



MAKHUDUTHAMAGA LOCAL MUNICIPALITY
PROJECT NO: LIM473/Formalisation-Jane Furse/21/22/028

FORMALISATION OF JANE FURSE.

ISSUED BY:	PREPARED BY:
<u>Supply Chain Management Unit</u>	<u>Budget & Treasury Department</u>
Mr KJ Mothapo SCM Manager Private Bag X 434 Jane Furse 1085 Tel: 013 265 8607 Email: Mothapokj@makhuduthamaga.gov.za	Mr RM Moganedi Chief Financial Officer Private Bag X 434 Jane Furse 1085 Tel: 013 265 8625 Email: ronaldrm@makhuduthamaga.gov.za
NAME OF BIDDER	:
TENDER AMOUNT	:
TEL NUMBER	:
FAX NUMBER	:
EMAIL ADDRESS	:

FORMALISATION OF JANE FURSE.

Contents

The Bid

Part 1: Bidding Procedures		Page
1.1	Bid Notice and Invitation to Bid	03
Part 2: Returnable Documents		
2.1	procedure for Evaluation	05
2.2	List of Returnable Documents	08
Part 3: Agreement and Contract Data		
3.1	Form of Offer and Acceptance	17
Part 4: Pricing Data		
4.1	Pricing Instructions	19
4.2	Scope of work	20-26
Part 5: Declaration		27
Part 6: MBD9		31



MAKHUDUTHAMAGA LOCAL MUNICIPALITY

Bid notice and invitation to bid

Qualified Town Planners are invited to bid for the below project.

No.	Project No.	Project Description.	Closing Date
1.	LIM473/Formalisation-Jane Furse/21/22/028	Formalisation of Jane Furse	04/03/2022 at 12H00

The employer is Makhuduthamaga Local Municipality represented by the Municipal Manager.

Bid documents will be obtainable from Makhuduthamaga Local Municipal offices from **18 February 2022 (Mon-Fri from 08:00-16:30)** from the cashiers; at a non-refundable deposit of **R 560.00 per** document payable in cash or bank guaranteed cheque for the project or be downloaded from www.etenders.gov.za **at no cost**.

Completed and signed tender documents must be sealed in an envelope and marked with the relevant project number and project description and be deposited in the tender box at Makhuduthamaga Local Municipality Offices in Jane Furse before the closing date and time.

The municipality shall adjudicate and award bids in accordance with the Preferential Procurement Policy Framework Act, 5/2000 and the revised regulation April 2017 on 100 points for functionality and 80/20 points system where 80 points are for the price and 20 points for **B-BBEE** according to the said legislation. Bids will remain valid for **90 (ninety) days after the closing date**.

The lowest or any tender will not necessarily be accepted and the municipality reserves the right not to consider any tender not fully completed. Tenderers are required to initial each page of the tender document and sign where necessary.

For enquiries contact:

Supply Chain Unit : Mr.K.J Mothapo - 013 265 8607
Economic Development : Mr. A.P Thabela - 013 265 8641

MRS RAMPEDI M.N
MUNICIPAL MANAGER
PRIVATE BAG X 434
JANE FURSE

Part Number	Bid Data
------------------------	-----------------

1.2.1. The employer is Makhuduthamaga Local Municipality

1.2.2 The bid documents issued by the employer comprise:

1.1 Bid notice and invitation to bid

1.2 Bid data

2.1 List of returnable documents

Part 1: Agreements and contracts data

C1.1 Form of offer and acceptance

Part 2: Pricing data

C2.1 Pricing instructions

C2.2 Specification

1.2.3 The employer's agent is the Municipal manager.

Tel: (013) 265 8600

Fax: (013) 265 1975

1.2.4 Only Bidders who are registered with central supplier database (CSD) will be considered.

1.2.5 The arrangements for a compulsory clarification meeting are as stated in the Bid Notice and Invitation to Bid.

1.2.6 If a bidder wishes to submit an alternative bid offer, the only criteria permitted for such alternative bid offer is that it demonstrably enables the Employer's objectives for the services as stated in the Scope of Work to be achieved.

1.2.7 All parts of each bid offer communicated on paper shall be submitted as the original.

1.2.8 The employer's address for delivery of bid offers and identification details to be shown on each bid offer package is:

**BID BOX (TENDER BOX)
MAKHUDUTHAMAGALOCALMUNICIPALITY
GROBLERSDAL ROAD
JANE FURSE**

1.2.9 The closing time for submission of bid offers is as stated in the Bid Notice and Invitation to Bid.

1.2.10 Telephonic, telegraphic, telex, facsimile or e-mailed bid offers will not be accepted.

1.2.11 The bid offer validity period is ninety (90) days.

1.2.12 The bidder is required to submit with his/her bid all required documents as listed in the list of returnable documents as part of the eligibility criteria.

1.2.13 The Bid/Proposal will be opened immediately after the closing time for bids only to confirm the bidder, at:

MAKHUDUTHAMAGALOCALMUNICIPALITY

**GROBLERSDAL ROAD
JANE FURSE**

1.2.14 The procedure for the evaluation of responsive bids will be on 80/20 points system, where 80 points are for price and 20 points are for B-BBEE

1.2.15 Bid offers will only be accepted if:

- 1.2.15.1 The bidder has registered with the central supplier database (CSD);
- 1.2.15.2 The bidder or any of its directors is not 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 public sector;
- 1.2.15.3 The bidder has not:
 - abused the Employer's Supply Chain Management System; or
 - failed to perform on any previous contract and has been given a written notice to this effect;
- 1.2.15.4 The bidder has completed the Compulsory Enterprise questionnaire and there are no conflicts of interest which may impact on the bidder's ability to perform the contract in the best interests of the employer or potentially compromise the bid process; and
- 1.2.15.5 Proof of municipal rates and taxes for both the company and the directors are attached not older than three months of the closing date of the tender.
- 1.2.15.6 The bidder or any of its directors is not employed by the state.

FUNCTIONALITY

The quality criteria and maximum score in respect of each of the criteria are as follows:

Quality Criteria	Sub-Criteria	Weighting
Organization and staffing	Curriculum vitae and qualifications	15
Experience and qualifications of the project leader (assigned personnel) in relation to the scope of work	Curriculum vitae	20
	Qualifications	30
Company Experience	-Appointment letters and completion	35
Maximum possible score for quality (M_s)		100 points

1. Organization & Staffing (15)

Item	Organisational structure	Points allocations	Tick the applicable one	Points by the municipality
1.	No organizational Structure attached	0		
2.	Organizational Structure attached with curriculum vitae of technical staff members without qualifications	10		
3.	Organizational Structure attached with cv and qualifications of technical staff	15		
Curriculum vitae should have a contactable references, failure to disclose references will results zero score				

2. Experience of Project Leader in relation to town planning projects in relation to local government (attach CV) (20)

Item	Experience on curriculum vitae	Points allocation	Tick the applicable one	Points by the municipality
1.	With 7 years	10		
2.	With 8 -10 years' experience	15		
3.	With > 10 years' experience	20		
Curriculum vitae should have a contactable references, failure to disclose references will results zero score				

3. Town/Urban and Regional Planning Qualifications– Attach qualifications (30)

Item	Qualifications	Points allocation	Tick the applicable one	Points by the municipality
1.	No qualification attached	0		
2.	NQF level 8.	30		
3.	NQF level 7	20		

4.	NQF level 6	10		
----	-------------	----	--	--

4. Company Experience in relation to town planning : (35)

-tick the applicable one and attach the previous appointment letters with completion certificates.

-completion certificates should have the contact details for verification if need be.

Item	Experience	Points allocation	Tick the applicable one	Points by the municipality
1.	No orders, appointment letters and completion certificate attached.	0		
2.	1–3 years' experience	10		
3.	4-5 years' experience	15		
4.	6-9 years' experience	30		
	> 10 years' experience	35		

Note: The Municipality has the right to verify the validity of the supporting documents.

Minimum score for functionality is 60%. Bidders who score 60 points and above, will be evaluated further on 80/20 points system where 80 points will be for price and 20 points will be for B-BBEE Certificate.

3.2. Price formula

$$Np = \frac{80[1 - (Pt - Pmin)]}{Pmin}$$

- Where: Np = the number of bid/tender adjudication points awarded for price.
- Pt = the bid/tender sum (corrected if applicable) of the responsive bid under consideration.
- Pmin = the bid/tender sum (corrected if applicable) of the lowest responsive tender/bid.

3.3.B-BBEE Status Level of Contributor Number of points (80/20 system)

B-BBEE Status Level of Contributor	Number of Points (80/20system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2

2.3.

Award of contract to bids not scoring the highest number of points

- (a) A contract must be awarded to the bidder who scored the highest total number of points in terms of the 80/20 preference point system.
- (b) In exceptional circumstances a contract may, on reasonable and justifiable grounds, be awarded to a bidder that did not score the highest number of points. The reasons for such a decision must be approved and recorded for audit purposes and must be defensible in a court of law.

Evaluation of bids that scored equal points

- (a) In the event that two or more bids have scored equal total points, the successful bid must be the one that scored the highest points for B-BBEE.
- (b) If two or more bids have equal points, including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality if applicable
- (c) In the event that two or more bids are equal in all respects, the award must be decided by the drawing of lots.

3. FORMALISATION OF JANE FURSE .

3.1 List of Returnable Documents

The bidder must complete the following returnable documents:

Returnable schedules required for bid evaluation purposes (This Document)

- Compulsory Enterprise Questionnaire
- Certificate of authority to sign documents (include for Joint Ventures / Consortia agreement where applicable)
- record of addenda to bid documents
- Certificate for Municipal Services and Payments (for both the company, and the director(s)). An affidavit from SAPS must be attached in case of bidders who are not paying rates and taxes e.g. in a rural areas.
- Authorisation for deduction of outstanding amounts owed to Council
- Company profile
- Central database registration report
- SACPLAN Professional Registration certificate
- Town/Urban and Regional Planning qualifications
- Land Surveyor Qualifications
- Land or legal specialist certificate
- Technical members certificate of professional bodies
- All Pages must be initialized

3.2. Other documents required only for bid evaluation purposes (External Documents)

- Joint venture, consortium agreements (if applicable).
- B-BBEE certificate/sworn affidavit–BBBEE for exempted micro enterprise .(Joint B-BBEE/sworn affidavit–BBBEE for exempted micro enterprise in case of joint ventures)

3.3. Other documents that will be incorporated into the contract

- 2.3.1 Original bid document
- 2.3.2 Addendum – if issued

Note : All copies must be certified
: Use black pen only.
: All correction must be signed by the authorised person.
: Use of correction pen (tippex) is prohibited.
: Failure to adhere any of the above will lead to automatic disqualification

Record of Addendum to Bid Documents

We confirm that the following communications received from the Employer before the submission of this bid offer, amending the bid documents, have been taken into account in this bid offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		

Attached additional pages if more space is required.

Signed _____ Date _____

Name _____ Position _____

Bidder _____

4. Compulsory Enterprise Questionnaire

The following particulars must be furnished. In the case of a joint venture, **separate** enterprise questionnaires in respect of each partner must be completed and submitted.

