

DESCRIPTION OF THE SERVICES: APPOINTMENT OF A PANEL OF PROFESSIONAL LAND SURVEYORS TO PROVIDE AD HOC SURVEY AND RELATED SERVICES TO TRANSNET PROPERTY OVER A 2 YEAR PERIOD BEHALF OF THE TRANSNET SOC Ltd.

C3: Scope of Services

1. BACKGROUND

Transnet Property, a division of Transnet SOC Ltd, hereby invites bidders to make submissions for Appointment to Regional Panels of Professional Land Surveyors to provide project and ad-hoc Land surveying and related services to Transnet Property over a 2-year period. Due to the amount of current work as well as the shortage of staff it remains a challenge to get to all the surveys and as some surveys are time constrained it is essential that some of the work be handed out.

2. OVERVIEW

There are Seven (7) different Geo-Spatial offices, namely; Cape Town region, Port Elizabeth region, Durban region, Empangeni region, Bloemfontein region, Johannesburg region and Pretoria region: In order to better manage and administer any surveys and to reduce the costs of impact of travelling and accommodation on work done it is imperative that regional panels are created. The map of the proposed regions is depicted in MAP (**Annexure A** as attached).

3. PANEL OF PROFESSIONAL LAND SURVEYORS OPERATIONAL PROCESS

3.1. Criteria for the creation of a panel

Independent external panel(s) of SAGC registered Professional Land Surveyors are needed to assist with project related and ad-hoc Surveys and related services.

- i. A separate panel will be created for each region, making seven (7) panels for the whole country.



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- ii. In order to create equity and representativity in appointments to the panels and the allocation of Jobs, no firm may apply for appointment to more than two (2) panels.
- iii. Preference will be given to firms who are members of the Land Surveying Institutes in the regions that they apply to be on a panel. This will ensure that Institutes will have jurisdiction to deal with recalcitrant members who do not meet the requirements of their contracts.
- iv. Transnet reserves the right to extend a request for quotations in one geographic area to other panels when no quotations can be received from the geographic region where the work is located.
- v. Where the situation in paragraph 3.1 (iv) occurs, the Regional Geo-Spatial manager will exercise discretion in relation to how to extend the invitation depending on the nature of the work.

3.2. The following process will apply after appointment:

- i. An instruction / brief will be provided to the panel member(s)
- ii. Additional information or briefings will be provided to clarify the request as per the requirements of the panel member.
- iii. The draft full Survey diagram / Application / consent or report should be received before the agreed deadline
- iv. The draft Survey diagram / Application / consent or report will be quality controlled by Transnet before being submitted to any authority based on an internal process, through the relevant Geo-Spatial office
- v. If required, an additional briefing or contact session will be arranged with the panel member to resolve any quality control issues



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- vi. After consensus is reached between Transnet and the Professional Land Surveyor panel member regarding the draft Survey diagram / Application / consent or report, the final full product will be submitted to the relevant authority for approval
- vii. Payment will be done after the final approved product is received
- viii. No retainers or deposits are payable before the final approved product is received
- ix. In cases where serious disputes arise, the panel member is obliged to appeal to the National Manager: Geo-Spatial Services in Transnet for a resolution before any attempt is made to refer the matter for arbitration to another Professional Land Surveyor, recommended by the SAGC or to the SAGC for a resolution
- x. Fraudulent actions or Surveys will be reported to National Treasury, the Institute the panel member belongs to and / or the SAGC

4. DESCRIPTION OF SCOPE

The main requirements are as listed below and are not limited to what is described

4.1. Duties

- A. Surveys for Creation of Land Rights i.t.o the Land Survey Act No.8 of 1997 such as;
 - i. Subdivisions
 - ii. Servitudes
 - iii. Consolidations
 - iv. Leases diagrams
 - v. Diagrams of Substitution
 - vi. Amending General Plans



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- vii. Servitude diagrams
- viii. Road Closure
- ix. Sectional Titles

B. Applications for Amending of Land Rights such as;

- i. Applications for Amending of Land Rights
- ii. Land Use Consent / Special Consent
- iii. Rezoning / Amending Town Planning Scheme
- iv. Subdivision Application
- v. Consolidation Application
- vi. Amending general Plan Application
- vii. Removal of Title restrictions
- viii. Relaxations
- ix. Road closure applications
- x. Lease applications
- xi. Servitude applications

C. General such as;

- i. Attending to Objections and Appeals of Planning Related Applications.
- ii. Land Audits.
- iii. Relocation of Beacons and Beacon Certificates.
- iv. Certificates of Non-Affection.
- v. Attending to exemption certification requests
- vi. Certificate of Identity.
- vii. Boundary Disputes.
- viii. Any attendance or consultation, relating to compliance with the Conditions of Establishment for registration purposes in the Office of the Registrar of Deeds



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- ix. Any unforeseen attendances and correspondences with external organs or parastatals emanating from appointments.
- x. Matters which require attendance in court.
- xi. Consultation with conveyancer and attendances on the opening of a Township Register
- xii. Any attendance arising from negotiations between parties, resulting in a further agreement or addendum or amendment to an existing agreement
- xiii. Time in obtaining certified copies of any document, diagram or deed from the Office of the Surveyor General or Office of the Registrar of Deeds
- xiv. Attendance to matters as a result of incorrect or un-updated land survey records in the office of the Surveyor-General.

Approved By:



Terence Stiles

Acting National Manager: Geo-Spatial Services

Date: ~~2022/04/19~~