![cooperative governance - Department: Cooperative Governance, REPUBLIC OF SOUTH AFRICA logo]

TERMS OF REFERENCE

Tender Ref #:	COGTA (T) 02/2025	Tender Description:	APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP PLANS FOR REDESIGN AND REFURBISHMENT INTO SMART CITIES/TOWNS IN SIX (6) MUNICIPALITIES FOR A PERIOD OF TWENTY-FOUR (24) MONTHS

PART A – BID DETAILS

1. The Department of Cooperative Governance (hereunder referred to as the Department or DCOG) invites qualifying service providers to submit proposals **to develop Plans for Redesign and Refurbishment into Smart Cities/Towns in six (6) Municipalities for a period of twenty-four (24) months.**

1.1 The Targeted municipalities are listed below as follows:

Targeted Municipality	District/Metro	Province	Year of implementation
Ray Nkonyeni LM	Ugu District	KwaZulu Natal	Year 1
Saldanha Bay LM	West Coast District	Western Cape	
City of Mbombela Local Municipality	Ehlanzeni District Municipality	Mpumalanga	
Kouga LM	Sarah Baartman District	Eastern Cape	Year 2
Umfolozi LM	King Cetshwayo District Municipality	KwaZulu Natal	
Mangaung Metropolitan Municipality	Mangaung Metropolitan Municipality	Free State	

2 The Department of Cooperative Governance (DCoG) is mandated to develop and monitor the implementation of national policy and legislation aimed at transforming and strengthening key institutions and mechanisms of governance in national, provincial and local government to fulfil their developmental role; develop, promote and monitor mechanisms, systems and structures to enable integrated service delivery and implementation within government; and promote sustainable development by providing support to and exercising oversight of provincial and local government.

PART B – ADMINISTRATIVE REQUIREMENTS

1. **BID DOCUMENTS**
   Only bids that comply with <u>all</u> administrative requirements will be evaluated further onto the Mandatory Requirement stage.

SCM ADMINISTRATIVE COMPLIANCE		
#	Criteria	Yes / No

1.1	Supplier is registered on the National Treasury Central Suppliers Database (CSD) on or before the bid closing date.	
1.2	SBD 1 completed and submitted.	
1.3	SBD 3.2 completed and submitted.	
1.4	SBD 4 completed and submitted.	
1.5	SBD 6.1 completed and submitted.	

2. VERIFICATION OF INFORMATION PROVIDED

No bids will be considered from:
1. Individuals in the service of the State.
2. Organisations with directors (whether remunerated or not) in the service of the State.

This clause does not apply to bidders that are government departments/entities.

NB*: The Department may request the bidder to provide information to engage banks, credit rating agencies and the relevant institutions to obtain information on credit records, criminal records, and pending court cases.*

3. MANDATORY REQUIREMENTS

Failure to submit the documents listed below will render your bid null and void and will not be considered or will be disqualified.

Mandatory Requirement		
#	**Criteria**	**Yes / No**
3.1	Summary of Bidder Experience (Annexure A) attached.	
3.2	Proposed project team (Annexure B) attached.	
3.3	Detailed proposal and project execution plan submitted	
3.4	Pricing information (Cost Breakdown – Annexure C) attached.	
3.5	Team Leader should be registered as a professional Town & Regional planner.	
3.6	Principal/Technologist GIS specialist must be registered with SAGC.	
3.7	Required Architecture (Urban Designer/planner) should be registered with the South African Council for the Architectural Professions (SACAP) or South African Council for the Landscape Architectural Profession (SACLAP) or Urban Design Institute of South Africa (UDISA).	
3.8	Company Reference letter(s) on work conducted in specialized areas such as Town Planning, GIS, Urban Design, Spatial Planning in general or similar work related to this tender.	

N/B: Only <u>bids</u> that comply with the administrative and mandatory requirements will be evaluated further.

1. Objective and Purpose of the Assignment

The purpose of the assignment is to develop plans for redesign and refurbishment into smart cities/towns in six (6) selected municipalities (as stipulated in paragraph 1.1 above) over a duration of twenty-four (24) months.

2. Introduction and background

2.1 South African cities and towns are increasingly pressured to become smarter. This is because of fast urbanization phenomenon experienced across the globe. People are moving to cities in large numbers and as such cities have made the choice to **use smart technologies** and encourage innovative practices as part of their efforts to become more resilient and livable.

2.2 In his State of the Nation Address (SONA) in June 2019, the President of South Africa, Mr. Cyril Ramaphosa, expressed his dream of building a South African smart city. In the February 2020 SONA, the President announced more concrete plans to develop a smart city in the country. These statements provoked discussion around the notion of Smart Cities within the South African context.

2.3 To provide impetus to the above, DCoG has, in collaboration with CSIR, developed a South African Smart Cities Framework (SCF). The SCF is attached herein as **Annexure A.**

3. Problem Statement

As the Integrated Development Plan (IDP) remains the overall plan for development at a local level, the SCF requires that any Smart City intervention in a municipality must be incorporated into the IDP process. In addition, such interventions should also be guided by or support the intentions of the *National Development Plan 2030* (NDP), the *Integrated Urban Development Framework* (IUDF) and the *District Development Model* (DDM). The IUDF and the DDM reflect a cross-government concern with improving the effectiveness of the management of cities and towns.

Most Municipalities are not including smart city interventions in their planning processes and as such the smart city lens which offers a holistic perspective on integrating digital solutions, infrastructure, governance and community engagement to enhance the quality of life, economic opportunities and environmental sustainability is not addressed adequately. Rooted in the Smart City Framework (SCF), a comprehensive approach to modernizing municipal infrastructure, improving governance, and enhancing service delivery through technology-driven and citizen-centric solutions is outlined.

Support to municipalities regarding the development of **Plans for Redesign and Refurbishment into Smart Cities** provides a strategic framework for the transformation of towns/cities into smart, sustainable urban environment.

4. Detailed Scope of the assignment

The project aims to enhance the quality of life for communities and promote sustainable economic development through the implementation of the SCF. Specific objectives of the project include:

- To assess and evaluate readiness guided by the Smart City Framework indicators: To assess and evaluate the readiness of selected municipalities for the adoption and implementation of the Smart Cities Framework and initiatives. The service provider will be tasked to employ mixed-methods approach, combining desktop research, municipal engagements, and stakeholder consultations to assess each municipality's smart city readiness, identify priority projects, and develop tailored support programs. The assessment includes a gap analysis against the SCF, highlighting areas requiring strategic interventions.

- To develop smart city strategy tailored to the specific needs of each municipality, facilitating their transition to smart cities.
- To develop Smart City Plans.
- A business case canvassing methodology should be applied to evaluate the economic, social, and environmental value propositions of proposed initiatives.
- Develop plans for redesign and refurbishment into smart cities/towns that contributes towards improved infrastructure and services through the integration of smart technologies and practices.

5. Deliverables and time frames

Year 1	
2025/26 Financial Year	
Milestone	**Description**
Phase 1: Project Start Up	**Step 1: Inception Report, Communication Plan and Project GANTT chart** • Agree on the scope of work to concretise the Service Level Agreement (SLA) requirements. • The service provider will prepare a detailed project work plan and Gantt chart, in the form of an Inception Report, detailing the specific actions and date-specific timeframes of the project. The report will include the proposed actions and steps to be undertaken during the whole of the project and by whom. • Develop a Communication Plan for the **three targeted municipalities identified for year 1.** The plan will detail the stakeholders (i.e. people, organisations, interested and affected parties, including traditional councils (if applicable) and Ward committees to be engaged while implementing the project to ensure buy-in from all stakeholders. The communication plan also needs to indicate reporting lines, contact details, and PSC dates to monitor progress. • Risk management plan and the detailed skills transfer and training plan should be developed. • DCoG to establish a project steering committee (PSC) consisting of key stakeholders. • Initiate data collection process and identify data required for the process. **Step 2: Presentation to Project Steering Committee** • Presentation of Inception Report to the Department, resulting in consensus being reached and the Department accepting of the Project Inception Report. • Establish a Project Management team (technical meeting) and agree on number of meetings to be held during project cycle. **Step 3: Presentation to the targeted x3 municipalities** A presentation of the project will be required to the Municipal Manager & Executives to inform them of the project that has commenced. **Deliverable: Inception Report detailing the process to be followed, inclusive of a Communication Plan with internal and external stakeholders and project GANTT chart.**
Phase 2: Municipal	**Step 1: Municipal context and State of Municipal readiness report (x3 municipality reports).** The Municipal context and state of municipal readiness report should include the following:

Context and State of Municipal readiness	a) Assessment of the selected municipalities in terms of the baseline criteria and indicators developed by DCOG (in line with the primary and secondary indicators) list to assess the state of municipal readiness to becoming a smart city/town for the three municipalities. b) Synthesise Legislative & Policy Context • Synthesise the legislative and policy (International, national and Provincial) context that will influence smart cities. • Review the most recent IDP and SDF as well as all relevant municipal sector plans and any relevant plan or policy in terms of smart city initiatives. • Understanding of the Municipal Bio-Physical, Socio – Economic and Built Environment and its influence towards becoming a Smart City/town. c) Assess the Municipality in relation to (but not limited to the listed components below): • Smart City Initiatives (current and proposed), • Capacity constraints and requirements to becoming Smart City, • Infrastructure challenges to becoming Smart City, • Service delivery turnaround time to becoming Smart City. • Evaluate the Functions and Operations of business units (e.g. Spatial planning in relation to SPLUMA "The Spatial Planning and Land Use Management Act" processes) to support the process of becoming smart. d) Evaluate the Data Management Systems in terms of readiness: • Data management systems to becoming Smart City (existing or planned), • Data Management costs to becoming Smart City, • Technological infrastructure requirements (connectivity to becoming Smart City) **Step 2: Municipal Engagement session and vision exercise** Initiate a discussion with the municipalities on the municipal context and state of municipal readiness report and collaboratively develop a draft vision for the municipal area. **Step 3: Presentation to PSC** Presentation of the Municipal context and state of municipal readiness assessment report for approval. **DELIVERABLE: Municipal context and state of municipal readiness assessment report per municipality.**
Phase 3: Draft Plans for redesign and Refurbishment	**PART A – SMART CITY STRATEGY** **Step 1: Smart City Strategy**

into Smart Cities/Towns	Develop a smart city strategy for the municipalities and the key components and initiatives identified for the municipality. Additionally, it will present the business case and value proposition the programs and initiatives identified for implementation. The strategy should include but not limited to the following: • Develop the vision statement • Understanding of SCF and the municipal requirements to align to SCF. • Identify Critical priorities and initiatives. • Identify Spatial priorities towards smart city development using the Municipal informants and plans. • Municipal capabilities for becoming a Smart City. • Funding model/mechanisms for implementing smart city plans and initiatives. • Consultation mechanisms and systems to support the approval and implementation of the plans for redesign and refurbishment.

PART B – SMART CITY PLANS

Step 1: Identify a Focus Area

Using the smart city strategy and initiatives identified and using the spatial analysis and Municipal SDF and in consultation with the municipality identify a focus area that will inform the development of plans for redesign and refurbishment into smart cities, including 3D models detailing the smart city initiatives.

Step 2: Land Use Survey

Undertake a land use of the identified focus area to collate baseline information towards the process of developing a spatial concept and strategies.

Step 3: GIS data analysis & Mapping

Analyse and spatialise data collected.

Step 4: Develop a Spatial Concept and Strategies to become smart

Develop a spatial development concept informed by the spatial development priorities and identify strategies to support the spatial concept that are aligned to the strategy developed in Phase 3.

Step 5: Draft Smart City Plan and Implementation Plan

Using latest software develop a smart city plan for the identified focus area. The following plans are required.

a) Spatial development plan to support the municipal SDF.

b) Land Use and Zoning Plan and prepare Land Use Scheme guidelines.

c) 3D Model - detailing the proposed smart city initiatives to support the redesign and refurbishment of the identified focus area. Street view rendering should be clearly displayed (making a clear visual image based on raw geospatial data).

	d) A Smart City Implementation Plan including investment and expenditure requirements.
	Step 6: Presentation to PSC
	Presentation of the draft Plans for Redesign and Refurbishment into Smart Cities/Towns to the PSC for approval.
	DELIVERABLE: x3 Draft Plans for Redesign and Refurbishment into Smart Cities/Towns for year 1 (A report Per Municipality).
Phase 4: Final Plans for Redesign and Refurbishment into Smart Cities/Towns	**Finalise the Smart City Strategies and Plans for year 1 targeted list of municipalities.**
	Finalise the municipal strategies and plans
	Step 2: Consultation
	Undertake comprehensive consultation with all stakeholders to finalise the plans for redesign and refurbishment into smart cities/towns.
	Step 3: Presentation to PSC
	Present the final plans for Redesign and Refurbishment into smart cities/towns for the three (3) municipalities.
	DELIVERABLE: x3 Final Plans for Redesign and Refurbishment into smart Cities/Towns (A report Per Municipality).
Phase 5: Project Close Out	**Step 1: Close out Report**
	Close out report should outline the following but not limited to:
	• Overview of process followed.
	• Summary of meetings and consultation sessions.
	• Summary of Payment.
	• Challenges & Lessons learned.
	• Handover of data.
	• Actions required by municipality.
	Step 2: Presentation to PSC
	PSC meeting to conclude the project.
	DELIVERABLE: Project Close out report

Year 2
2026/27 Financial Year

Milestone	Description
Phase 1: Project Start Up	**Step 1: Inception Report, Communication Plan and Project GANTT chart**
	• The service provider will prepare a detailed project work plan for year 2 and Gantt chart, in the form of an Inception Report, detailing the specific actions and date-specific timeframes of the project. The report will include the proposed actions and steps to be undertaken during the whole of the project and by whom.
	• Develop a Communication Plan for the **three targeted municipalities identified for year 2.** The plan will detail the stakeholders (i.e. people, organisations, interested and affected parties, including traditional councils (if applicable) and

	Ward committees to be engaged while implementing the project to ensure buy-in from all stakeholders. The communication plan also needs to indicate reporting lines, contact details, and PSC dates to monitor progress.
	• Reconfigure the project steering committee (PSC) consisting of year 2 key stakeholders.
	• Initiate data collection process and identify data required for the process.
	Step 2: Presentation to Project Steering Committee
	• Inception of year 2 project including an inception report.
	• Establish a Project Management team (technical meeting) and agree on number of meetings to be held during project cycle.
	Step 3: Presentation to Municipal council for the targeted x3 municipalities
	A presentation of the project may be required to the Municipal Manager & Executives in year 2 for the newly targeted municipalities to inform them of the project that has commenced.
	Deliverable: Inception Report detailing the process to be followed, inclusive of a Communication Plan with internal and external stakeholders and project GANTT chart. List of data collected.
Phase 2: Municipal Context and State of Municipal readiness	**Step 1: Municipal context and State of Municipal readiness report x3 reports**
	The Municipal context and state of municipal readiness for year 2 should include the following:
	a) Assessment of the selected municipalities in terms of the baseline criteria and indicators developed by DCOG (in line with the primary and secondary indicators) list to assess the state of municipal readiness to becoming a smart city/town for the three municipalities.
	b) Synthesise Legislative & Policy Context
	• Synthesise the legislative and policy (International, national and Provincial) context that will influence smart cities.
	• Review the most recent IDP and SDF as well as all relevant municipal sector plans and any relevant plan or policy in terms of smart city initiatives.
	• Understanding of the Municipal Bio-Physical, Socio – Economic and Built Environment and its influence towards becoming a Smart City/town.
	c) Assess the Municipality in relation to (but not limited to the listed components below):
	• Smart City Initiatives (current and proposed),
	• Capacity constraints and requirements to becoming Smart City,
	• Infrastructure challenges to becoming Smart City,
	• Service delivery turnaround time to becoming Smart City.
	• Evaluate the Functions and Operations of business units (e.g. Spatial planning in relation to SPLUMA processes) to support the process of becoming smart.

	d)Evaluate the Data Management Systems in terms of readiness: • Data management systems to becoming Smart City (existing or planned), • Data Management costs to becoming Smart City, • Technological infrastructure requirements (connectivity to becoming Smart City)
	Step 2: Municipal Engagement session and vision exercise
	Initiate a discussion with the municipalities on the municipal context and state of municipal readiness report and collaboratively develop a draft vision for the municipal area.
	Step 3: Presentation to PSC
	Presentation of the Municipal context and state of municipal readiness assessment report for approval.
	DELIVERABLE: Municipal context and state of municipal readiness assessment report per municipality.
Phase 3: Draft Plans for redesign and Refurbishment into Smart Cities/Towns	**PART A – SMART CITY STRATEGY**
	Step 1: Smart City Strategy
	Develop a smart city strategy for the municipality and the key components and initiatives identified for the municipality. Additionally, it will present the business case and value proposition the programs and initiatives identified for implementation. The strategy should include "but not limited" to the following: • Develop the vision statement • Understanding of SCF and the municipal requirements to align to SCF. • Identify Critical priorities and initiatives. • Identify Spatial priorities towards smart city development using the Municipal informants and plans. • Municipal capabilities for becoming a Smart City. • Funding model/mechanisms for implementing smart city plans and initiatives. • Consultation mechanisms and systems to support the approval and implementation of the plans for redesign and refurbishment.
	PART B – SMART CITY PLANS
	Step 1: Identify a Focus Area
	Using the smart city strategy and initiatives identified and using the spatial analysis and Municipal SDF and in consultation with the municipality identify a focus area that will inform the development of plans for redesign and refurbishment into smart cities, including 3D models detailing the smart city initiatives.
	Step 2: Land Use Survey
	Undertake a land use of the identified focus area to collate baseline information towards the process of developing a spatial concept and strategies.
	Step 3: GIS data analysis & Mapping
	Analyse and spatialise data collected.
	Step 4: Develop a Spatial Concept and Strategies to become smart

	Develop a spatial development concept informed by the spatial development priorities and identify strategies to support the spatial concept that are aligned to the strategy developed in Phase 3.
	Step 5: Draft Smart City Plan and Implementation Plan
	Using latest software develop a smart city plan for the identified focus area. The following plans are required • Spatial development plan to support the municipal SDF • Land Use and Zoning Plan and prepare Land Use Scheme guidelines. • 3D Model - detailing the proposed smart city initiatives to support the redesign and refurbishment of the identified focus area. Street view rendering should be clearly displayed (making a clear visual image based on raw geospatial data). • A Smart City Implementation Plan including investment and expenditure requirements.
	Step 6: Presentation to PSC
	Presentation of the draft Plans for Redesign and Refurbishment into Smart Cities/Towns to the PSC for approval.
	DELIVERABLE: x3 Draft Plans for Redesign and Refurbishment into Smart Cities/Towns for year 2. (A report Per Municipality).
Phase 4: Final Plans for Redesign and Refurbishment into Smart Cities/Towns	**Step 1: Finalise the Smart City Strategies and Plans for year 2 targeted list of municipalities.**
	Finalise the municipal strategies and plans
	Step 2: Consultation
	Undertake comprehensive consultation with all stakeholders required to finalise the plans for redesign and refurbishment into smart cities/towns.
	Step 3: Presentation to PSC
	Present the final plans for Redesign and Refurbishment into smart cities/towns for the three (3) municipalities.
	DELIVERABLE: x3 Final Plans for Redesign and Refurbishment into smart Cities/Towns. (A report Per Municipality).
Phase 5: Project Close Out	**Step 1: Close out Report**
	Close out report should outline the following but not limited to: • Overview of process followed. • Summary of meetings and consultation sessions. • Summary of Payment. • Challenges & Lessons learned. • Handover of data. • Actions required by municipality.
	Step 2: Presentation to PSC

| | PSC meeting to conclude the project. |
| | **DELIVERABLE: Project Close out report** |

5.1 Submission of deliverables

5.1.1   The service provider will be required to submit copies of all deliverables listed above to the Department in electronic and hard copies for dissemination and hand over to municipalities.

5.1.2   Electronic submission of all layout plans, plans and 3D models in an ArcGIS Map package format for each municipality and a consolidated submission for the Department.

5.2 Submission of GIS data

5.2.1   All GIS data used and created during the project will be provided in a shape file format and as well as build enterprise Geo-Database.

5.2.2   Maps developed according to required standards (borders, departmental logo, true north, scale and visible enough on an A4 or A3 paper) should be provided.

5.2.3   The GIS information must be in a format which is compatible to the client's systems and to those in the province/municipality.

5.2.4   Projection acceptable: Geographic WGS84 (Hartebeesthoek 1994) spheroid and decimal degrees coordinate system should be used.

5.2.5   Be able to utilise ArcGIS platforms and relevant products and services utilised by the client.

5.3 Project Timeframes

5.3.1   The contract with the successful service provider will be for a period of twenty-four (24) months to complete.

5.3.2   The project will commence upon the date of issuing and receiving the purchase order between the DCoG and the successful bidder/ service provider.

5.3.3   Develop a Service Level Agreement (SLA) aligned to the Terms of reference.

5.3.4   The service provider will prepare a detailed project work plan and Gantt chart, in the form of an Inception Report, detailing the specific actions and date-specific timeframes of the project.

5.3.5   Timeframes must be adhered to, failure of which financial implications will be imposed for any delay or non-compliance with time and quality requirements.

5.3.6   The amount payable is upon approval of the documents by the Project Steering Committee.

6   Skills, Knowledge and Experience Requirements:

Service provider must have the following skills but not limited to:

6.1   Understanding of the legislative landscape of the system of local government in South Africa,

6.2   Proven ability to undertake research, policy analysis, development skills, strategies and practices.

6.3   Knowledge and proven track record (experience) of the team in smart city/ urban renewal projects.

6.4   Proven experience in local government planning in areas of strategic, spatial and land use planning.

6.5   Ability to identify risks, new opportunities and develop appropriate solutions and strategies through a Risk Management Plan.

6.6 Advanced analytical, diagnostic, transformation, report writing, presentation, and project management and facilitation skills.

6.7 The Urban Designer must be experienced in Urban Design Programs through Auto CAD or similar, advanced 3 D Modelling using BIM or similar.

6.8 Bidders must also provide supporting evidence of the professional registration where applicable of the team of consultants in relation to the following professions below and references relating to smart cities/ urban renewal projects with proven reference letters that specifies similar work undertaken.

6.9 Principal Town and Regional Planner registered with SACPLAN – with Strategic, Spatial and land use planning experience.

6.10 GIS Technologist registered with SAGC – with mapping and analysis of spatial data.

6.11 Economist – research in economics, economic analysis, interpretation and forecasting of market trends (Finance), and Local Economic Investment.

6.12 Urban Designer – experience in Urban Design, smart architecture design, layout and 3 D Modelling.

6.13 Project Manager – experience in project management, team leader, managing deliverables, achieving targets, monitoring and evaluation, ensuring stakeholder satisfaction, managing project risks, developing progress reports. Environmentalist – socio economic assessments, environmental impact assessment.

6.14 Civil Engineer – advisory services on smart infrastructure related matters.

6.15 Scientist registered with the South African Council for Natural Scientific Professions (SACNASP) – advisory services on environmental management.

6.16 Information Technology Specialist – support and advise on technological advancement and systems.

7 Roles & Responsibilities

7.1 These roles and responsibilities are designed to aid the implementation of the SCF and provide an oversight.

7.1.1 Department of Cooperative Governance (DCOG)
- Oversee the strategic direction and policy context of the SCF.
- Lead the Implementation of the SCF project.

7.1.2 South African Local Government Association (SALGA)
- Represent local government interests.
- Facilitate knowledge-sharing among municipalities with regard to the SCF.

7.1.3 Department of Land Reform and Rural Development
- Provide an oversight in the implementation of the SCF.
- Provide new insights/advice to strengthen the implementation thereof.

7.1.4 Municipal Infrastructure Support Agent
- Provide an oversight in the implementation of the SCF.
- Provide new insights/advice to strengthen the implementation thereof.

7.1.5 Identified Municipalities
- Fully participate in the implementation of the SCF.
- Support service provider with technical inputs towards achieving the deliverables.

7.1.6 Service Provider
- Ensure deliverables are achieved in line with the projects Terms of Reference and the SLA.
- Present deliverables for approval.

8 Communication and Reporting

8.1 Project management meetings between the service provider and the project manager will be held monthly or on an urgent request basis should the need arise.

8.2 A Project Steering Committee will be formed and will be entrusted with the governance of the project and to share some insights regarding smart city aspects which will shape the ultimate outcomes of the project in line with the Terms of Reference of the project. The PSC will meet on a quarterly basis.

8.3 Quarterly progress reports will be forwarded by the service provider to DCoG on agreed terms clearly stipulated in the Service Level Agreement. Monthly progress reports might be required on request.

9 Monitoring and Evaluation

9.1 The PSC established will manage, monitor, and oversee the project.

9.2 The project team members will be identified and will contribute to the decision making and ultimately the approval of the project deliverables.

9.3 The PSC will comprise of representatives from the programme sponsor (DCoG), Service Provider, DLRRD, SALGA, MISA and a representative from the selected Municipalities.

9.4 Upon the appointment of the PSC Members, the committee TOR's will be given to every member for review. The inducted members must formally acknowledge acceptance of the committees TOR's in writing.

9.5 At the PSC commencement or subsequent meetings, as appropriate, the Chairperson will ensure that every PSC Member understands and accepts the terms of their engagement.

9.6 Members of the PSC shall be nominated for the duration of the Service Level Agreement.

9.7 Members who serve on the PSC will receive no remuneration for their time. Their travel costs will be met by the standard claim procedures of their respective employers.

9.8 DCOG may co-opt additional members to address specific skill or other requirements as and when it is deemed necessary.

9.9 Technical advisors shall have no voting rights at PSC.

10 Bid Documents Submission Format

Package 1: The following should be submitted –:
- SBDs 1, 4, and 6.1.
- National Treasury Central Suppliers Database (CSD) report, not older than 30 days (www.csd.gov.za).
- **Proposal Format** – Bidders must include a detailed work-plan/methodology, and the implementation plan as per proposal in their bid.

(a) Bidders must include a detailed work-plan/methodology, the detailed budget reflecting all costs and the implementation plan as per proposal in their bid. Failure to submit the detailed work plan, with the implementation plan and budget containing cost-breakdowns according to the deliverables (as per the proposal) together with the bid will result in the bidder's bid being viewed as invalid and therefore rejected. The following information must be included in the work plan:

(b) Breakdown of Team members including qualifications, experience and certification.

(c) Project Plan that responds to the evaluation criteria and indicates the following:

- Clearly defined milestones that are 100% aligned to each of the key objectives and the expected outputs/ deliverables as outlined in the scope of work.
- Well-defined timelines for each of the activities and deliverables.
- Allocation of Human Resources & Cost-breakdown of each activity and deliverables.
- Project GANTT Chart.

(d) Proposed Governance Arrangements to support project implementation which may include but not limited to:

- The establishment of a project steering committee.

- The establishment of a project management team inclusive of the service provider and the DCoG team.
- Provision of secretariat support for the governance structures that will be established.
  (e) Risk Management Plan.

Previous and current similar contracts awarded to the bidder and client references. **Failure to include the above information together with the bid document on the closing date and time will invalidate the bid.**

NB: No pricing information must be included in package 1

Package 2: Pricing information.

- Separate envelope. Price proposals must <u>include 15% VAT</u> and must be fully inclusive to deliver all goods, services and outputs indicated in the terms of reference.
- *SBD 3.2 (Pricing Schedule)*
- Proposed cost breakdown on the last page of the ToR (Annexure C)

PART D – FUNCTIONAL EVALUATION – TO BE EVALUATED BY THE BEC

Each Bid Evaluation Committee (BEC) member will evaluate <u>acceptable bids</u> based on the proposals and bid documents submitted. The scoring system to be utilized will be from **0 – 4** as per the functional evaluation below

The **Score obtained for each criterion** will be calculated by multiplying the score awarded by a BEC member by the weight for that criterion. The **overall score for a BEC member** will be expressed as a percentage (Total weighted score divided by the maximum possible score, then multiplied by 100). The **overall score obtained by a bidder** will be the average of overall scores awarded by BEC Members (rounded to the nearest whole number). Only Bidders that received **the indicated minimum overall scores** will proceed to Part E – Price Evaluation and Award.

Where functional evaluation is conducted in stages, bidders must meet the minimum overall score for a particular stage to proceed to the next stage and only bidders that met the minimum overall scores for all stages will proceed to Part E – Price Evaluation

The Bid Evaluation Committee may:
- Evaluate and score bids based on the bid documents and proposals submitted; or

The final evaluation and scoring of bids will be based on the proposals submitted, as well as on information provided by bidders during bid presentations (if applicable). Presentations can be used to summarise and clarify bids and may not substantially depart from the proposals submitted.

FUNCTIONAL EVALUATION STAGE 1

EVALUATION OF THE PROPOSAL AND PROJECT EXECUTION PLAN

1.1	**Principal Town and Regional Planner** Registration as a Professional Planner in terms of the Planning Profession Act, 2002. a) Recognised Qualification in Town and Regional Planning (NQF 7 or higher) b) Valid certificate of registration as a Professional Town and Regional Planner with the South African Council of Planners (SACPLAN) and a valid registration certificate (latest certificate). c) At least 10 years' post registration experience in areas such as Policy Development, Spatial and Urban Development Planning. d) Reference letter on work conducted in the specialized area or work related to this tender.	**Weight**	**4**
Description			**Score**
Does not meet any of the elements listed above			0
Meet one (1) of the elements listed above			1
Meet two (2) of the elements listed above			2
Meet three (3) of the elements listed above			3
Meet all four (4) of the elements listed above			4
1.2	**Project Manager** a) A recognised Qualification in Project Management (NQF 7 or higher). b) At least 10 years' post experience in areas such as project management, team leader, managing and executing project implementation in terms of deliverables and targets, monitoring and evaluation, ensuring stakeholder mobilisation and satisfaction, managing project risks, developing progress reports and financial management. c) Ability to map out or develop a comprehensive project lifecycle in line with the project requirements. d) Proficiency in project management tools and Conflict resolution experience. e) Reference letter on work conducted in the specialized area or work related to this tender.	**Weight**	**3**
Description			**Score**
Does not meet any of the elements listed above			0
Meet one (1) of the elements listed above			1
Meet two (2) of the elements listed above			2
Meet three (3) of the elements listed above			3
Meet all four (4) or more of the elements listed above.			4

1.3	**GIS Professional/Technologist** a) A three to four years Bachelor of Science Degree/ Geo-Informatics or related GISc Bachelor's degree. (NQF 7 or higher). b) Valid certificate of registration with South African Geomatics Council (SAGC) as a GIS Professional or GIS Technologist. c) At least 3 to 5 years' post GISc registration experience. d) Experience in Geo-Database design, analysis knowledge, Enterprise GIS Administration, licensing and application development on ArcGIS online and ArGIS Portal. e) Reference letter on work conducted in the specialized area or work related to this tender.	**Weight**	**4**

Description	Score
Does not meet any of the elements listed above	0
Meet one (1) of the elements listed above	1
Meet two (2) of the elements listed above	2
Meet three (3) of the elements listed above	3
Meet all four (4) or more of the elements listed above.	4

1.4	**Architect (Urban Designer)** a) A Degree in Urban Design or Architecture (NQF7 or higher). b) Valid registration with South African Council for the Architectural Professions (SACAP) or South African Council for the Landscape Architectural Profession (SACLAP). c) At least 5 years' experience in areas such as Urban Design, architecture projects, layout and 3D Modelling, precinct planning & development and Understanding of Strategy development and developing frameworks. d) Understanding of the local and international smart city initiatives and strategies e) Reference letter on work conducted in the specialized area or work related to this tender.	**Weight**	**3**

Description	Score
Does not meet any of the elements listed above	0
Meet one (1) of the elements listed above	1
Meet two (2) of the elements listed above	2
Meet three (3) of the elements listed above	3
Meet all four (4) or more of the elements listed above.	4

1.5	**Support Team – Environmental Scientist** a) A degree with NQF 7 or higher equivalent in Environmental Science b) A valid Environmental Scientist certificate and registration as a Professional Scientist with SACNASP, c) Two to three years' experience in research and analysing the environment to address the challenges depicted with viable solutions within cities & rural areas landscapes. d) Ability to design systems or buildings that minimize pollution, conserve rainwater or incorporate safety smart features. e) Reference letter on work conducted in the specialized area or work related to this tender.	**Weight**	**3**

Description	Score
Does not meet any of the elements listed above	0
Meet one (1) of the elements listed above	1
Meet two (2) of the elements listed above	2
Meet three (3) of the elements listed above	3
Meet all four (4) or more of the elements listed above.	4

1.6	**Support Team- Integrated Planning Engineer** a) Bachelor of Science (NQF 7 or higher) in Civil Engineering. b) Valid certificate and registration as a Professional Engineer in terms of the Engineering Professions Act, 2000 c) Must have at least 5-years' post-registration work experience on projects related to layout development and advisory services on planning projects. d) Ability to design and develop smart infrastructure systems. e) Reference letter on work conducted in the specialized area or work related to this tender.	**Weight**	**3**

Description	Score
Does not meet any of the elements listed above	0
Meet one (1) of the elements listed above	1
Meet two (2) of the elements listed above	2
Meet three (3) of the elements listed above	3
Meet all four (4) or more of the elements listed above.	4

1.7	**Support Team – Information Technologist** a) Bachelor of Information Technology (NQF 7 or higher) b) Three (3) years' experience in analyzing municipal IT systems to improve municipal operations & governance. c) Business application development capabilities to support organizational operations. d) Knowledge of operating systems, active directory and data backup technologies. e) Reference letter on work conducted in the specialized area or work related to this tender.	**Weight**	**3**

Description	Score
Does not meet any of the elements listed above	0
Meet one (1) of the elements listed above	1
Meet two (2) of the elements listed above	2
Meet three (3) of the elements listed above	3
Meet all four (4) or more of the elements listed above.	4

1.8	**Support Team- Economist** a) A degree in Finance/BCom Economics or Econometrics or equivalent degree (NQF7). b) Cost benefit analysis: Ability to evaluate economic viability of smart projects, including costs, benefits, and potential returns on investment. c) Economic impact assessment: assessment of economic impacts of smart city initiatives. d) Identification of potential investment opportunities in smart city infrastructure such as transport, energy or public safety. e) Reference letter on work conducted in the specialized areas or work related to this tender.	**Weight**	**2**

Description	Score
Does not meet any of the elements listed above	0
Meet one (1) of the elements listed above	1
Meet two (2) of the elements listed above	2
Meet three (3) of the elements listed above	3
Meet all four (4) or more of the elements listed above.	4

Minimum qualifying score to proceed to the next level: 70%

FUNCTIONAL EVALUATION STAGE 2
EVALUATION OF THE PROPOSAL AND PROJECT EXECUTION PLAN

2.1	**Acknowledged understanding of the legislative landscape of the system of local government in South Africa** a) Knowledge of the Smart Cities Framework (SCF). b) Sound understanding of Spatial Planning Land Use Management Act No. (16) of 2013, the Integrated Urban Development Framework, District Development Model and National Development Plan. c) Application of at least one or two of the mentioned legislation, frameworks or policies). d) Knowledge of planning systems and tools in Local Municipalities. e) Knowledge of the various categories of municipalities and its governance structure in relation to Intergovernmental Relations.	**Weight**	**7**
Evaluation			**Score**
Does not meet any of the elements listed above			0
Meets one (1) of the elements listed above			1
Meets two (2) of the elements listed above			2
Meets three (3) of the elements listed above			3
Meets all four (4) or more elements listed above.			4
2.2	**Understanding and interpretation of the requirements of the Terms of Reference** a) Understanding of the requirements of the scope of work. b) Project GANTT Chart detailing process and milestones, c) Financial plan detailing cost per deliverable including travel cost to the x3 municipalities and travel to client, and d) Understanding of Smart Cities and its application context to municipalities. Including ability to benchmark the South African Smart cities application with global approaches.	**Weight**	**6**
Description			**Score**
Does not meet any of the elements listed above			0
Meets one (1) of the elements listed above			1
Meets two (2) of the elements listed above			2
Meets three (3) of the elements listed above			3
Meets all four (4) elements listed above.			4

2.3	**Bidder demonstrates understanding of stakeholder engagement** a) Stakeholder engagement plan aligned to the scope of work b) Stakeholder engagement objectives aligned to the scope of work c) Stakeholder engagement approach aligned to the scope of work d) Stakeholder mapping aligned to the scope of work e) Action plan aligned to the scope of work	Weight	6

Evaluation	Score
Does not meet any of the elements listed above	0
Meets one (1) of the elements listed above	1
Meets two (2) of the elements listed above	2
Meets three (3) of the elements listed above	3
Meets all four (4) or more elements listed above.	4

2.4	**Ability to identify risks, new opportunities and develop appropriate solutions and strategies through a Risk Management Plan:** a) Risk management plan aligned to the scope of work b) Demonstrates the ability to identify risks in this project in the proposal. c) Demonstrates the ability to propose mitigation measures to the risks. d) Demonstrate in the proposal that the bidder has the understanding to propose solutions. e) Demonstrates the bidder will through the Project Plan incorporate risk preventative measures to deliver on project milestones.	Weight	6

Description	Score
Does not meet any of the elements listed above	0
Meets one (1) of the elements listed above	1
Meets two (2) of the elements listed above	2
Meets three (3) of the elements listed above	3
Meets all four (4) or more elements listed above.	4

Minimum qualifying score to proceed to the next level: 70%

PART E – PRICE EVALUATION AND AWARD– TO BE EVALUATED BY THE BEC

Only bids that meet all administrative requirements and the minimum functional requirements will be evaluated in terms of the provisions of the Preferential Procurement Framework Act and related regulations – see attached bid documents. The evaluation method (80/20 or 90/10) and preference points allocation applicable to this bid are indicated in the attached SBD 6.1.

SPECIFIC GOALS

Specific Goals	Points	
	80/20	90/10
Black ownership	7	4
Women ownership	6	3
Youth ownership	4	2
Disability ownership	3	1

SPECIFIC/PREFERENTIAL GOALS FOR 80/20	80/20	SPECIFIC/PREFERENTIAL GOALS FOR 90/10	90/10
Black Ownership (51% or more) a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	7 a) 0 b) 1 c) 3 d) 5 e) 7	**Black Ownership (51% or more)** a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	4 a) 0 b) 1 c) 2 d) 3 e) 4
Women Ownership (51% or more) a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	6 a) 0 b) 1 c) 2 d) 4 e) 6	**Women Ownership (51% or more)** a) (0%) b) (1% - 20%) c) (21% - 50%) d) (51% - 100%)	3 a) 0 b) 1 c) 2 d) 3
Youth Ownership (51% or more) a) (0%) b) (1% - 10%) c) (11% - 25%) d) (26% - 50%) e) (51% -100%)	4 a) 0 b) 1 c) 2 d) 3 e) 4	**Youth Ownership (51% or more)** a) (0%) b) (1%-50) c) (51% -100%)	2 a) 0 b) 1 c) 2
Disability (51% or more) a) (0%) b) (1% - 25%) c) (26% 50%) d) (51% 100%)	3 a) 0 b) 1 c) 2 d) 3	**Disability (51% or more)** a) (0%) b) (1% -50%) c) (51% -100%)	1 a) 0 b) 0.5 c) 1

The below documents must be submitted as POE in order claim points for specific goals:
- Disability Ownership – Doctor`s Certificate or SAPS Sworn Affidavit
- Ownership (Certificate issued by CIPC)

PART F – SPECIAL CONDITIONS AND CONTRACT MANAGEMENT

SPECIAL CONDITIONS APPLICABLE TO THIS BID

3.1.   The Department may, at its sole discretion, cancel this bid.

3.2. The period of thirty days (30 days) referred to in the General Conditions of Contract paragraph 27.2 applies. If the service provider is found to have engaged in fraudulent activities or caused the Department to incur irregular expenditure, the Department reserves the right to cancel the bid and any subsequent SLA with immediate effect. Repercussions for the conduct of the Service Provider referred to above may include blacklisting of the Service Provider thus preventing them from doing business with government for 10 years.

3.3. The Department may, at its discretion, require that each employee of appointed service providers, each contractor or other participants, sign a code of conduct to promote ethical behaviour. The Department may, at its sole discretion, prohibit any person found to be in breach of such code of conduct from further participation or involvement in the project.

3.4. Additional conditions for an applicant who would like to apply as a Consortium / Joint Venture. It is recognised that applicants may wish to form consortia or joint ventures to respond to this bid. The following guidelines apply:
- Bidders are prohibited from being part of more than one consortium / joint venture and to submit an individual bid and a bid as part of a consortium / joint venture.
- One of the members shall be nominated by the others as authorised to be the lead applicant and this authorisation shall be included in the agreement entered between the consortium members.
- The lead applicant in the Consortium or Joint Venture must satisfy all the administrative requirements contained in the ToR and submit all the relevant documents necessary to meet the minimum requirements of the applications.
- Other members of a consortium or a joint venture must comply with the requirements in line with Service Provider Funding Policy prescripts for the respective Service Provider categories.
- The consortium/joint venture submission must be signed-off by each institution/organisation to be legally binding on all consortium members.
- The lead applicant shall be the only authorised party to make legal statements, communicate with the department, and receive instructions for and on behalf of all the members of the consortium.
- The lead applicant shall be held responsible for the delivery of services and meeting conditions outlined in this bid.
- A copy of the agreement entered into and signed by all members of the consortium or joint venture shall be submitted with the consortium proposal indicating the respective responsibilities of each party.
- Indicate how the joint venture/ consortium will be managed in case of a dispute arising during the programme's implementation period (Provide a contingency plan of managing any possible conflicts).

CONTRACT MANAGEMENT

3.5. The successful bidder will be expected to enter into a service level agreement (SLA) with the Department of Cooperative Governance. The National Treasury General Conditions of Contract (GCC) will form part of the SLA to be concluded between DCOG and the successful bidder.

3.6. The SLA will include project assignments that will address each of the project deliverables. The SLA may further establish a Project Steering Committee to manage, monitor and oversee the project such as:
- Ensure that services are rendered timeously;
- render a quality assurance function; and
- ensure that the project remains within the allocated budget.

3.7. The SLA will include a detailed payment schedule. Payments will therefore only be approved and processed based on the achievement of deliverables as per the implementation plan and/or project plan and related performed project tasks.

3.8. If the parties (the Department and the appointed service provider) are unable to reach agreement on the special conditions of contract (SLA) after 14 calendar days of the date on which the bid award is communicated to the service provider, then the Department reserves the right to cancel the award to the service provider and to appoint another service provider.

3.9. Bidders should note that:

- All information related to this bid, or information provided to the service provider after the award of this bid, must be treated as confidential and may not be disclosed in any way to third parties without the explicit written consent of DCOG.
- All rights, title and ownership of any Intellectual Property developed by or for the Service Provider or DCOG independently and outside of execution/production of the Deliverables related to this bid and provided during this project ("Background IP") shall remain the sole property of the party providing the Background IP.
- To the extent that the Service Provider utilises any of its Background IP in connection with the Deliverables, such Background IP shall remain the property of the Service Provider and DCOG shall acquire no right or interest therein. Service Provider shall grant DCOG a non-exclusive, royalty-free, non-transferable licence to use such Background IP strictly for purposes of making beneficial use of the Deliverables into which such Background IP has been incorporated.
- All Intellectual Property rights in Bespoke Deliverables are or will be vested in and owned by DCOG unless specifically agreed otherwise in writing. The Service Provider agrees that it shall not, under any circumstances, question or dispute the rights and ownership of DCOG in and to the Bespoke Deliverables. DCOG shall grant the Service Provider a non-exclusive, royalty free, non-transferable licence to use the Bespoke Deliverables to perform its obligations under this project.
- The Service Provider may not publish or sell, in whole or in part, any Bespoke Deliverables emanating from this project without the explicit written consent of DCOG.
- The Copyright of any Bespoke Deliverables shall vest in DCOG.

3.10. No amendments to the SLA or any variation, waiver, relaxation or suspension of any of the provisions thereof shall have any force or effect, unless reduced to writing and signed by both parties.

ANNEXURE A: BIDDER EXPERIENCE SUMMARY

Contracting party (Company/entity name)	Project title and description	Start date	End date	Budget

Bidders must ensure that their proposals contain details of how the projects listed above are relevant to the objectives in the TOR.

Bidders must attach reference letters and/or contactable references for projects listed above.

Bidders must not deviate from this table as prescribed above.

ANNEXURE B: PROJECT TEAM SUMMARY

Role	Surname, Name	RSA ID Number	Highest Qualification	Registration with a professional body (Yes/No)	Current Employer	Total Year of Experience	Total Year of Experience in similar projects
Team Leader: Principal Town and Regional Planner							
Project Manager							
GIS Professional/Technologist							
Architecture (Urban Designer/planner)							
Support Team – Environmental Scientist							
Support Team- Integrated Planning Engineer							

Role	Surname, Name	RSA ID Number	Highest Qualification	Registration with a professional body (Yes/No)	Current Employer	Total Year of Experience	Total Year of Experience in similar projects
Support Team- Information Technologist							
Support Team- Economist							

Attach detailed CV as well as confirmation of availability for each person listed above.

Attach copies of qualifications for each person listed above,

Information obtained from the CSD report will be used to verify the criminal records and credit status of directors/owners of the supplier, where applicable.

Bidder must not deviate from this table as prescribed above.

ANNEXURE C: COST BREAKDOWN INFORMATION

Deliverables and time frames

The following table reflects the key project areas and timeframes which should be adhered to for purposes of undertaking the whole project:

Phases	Deliverable (s)	Activities	Timeframes (Year 1)	Timeframes (Year 2)	Costs for each phase (Including VAT) Year 1	Costs for each step (Including VAT) Year 2
Phase 1: Project Start Up	**Inception Report, Communication Plan and Project GANTT chart**	Inception meetings convened with the Project Management Team. External Stakeholder engagements conducted. PSC meetings scheduled to discuss and approve phase one (1) deliverable (s).	October 2025	April – June 2026	R	R
Phase 2: Municipal Context and state of Municipal readiness.	**Municipal context and state of municipal readiness assessment report per municipality.**	Assessment of the selected municipalities in line with the baseline criteria and indicators developed by DCOG. Legislative & Policy Context synthesis. Assessment of municipal readiness. Evaluation of data management systems in determining municipal readiness. Engagements with municipalities. Approval of Phase 2 deliverable by the PSC.	October 2025 – November 2025	June 2026 – July 2026	R	R

Phases	Deliverable (s)	Activities	Timeframes (Year 1)	Timeframes (Year 2)	Costs for each phase (Including VAT) Year 1	Costs for each step (Including VAT) Year 2
Phase 3: Development of draft Smart City Plans.	**x3 Draft Plans for Redesign and Refurbishment into Smart Cities/Towns for year 1 (A report Per Municipality).**	Development of a Smart city Strategy. Development of a Smart City plans. • Identification of focus areas. • Land surveying to collate baseline information • Development of spatial concepts and strategies to become smart. • Draft smart city plan & implementation plan. Approval of Phase 3 deliverables (draft plans) by the PSC.	November 2025 – January 2026 2025	September 2026 – November 2026		
Phase 4: Final Smart City Plans.	**x3 Final Plans for Redesign and Refurbishment into Smart Cities/Towns for year 1 (A report Per Municipality).**	Finalise smart city strategies and plans. Conduct consultations with all stakeholders Approval of Phase 4 deliverables (final plans) by the PSC.	January – February 2026	January – February 2027		

Phases	Deliverable (s)	Activities	Timeframes (Year 1)	Timeframes (Year 2)	Costs for each phase (Including VAT) Year 1	Costs for each step (Including VAT) Year 2
Phase 5: Development of a report.	**Project close-out report developed.**	Project closeout report compiled in line with OR not limited to the activities outlined in the TOR. Approval of Phase 5 deliverable (final plans) by the PSC.	March 2026	March 2027		
Total bid price					R	

Detailed cost breakdown structure can be accommodated in the Service Level Agreement (SLA). However, for the purpose of the bid, Bidders must not deviate from this table as prescribed above.

Considerations should be made for travelling and accommodation costs (inclusive in the overall total cost of the project).

Failure to cost any of the deliverables will result in disqualification.

Above mentioned timeframes are subject to change after appointment.