Section 1: Name of enterprise:

Section 2: VAT Registration number, if any:

Section 3: Particulars of sole proprietors and partners in partnerships
Name* Identity Number* Personal income tax number*



*Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

Section 5: Particulars of companies and close corporations

Company registration number

Close corporation number

Tax reference number

Section 6: Record in the service of the state

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- | | |
|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> a member of any municipal council | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature, | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of parliament or a provincial legislature |
| <input type="checkbox"/> a member of the board of directors of any municipal entity | |
| <input type="checkbox"/> an official of any municipality or municipal entity | |

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

*insert separate page if necessary

Section 7: Record of spouses, children and parents in the service of the state

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal stakeholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- | | |
|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> a member of any municipal council | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature, | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of parliament or a provincial legislature |
| <input type="checkbox"/> a member of the board of directors of any municipal entity | |
| <input type="checkbox"/> an official of any municipality or municipal entity | |

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
			Within last 12 months

***insert separate page if necessary**

The undersigned, who warrants that he / she is duly authorised to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Bid Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other bidding entities submitting bid offers and have no other relationship with any of the bidders or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed _____ Date _____

Name _____ Position _____

Enterprise Name _____

Certificate of Authority

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

A Company	B Partnership	C Joint Venture	D Sole Proprietor	E Close Corporation

A. Certificate for company

I,....., chairperson of the board of directors of hereby confirm that by resolution of the board (copy attached) taken on20..., Mr/Mrs.....acting in the capacity of.....,was authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

As witness

1.....
Chairman

2.....
Date

B. Certificate of partnership

We, the undersigned, being the key partners in the business trading as

hereby authorise Mr/Mrs....., acting in the capacity of.....to sign all documents in connection with the tender for Contract.....and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

C. Certificate for Joint Venture

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Mrs....., authorised signatory of the company,

Acting in the capacity of lead partner, to sign all documents in connection with the tender offer for Contract.....and any other contract resulting from it on our behalf.

This authorisation is evidenced by the attached power of attorney signed by legally authorised signatories of all the partners to the Joint Venture.

NAME OF FIRM	ADDRESS	AUTHORISING SIGNATURE, NAME & CAPACITY

D. Certificate for sole proprietor

I,, hereby confirm that I am the sole owner of the business trading as.....

As Witness:

1.....

.....
Signature: Sole owner

2.....

.....
Date

E. Certificate for Close Corporation

We, the undersigned, being the key members in the business trading as.....hereby authorise Mr/Mrs.....

Acting in the capacity of....., to sign all documents in connection with the tender for Contract.....and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

NOTE: This certificate is to be completed and signed by all key members upon who rests the direction of the affairs of the Close Corporation as a whole.

5. CERTIFICATE FOR MUNICIPAL SERVICES AND PAYMENTS

TO: MUNICIPAL MANAGER, MAKHUDUTHAMAGA LOCAL MUNICIPALITY

FROM: _____ (Name of Bidder)

FURTHER DETAILS OF BIDDER(S); DIRECTORS/SHAREHOLDERS/PARTNERS, ETC.

Directors/shareholder s/Partner	Physical address of the Business	Municipal Account No.	Physical residential address of the Director/Shareholder/Part ner	Municipal Account No.

NB: Please attach certified copy (ies) of ID document(s) and proof of payment not older than 3 months

Signatory

Date

Witnesses

1. _____

Full Names

Signature

Date

2. _____

Full Names

Signature

Date

AUTHORISATION FOR DEDUCTION OF OUTSTANDING AMOUNTS OWED TO COUNCIL

TO: MUNICIPAL MANAGER, MAKHUDUTHAMAGA LOCAL MUNICIPALITY

FROM: _____ (Name of the Bidder or Consortium)

I, _____ the undersigned, hereby authorise the Makhuduthamaga Local Municipality to deduct the full amount outstanding by the business organisation/Director/Shareholder/Partner, etc. from the payment that will be made to me.

Signed at _____ Date _____ Month _____ 2022

Print Name: _____

Signature: _____

Thus done and signed for and on behalf of the bidder

Signatory

Date

Witnesses

1. _____

Full Names

Signature

Date

2. _____

Full Names

Signature

Date

6 FORMALISATION OF JANE FURSE.

Form of Offer and Acceptance

Offer

The employer, identified in the acceptance signature block, has solicited offers for the

FORMALISATION OF JANE FURSE .

The bidder, identified in the offer signature block, has examined the documents listed in the bid data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of bid.

By the representative of the bidder, deemed to be duly authorized, signing this part of this form of offer and acceptance, the bidder offers to perform all of the obligations and liabilities of the service provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS: -----

----- (Rands VAT Inclusive/ Exclusive)

----- (Amount In words)

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the bidder before the end of the period of validity stated in the bid data, whereupon the bidder becomes the party named as the Service Provider in the conditions of contract identified in the contract data.

for the bidder

Signature Date

Name

Capacity

(Name and address of organization)
.....

Name and signature of witness
.....

Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the bidder's offer. In consideration thereof, the employer shall pay the service provider the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the bidder's offer shall form an agreement between the employer and the bidder upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the bidder receives on fully completed original copy of this document. Unless the bidder (now service provider) within five working days of the data of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature Date

Name

Capacity

for the Makhuduthamaga Local Municipality

.....

.....

.....

Name and Date
signature
of witness

7. Data Provided by the Service Provider

Clause	
7.1	The Service Provider is Address: Telephone: Fax simile:
7.2	The authorized and designated representative of the Service Provider is: Name: The address for receipt of communication is:
7.3	Telephone: Fax simile: Address:

MAKHUDUTHAMAGA LOCAL MUNICIPALITY

FORMALISATION OF JANE FURSE .

8. Pricing Instructions

1. The Service Provider is required to provide the services in accordance with the Scope of Work. This embraces all things necessary and incidental to complete the work.
2. The only basis for a change to the prices is as a result of the Employer giving an instruction to change the Scope of Work.

9. TERMS OF REFERENCE:

APPOINTMENT OF QUALIFIED TOWN PLANNING PROFESSIONALS TO PROVIDE PROFESSIONAL SERVICES FOR MAKHDUTHAMAGA LOCAL MUNICIPALITY.

POLICY FORMULATION

No	Key Activity	Scope of Work and Deliverables	Outputs	%Payment
1.	Project Inception	<ul style="list-style-type: none"> ❖ Project Inception Meeting with the full project team ❖ Preparation and signing of Tripartite Agreement ❖ Introductory meeting with the community ❖ Confirmation of project area boundary ❖ Preparation of Project inception Report ❖ Finalization and Submission of Inception Report 	<p>Inception report and community Meeting</p> <p>Signed Service Level Agreement (SLA)</p> <p>Project Work Plan</p> <p>Project Steering Committee</p>	15%
2.	Site Analysis and Preparation of Base Plan	<ul style="list-style-type: none"> ❖ Preparation of base map ❖ Taking new aerial photographs ❖ Development of contour line ❖ Topographical survey ❖ Finalization of base map 	Various spatial plans of the study area	10%
3.	Feasibility & Specialist Studies	<p>Conduct the following site analyses and Specialist Studies and/or:</p> <ul style="list-style-type: none"> ❖ Environmental Impact Assessment ❖ Geotechnical Investigation ❖ Topographical Survey ❖ Traffic Impact Assessment (TIA) ❖ Engineering Services Report <p>Deliverables/Outputs: Reports will be provided including all supporting Data.</p> <p>Preparation of engineering services reports investigating and detailing the capacity required by the proposed initiative of current and future access Demand. The report will inter alia:</p> <ul style="list-style-type: none"> ❖ Confirmation of the availability of bulk services <p>The investigation will cover the following elements of bulk infrastructure capacity</p> <ul style="list-style-type: none"> ❖ Water infrastructure services ❖ Sewer infrastructure services ❖ Electrical infrastructure services ❖ Storm-water conditions in the area ❖ Roads and accessibility to and from the Property. 	<p>Environmental Scoping Report²</p> <p>EIA report (if EIA is triggered)</p> <p>Geotech Report</p> <p>TIA Report</p> <p>Engineering Services Report</p>	20%

		Deliverables/Outputs: Formal documentation which will be provided at the conclusion of the investigation will include a report detailing the investigation procedure, findings, interpretations, and recommendations For each service involved. Reports will be Provided including all supporting data.		
4.	Prepare a layout plan compliant with legislation, standards of the relevant authorities and municipal by laws	Prepare a SPLUMA layout plan compliant with legislation, standards of the relevant Authorities and municipal by laws. The Town Planner will be required to: <ul style="list-style-type: none"> ❖ Assess all previous development application and approval in the study area ❖ Comply with planning legislation and processes ❖ Preparation of draft layout ❖ Preparation of a Town Establishment Planning Application ❖ Lodging of the Town Establishment Planning Application ❖ Facilitate Stakeholder consultation with all relevant stakeholder assisted by the appointed social facilitator ❖ Getting planning approval and finalisation of the layout plan 	Township approval and conditions of establishment From the Municipality. Development framework that will be in line with the vision of “Smart Growth Scenario” that advocates a spatial vision that Follows a sustainable path.	20%
5	General Plan	Prepare and lodge the General Plan (GP) for approval with the Surveyor General (SG) once the municipality has approved the Township. The Land Surveyor will be required to: <ul style="list-style-type: none"> ❖ Prepare a Subdivision layout plan ❖ Pegging of individual Erven ❖ Lodgment of the General Plan (GP) for approval with the Surveyor General (SG) once the municipality has approved the Township. ❖ The SG ensures that the GP conforms to standards, keeps the plan & registers new Servitudes. ❖ On receipt of the approved GP, the township amendment scheme is prepared by the municipality where the new township is included in the greater Township area. 	Approved GP	20%
6.	Opening of the	Opening of the Township Register. <ul style="list-style-type: none"> ❖ Compliance with pre-proclamation 	Township Register &	15%

	Township Register	conditions (Conditions of Establishment) ❖ Opening of township register and transferring of erven in line with Municipal Planning Tribunal's conditions of approval.	Proclamation Notice Giving individual title to Residents	
Total				100%

1. Anticipated Deliverables

- Detail Inception Report, Work Plan
- Detailed Status Quo Report
- Detailed Specialist studies
- Approved land use application
- Approved A0 Sized Layout Plan
- Approved General plan
- Open township register & proclamation
- A DXF file of a General Plan & Layout Plan on the CD (Compact Disk).
- A sepia copy (A0) of the approved General plan
- Close out report

2. Key Notes and Functionality

- ❖ The project must be considered as a whole and breaking up project into isolated activities and subcontracting is risky.
- ❖ The **Project Manager must be a Town Planner** that will be involved at all levels from start to finish of the project. The town planner must have experience working on local government and formalization of settlements
- ❖ The Multi- Disciplinary Team, the technical members must be registered with their respective professional bodies. The technical members all need to have a **minimum of 7 years' experience**
- ❖ The Land/Legal specialist must be either a Professional Land Surveyor and/or Attorney/Conveyancer. This specialist must have extensive experience (10 years or more) in all aspects of the built environment which includes but is not limited to:
 - Development of Land.
 - The legal framework governing the development of land, definition of historical land rights and the creation of 'new' land rights pursuant to the development of the land;
 - A thorough knowledge and evidence of extensive work relating to the 'apartheid era legislation' and related land rights granted thereunder.
 - Extensive experience in dealing with tenure conflict, competing rights and informal rights protected by the relevant laws; and
 - Extensive knowledge of the Land Survey Act and Regulations and the Deeds Office Act.

4. The Professional Service Provider needs to have worked on demarcation/formalization and land development related projects. Be able to work and display a track record of working with local communities and have conducted various household/ socio-economic survey. Must be familiar with the area of Jane Furse. Working experience in the area will be added advantage.

**PRICING AS PER THE ABOVE SPECIFICATION:
THE CLAIM WILL BE MADE ON TWO STAGES.**

Description	Calculations (Rands)
COSTS ON THE COMPLETION OF PROJECT INCEPTION, SITE ANALYSIS AND FEASIBILITY STUDY.	R
COST ON THE COMPLETION OF LAYOUT PLANS,GENERAL PLAN AND ON OPENING OF TOWNSHIP PLAN	R
Vat amount if applicable	
Sub total	
N.B. ONLY FIRM PRICES WILL BE ACCEPTABLE, NON FIRM PRICES IN A FORM OF RATES WILL NOT BE CONSIDERED.THE COST SHOULD INCLUDE PROFFESIONAL FEES , TRAVELING AND ACCOMMODATION OF THE PERSONEL.	

MAAA no

Unique No.....

10. DURATION OF CONTRACT

THIS IS A ONCE OFF PROJECT TO BE CARRIED OUT AS PER MUNICIPAL PLAN TOGETER WITH THE MUNICIPALITY.

11. Payments

Payments will be made within thirty days of submission of (Tax) invoice.

4.SBD

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorized representative declare his/her position in relation to the evaluating/adjudicating authority where-

- The bidder is employed by the state; and/or
- The legal person on whose behalf the bidding document is signed, has a relationship with persons/ a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

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

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

2.2. Identity Number:.....

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

2.4. Company registration number:.....

2.5. Tax Reference Number:.....

2.6. VAT Registration Number:.....

2.6.1 The names of all directors/ trustees/ shareholders/ members, their individual identity numbers, tax reference numbers and, if applicable, employee/ persal numbers must be indicated in paragraph 3 below.

1 "State" means –

- a. Any national or provincial department, national or provincial public entity or constitution within the meaning of Public Finance Management Act, 1999 (Act No. 1 of 1999);
- b. Any municipality or municipal entity;
- c. Provincial legislature;
- d. National Assembly or the national Council of provinces; or
- e. Parliament.

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



2.7. Are you or any person connected with them bidder YES NO NO ☐
presently employed by the state?

2.7.1. If so, furnish the following particulars:
Name of person / director / trustee/ shareholder/ member:

.....

Name of state institution at which you or person
connected to the bidder is employed:

.....

Position occupied in the public institution:

.....

Any other particulars:

.....

.....

.....

2.7.2. If you are presently employed by the state, did you obtain YES ☐ NO ☐
the appropriate authority to undertake remunerative
work outside employment in the public sector?

2.7.2.1. If yes, did you attached proof of such authority to the bid YES ☐ NO ☐
document?

(Note: Failure to submit proof of such authority, where
applicable, may result in the disqualification of the bid.

2.7.2.2. If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8. Did you or your spouse, or any of the company's directors/ trustees/ YES ☐ NO ☐
shareholders/ members or their spouses conduct business with the
state in the previous twelve months?

2.8.1. If so, furnish particulars:

.....

.....
.....

2.9. Do you, or any person connected with the bidder, have any relationship YES ☐ NO ☐
(family, friend, other) with a person employed by the state and who may
be involved with the evaluation and or adjudication of this bid?

2.9.1. If so, furnish particulars:

.....
.....
.....

2.10. Are you, or any person connected with the bidder, aware of any YES ☐ NO ☐
relationship (family, friend, other) between any other bidder and any person
employed by the state who may be involved with the evaluation and or
adjustment of this bid?

2.10.1. If so, furnish particulars:

.....
.....
.....

2.11. Do you or any of the directors/ trustees/ shareholders/ members of the
company have any interest in any other related companies whether or
not they are bidding for this contract?

2.11.1. If so, furnish particulars:

.....
.....
.....

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

Full Names	Identity Number	Personal Tax Reference Number	State Employee Number/ Persal Number

3. DECLARATION

I, THE UNDERSIGNED
(NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPH 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name Of Bidder

MBD9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

MBD 9

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 **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.**

MBD 9

10. 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.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

END