report, prepared by DRDLR, shall be achieved in the review of the PSDF:

- Phase 1: Policy Context and Vision Directives
- Phase 2: Spatial Challenges and Opportunities
- Phase 3: Spatial Proposals
- Phase 4: Implementation Framework
- Phase 5: Final PSDF

4.2 Details pertaining to the activities and role players for each milestone are contained in the National SDF Guidelines Report. The service provider is expected to consult the latest SDF Guidelines Report while preparing the proposal and when executing the project.

5. PROJECT DELIVERABLES

5.1 The activities, deliverables for each phase, including stakeholder engagements, are indicated in the Table 1 below:

Table 1: Deliverables

PHASE	DELIVERABLE
Phase 1: Policy Context and Vision Directives	Deliverable
Start up	Contract of Service and detailed Inception Report
Review and synthesize legislative and policy context	Legislative and Policy Synthesis
Formulate objectives and draft spatial vision	PSDF objectives and Spatial vision and transition statement
Identify interested and affected parties (I&AP) – national and provincial departments, state owned entities, municipalities etc.	PSDF stakeholder database
Notification – that a PSDF is to be prepared and invite I&AP to register	<i>Notice in Provincial Gazette and Media</i>
Set up PSDF Project Steering Committee (PSC)	List of Project Steering Committee (PSC) Members
Set up PSDF Technical Work Group/s	List of proposed Technical Work Group members
Phase 2: Spatial Challenges and Opportunities	Deliverable
Analysis of biophysical environment	Documentation and mapping of biophysical spatial challenges and opportunities

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PHASE	DELIVERABLE
Analysis of socio-economic environment	Documentation and mapping of socio-economic spatial challenges and opportunities
Analysis of built environment	Documentation and mapping of built environment
PSC input – present Phase 2 to PSC and incorporate the inputs	Presentation to PSC
Technical Work Group/s input – incorporate technical work group inputs on Phase 2	Technical Work Group submissions
I&AP input – incorporate inputs from I&AP on Phase 2 (spatial challenges and opportunities and base information)	Record of I&AP comments on spatial challenges and opportunities and baseline research
Phase 3: Spatial Proposals	Deliverable
Finalise the draft spatial vision	Description and illustration/diagram of spatial vision
Spatial development concept	Description and illustration/diagrams of spatial concepts
Spatial strategies and policies	Description and illustration/diagrams of spatial strategies and draft supporting policies

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PHASE	DELIVERABLE
Draft PSDF report	Draft PSDF report, supporting maps together with spatial data (e.g. gdb, map packages and Meta data utilized for the draft PSDF)
PSC input – incorporate inputs of PSC on Draft PSDF report and PSC/EXCO to authorize advertising the Draft PSDF for public review	Minutes of PSC/EXCO meetings, notice, comments received
Technical work group/s input – incorporate inputs from work group/s on formulation of vision, concepts and strategies	Record of Work Group engagement and inputs
Provincial department input – establish and incorporate spatial requirements of individual departments into PSDF	Record of departmental engagements
I&AP input – organize roadshows and invite comments from I&AP through advertisement. I&As have 60 days within which to submit their inputs	PSDF presentation, Record of PSDF comments and meetings
Phase 4: PSDF Implementation Framework	Deliverable
Spatial Policies	Final provincial spatial policies
Spatial Guidelines	Documented spatial development guidelines

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PHASE	DELIVERABLE
Spatial Framework for Capital Investment	Documented and mapped Capital Investment Framework
Spatial Governance Framework	Documented institutional arrangements
Provincial Cabinet/EXCO input – present final draft PSDF and Implementation Framework to EXCO for inputs	Cabinet presentation Record of engagement
PSC Endorsement – present draft PSDF and Implementation Framework, with the incorporation of EXCO inputs to PSC for recommendation to Provincial Executive	PSDF Final Draft Record of Endorsement
Phase 5: Final PSDF	Deliverable
Final PSDF	PSDF report and mapping, presentation and Executive summary, together with final spatial data (e.g. gdb, map packages and Meta data utilized for the whole PSDF)
Executive approval and notification – Cabinet/EXCO endorses the Provincial Executive's approval of the PSDF	Notice in <i>Provincial Gazette</i> Approved PSDF on Department's web-site

Source: National SDF Guidelines

- 5.2 The deliverables must be submitted to COGHSTA / DLRRD on the completion of the required milestones on the dates mutually agreed upon. Submissions should be in electronic and hard copy format.
- 5.3 All spatial information collected and utilized for the project should be submitted in ArcGIS format (shape files, Map packages and in geo-database format) for use in a Geographic Information System (GIS). The shapefiles and feature classes must include layer files with appropriate symbology, visibility scale ranges, and labelling. The shapefiles and feature classes must have attribute information that differentiates the PSDF construct and its purpose, for example a service node shapefile should have an attribute called “description” with the value “service node”. All spatial data must additionally be provided as ArcGIS Map Packages and, together with layers’ files, be saved back to ArcMap version 10.8. Metadata for all spatial information should be provided as per the metadata standard ISO 19115 & SANS 1878. Ownership of all metadata and spatial information generated and collected from this assignment vest in COGHSTA / DLRRD.
- 5.4 Shapefiles, geodatabase feature classes and Map Packages to be saved in ArcMap 10.8 version with the following projection:
- GCS_WGS_1984 or WKID: 4326 Authority: EPSG
 - Angular Unit: Degree (0.0174532925199433)
 - Prime Meridian: Greenwich (0.0)
 - Datum: D_WGS_1984
 - Spheroid: WGS_1984
 - Semimajor Axis: 6378137.0
 - Semiminor Axis: 6356752.314245179
 - Inverse Flattening: 298.257223563
- 5.5 Over and above, the GIS data must further meet the following requirements:
- All maps should be in A4 size in the document;
 - Maps must be numbered and listed in the page of contents;

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- All the text in the maps and the legends must be legible;
- The same map template / layout must be used throughout the document;
- All maps should have the basic map elements, namely; a title, north arrow, legend, scale bar, data source;
- All the features on the map must be explained in the legend;
- All mapping must be developed at an appropriate and readable scale;
- Maps inserted into Microsoft Word must have the corresponding ArcMap Document and (shapefiles must be in map packages) ready to be accessed in ArcGIS; and
- All associated cadastral data used to create maps must also be supplied (i.e. roads, parent farms, erven etc.).

NB: All GIS data to be submitted, must meet the requirements as stipulated at each stage/milestone of the project. DLRRD reserves the right not to approve any stage of the project if requirements relating to GIS data are not met.

5.6 The PSDF deliverables, apart from the deliverables in Table 1 above, must consist of:

- Final PSDF document, including the textual document, maps, tables, pictures, figures etc. - hard copies (legible and full colour printed);
- PSDF Interpretive Poster - hard copies (A1, full colour printed);
- PSDF Executive Summary Report (4-5 page glossy report containing the gist of the PSDF to be used for awareness and marketing purposes) – hard copies (legible and full colour printed);
- A video clip that highlights the gist of the PSDF to be used for branding and marketing purposes (similar to the Free State PSDF).
- A Stakeholder Engagement report where all engagements are recorded - hard copies (legible and full colour printed);
- A Project Closure Report - hard copies (legible and full colour printed);
- USB or Hard Drive (soft copies, both PDF and MS Word format) with all information (textual document, reports, maps, tables, figures etc.), including GIS shapefiles as per the requirements above.

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- GIS data (spatial information collected should be submitted in GIS capable file format i.e. shapefiles, geo-database, layer file, data package, MXD files);

6. PROJECT DURATION AND COST

- 6.1 The project is for a period of **14 (fourteen) months** and the amount of financial compensation for the work done is scheduled in Table 2 below.
- 6.2 Due to the urgency of the project it is critical that timeframes are strictly adhered to. Financial penalties will be imposed for any delay or non-compliance with time and quality requirements.

