



cooperative
governance
Department of
Cooperative Governance
REPUBLIC OF SOUTH AFRICA



Municipal Infrastructure Support Agent (MISA)

Cooperative Governance & Traditional Affairs (CoGTA)

REPUBLIC OF SOUTH AFRICA

TENDER NO: MISA/IDMS/ESBM/010/2022/23

**THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP
THE EASTERN SEABOARD MASTER PLAN WITHIN A PERIOD OF TWELVE
(12) MONTHS**

PROCUREMENT DOCUMENT

**Based on NEC3 Engineering and Construction Contract – Option A:
Priced Contract with Activity Schedule**

Issued by:

Chief Executive Officer
Municipal Infrastructure Support Agent
1303 Heuwel Avenue
Riverside Office Park, Letaba House
Centurion, PRETORIA 0046
TEL: 012 848 5300

Name Tenderer:.....

MISA/IDMS/ESBM/010/2022/23

Initials. *mj*

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Project

Tender Procedure: Open

Based on

MISA Supply Chain Management Policy of 29 March 2021

SANS 10845-1, Construction procurement Part 1: Processes, methods and procedures

SANS 10845-2, Construction procurement Part 2: Formatting and compilation of procurement documentation

SANS 10845-3, Construction procurement Part 3: Standard conditions of tender

Preferential Procurement Regulations 2017 (Ref: government gazette no. 40553; dated: 20 January 2017 issued according to the preferential procurement policy framework act (PPPFA), act no. 5 of 2000)



TENDER NO: MISA/IDMS/ESBM/010/2022/23

THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP THE EASTERN SEABOARD MASTER PLAN WITHIN A PERIOD OF TWELVE (12) MONTHS

PART T1: TENDERING PROCEDURE

T1.1: TENDER NOTICE AND INVITATION TO TENDER

Municipal Infrastructure Support Agent (MISA) is hereby, inviting suitably qualified professional service providers to tender for the appointment of a professional service provider to develop the Eastern Seaboard master plan within a period of twelve (12) months

The project details are hereunder,

REFERENCE NO.	PROJECT NAME	NON-COMPULSORY BRIEFING SESSION: PLACE, DATE & TIME	TENDER CLOSING DATE & TIME
MISA/IDMS/ESBM/010/2022/23	Appointment of a professional service provider to develop the Eastern Seaboard master plan within a period of twelve (12) months	The Briefing session will be held online on the 09 November 2022@10h00	24 November 2022 @11h00am Riverside office park, 1303 Heuvel Avenue, 1 st floor Letaba House, Centurion, 0046

A Non-compulsory virtual site briefing session will take place at the place and on the date and time shown above unless otherwise amended. Representative(s) from MISA will meet the prospective Tenderers to provide details of the Contract. The interested service providers must send an appropriate representative(s) in the non-compulsory briefing sessions to understand the project so that they tender appropriately.

The requirement of submissions is detailed in the Submission Data (Ref: T1.2 Tender Data). The tenderers who satisfy the eligibility criteria as set in the tender documents (Ref: T 1.2 Tender Data) are to submit their tenders. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Tenderers have to submit its tenders using only the tender documentation issued.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

Issued by:

Mr Ntandazo

Vimba Chlef

Executive

Officer

Municipal Infrastructure Support Agent



MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

Cooperative Governance & Traditional Affairs

Tender no.: MISA/IDMS/ESBM/010/2022/23

THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP THE EASTERN SEABOARD MASTER PLAN WITHIN A PERIOD OF TWELVE (12) MONTHS

TENDER DATA

The conditions of tender are as contained in the latest edition of SANS 10845-3, *Standard conditions of tender*.

SANS 10845-3 makes several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3

Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies.

Clause number	Tender Data
3.1	The employer is the Municipal Infrastructure Support Agent (MISA) , an entity within the South African Ministry for Cooperative Governance and Traditional Affairs (CoGTA), established in terms of Presidential Proclamation No. 29 of 2012.
3.3	The Tender documents issued by the employer comprise the documents listed on the contents page.
3.4	<p>The Employer's Representative is:</p> <p>Name: Mr. Ntandazo Vimba</p> <p>Physical Address: 1303 Heuwel Avenue, Riverside Office Park, Letaba House, Centurion, Pretoria 0046 Private Bag X 105, Centurion 0046</p> <p>Telephone: 012 848 5300</p> <p>Email: lumka.tyikwe@misa.gov.za</p>
3.5	The language of communications is English

Clause number	Tender Data
4.1	<p>ONLY those tenderers who satisfy the following ELIGIBILITY CRITERIA and who provide the required evidence in their tender submission, are eligible to submit tenders and have their tenders evaluated:</p> <p>The tenderer:</p> <ol style="list-style-type: none"> 1. In case of a Joint Venture/Consortium submission, shall submit a Joint Venture agreement signed by all parties. 2. Is registered in terms of the Companies Act, 2008 (Act 71 of 2008) or Close Corporation Act, 1984, (Act No. 69 of 1984) or, if a partnership, has a partnership agreement (buy and sell agreement for participating partners in this tender) in place that enables the partnership to automatically continue to function in the event of death or withdrawal of one of the partners. 3. In case of having a subsidiary arrangement, shall submit an audited proof (letter or shareholding certificate) of agreement between the holding company and the subsidiary. 4. None of the documents with correction fluid on them. Any wrong entry, in case of correction, it must be cancelled by a single stroke and initialled by the Authorised signatory. 5. The tender documents completed in all respect, signed off by the authorised person of the tenderer wherever spaces are provided in permanent ink
4.7	The arrangements for a non-compulsory clarification meeting are as stated in the Tender Notice and Invitation to Tender (ref: T1.1).
4.12	No alternative tender offer will be considered.
4.13 4.15	<p>The employer's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are:</p> <p>Location of tender box: Reception area of MISA Offices Municipal Infrastructure Support Agent's Office</p> <p>Physical Address: 1303 Heuwel Avenue, Riverside Office Park, Letaba House, 1st Floor, Centurion, Pretoria 0046 Private Bag X 105, Centurion 0046</p> <p>Telephone: 012 848 5300</p> <p>Identification details on the Tender package(s):</p> <ol style="list-style-type: none"> 1. Name and Reference number of the tender; 2. Address of the employer; 3. Names of the tendering entity and the contact person; 4. Physical address and contacting details of the tenderer; 5. Date of submission
4.13.4	The tenderer is required to meet the following conditions in addition to the requirement for eligibility criteria as mentioned in Clause 4.1.

Clause number	Tender Data
4.13.5	Tender offer shall be submitted as original and one scanned copy of the original completed and signed tender documents in a memory stick.
4.13.6	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.
4.15	The closing time for submission of tender is as stated in the Tender Notice and invitation to Tender (ref: T1.1)
4.16	The tender offer validity period is 90 days, exclusive of closing date but inclusive of the 90 th day.
5.1	The employer will respond to requests for clarification received up to 7 working days before the tender closing time.
5.2	The employer shall issue addenda until 3 working days before tender closing time.
5.4	The time and location for opening of the Tender offers are as detailed in the Tender notice and invitation to tender (ref: T1.1) or in any addendum thereafter if applicable.
SFU (clause 4.3.1)	<p>The procedure for the evaluation of responsive tenders is detailed as follows:</p> <p>Phase 1: Administrative requirements and Mandatory requirements</p> <p>Phase 2: Tenderers must meet the minimum requirements outlined in the functionality criteria and score the at least the minimum functionality points to be considered for further evaluation in Stage 3. Tenderers which do not meet minimum functionality Points of 70 will then be rejected.</p> <p>Phase 3: Price and preference (80/20 system)</p> <p><u>1. PHASE ONE: RESPONSIVENESS TO THE ELIGIBILITY CRITERIA, BID AND MANDATORY REQUIREMENTS AND RULES:</u></p> <p>Tenderers' proposals must meet the following minimum requirements and supporting documents must be submitted with the completed bid document in a sealed envelope in the bid box at the closing date and time. Failure to comply will automatically eliminate the bid for further consideration:</p> <ol style="list-style-type: none"> 1. In case of a Joint Venture/Consortium submission, shall submit a Joint Venture agreement signed by all parties. 2. Is registered in terms of the Companies Act, 2008 (Act 71 of 2008) or Close Corporation Act, 1984, (Act No. 69 of 1984) or, if a partnership, has a partnership agreement (buy and sell agreement for participating partners in this tender) in place that enables the partnership to automatically continue to function in the event of death or withdrawal of one of the partners. 3. In case of having a subsidiary arrangement, shall submit an audited proof (letter or shareholding certificate) of agreement between the holding company and the

Clause number	Tender Data
	<p>subsidiary.</p> <ol style="list-style-type: none"> 4. None of the documents with correction fluid on them. Any wrong entry, in case of correction, it must be cancelled by a single stroke and initialled by the Authorised signatory. 5. MISA document should remain intact and only documents issued by MISA must be completed and submitted by the tender 6. The tender documents completed in all respect, signed off by the authorised person of the tenderer wherever spaces are provided in permanent ink <p>Other Conditions of bid (Non eliminating, unless expressly mentioned in the document):</p> <ol style="list-style-type: none"> 1. The bidder must be registered on the Central Supplier Database (CSD) prior the award 2. All tenderer's tax matters must be in order prior award. Bidders' tax matters will be verified through CSD. 3. Failure to complete section 7: SUB-CONTRACTING as per the SBD 6.1, will automatically results in the non-awarding of points for B-BBEE. 4. Should the tenderer intends to sub-contract more than 25%, It is compulsory to submit valid B-BBEE certificates or a valid original or certified copy of a Sworn Affidavit attested by a Commissioner of Oaths (for EMEs/QSEs) for all proposed sub-contractors. Failure will automatically result in no points awarded for B-BBEE, irrespective if the main tenderer submitted an original or certified copy of his/her own B-BBEE certificate. 5. Tenderers which are EMEs or QSEs should make use of the attached compliant Sworn affidavits, If not having their own, to claim B-BBEE points. A tenderer should only select an appropriate Sworn affidavit, complete it in full and have it attested by a commissioner of oaths, signed and dated before submission. <p><u>PHASE TWO: TENDER WHO PASS STAGE 1 WILL THEN BE EVALUATED ON FUNCTIONALITY CRITERIA, AS OUTLINED BELOW:</u></p> <ol style="list-style-type: none"> 1. The tender will be expected to submit substantial information (valid copies and detailed information as ordered) in order to claim points for each of the criteria or sub criteria set. 2. The tenderer must demonstrate to the satisfaction of the Employer that it has sufficient skill and capacity to execute the works. 3. The form or the evaluation criteria and maximum score in respect of each of the criteria listed in 5.11.9. 4. A Tender scoring an average score below 70 points in Functionality will be considered as DISQUALIFIED from evaluation and will be discarded from any further evaluation. 5. Non-submission or poorly completed schedule or incomplete information will result in a tenderer losing points on Functionality. CVs which do not substantially detail relevant experience will also lead to a bidder losing points on Functionality, It is the

Clause number	Tender Data																												
	<p>responsibility of the tenderer to ensure that all copies are clear and certified when the conditions require them to be so.</p> <p>6. No second chance will be given to a tenderer to submit some information after tender closure on this stage of evaluation i.e. functionality.</p> <p>3. PHASE THREE: EVALUATION POINTS ON PRICE AND B-BBEE REGULATIONS OF 2017</p> <p>The 80/20 preference point system shall be applied for the purposes of this bid as per the requirements of the <i>Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000)</i> and B-BBEE/ PPPFA Regulations of 2017</p> <table border="1"> <tr> <th>Criteria</th><th>Points</th></tr> <tr> <td>POINTS ON PRICE</td><td>80</td></tr> <tr> <td>B-BBEE</td><td>20</td></tr> <tr> <td>TOTAL</td><td>100</td></tr> </table> <p>The 80/20 preference point system for acquisition of services, works or goods up to Rand value of R50 million:</p> <p>(a) The following formula must be used to calculate the points for price in respect of tenders (including price quotation) with a Rand value equal to, or above R 30 000 and up to Rand value of R 50 000 000 (all applicable taxes included):</p> <p>The financial offer will be scored using the following formula:</p> $A = (1 - \frac{(P - P_m)}{P_m})$ <p>The value of value of W_1 is:</p> <ol style="list-style-type: none"> 1) 90 where the financial value inclusive of VAT of all responsive tenders received have a value in excess of R50 000 000 or 2) 80 where the financial value inclusive of VAT of one or more responsive tender offers have a value that equals or is less than R 50 000 000. <p>The table below must be used to calculate the score out of 20 for B-BBEE.</p> <table border="1"> <tr> <th>B-BBEE Status Level of Contribution</th><th>Number of Points</th></tr> <tr> <td>1</td><td>20</td></tr> <tr> <td>2</td><td>18</td></tr> <tr> <td>3</td><td>14</td></tr> <tr> <td>4</td><td>12</td></tr> <tr> <td>5</td><td>8</td></tr> <tr> <td>6</td><td>6</td></tr> <tr> <td>7</td><td>4</td></tr> <tr> <td>8</td><td>2</td></tr> <tr> <td>Non-Compliant Contributor</td><td>0</td></tr> </table>	Criteria	Points	POINTS ON PRICE	80	B-BBEE	20	TOTAL	100	B-BBEE Status Level of Contribution	Number of Points	1	20	2	18	3	14	4	12	5	8	6	6	7	4	8	2	Non-Compliant Contributor	0
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	Valid (current) B-BBEE status level verification certificate or a certified copy substantiating their B-BBEE rating –a Verification Agency accredited by South African National Accreditation System (SANAS) or an Accounting Officer as contemplated in the Close Corporations Act (CCA) have to be submitted along with the Proposal, if the Tenderer claims the preferential procurement points. (See the example below)																	
5.11.9	<p>A Tender scoring below 70 <u>points</u> in Functionality shall be considered as DISQUALIFIED for further evaluation and shall be discarded from evaluation.</p> <table><tr><th>Quality criteria</th><th>Evaluation schedule</th><th>Maximum number of points</th></tr><tr><td>Experience of the tenderer</td><td>Schedule 1</td><td>25</td></tr><tr><td>Experience of Key Personnel</td><td>Schedule 2</td><td>55</td></tr><tr><td>Approach Paper</td><td>Schedule 3</td><td>20</td></tr><tr><td colspan="2">Maximum possible score for functionality(M_s)</td><td>100</td></tr></table>			Quality criteria	Evaluation schedule	Maximum number of points	Experience of the tenderer	Schedule 1	25	Experience of Key Personnel	Schedule 2	55	Approach Paper	Schedule 3	20	Maximum possible score for functionality(M _s)		100
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5.11.9	<p>Functionality criteria broken down into sub criteria:</p> <ol style="list-style-type: none">1. Experience of the Tenderer2. Experience of Key Personnel3. Approach Paper Schedule <p>Evaluation Schedule 1: Tenderer’s Relevant Project Experience [30 Points]</p> <p>Explanation of how points will be awarded for Relevant Project Experience</p> <p>The project chosen for referencing should be for work done in the development of a minimum of Master Plans in the built environment and/or Spatial Development Frameworks.</p> <p>Tenderers shall submit reference letters or completion certificate from the employer for project successfully completed. The projects should be within previous 10 years period from the date of tender advert and the tenderer must have been a principal agent not sub consultant.</p> <p>The scoring of tenderer’s experience will be as below:</p> <p>Letter of completion or reference letter for each Master Plans and/or Spatial Development Framework project completed <u>30 points</u></p> <table><tr><td>a) Less than 3 projects</td><td>= 0 points</td></tr><tr><td>b) 3 projects</td><td>= 5 points</td></tr><tr><td>c) 4 projects</td><td>= 10 points</td></tr><tr><td>d) 5 projects</td><td>= 15 points</td></tr><tr><td>e) 6 projects</td><td>= 20 points</td></tr><tr><td>f) 7 projects</td><td>= 25 points</td></tr></table>			a) Less than 3 projects	= 0 points	b) 3 projects	= 5 points	c) 4 projects	= 10 points	d) 5 projects	= 15 points	e) 6 projects	= 20 points	f) 7 projects	= 25 points			
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	<p data-bbox="534 331 986 365">g) 8 projects = 30 points</p> <p data-bbox="395 394 1428 510">NB: Tenderers should bear in mind that claims about the number of projects completed and the respective values will be verified in a number of ways, including contacting references. MISA reserves the right to verify all information presented by the tenderer.</p> <p data-bbox="395 555 1428 629">Evaluation Schedule 2: Experience of the key personnel responsible for the management of the project and the project team (55 points)</p> <p data-bbox="395 674 1428 835">The experience of all the key personnel will be evaluated in relation to their respective academic qualifications, professional registration and experience (as explained herein in this schedule) on projects having scope of work relevant to this project and positions proposed by the tenderer.</p> <p data-bbox="395 880 1428 996">CVs of key personnel should be submitted along with the submission referring to this schedule, preferably, using font Arial regular 10 points having margins at each side no less than 2,54 cm and line spacing 1,50 for each of the proposed key personnel.</p> <p data-bbox="395 1041 1428 1115"><u>The CV including qualifications and proof of registration will be used for the evaluation of each personnel for this section.</u></p> <p data-bbox="395 1160 1158 1193">The scoring of the personnel will be as below: 55 points.</p> <p data-bbox="395 1238 1203 1272">1. Project Manager - Professional Town Planner [Total 15 points]</p> <p data-bbox="395 1301 1428 1485">A Professional Town and Regional Planner with a Bachelor's Degree or B Tech Degree in Town and Regional Planning and professional registration with the South African Council for Planners (SACPLAN). The Project Manager must have a minimum of 8 years' experience after bachelor's degree qualification, in spatial planning, land use management and project management as well as the development of at least 3 Spatial Development Frameworks (SDF) or related.</p> <p data-bbox="395 1507 1074 1541">1.1. Qualifications and Professional registration - 5 points</p> <p data-bbox="483 1552 1428 1641"> a) Bachelor's degree / B Tech (NQF 7) Plus Professional Registration = 3 points b) BTech/Honours Degree (NQF 8) Plus Professional Registration = 4 points c) Master's degree and above (NQF 9) Plus Professional Registration = 5 points </p> <p data-bbox="395 1686 1382 1742">1.2. Years of work experience (in Town Service planning as a project manager) (post Bachelor's degree qualification) - 10 points</p> <p data-bbox="483 1753 1158 1877"> a) Below 8 years = 0 points b) 8 to below 10 years = 5 points c) 10 to below 15 years = 7 points d) 15 years and above = 10 points </p>

Clause number	Tender Data
	<p>2. Civil Engineer – [Total <u>10 points</u>]</p> <p>Civil Engineer registered as a Professional with ECSA (as a Technologist or Engineer) with a Bachelor's Degrees or BTech in Civil Engineering 8 years' post qualification experience in Built environment Master Plan, specifically the development of Basic Municipal infrastructure services.</p> <p>2.1. Qualifications in Civil Engineering and professional registration with ECSA - <u>5 points</u></p> <p> a) Bachelor's Degree or BTech Plus Professional registration = 3 point b) Honours Degree Plus Professional registration = 4 points c) Master's Degree or above Plus Professional registration = 5 points </p> <p>2.2. Years of work experience in Master plans for the municipal infrastructure basic services (Post Bachelor's or B Tech Degree Qualification) - <u>5 points</u></p> <p> a) Below 8 years = 0 points b) 8 to below 9 years = 3 points c) 9 to below 10 years = 4 points d) 10 years and above = 5 points </p> <p>3. Electrical Engineer – [Total <u>5 points</u>]</p> <p>Electrical Engineer registered as a Professional with ECSA (as a Technologist or Engineer) with a Bachelor's Degrees in Electrical Engineering 8 years' post qualification experience in Built environment Master Plan, specifically the development of Basic Municipal infrastructure services.</p> <p>3.1. Qualifications in Electrical Engineering and professional registration with ECSA - <u>3 points</u></p> <p> a) Bachelor's Degree Plus Professional registration = 1 point b) Honours Degree Plus Professional registration = 2 points c) Master's Degree or above Plus Professional registration = 3 points </p> <p>3.2. Years of work experience in Master plans for the municipal infrastructure basic electrical services (Post Bachelor's Degree) <u>2 points</u></p> <p> a) Below 8 years = 0 points b) 8 to 9 years = 1 points c) 10 years and above = 2 points </p> <p>4. Architect [5 points]</p> <p>Architect with a minimum of a Bachelor's or B Tech Degree (NQF 7) In Architecture and registered with the South African Council for the Architectural Profession (SACAP) with a minimum of 5 years post bachelor's degree qualification experience 3D layout design and modelling.</p>

Clause number	Tender Data
	<p>4.1. Qualifications in Architect and professional registration with SACAP - <u>3 points</u></p> <p>a) Bachelor's or B Tech Degree Plus Professional registration = 1 point b) Honours Degree Plus Professional registration = 2 points c) Master's Degree or above Plus Professional registration = 3 points</p> <p>4.2. Years of work experience in Master plans for the municipal Infrastructure services (Post Bachelor's or B Tech Degree Qualifications) - <u>2 points</u></p> <p>a) Below 8 years = 0 points b) 8 to 9 years = 1 points c) 10 years and above = 2 points</p> <p>5. Economist – [5 Points]</p> <p>Economist with a minimum of a Bachelor of Commerce Degree in Economics with a minimum of years post qualification experience in Development Economics, or related economics fields.</p> <p>5.1. Qualifications in Economics - <u>3 points</u></p> <p>a) Bachelor's Degree = 1 point b) Honours Degree = 2 points c) Master's Degree or above = 3 points</p> <p>5.2. Years of work experience in Development economics and other economics related fields (Post Bachelor's Degree) = <u>2 points</u></p> <p>a) Below 8 years = 0 points b) 8 to 9 years = 1 points c) 10 years and above = 2 points</p> <p>6. Finance practitioner – [5 Points]</p> <p>Professional finance practitioner with a minimum of a Bachelor of Commerce Degree in finance with a minimum of 8 years post qualification experience in Development financing, or related fields.</p> <p>6.1. Qualifications in Finance or relevant <u>3 points</u></p> <p>d) Bachelor's Degree = 1 point e) Honours Degree = 2 points f) Master's Degree or above = 3 points</p> <p>6.2. Years of work experience in Developmental financing (Post Bachelor's Degree qualification) - <u>2 points</u></p> <p>a) Below 8 years = 0 points b) 8 to 9 years = 1 points c) 10 years and above = 2 points</p>

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	<p>7. Environmental Practitioner [Total 5 points]</p> <p>An Environmental professional with a Bachelor's Degree in Environmental Science or Environmental Management and registration with the South African Council for Natural Scientific Professions (SACNASP) and a minimum of 8 years post-qualification experience in environmental planning, environmental impact assessments, climate change research.</p> <p>7.1. Qualifications in Environmental studies and professional registration with SACNASP - <u>3 points</u></p> <table><tr><td>a) Bachelor's Degree Plus Professional registration</td><td>=</td><td>1 point</td></tr><tr><td>b) Honours Degree Plus Professional registration</td><td>=</td><td>2 points</td></tr><tr><td>c) Master's Degree or above Plus Professional registration</td><td>=</td><td>3 points</td></tr></table> <p>7.2. Years of work experience in environmental planning, environmental impact assessments, climate change research (Post Bachelor's Degree) - <u>2 points</u></p> <table><tr><td>a) Below 8 years</td><td>=</td><td>0 points</td></tr><tr><td>b) 8 to 9 years</td><td>=</td><td>1 points</td></tr><tr><td>c) 10 years and above</td><td>=</td><td>2 points</td></tr></table> <p>8. Geographic Information Systems Practitioner - [5 points]</p> <p>A GIS Practitioner with a Bachelor's Degree or equivalent (NQF 7) in Geographic Information Science or Geographic Information Systems and registered as a GISc Professional or Technologist with South African Geomatics Council (SAGC) with 8 years post-qualification experience in geographic information systems, geospatial data, land and cadastral Information and mapping.</p> <p>8.1. Qualifications In GIS and professional registration with a reputable council. - <u>3 points</u></p> <table><tr><td>a) Bachelor's Degree Plus Professional registration</td><td>=</td><td>1 point</td></tr><tr><td>b) Honours Degree Plus Professional registration</td><td>=</td><td>2 points</td></tr><tr><td>c) Master's Degree or above Plus Professional registration</td><td>=</td><td>3 points</td></tr></table> <p>8.2. Years of work experience in environmental planning, environmental Impact assessments, climate change research (Post Bachelor's Degree qualifications) - <u>2 points</u></p> <table><tr><td>a) Below 8 years</td><td>=</td><td>0 points</td></tr><tr><td>b) 8 to 9 years</td><td>=</td><td>1 points</td></tr><tr><td>c) 10 years and above</td><td>=</td><td>2 points</td></tr></table> <p>9. Information and Communication Technology (ICT) practitioner [5 points]</p>	a) Bachelor's Degree Plus Professional registration	=	1 point	b) Honours Degree Plus Professional registration	=	2 points	c) Master's Degree or above Plus Professional registration	=	3 points	a) Below 8 years	=	0 points	b) 8 to 9 years	=	1 points	c) 10 years and above	=	2 points	a) Bachelor's Degree Plus Professional registration	=	1 point	b) Honours Degree Plus Professional registration	=	2 points	c) Master's Degree or above Plus Professional registration	=	3 points	a) Below 8 years	=	0 points	b) 8 to 9 years	=	1 points	c) 10 years and above	=	2 points
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Clause number	Tender Data
	<p>ICT Professional with a Bachelor's Degree (NQF 7) in Computer Science or Information Technology with a minimum of 8 years post-qualification experience in ICT development, ICT infrastructure planning.</p> <p>9.1. Qualifications in Computer Science or Information Technology and professional registration with ITA - <u>3 points</u></p> <p>a) Bachelor's Degree Plus Professional registration = 1 point b) Honours Degree Plus Professional registration = 2 points c) Master's Degree or above Plus Professional registration = 3 points</p> <p>9.2. Years of work experience in ICT development, ICT Infrastructure planning. (Post Bachelor's Degree qualification) - <u>2 points</u></p> <p>a) Below 8 years = 0 points b) 8 to 9 years = 1 points c) 10 years and above = 2 points</p> <p>9. EVALUATION SCHEDULE 3: APPROACH PAPER</p> <p>The Approach Paper must respond to the scope of work (reference: C3 Scope of work).</p> <p>As the contents of a proposal give a clear first hand impression about the capability of the tenderer, the tenderer is expected to submit an organized well-written proposal (approach paper on methodology in achieving the project goal) using proper separators for each of the chapters and annexures not more than 20 pages (but not less than 10 pages) using font Arial regular 11 points having margins at each side no less than 2,54 cm and line spacing no less than 1,15.</p> <p>The Approach Paper must contain at least the following:</p> <p>Table of Contents: Listing of contents of the approach paper with page numbers and/ references to annexures.</p> <p>Executive Summary: A brief summary of the whole contents of the approach paper.</p> <p>Approach: Detailed approach that the tenderer feels best to deliver the intended services for the Project with identification of tasks, for each of the activities/ deliverables as have been foreseen in 'Part C3.1 Scope of work', detailing at least the following:</p> <ol style="list-style-type: none"> 1. Methodology to be adopted. 2. Project Implementation Plan and Project Schedule (Gantt Chart) detailing activities, task and sub-tasks to be achieved. 3. Organogram for the proposed project team and their responsibilities to achieve the deliverables. 4. Identified project implementation Risks and Risk Management proposal.

Clause number	Tender Data																							
	<p>5. Quality control mechanism to be adopted for project deliverables.</p> <p>6. Stakeholder identification, management and reporting mechanism to be followed.</p> <p>The scoring of the approach paper will be as detailed hereunder:</p> <table><tr><th>Evaluating Point</th><th>Assessment Criteria</th><th>Maximum allocated point(s)</th></tr><tr><td colspan="2">Approach Paper</td><td><u>10 points</u></td></tr><tr><td>Methodology to be adopted</td><td><ul style="list-style-type: none">• Appropriate understanding of the scope of work 1 point• Appropriately informative proposed approach 1 point• Clearly defined methodology to be adopted 1 point</td><td>3 points</td></tr><tr><td>Project implementation schedule (Listed Activities in Section C3: Scope of Work)</td><td><ul style="list-style-type: none">• Appropriateness of Project Implementation Plan and Project Schedule (Gantt Chart) detailing activities, task and sub-tasks, timeframes and milestones to be achieved 1 point• Appropriateness of Organogram for the proposed project team and their responsibilities to achieve the deliverables 1 point</td><td>2 points</td></tr><tr><td>Project implementation Risks and Risk Management proposal</td><td><ul style="list-style-type: none">• Adequacy of understanding of program risks and appropriateness of mitigation options 1 point</td><td>1 point</td></tr><tr><td>Quality control mechanism be adopted</td><td><ul style="list-style-type: none">• Adequacy of quality control process 1 point• Appropriateness of proposed quality control template 1 point</td><td>2 points</td></tr><tr><td>Stakeholder identification and management and reporting</td><td><ul style="list-style-type: none">• Appropriateness of stakeholders' identification and proposed management process 1 point• Appropriateness of reporting system 1 point</td><td>2 points</td></tr></table>			Evaluating Point	Assessment Criteria	Maximum allocated point(s)	Approach Paper		<u>10 points</u>	Methodology to be adopted	<ul style="list-style-type: none">• Appropriate understanding of the scope of work 1 point• Appropriately informative proposed approach 1 point• Clearly defined methodology to be adopted 1 point	3 points	Project implementation schedule (Listed Activities in Section C3: Scope of Work)	<ul style="list-style-type: none">• Appropriateness of Project Implementation Plan and Project Schedule (Gantt Chart) detailing activities, task and sub-tasks, timeframes and milestones to be achieved 1 point• Appropriateness of Organogram for the proposed project team and their responsibilities to achieve the deliverables 1 point	2 points	Project implementation Risks and Risk Management proposal	<ul style="list-style-type: none">• Adequacy of understanding of program risks and appropriateness of mitigation options 1 point	1 point	Quality control mechanism be adopted	<ul style="list-style-type: none">• Adequacy of quality control process 1 point• Appropriateness of proposed quality control template 1 point	2 points	Stakeholder identification and management and reporting	<ul style="list-style-type: none">• Appropriateness of stakeholders' identification and proposed management process 1 point• Appropriateness of reporting system 1 point	2 points
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Clause number	Tender Data
5.13	<p>Tender offers will only be accepted if:</p> <ol style="list-style-type: none"> 1. the tenderer or any of its directors/ shareholders is not listed on the Register of Tender 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; 2. the tenderer has not: <ol style="list-style-type: none"> a. abused the Employer's Supply Chain Management System; or b. failed to perform on any previous contract and has been given a written notice to this effect; 3. the tenderer has duly completed and signed the SBD 4, Incomplete or unsigned or poorly completed forms will lead to a bidder being declared non responsive. 4. the tenderer has completed the Compulsory Enterprise Questionnaire and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process and persons in the employ of the state are permitted to submit tenders or participate in the contract; 5. the tenderer/s is registered on CSD prior submitting bids (open tenders). Any prospective bidder found to have Tax matters not in order with SARS (verified through CSD) during the evaluation process (after being given an opportunity to rectify tax matters) will be eliminated and not be considered further in the process. Preferred bidder/s will be afforded an opportunity to rectify their tax affairs within 7 days. A bidder that fails to rectify its tax matters with SARS will be eliminated. 6. A Resolution of signatory form has been completed and signed by director/s or a letter bearing a letterhead of the tenderer has been attached (specific to this bid) to the bid submission; it must be duly signed by all directors and submitted the bid. Only a duly authorised official can sign the bid.
5.14	<p>The number of paper copies of the signed contract to be provided by the employer is one to the successful Tenderer.</p>
5.17	<p>The additional conditions of tender are:</p> <p>Wherever a brand name is specified in this document (i.e. specifications, pricing schedule, bill of quantities or anywhere), the department requires an item similar/equivalent or better.</p>
5.17	<p>Cancellation and re-invitation of tenders</p> <p>MISA may, prior to the award of the tender, cancel the tender if-</p> <ol style="list-style-type: none"> (a) due to changed circumstances, there is no longer a need for the services, works or goods requested; or (b) funds are no longer available to cover the total envisaged expenditure; or (c) no acceptable tenders are received; or (d) Tender validity period has expired; or (e) Gross irregularities in the tender processes and/or tender documents; or (f) No market related offer received (after attempts of negotiation processes)

Clause number	Tender Data
	Where applicable, the decision to cancel the tender will be published in the CIDB website and in the Tender Bulletin or the media in which the original tender invitation was advertised.
	<p style="text-align: center;">TENDER AWARD</p> <p>A. The tender obtaining the highest number of total points may be awarded the contract, unless the Employer decided otherwise (ref: T1.1 Tender notice and invitation to tender).</p> <p>B. Preference point shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.</p> <p>C. Point scored must be rounded off to the nearest 2 decimal places. <i>(If the value of the 3rd decimal place is 1 up to 4, the points up to 2nd decimal place will be considered and if it is 5 up to 9, 1 will be added to the number at 2nd decimal place and the resulting point will be considered.)</i></p> <p>D. In the event that two or more Tenders have scored equal total point, the successful Bid must be the one scoring the highest number of preference points for B-BBEE.</p> <p>E. However, in the event that two or more Tenders have scored equal point including equal preference points for B-BBEE, the successful tender must be the one scoring the highest points for quality.</p> <p>F. Should two or more Tenders be equal in all respects, the award shall be decided by drawing of lottery by the Employer.</p> <p style="text-align: center;">ADDITIONAL CONDITIONS OF TENDER</p> <p>The additional conditions of Tender are:</p> <p>A. Joint Venture</p> <p>Tenders may form a joint venture acceptable to the Employer as detailed in the tender documents.</p> <p>B. Costs incurred by Bidder</p> <p>The Employer will neither be responsible for nor pay any expenses incurred or losses suffered by any Tenderer in the preparation of the tender or in attending the non-compulsory briefing session in connection therewith.</p> <p>C. Acceptance of Bid</p> <p>The Employer does not bind itself to accept the lowest or any Tender or to furnish any reason for the acceptance or rejection of a tender.</p> <p>D. Withdrawal of Tender during validity or Failure in signing Contract Agreement at Award</p> <p>Should a Tenderer</p> <p>a) Withdraw his Tender during the period of its validity; or</p>

Clause number	Tender Data
	<p>b) Give notice of his inability to execute the Contract or fail to execute the Contract; <u>or</u></p> <p>c) Fail to sign the Contract Agreement or furnish the required security/ insurance(s) within the period fixed in the Contract Data (ref: C1.2) in the Tender documents or any extended time agreed to by the Employer;</p> <p>then the Tenderer shall be liable for and pay to the Employer –</p> <p>i. All expenses incurred in calling for fresh Tender, if it should be deemed necessary by the Employer to do so;</p> <p>ii. The difference between Tender's tender and any less favourable tender accepted either by fresh tender being called or by another tender being accepted from those already received;</p> <p>iii. Any escalation of the Final Contract Price resulting from any delay caused in calling for fresh tender or accepting another tender from those already received, as the case may be.</p> <p>And the Employer shall have the right to recover such sums by set-off against any money which may be due or become due to the Tenderer, under this or any other tender or Contract between the Employer and the Tenderer, or against any guarantee or deposit which may have been furnished by or on behalf of the Tenderer for the due fulfilment of this or any other tender or Contract between the Employer and the Tenderer. Pending the ascertainment of the amount of the Tenderer's liability to the Employer in terms of this Condition of Tender, the Employer may retain such monies, guarantee or deposit as security for any loss, which the Employer may sustain by reason of the Tenderer's default.</p> <p>Provided always that the Employer may exempt a Tenderer from the provisions hereof, if it is of the opinion that the circumstances justify such exemption.</p> <p>E. Repudiation of Tender or Invalidation of Contract</p> <p>If the Employer is satisfied that the Tenderer or any person is being an employee, partner, director, member or shareholder of the Tenderer or a person acting on behalf of or with the knowledge of the Tenderer has offered, promised or given a bribe or other gift or remuneration to any person in connection with obtaining or execution of a Contract;</p> <p>a) has acted in a fraudulent or corrupt manner in obtaining or executing a Contract;</p> <p>b) has approached an officer or employee of the Employer with the object of influencing the award of a Contract in the Tenderer's favour;</p> <p>c) has entered into any agreement or arrangement, whether legally binding or not, with any other person, firm or company:</p> <p>d) to refrain from Tendering for this Contract;</p> <p>e) as to the amount of the Tender to be submitted by either party;</p> <p>f) has disclosed to any other person, firm or company other than the Employer, the exact or approximate amount of his proposed Tender except where the disclosure,</p>

Clause number	Tender Data
	<p>in confidence, was necessary in order to obtain insurance premium and surety quotations required for the preparation of the Bid.</p> <p>The Employer may, in addition to using any other legal remedies, repudiate the Bid or declare the Contract invalid should it have been concluded already.</p> <p>F. South African Jurisdiction</p> <p>The laws of the Republic of South Africa shall be applicable to each Contract created by the acceptance of a Tender and each Tenderer shall indicate a place in the Republic and specify it in his Tender as his domicilium citandi et executandi where any legal process may be served on him.</p> <p>Each Tenderer shall bind her/ himself to accept the jurisdiction of the Courts of Law of South Africa.</p> <p>G. Amendments to Tender by Employer</p> <p>a) Arithmetical Errors</p> <p>The Employer shall check and correct arithmetical errors for responsive Tenders in the following manner as per CIDB guideline (Ref: Practice # 2, version 1 – August 2006):</p> <ol style="list-style-type: none"> i. Where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern. ii. If the pricing (or bills of quantities or schedule of quantities or schedule of rates) apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern, and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected. iii. Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the bidder's addition of prices, the total of the prices shall govern and the tenderer will be asked to revise selected item prices (and their rates if bills of quantities apply) to achieve the tendered total of the Prices. <p>b) Imbalance in Tender Rates</p> <p>In the event of there being Tendered rates or lump sums being declared by the Employer to be unacceptable to him because they are either excessively low or high or not in proper balance with other rates or lump sums, the Tenderer may be required to produce evidence and advance arguments in support of the tendered rates or lump sums objected to. If, after submission of such evidence and any further evidence requested, the Employer is still not satisfied with the tendered rates or prices objected to, s/he may request the Tenderer to amend these rates and prices along the lines indicated by him.</p> <p>The Tenderer will then have the option to alter and/ or amend the rates and lump sums objected to and such other related amounts as are agreed on by the Employer, but this shall be done without altering the total tendered sum.</p>



MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

Cooperative Governance & Traditional Affairs

Tender no.:MISA/IDMS/ESBM/010/2022/23

**THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP
THE EASTERN SEABOARD MASTER PLAN WITHIN A PERIOD OF TWELVE
(12) MONTHS**

RETURNABLE DOCUMENTS

T2.1 LIST OF RETURNABLE DOCUMENTS

A. Documentation to demonstrate eligibility to have tenders evaluated

The required documentation as listed in **Clause 4.1 of T1.2 Tender Data**, must be submitted along with the tender for determining the eligibility of the tender.

Failure to provide these documents (A) shall result in the tenderer's tender not being evaluated.

B. Returnable schedules required for tender evaluation purposes

The tenderer must complete the following returnable schedules as relevant, which are attached here with the tender documents.

1. SBD 1 - Invitation to Bid
2. SBD 4 - Declaration on Interest
3. SBD 6.1 – Preference Points claim form
4. Samples of CSC000 sector coders Sworn Affidavits- A. EMEs and B. QSES (For tenderers with no B-BBEE Certificates)
5. CSD report Annexure
6. Tender's certificates Annexure
7. Resolution for Signatory
8. Certificate of Joint Ventures

Project

9. Schedule 1: Experience of the tenderer

10. Schedule 2: Experience of key person

11. Schedule 3: Plant and Equipment

C. Other documents contained herein in the tender documents required for tender evaluation purposes as listed below.

1. Record of Addenda to Tender Documents

2. Proposed Amendments and Qualifications

D. Documentation that will be used for evaluation and to incorporate into the contract, if the tender offer resulted in an award

1. The offer portion of C1.1 Form of offer and acceptance

2. Part 2 of C1.2 Contract data relevant to tenderer

3. C2.2 Price List

T2.2 RETURNABLE SCHEDULES

1. PART A – INVITATION OF BID

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)					
BID NUMBER:		CLOSING DATE:		CLOSING TIME:	
DESCRIPTION:					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER		CODE		NUMBER	
CELLPHONE NUMBER					
FACSIMILE NUMBER		CODE		NUMBER	
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS		TAX COMPLIANCE SYSTEM PIN:		OR CENTRAL SUPPLIER DATABASE No: MAAA	
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE		TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT [TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, COMPLETE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

PART B – TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.**
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- 1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.**
- 1.4. THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.**
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.**
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.**
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.**
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.**
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.**
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."**

2. SBD 4 - BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

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

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

2. Bidder's declaration

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

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

Full Name	Identity Number	Name of State Institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

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

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

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

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

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

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

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

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

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

3. SBD 6.1: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 preference point system will be applicable to this tender Points for this bid shall be awarded for:

(a) Price; and

(b) B-BBEE Status Level of Contributor.

1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.4 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) "B-BBEE" means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) "B-BBEE status level of contributor" means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) "bid" means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) "Broad-Based Black Economic Empowerment Act" means the Broad-Based Black Economic

Empowerment Act, 2003 (Act No. 53 of 2003);

- (e) "EME" means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) "functionality" means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) "prices" includes all applicable taxes less all unconditional discounts;
- (h) "proof of B-BBEE status level of contributor" means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) "QSE" means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) "rand value" means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 - \frac{Pt - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad Ps = 90 \left(1 - \frac{Pt - P_{\min}}{P_{\min}} \right)$$

Where

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

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	8	18
3	6	14
4	5	12
5	4	8
6	3	6

7	2	4
8	1	2
Non-compliant contributor	0	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

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

7.1.1 If yes, indicate:

- i) What percentage of the contract will be subcontracted..... %
- ii) The name of the sub-contractor.....
- iii) The B-BBEE status level of the sub-contractor.....
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

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

Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations, 2017:

Designated Group: An EME or QSE which is at least 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited
[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

8.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.
[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;

- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

**4. SAMPLES OF GENERIC SECTOR CODERS SWORN AFFIDAVITS-
A. EMES AND B. QSES (FOR TENDERERS WITH NO B-BBEE
CERTIFICATES SWORN AFFIDAVIT - TEMPLATES**

(IF APPLICABLE, CHOOSE THE CORRECT FORM AND COMPLETE)

NB:CHOOSE ONE i.e EME or QSE!!!!)

B-BBEE EXEMPTED AFFIDAVIT FOR EXEMPTED MICRO ENTERPRISES (EME)

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorized to act on its behalf:

Enterprise Name:			
Trading Name (If Applicable):			
Registration Number:			
Enterprise Physical Address:			
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):			
Nature of Construction Business:	BEPs (Built Environment Professional)	Contractor	Supplier
Definition of "Black People"	<p>As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians –</p> <p>(a) Who are citizens of the Republic of South Africa by birth or descent; or</p> <p>(b) Who became citizens of the Republic of South Africa by naturalization-</p> <ol style="list-style-type: none"> i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date 		

3. I hereby declare under Oath that as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is _____ % Black Owned
- The Enterprise is _____ % Black woman Owned
- The Enterprise is _____ % Owned by Black Designated Group (provide Black Designated Group Breakdown below as per the definition in the table above)
- o Black Youth % _____ %

- o Black Disabled % _____ %
- o Black Unemployed % _____ %
- o Black People living in Rural areas % _____ %
- o Black Military Veterans % _____ %

Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____ (DD/MM/YY), the annual Total Revenue was equal to/or less than the applicable amount confirmed by ticking the applicable box below.

Contractor / Consultancy	R10 million	
Supplier	R10 million	

If the turnover exceeds the applicable amount in the table above then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry.

☐ Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned but less than 100% black owned	Level Two (125% B-BBEE procurement recognition level)	
Less than 51% black owned	Level Four (100% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

Commissioner of Oaths
Signature & stamp

Date: _____

B-BBEE EXEMPTED AFFIDAVIT FOR QUALIFYING SMALL ENTERPRISES (QSE)

Issued in terms of paragraph(s) 9.6 and 12.6 (Implementation Guide for PPRregs 2017) and Paragraph(s) 3.7 & 5.1 of NT Circular No. 5 of 2016/2017

I, the undersigned,

Full name & Surname	
Identity number	

Hereby declare under oath as follows:

1. The contents of this statement are to the best of my knowledge a true reflection of the facts.
2. I am a Member / Director / Owner of the following enterprise and am duly authorized to act on its behalf:

Enterprise Name:		
Trading Name (If Applicable):		
Registration Number:		
Enterprise Physical Address:		
Type of Entity (CC, (Pty) Ltd, Sole Prop etc.):		
Nature of Construction Business:	Supplier / Service provider	Consultancy services Supplier
Definition of "Black People"	As per the Broad-Based Black Economic Empowerment Act 53 of 2003 as Amended by Act No 46 of 2013 "Black People" is a generic term which means Africans, Coloureds and Indians – (a) Who are citizens of the Republic of South Africa by birth or descent; or (b) Who became citizens of the Republic of South Africa by naturalization- i. Before 27 April 1994; or ii. On or after 27 April 1994 and who would have been entitled to acquire citizenship by naturalization prior to that date	

3. I hereby declare under Oath that as per Amended Code Series 100 of the Amended Codes of Good Practice issued under section 9 (1) of B-BBEE Act No 53 of 2003 as Amended by Act No 46 of 2013,

- The Enterprise is _____ % Black Owned
- The Enterprise is _____ % Black Female Owned
- The Enterprise is _____ % Owned by Black Designated Group (provide Black Designated Group Breakdown below as per the definition in the table above)
- o Black Youth % _____ %

- o Black Disabled % _____ %
- o Black Unemployed % _____ %
- o Black People living in Rural areas % _____ %
- o Black Military Veterans % _____ %

Based on the Financial Statements/Management Accounts and other information available on the latest financial year-end of _____ (DD/MM/YY), the annual Total Revenue was equal to/or less than the applicable amount confirmed by ticking the applicable box below.

Contractor / Consultancy services	R50 million	
Supplier	R50 million	

If the turnover exceeds the applicable amount in the table above then this affidavit is no longer applicable and an EME certificate must be obtained from a rating agency accredited by SANAS or when applicable a B-BBEE Verification Professional Regulator appointed by the Minister of Trade and Industry.

☐ Please confirm on the table below the B-BBEE level contributor, by ticking the applicable box.

100% Black Owned	Level One (135% B-BBEE procurement recognition level)	
At least 51% Black Owned but less than 100% black owned	Level Two (125% B-BBEE procurement recognition level)	

4. I know and understand the contents of this affidavit and I have no objection to take the prescribed oath and consider the oath binding on my conscience and on the owners of the enterprise which I represent in this matter.
5. The sworn affidavit will be valid for a period of 12 months from the date signed by commissioner.

Deponent Signature: _____

Date: _____

 Commissioner of Oaths
 Signature & stamp
 Date: _____

**5. CSD REPORT ANNEXURE - PROOF OF REGISTRATION ON THE
NATIONAL TREASURY CENTRAL SUPPLIER DATABASE (CSD
REPORT)**

(ATTACH HERE)

6. VALID CERTIFICATES OF A TENDERER

(ATTACH HERE)

7. RESOLUTION FOR SIGNATORY

A: CERTIFICATE OF AUTHORITY FOR SIGNATORY

Signatory for companies shall confirm their authority hereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors to this form or on company letter head.

An example is given below:

"By resolution of the board of directors passed at a meeting held on _____

Mr/Ms _____, whose signature appears below, has been duly authorised to

sign all documents in connection with the tender for Contract No. _____

and any Contract which may arise there from on behalf of (Block Capitals) _____

SIGNED ON BEHALF OF THE COMPANY: _____

IN HIS/HER CAPACITY AS: _____

DATE: _____

SIGNATURE OF SIGNATORY: _____

WITNESSES:

DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	
DIRECTOR (NAMES)		SIGNATURE	

If you cannot complete this form, attach a separate sheet (In a company letter head, project specific and signed by all directors):

8. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by joint ventures.		
We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms, authorised signatory of the company, acting in the capacity of lead partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf.		
PROJECT TITLE		
SCMU NUMBER	MISA/FC...../2021	
NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead partner:		Signature. Name Designation.....
..... .		Signature. Name Designation.....
..... .		Signature. Name Designation.....
..... .		Signature. Name Designation.....

9. EVALUATION SCHEDULE 1: TENDERER'S RELEVANT PROJECT EXPERIENCE (15)

Explanation of how points will be awarded for Relevant Project Experience

The project chosen for referencing should be for work done in the development of a minimum of Master Plans in the built environment and/or Spatial Development Frameworks.

Tenderers shall submit reference letters or completion certificate from the employer for project successfully completed. The projects should be within previous 10 years period from the date of tender advert and the tenderer must have been a principal agent not sub consultant.

The scoring of tenderer's experience will be as below:

Letter of completion or reference letter for each Master Plans and/or Spatial Development Framework project completed **30 points**

Less than 3 projects	= 0 points
3 projects	= 5 points
4 projects	= 10 points
5 projects	= 15 points
6 projects	= 20 points
7 projects	= 25 points
8 projects	= 30 points

NB: Tenderers should bear in mind that claims about the number of projects completed and the respective values will be verified in a number of ways, including contacting references. MISA reserves the right to verify all information presented by the tenderer.

The undersigned, who warrants that s/he is duly authorised to do so on behalf of the enterprise, confirms that the content of the reference letter(s) presented by the tenderer are within his/her personal knowledge and are to the best of his/her knowledge both are true and correct.

Signed

Date

Name

Position

Enterprise name

10. EVALUATION SCHEDULE 2: EXPERIENCE OF THE KEY PERSONNEL RESPONSIBLE FOR THE MANAGEMENT OF THE PROJECT AND THE PROJECT TEAM (55 points)

The experience of all the key personnel will be evaluated in relation to their respective academic qualifications, professional registration and experience (as explained herein in this schedule) on projects having scope of work relevant to this project and positions proposed by the tenderer.

CVs of key personnel should be submitted along with the submission referring to this schedule, preferably, using font Arial regular 10 points having margins at each side no less than 2,54 cm and line spacing 1,50 for each of the proposed key personnel.

The CV including qualifications and proof of registration will be used for the evaluation of each personnel for this section.

The scoring of the personnel will be as below: **55 points.**

1. Project Manager - Professional Town Planner [Total 15 points]

A Professional Town and Regional Planner with a Bachelor's Degree or B Tech Degree in Town and Regional Planning and professional registration with the South African Council for Planners (SACPLAN). The Project Manager must have a minimum of 8 years' experience after bachelor's degree qualification, in spatial planning, land use management and project management as well as the development of at least 3 Spatial Development Frameworks (SDF) or related.

1.1. Qualifications and Professional registration - 5 points

- a) Bachelor's degree / B Tech (NQF 7) Plus Professional Registration = 3 points
- b) BTech/Honours Degree (NQF 8) Plus Professional Registration = 4 points
- c) Master's degree and above (NQF 9) Plus Professional Registration = 5 points

1.2. Years of work experience (in Town Service planning as a project manager) (post Bachelor's degree qualification) - 10 points

- a) Below 8 years = 0 points
- b) 8 to below 10 years = 5 points
- c) 10 to below 15 years = 7 points
- d) 15 years and above = 10 points

2. Civil Engineer – [Total 10 points]

Civil Engineer registered as a Professional with ECSA (as a Technologist or Engineer) with a Bachelor's Degrees or BTech in Civil Engineering 8 years' post qualification experience in Built environment Master Plan, specifically the development of Basic Municipal infrastructure services.

2.1. Qualifications in Civil Engineering and professional registration with ECSA - 5 points

- d) Bachelor's Degree or BTech Plus Professional registration = 3 point
- e) Honours Degree Plus Professional registration = 4 points
- f) Master's Degree or above Plus Professional registration = 5 points

2.2. Years of work experience in Master plans for the municipal infrastructure basic services (Post Bachelor's or B Tech Degree Qualification) - 5 points

- | | | |
|------------------------|---|----------|
| e) Below 8 years | = | 0 points |
| f) 8 to below 9 years | = | 3 points |
| g) 9 to below 10 years | = | 4 points |
| h) 10 years and above | = | 5 points |

3. Electrical Engineer – [Total 5 points]

Electrical Engineer registered as a Professional with ECSA (as a Technologist or Engineer) with a Bachelor's Degrees in Electrical Engineering 8 years' post qualification experience in Built environment Master Plan, specifically the development of Basic Municipal infrastructure services.

3.1. Qualifications in Electrical Engineering and professional registration with ECSA - 3 points

- | | | |
|--|---|----------|
| d) Bachelor's Degree Plus Professional registration | = | 1 point |
| e) Honours Degree Plus Professional registration | = | 2 points |
| f) Master's Degree or above Plus Professional registration | = | 3 points |

3.2. Years of work experience in Master plans for the municipal infrastructure basic electrical services (Post Bachelor's Degree) 2 points

- | | | |
|-----------------------|---|----------|
| d) Below 8 years | = | 0 points |
| e) 8 to 9 years | = | 1 points |
| f) 10 years and above | = | 2 points |

4. Architect [5 points]

Architect with a minimum of a Bachelor's or B Tech Degree (NQF 7) in Architecture and registered with the South African Council for the Architectural Profession (SACAP) with a minimum of 5 years post bachelor's degree qualification experience 3D layout design and modelling.

4.1. Qualifications in Architect and professional registration with SACAP - 3 points

- | | | |
|---|---|----------|
| d) Bachelor's or B Tech Degree Plus Professional registration | = | 1 point |
| e) Honours Degree Plus Professional registration | = | 2 points |
| f) Master's Degree or above Plus Professional registration | = | 3 points |

4.2. Years of work experience in Master plans for the municipal infrastructure services (Post Bachelor's or B Tech Degree Qualifications) - 2 points

- | | | |
|-----------------------|---|----------|
| d) Below 8 years | = | 0 points |
| e) 8 to 9 years | = | 1 points |
| f) 10 years and above | = | 2 points |

5. Economist – [5 Points]

Economist with a minimum of a Bachelor of Commerce Degree in Economics with a minimum of years post qualification experience in Development Economics, or related economics fields.

5.1. Qualifications in Economics - 3 points

- | | | |
|----------------------|---|----------|
| g) Bachelor's Degree | = | 1 point |
| h) Honours Degree | = | 2 points |

i) Master's Degree = 3 points

5.2. Years of work experience in Development economics and other economics related fields (Post Bachelor's Degree) - 2 points

- | | |
|-----------------------|------------|
| d) Below 8 years | = 0 points |
| e) 8 to 9 years | = 1 points |
| f) 10 years and above | = 2 points |

6. Finance practitioner – [5 Points]

Professional finance practitioner with a minimum of a Bachelor of Commerce Degree in finance with a minimum of 8 years post qualification experience in Development financing. or related fields.

6.1. Qualifications in Finance or relevant 3 points

- | | |
|-----------------------------|------------|
| j) Bachelor's Degree | = 1 point |
| k) Honours Degree | = 2 points |
| l) Master's Degree or above | = 3 points |

6.2. Years of work experience in Developmental financing (Post Bachelor's Degree qualification) - 2 points

- | | |
|-----------------------|------------|
| d) Below 8 years | = 0 points |
| e) 8 to 9 years | = 1 points |
| f) 10 years and above | = 2 points |

7. Environmental Practitioner [Total 5 points]

An Environmental professional with a Bachelor's Degree in Environmental Science or Environmental Management and registration with the South African Council for Natural Scientific Professions (SACNASP) and a minimum of 8 years post-qualification experience in environmental planning, environmental impact assessments, climate change research.

7.1. Qualifications in Environmental studies and professional registration with SACNASP - 3 points

- | | |
|--|------------|
| d) Bachelor's Degree Plus Professional registration | = 1 point |
| e) Honours Degree Plus Professional registration | = 2 points |
| f) Master's Degree or above Plus Professional registration | = 3 points |

7.2. Years of work experience in environmental planning, environmental impact assessments, climate change research (Post Bachelor's Degree) - 2 points

- | | |
|-----------------------|------------|
| d) Below 8 years | = 0 points |
| e) 8 to 9 years | = 1 points |
| f) 10 years and above | = 2 points |

8. Geographic Information Systems Practitioner - [5 points]

A GIS Practitioner with a Bachelor's Degree or equivalent (NQF 7) in Geographic Information Science or Geographic Information Systems and registered as a GISc Professional or Technologist with South African Geomatics Council (SAGC) with 8 years post-qualification experience in geographic information systems, geospatial data, land and cadastral information and mapping.

8.1. Qualifications In GIS and professional registration with a reputable council. - 3 points

- d) Bachelor's Degree Plus Professional registration = 1 point
- e) Honours Degree Plus Professional registration = 2 points
- f) Master's Degree or above Plus Professional registration = 3 points

8.2. Years of work experience in environmental planning, environmental impact assessments, climate change research (Post Bachelor's Degree qualifications) - 2 points

- d) Below 8 years = 0 points
- e) 8 to 9 years = 1 points
- f) 10 years and above = 2 points

9. Information and Communication Technology (ICT) practitioner - [5 points]

ICT Professional with a Bachelor's Degree (NQF 7) In Computer Science or Information Technology with a minimum of 8 years post-qualification experience in ICT development, ICT infrastructure planning.

9.1. Qualifications In Computer Science or Information Technology and professional registration with ITA - 3 points

- d) Bachelor's Degree Plus Professional registration = 1 point
- e) Honours Degree Plus Professional registration = 2 points
- f) Master's Degree or above Plus Professional registration = 3 points

9.2. