

# CAPRICORN DISTRICT MUNICIPALITY



**TERMS OF REFERENCE FOR THE  
APPOINTMENT OF BIDDERS (CONSULTANTS) INTO A PANEL OF RURAL  
ROADS ASSETS MANAGEMENT SYSTEMS DATA AUDIT, ROAD ASSETS  
MASTER PLAN AND DIGITIZATION  
FOR A PERIOD OF THREE (03) YEARS**

**BID NO:** DPEMS-T44/2021/2022

**CLOSING DATE:** 22 JULY 2022 @ 11H00

**BIDDER NAME:** \_\_\_\_\_

**TOTAL BID AMOUNT:** \_\_\_\_\_

**RECEIPT NO:** \_\_\_\_\_

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## **1. BACKGROUND INFORMATION**

Bidders are invited for the provision of Rural Roads Assets Management Systems Data Audit. Visual Assessment of Road structures (Including Bridges, Major and Minor Culverts, retaining walls, Gantries, Tunnel, Low level bridges, Low level river crossing and Light Masts) according to Technical Methods of Highways 19 (TMH 19), Development of Road Assets Management Plan (RAMP), and digitization.

## **2. KEY OBJECTIVES**

The provision of Rural Roads Assets Management Systems Data Audit, Visual Assessment of Road structures (Including Bridges, Major and Minor Culverts, retaining walls, Gantries, Tunnel, Low level bridges, Low level river crossing and Light Masts) according to Technical Methods of Highways 19 (TMH 19), and digitization.

## **3. SCOPE OF WORK**

- 3.1. The audit must be performed on the following components of the RRAMS system:
  - 3.1.1 Road Condition Data for all Paved and unpaved roads (Technical Method of Highway TMH 9)
  - 3.1.2 Data of the audit assessments to be submitted (according to Technical Method of Highway (TMH 18))
  - 3.1.3 The extent of un-proclaimed roads (private roads)
- 3.2 The development of Road Asset Management Plan (RAMP) according to Technical Method of Highway (TMH 22) standard
  - 3.2.1 Analysing recent data according to technical method of highway (TMH 22) standard
  - 3.2.2 Road Classification and Access Management (RCAM) and Road Infrastructure Strategic Framework for South Africa (RIFISA) classification of the network
  - 3.2.3 Situational Analysis (Current Asset Condition and Performance)
  - 3.2.4 Financial Statement and Projections of a financial year
  - 3.2.5 Asset Management plan strategy
  - 3.2.6 Traffic data analysis
  - 3.2.7 Plans for the financial year
- 3.3 Visual Assessment of Road structures (Including Bridges, Major and Minor Culverts, retaining walls, Gantries, Tunnel, Low level bridges, Low level river

crossing and Light Masts) according to Technical Methods of Highways 19 (TMH 19).

### 3.4 Road Inventory GIS services

GIS is the municipal tool for spatial data management, decision making, service delivery monitoring and problem solving. This is in addition to its being a legal requirement for some of municipal processes. This project is aimed at ensuring that spatial data (Road's centre lines) of high quality is kept and used by the municipality. This will require physical visual assessment of the digitized street centre lines of the municipality. The spatial data digitized will have both spatial and attribute components and be in the form of shapefiles, a .net file and kml (kmz). These will have to be complete, up-to-date and accurate.

- 3.4.1 Must have a road identifier which is unique across the entire authority's network.
- 3.4.2 Must be the reference system for all other related data (All data submitted for a road must use the submitted measurements).
- 3.4.3 Should the roads geometry change in any way, it is required to resubmit the roads geometry before submitting newly measured data, failure to do so could result in incorrect data processing.
- 3.4.4 Must have only a single line string geometry element that represents the road, no compound geometry objects.
- 3.4.5 Dual carriageways must be represented by two roads, the road naming convention can indicate that the roads are connected, however they are still treated as separate entities.
- 3.4.6 As this base road's geometry will be used to dynamically segment related data, it is suggested that the logical smaller unit (sub section of a route or COTO Standard for Road Network Data Road) will be used to make segmentation more accurate as opposed to a road defining a full route.

## 4. DELIVERABLES

- 4.1. The bidder is required to supply a methodology for this Audit, as specified by the applicable TMH 9 standards,
  - 4.1.1 Assessing the work done by each of the three (3) teams, currently doing the visual assessments, through taking a representative sample and checking it on the field.
  - 4.1.2 A checklist sample should be included as it will be used for each inspection.
  - 4.1.3 The final report should include sections on an Introduction, Scope of the project, Executive summary, Opinion statement and recommendations.
  - 4.1.4 The final report should be certified by a professional registered auditor with the Engineering Council of South Africa (ECSA)
- 4.2 Development of Roads Assets Management Plan in terms of Technical Methods of Highways 22 (TMH22) format.

- 4.3 The bidder is required to supply Visual Assessment of Road structure (Including Bridges, Major and Minor Culverts, retaining walls, Gantries, Tunnels, Low level bridges, Low level river crossing and Lights Masts) according to Technical Methods of Highways 19 (TMH 19).
- 4.4 The bidder is required to supply Roads Inventory GIS services (Digitization and/or alignment of roads links, maps, etc.).
- 4.4.1 Bidder is required to assist in storing, analysing, and displaying geographic information in the form of maps and reports.
- 4.4.2 Provide on request the Graphical User Interface (GUI) for easy display and
- 4.4.3 Access to tools for input, visualizing, processing, editing, analysing and querying geographic data.
- 4.4.4 Access and manage data through Data Base Management System.

Description	Quantity	Rate	Amount
Provision of Rural Roads Asset Management System (RRAMS) Data Audit Paved Roads	1 km		
Provision of Rural Roads Asset Management System (RRAMS) Data Audit Unpaved Roads	1 km		
Provision of Roads asset Management Plan (RAMP TMH22)	1		
Visual Assessment of Road structures	1		
Provision of Road Inventory GIS Services (Digitization and/or alignment of roads links, maps, etc.)	1 km		
<b>Total excluding VAT</b>			
<b>VAT</b>			
<b>Total</b>			

## 5. EVALUATION CRITERIA

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

### 5.1 PHASE 1: FUNCTIONALITY

Bidders must score a minimum of 70 points to proceed to the next phase of evaluation.

<b>Functionality</b>	<b>Points</b>
Qualifications (Project Team)	30
Experience and competency in similar projects of the Company (include proof of completion letter, references and amounts)	35
Professional Registrations	35
<b>Total Score</b>	<b>100</b>

<b>Qualification in Civil Engineering (Maximum points - 20)</b>	<b>Points</b>
Diploma in Civil Engineering	10
Degree in Civil Engineering	20

<b>Qualification in Land Surveyor / Geographical Information System (GISc). (Maximum points - 10)</b>	<b>Points</b>
Diploma in Land Surveyor / Geographical Information System (GISc)	5
Degree in Land Surveyor / Geographical Information System (GISc)	10

<b>Experience and Competency in RRAMS Audit, RAMP, Quality Assurance and Digitization</b> (Include proof of completion letters/ completion certificates with references and amounts)	
1 - 2 projects	10
3 - 4 projects	20
5 and above projects	35
<b>Total Points</b>	<b>35</b>

<b>Professional Registration with Engineering Council of South Africa</b> attach certified copies of Professional Registration Certificates <b>(Maximum points - 20)</b>	
Professional Engineering Technician (Pr Techni Eng.)	10
Professional Engineering Technologist (Pr Tech Eng.)	15
Professional Engineer (Pr Eng.)	20

<b>Professional Registration with South African Geomatics Council (SAGC), attach certified copies of SAGC Registration Certificates (Maximum points - 15)</b>	
Land Surveyor / GISc Technician	5
Land Surveyor / GISc Technologist	10
Land Surveyor / GISc Professional	15

## 5.2 PHASE 2: Price and Equity

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

<b>Preference point system</b>	<b>Points</b>
Price	80
BBBEE SCORE	20
<b>Total Maximum Score</b>	<b>100</b>

## 6. SPECIAL CONDITIONS

ECSA, SAGC or equivalent professional registration should be a special condition. The service provider will be automatically disqualified if their project team leaders are not registered with the professional council.

## 7. CONTRACT PERIOD

The project duration will be 36 months after signing of the service level agreement.

## 8. BID ENQUIRIES

All matters related to the specification of this contract shall be directed to Paulina Maja at 015 294 1178 [majap@cdm.org.za](mailto:majap@cdm.org.za). All matters relating to Supply Chain Management should be directed to Ms. Violet Masemola at 015 294 1210/ [masemolav@cdm.org.za](mailto:masemolav@cdm.org.za); Mr. Tiro Pilusa at 015 294 1039/ [pilusat@cdm.org.za](mailto:pilusat@cdm.org.za).

## 9. CONDITIONS FOR THE BID

- 9.1 The employer and each Bidder submitting a Bid offer shall comply with these terms and conditions of Bid. In their dealings with each other, they shall discharge their duties and obligations timeously and with integrity, and behave equitably, honestly and transparently.
- 9.2 Only those bidders who have the necessary experience and skills are eligible to submit bids.
- 9.3 The bidder must attach following with the tender:

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Please do not unbundle this document, unbundling of this document will lead to immediate disqualification (20210906)

- 9.3.1 The legal registration certificates of the business entity.
- 9.3.2 Tax access code (pin) issued by the South African Revenue Services to verify your tax matters.
- 9.3.3 B-BBEE certificate or SWORN affidavit from Commissioner of Oath.
- 9.3.4 Proof of registration with professional authorities. **(Where Applicable)** proof of registration with the central supplier database (CSD)
- 9.3.5 Proof that municipal rates and taxes are not in arrears, or a lease agreement or a letter from traditional council
- 9.4 **The bidder must complete the attached forms** (failure to do so will result to disqualification)
  - 9.4.1 MBD 1- Invitation to Bid
  - 9.4.2 MBD 3.1- pricing Schedule – Firm Prices (Purchases)
  - 9.4.3 MBD 3.2- pricing Schedule – Non-Firm Prices (Purchases)
  - 9.4.4 MBD 4 - Declaration of Interest
  - 9.4.5 MBD 6.1 - Preference Points Claim Form in Terms of the Preferential Procurement Regulations 2011
  - 9.4.6 MBD 7.2 - Contract Form - Rendering of Services
  - 9.4.7 MBD 7.3-Contract Form-Sales of Goods /Works
  - 9.4.8 MBD 8 - Declaration of Bidder's Past Supply Chain Management Practices
  - 9.4.9 MBD 9 Certificate of Independent Bid Determination
- 9.5 Bidders must take note that briefing session will not take place. Bidders may send electronic mails enquiries related to this bid.
- 9.6 The bid price must remain valid for a period of 90 days calculated from the closing days.
- 9.7 The offer shall be open for acceptance by the Municipality during the validity period of 90 days.
- 9.8 The bidder or any of its directors has not:
  - 9.8.1 Listed on the register of bid defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the state.
  - 9.8.2 Abused the employers supply chain management system.
  - 9.8.3 Failed to perform on any previous contract and has been given a written notice in this effect.
  - 9.8.4 All information and details must be legible/ readable.
- 9.9 If the bidder fails to fulfil the contract when called upon to do so, the municipality may, without prejudice to its other rights, withdraw or cancel the contract that may have been entered into between the bidder and the Municipality.
- 9.10 Each communication between the Municipality and a Bidder shall be to or from the Municipality only, and in a form that can be read, copied and recorded.



Writing shall be in the English language. The Municipality shall not take any responsibility for non-receipt of communications from or by a Bidder. The name and contact details of the Municipality are stated.

- 9.11 Accept that the employer will not compensate the Bidder for any costs incurred in the preparation and submission of a Bid offer, including the costs to demonstrate that aspects of the offer satisfy requirements.
- 9.12 The Municipality may accept or reject any variation, deviation, bid offer or alternative Bid offer, and may cancel the Bid process and reject all Bid offers at any time before the formation of a contract. The employer shall not accept or incur any liability to a Bidder for such cancellation and rejection but will give written reasons for such action upon written request to do so.
- 9.13 No bids will be considered from persons in the service of the state (as defined in regulation one of the local governments: municipal supply chain management regulations)
- 9.14 Bid documents may not be retyped, redrafted or copied. Only original copy from the municipality will be accepted.
- 9.15 Use of correctional fluid is prohibited
- 9.16 Any alteration made by the bidder must be initialled.
- 9.17 All pages must be initialled including pages where you have put your signature.
- 9.18 Successful bidder will be required to enter into formal contract with the municipality.
- 9.19 The Municipality address for the delivery of the bid offer package is:

<b>Location of Bid box</b>	Tender Box
<b>Physical address</b>	41 Biccard Street, Polokwane, 0699
<b>Identification details</b>	<b>Appointment Of Bidders (Consultants) Into A Panel of Rural Roads Assets Management Systems Data Audit, Road Assets Master Plan and Digitization  For A Period of Three (3) Years</b>

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

## **10. ANNEXURES**

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