Table 2: Project cost and time frames

PHASES (including Stakeholder Engagements)	% PAYABLE	TIME FRAMES
Phase 1: Policy Context and Vision Directives	15%	Months 1-2
Phase 2: Spatial Challenges and Opportunities	20%	Months 3-5
Phase 3: Spatial Proposals	25%	Months 6-9
Phase 4: PSDF Implementation Framework	20%	Months 10 -12
Phase 5: Final PSDF	15%	Months 13-14
RETENTION	5%	
Total	100%	

- 6.3 DLRRD shall retain 5% of the total project cost in the case of late or non-delivery of the final approved PSDF.

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7. RELEVANT KNOWLEDGE, SKILLS AND EXPERIENCE

7.1 Mandatory skills required of the service provider/professional team, include:

- A project team leader, registered with the South African Council for Planners (SACPLAN) as a Professional Planner, with a minimum of 10 years' experience (post registration) in the field of service provided;
- A professional GISc Practitioner, registered with the South African Geomatic Council (SAGC, previously PLATO), with a minimum of 6 years' experience (post registration) in the field of service provided

7.2 Furthermore, the service provider will require a dedicated team of town and regional planners, GIS practitioners, economists, transport planners, engineers and environmental scientists etc. with proven experience in the field of spatial planning, the compilation of spatial development frameworks and the application of GIS. The team should demonstrate knowledge and experience in relation to economic analysis and proposals, settlement planning, livelihoods, agriculture, tourism, bioregional planning, environmental planning, heritage resource planning, transportation planning and engineering services planning.

7.3 Among the knowledge, skills and abilities required of the service provider/professional team to execute the project include the following:

- Thorough knowledge and expertise of integrated development planning, spatial planning and strategic planning;
- Understanding of the spatial planning policy and implementation;
- Proven spatial development framework compilation experience;
- Geography and hands on GIS;
- Understanding of the interrelationship amongst the following: social, economic, land, settlement, transport, infrastructure and environmental planning issues;
- Project Management; and
- Facilitation, research, analytical, writing and communication skills.

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- 7.4 It is therefore, recommended that the service provider ensures that people with relevant skills are part of the professional team. A company/team profile containing, among other things, names, qualifications and experience of persons who will be directly involved in the Project must be included together with their CVs and valid proof of professional registration with relevant organisations, councils and institutes (e.g.: SACPLAN, ECSA, SAGC or SACNASP etc.). This should clearly indicate what roles each team member will play.

8. PROJECT TEAM AND COMMITTEES

- 8.1 The **project management committee** will consist of a dedicated team as assigned by COGHSTA / DLRRD , OTP, DARDLEA and DEDT
- 8.2 The **project team** will consist of the appointed service provider/professional team including the project management committee.
- 8.3 The project team together with the district municipal representatives and any other relevant institutions/stakeholders shall form a **Project Steering Committee** chaired by COGHSTA / DLRRD
- 8.4 The professional team of the appointed service provider must be the same persons/individuals throughout the duration of the project and cannot be replaced without prior discussion with and approval from COGHSTA and DLRRD.

9. CONSULTATION

- 9.1 The service provider will be required to engage in a provincial consultation process (as per phase design), whereby the identified provincial departments, district- and local municipalities, together with key stakeholders will be consulted during the course of the project.
- 9.2 To ensure that all the spatial requirements/needs of all the affected stakeholders are accommodated, a suitable stakeholder engagement plan

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needs to be prepared as part of Phase 1. This, stakeholder engagement will entail, amongst others, the following:

- Identifying interested and affected parties (I&AP), including key national departments & state owned entities, provincial departments, district- and local municipalities;
- Publication of a notice in the media (local newspapers) and *Provincial Gazette* to invite I&APs to register as participants in the PSDF process;
- Workshops with key role players (e.g. Eskom, Telkom, SpoorNet, SANRAL, Provincial House of Traditional Leaders, chambers representing businesses and mining sector etc.);
- One on one engagements with identified provincial departments, district and local municipalities;
- Reporting and presenting to any forum, committee and structure as part of the PSDF processes;
- Publication of a notice in the media (local newspapers) and *Provincial Gazette* to invite the public to submit written representations in respect of the draft PSDF;
- A PSDF roadshow where proposals are presented at the 3 district municipalities;
- Publication of a notice of the approval of the PSDF's in *Provincial Gazette* and media (local newspapers);
- Information distribution: a data base of stakeholders will have to be developed and maintained for the duration of the project. Data collected (all information/reports etc.) will be made available to the Project Steering Committee.

9.3 The required number of copies of the PSDF document and maps for consultation purposes shall be prepared by the service provider. The aforementioned copies shall be distributed a week prior to the meeting taking place.

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10. CAPACITY BUILDING AND SKILLS TRANSFER

COGHSTA and DLRRD consider skills development as an integral part of the out sourcing process. The process should ensure that skills development and transfer is achieved within the Province (sector departments and municipalities). Proposals must indicate how skills development and transfer would be achieved in the Province.

11. INFORMATION GATHERING

11.1 The successful service provider is expected to make contact with all the relevant officials and units within the local, provincial and national spheres of Government to obtain relevant information that is required to execute the Project. Existing information, available and relevant to the project, will be made available to the successful service provider.

11.2 If the service provider needs a confirmation letter regarding the motive for requesting information from the different spheres of Government or Parastatals, DLRRD will provide the requested letter. **However, the responsibility for collecting information necessary for the successful execution of the Project remains entirely with the service provider.**

11.3 The service provider is expected to compile a **data register** of all data sources (hard and soft copies) required, collected and consulted during the lifespan of the Project by indicating the name of the source, the date of the source, the custodian of the data etc.

12. FORMAT OF PROPOSAL

12.1 All proposals are to respond to requirements as per the Terms of Reference (TOR).

12.2 All proposals should be clearly indexed and easy to read.

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13. EVALUATION PROCEDURE

The Bid will be evaluated in terms of:

- 13.1 Mandatory Requirements
- 13.2 Functionality
- 13.3 Preferential Procurement Regulations of 2022, 80/20 preferential point systems in terms of Price and Specific goals

i) First Stage: Mandatory requirements

Failure to submit the following requirements with the proposal will automatically disqualify the bidder's proposal:

- A resolution authorizing a person to sign the bid documents (Full completion and signing of LA 1.6 or resolution on company letterhead.
 - (a) In the case of a **ONE PERSON CONCERN** submitting a tender, this shall be clearly stated on the company letter head.
 - (b) In the case of a **COMPANY** submitting a tender, include a copy of a resolution by its board of directors authorizing a director or other official of the company to sign the documents on behalf of the company.
 - (c) In the case of a **CLOSED CORPORATION** submitting a tender, include a copy of a resolution by its members authorizing a member or other official of the corporation to sign the documents on each member's behalf.
 - (d) In the case of **PARTNERSHIP** submitting a tender, all the partners shall sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case proof of such authorization shall be included in the Tender.
 - (e) In the case of **JOINT VENTURE** submitting a tender, must include a resolution of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.
- A Project Team Leader, registered with the South African Council for Planners (SACPLAN) as a Professional Planner, with a minimum of 10 years' experience (post registration) in the field of service provided. A copy of a valid registration certificate should be attached to the proposal.
- A professional GISc Practitioner, registered with the South African Geomatic Council (SAGC, previously PLATO), with a minimum of 6 years' experience (post registration) in the field of service provided A copy of a valid registration certificate should be attached to the proposal.
- Completed and signed SBD3 form pricing schedules.

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Non-Mandatory Requirements

The following documents must be sent together with your proposal:

- a) Bidders must ensure compliance with their tax obligations. Bidders may submit printed TCS/CSD/SARS PIN together with their bid.
 - b) Proof of registration summary report from Central Supplier Database or provide the MAAA number
 - c) In bids where a consortia/Joint Venture/sub-contractors are involved each party must submit a separate valid SARS Pin, TCS or CSD printout
- ii) The **second stage** will be the consideration of functionality. Requirements are set which will assist DLRRD to assess the capacity and experience of the service providers. The minimum threshold for functionality must be met in order for bid offers to continue to the next stage of evaluation.

The evaluation of the functionality will be evaluated individually by Members of the Bid Evaluation Committee in accordance with the criteria indicated in the table below.

Table 3: Evaluation of functionality

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	Weight	Points	
1. CAPABILITY	The capability of the service provider to complete the project will be assessed on the composition, knowledge and experience of the professional team. It is important that the tenderer ensures that people with relevant skills and experience are part of the professional team The performance of the tenderer will be evaluated upon demonstrated experience with similar or related projects. The tenderers experience must also clearly indicate the capacity and ability to complete the scope of work within the stated timeframes. Submission of relevant CVs, qualifications and proof of valid registrations will ensure that the tenderer is suitably equipped with the knowledge, skills and capability necessary to complete the scope of work required.	25	The 2 mandatory professions required of the service prover:	
			- A project team leader, registered with SACPLAN as a Professional Planner, with a minimum of 10 years' experience (post registration) in the field of service provided; and - A Professional GISc Practitioner, registered with SAGC (previously PLATO), with a minimum of 6 years' experience (post experience) in the field of service provided	25
		20	Other professions and skills required:	
			Economists	5
			Transport planners	5
			Civil engineers	5
			Environmental scientists	2
			Town and regional planners	2
			GIS practitioners	1
		15	The service provider/professional team to demonstrate:	
			project management skills and lead role in similar and or comparable projects;	3
			proven experience in developing spatial development frameworks and the application of GIS;	3
			thorough knowledge and experience of integrated development planning, spatial planning and strategic planning;	2
			understanding of the spatial planning policy and implementation;	2

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CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	Weight	Points	
			Knowledge and experience in relation to economic analysis and proposals, settlement planning, livelihoods, agriculture, tourism, bioregional planning, environmental planning, heritage resource planning, transportation planning and engineering services planning.	5
2. METHODOLOGY AND PROJECT MANAGEMENT	The level of understanding and interpretation of the assignment is assessed. The tenderer must provide an explanation of the preferred methodology to be undertaken in order to complete the scope of work effectively and efficiently	10	Degree to which the candidate demonstrates an understanding of the proposed assignment	2
			A project plan demonstrating a coordinated approach of how various project deliverables will be executed against timeframes	2
			Proposed skills transfer	2
			Quality assurance steps indicated	2
			Clear reporting mechanisms and indicators of verifying progress	2
3. TRACK RECORD	Demonstrate track record of experience with list of similar and/or comparable projects completed during the past 10 years by the service provider. The schedule of comparable or similar projects describing the projects, year of implementation and the contact details of references must be submitted with the tender together with appointment letters and/or proof of completion of each project Comparable or similar projects are regarded as Provincial SDFs, Regional SDFs, Municipal SDFs, Local SDFs and Spatial Plans etc.	15	Number of projects	
			5 or more projects	15
			3-4 projects	10
			2 projects	5
			1 project	1
		15	Quality and performance during the past 10 years (on 3 projects)	

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CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	Weight	Points	
4. QUALITY AND PERFORMANCE	Requires the completion of the “Quality of experience and performance of the service provider on comparable projects during the past 10 years”, table forms part of the returnable list. Quality of experience and performance of the service provider on comparable projects during the past 10 years, on three (3) projects. Ability of the tendering service provider to manage projects and compliance with time; cost and quality. Relevant information in written-; report- and/or brochure format with the contact details of references must be submitted with the tender. The information to categorize each project as in Table 4 below.		Completed on time, on scope, within budget and acceptable quality	5
			Completed on time, beyond scope and budget, but acceptable quality	4
			Completed beyond time, beyond scope and budget, but acceptable quality	3
			Completed beyond time, beyond scope and budget and unacceptable quality	2
			Appointed for projects	1
TOTAL POINTS ON FUNCTIONALITY ADD UP TO 100		100		

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Table 4: List of similar or comparable projects (at least 3)

No. of Projects	Description of Project	Year of execution	Five (5) criteria for individual projects								
			On Budget	Beyond Budget	On Time	Beyond Time	On Scope	Beyond Scope	Acceptable Quality	Unacceptable Quality	Never completed
1											
2											
3											

The client is required to tick each of the 5 criteria for each individual Project.

Name of Client/Organization: _____

Project: _____

Contact Person: _____

Name of Client/Organization: _____

Project: _____

Contact Person: _____

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Name of Client/Organization: _____

Project: _____

Contact Person: _____

The Bids that fail to achieve a minimum of **75 points** for functionality will be disqualified.

- iii) **Third Stage** - Only bids that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference points system.

The evaluation of the tender will be in terms of 80/20 preference point system as prescribed in the preferential procurement regulations 2022, whereby the maximum points for tenders are allocated as follows:

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

The department stipulated the preference points system which will be applied in the adjudication of bids/tender

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Historically Disadvantaged Individuals (HDI)	8		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Youth	2		
V. Specific goal: Locality (promotion of enterprises located in South Africa)	3		

To claim maximum points the bidder to provide proof for each point claimed and guideline has been provided in SBD6.1 on how to claim specific goals.

- Historically Disadvantaged Individuals (HDI) – **Attach copy of Identity Document (ID) and company registration document**
- Who is female- Attach copy of Identity Document (ID) and company registration document
- Who has a disability – **Attach a certified copy or original doctor's letter confirming the disability**
- Who is youth (A person that is not older than 35 years on the closing date of a bid) **Attach copy of Identity Document (ID) and company registration document**
- Specific goal: **Locality – promotion of enterprises located in a Mpumalanga Province**



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- a) a valid municipal services account (water, sanitation, rates and electricity) in the name of the bidder/s or active director/s or
- b) a valid lease agreement from the lessor or
- c) a letter on the letterhead of the ward councillor/traditional authority/council that must be signed, stamped and dated.

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

The Highest Scoring bidder in terms of Price and Specific Goals will be appointed.

14 CRITERIA FOR BREAKING DEADLOCK IN SCORING

- 14.1 In the event that two or more bidders have scored equal total points ,the successful bidder must be the one that scored highest points for promotion of specific goals.
- 14.2 If two or more bidders have equal points, including equal preference points the successful bidder must be the one scoring the highest points for functionality, if functionality is part of the evaluation process.
- 14.3 In the event if two or more bidders are equal in all respects, the award must be decided by the drawing oflot

15 VALIDITY PERIOD

The validity of this bid will be Ninety (90) days after the closing date, hence offers must remain valid for this period.

16 BID CONDITIONS

- i) DLRRD is not bound to accept any of the proposals submitted and reserve the right to call for best and final offers from short-listed bidders before final selection;
- ii) DLRRD reserves the right to call for presentations or interviews with short listed bidders before final selection;
- iii) DLRRD reserves the right to negotiate price with the preferred bidder/s;
- iv) The lowest or any bidder will not necessary be accepted and DLRRD reserves the right to accept the whole or part of any bid;



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- v) DLRRD reserves the right to appoint more than one service provider;
- vi) A bid from any bidder or its directors/partners whose name appears on the National Treasury Database of restricted suppliers will not be considered; and
- vii) Late and incomplete bids will not be considered.

17 GENERAL CONDITIONS OF CONTRACT

- 17.1 This bid and all contracts emanating there from will be subject to the attached General Conditions of Contract issued by the National Treasury.
- 17.2 DLRRD and the service provider will sign a Contract of Service upon appointment.
- 17.3 The service provider should commence with the project within 5 (five) days after receiving the letter of appointment and signed the Contract of Service.
- 17.4 DLRRD reserves the right to terminate the contract in the event that there is clear evidence of non-performance and non-compliance with the contract.
- 17.5 The short-listed service provider may be required to do a presentation in person DLRRD, at their own cost, should it be deemed necessary to do so.

18 OUTCLAUSE

- 18.1 DLRRD reserves the right not to appoint if suitable candidates are not found at the discretion of DLRRD.

19 SPECIAL CONDITIONS OF CONTRACT

19.1 NOTES

- 19.1.1 The following Special Conditions of Contract are an extract of the final intended contract and supplementary to the General Conditions of Contract mentioned above. However, where the Special Conditions on Contract are in conflict with the General Conditions of Contract, the Special Conditions of Contract shall prevail.



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19.1.2 Any misrepresentation of information provided in this bid may result in the cancellation of the Contract. It is a condition of this bid that the Tax matters of the service provider MUST remain in order for the awarded service provider/s for the duration of the Contract.

19.1.3 It will be a requirement, that for the duration of the Contract if and when awarded that the successful bidder must be registered on the Central Supplier Database.

19.1.4 That any bank details provided must correspond with the company registration name as applied for in this bid.

20 PAYMENT

20.1 Original copies of invoices to substantiate all costs must be provided. The service provider's invoices should include DLRRD's order number. Invoices must clearly indicate the number of hours spent on the project, for what purpose those hours was spent and to what extent the objectives were achieved. No copies, faxes or e-mailed invoices from the service provider will be processed.

20.2 Payment to the service provider shall be effected by DLRRD within 30 (thirty) days of submission of invoices DLRRD, which are subject to approval by DLRRD. Payments will be made only for work performed to the satisfaction of DLRRD.

d) The service provider must immediately notify DLRRD of any changes in its banking details and must submit a valid and updated SARS Pin, TCS or CSD printout to DLRRD.

20.3 This is a performance-based Contract and the service provider's performance shall be measured and assessed in terms of the deliverables as reflected in Table 1 above; failure to meet the required standard by the service provider, DLRRD must-

- Notify the service provider in writing within 7 (five) days from date of the assessment to rectify the unacceptable performance; and
- The service provider must rectify the unacceptable performance within 7 (seven) days from the assessment at no extra costs.



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21.1 Financial penalties shall be imposed for agreed upon milestones, targets, and deadlines not met without providing:

- Timely notification of such delays;
- Valid reasons for the delays; and
- Supporting evidence that the delays were outside of the influence of the service provider.

21.2 Financial penalties will be imposed if the outputs produced do not meet the agreed upon deliverables criteria as stipulated in the General Conditions of Contract issued by National Treasury that forms part of the service provider's tender proposal.

21.3 Any delay of the Project caused by the service provider in terms of the agreed time period is unreasonable then for every 5 (five) days or other stipulated time frame there shall be a penalty in terms of percentages which will be deducted from the payment as indicated in Table 6 below.

Table 6: Payment penalties

Milestone	% Payment	5 days overdue	10 days overdue	15 days overdue	30 days overdue	More than 30 days overdue
Phase 1: Policy Context and Vision Directives	15%	10%	25%	50%	75%	100%
Phase 2: Spatial Challenges and Opportunities	20%	20%	40%	60%	80%	100%
Phase 3: Spatial Proposals	25%	20%	40%	60%	80%	100%
Phase 4: PSDF Implementation Framework	20%	20%	40%	60%	80%	100%
Phase 5: Final PSDF	15%	10%	25%	50%	75%	100%
RETENTION	5%					
Total	100%					



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22. A pricing schedule, submitted on a separate sheet from the technical proposal for ease of evaluation. The pricing schedule should include the following:

- All monetary amounts must be in South African Rand;
- The price must be Value Added Tax (VAT) inclusive.

23. RETENTION

- a.** DLRRD shall retain 5% of the total project cost in the case of late or non-delivery of the final approved PSDF.
- i.** The service provider shall forfeit the total payment per milestone in the case of the project being delayed for longer than 30 days after milestone due date, without approved extension in writing by the Director Finance & Supply Chain (MPSSC).
- ii.** The service provider may apply to DLRRD for an extension on the delivery date on any milestone – provided that the service provider gives valid reason(s), subject to the Acting Head: Co-operative Governance, Human Settlements and Traditional Affairs' approval thereof in writing.

b. EXTRA WORK

- i.** Any additional services or work, not provided for in the Project Deliverables stated in Section 5 above, which may become necessary or required in terms of the Project Deliverables, at any stage after the constitution of the Contract, requiring further sub-contracting, will be the subject to prior negotiation with, and written approval by, Director Finance & Supply Chain (MPSSC), who will instruct the Service Provider on the procedure for such negotiation and the approvals required in the process. Any additional services or work, procured on sub-contracting basis, without the involvement of the Director Finance & Supply Chain (MPSSC), will not be reimbursed.



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c. REPORTING AND ACCOUNTABILITY

- i. During the execution of the Project, the service provider must submit written monthly progress reports and attend meetings at intervals as determined by the Project Management Committee.
- ii. Monthly progress reports must be submitted to DLRRD Director: Spatial Planning and Land Use Management Services
- iii. It is the responsibility of the service provider to organize the progress report meetings, and have one of their representatives assigned to taking minutes and circulating them to the Project Management Committee members.
- iv. The professional team of the appointed service provider must be the same persons/individuals throughout the duration of the project and cannot be replaced without prior discussion with and approval from DLRRD. All team members that will be directly involved in the project will be expected to attend all progress report meetings as scheduled and agreed upon by both parties.
- v. The project leader of the service provider will be required to report and present to, amongst others, the Project Management Committee, Project Steering Committee and any other forum/ committee as part of the PSDF processes.
- vi. The project will be signed off by COGHSTA / DLRRD when all the end products have been delivered and a formal presentation has been made to COGHSTA / DLRRD to satisfy that all requirements have been met.
- vii. Copyright and all associated intellectual rights in respect of all documents and data prepared or developed for the purpose of the project by the service provider shall be vested in COGHSTA / DLRRD.
- viii. The successful service provider agrees to keep all records and information of, or related to the project confidential and not disclose such records or information to any third party without the prior written consent of COGHSTA / DLRRD.



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d. INDEMNITY

- i. The service provider indemnifies and holds DLRRD harmless against any claim resulting from damages to or loss of property or injury or death of any person occurring at any land/buildings/sites and whether or not such damages, loss, injury or death should be the result of any act or omission on the part of the Service Provider, its employees, agents, or any other person.

e. NATURE OF RELATIONSHIP

- i. For the purposes of this Contract the service provider is an independent service provider and the relationship between the Parties shall not be construed to be that of employer and employee.
- ii. The service provider shall not act as, or hold out to be, the agent, representative or employee of COGHSTA / DLRRD.

f. BREACH AND TERMINATION

- i. Should either of the Parties fail to comply with any of the terms or provisions of this Contract, the other Party shall give written notice to the defaulting Party, demanding compliance with this Contract within a period of not less than 14 (fourteen) days. Should the defaulting Party remain in default, within the 14 (fourteen) day period, the innocent Party shall be entitled, without prejudice to any other rights it may have in law to cancel the Contract.

g. DISPUTE RESOLUTION

- i. In case of a dispute arising out of a matter relating to this Contract, both parties shall first endeavour to resolve the dispute through internal processes failing which the parties agree to the appointment of an independent arbitrator whose decision is an advisory arbitration award.



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h. GENERAL

- i. This Contract shall be construed according to the laws of the Republic of South Africa applicable to agreements that are signed and performed within the Republic of South Africa.
- ii. The terms and conditions set out herein constitute the entire Contract between the Parties. No amendment or variation of whatever nature shall be binding unless reduced to writing and signed by both Parties.

24 CONTACT PERSONS

a. Technical Enquiries

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b. Supply Chain Management Enquiries

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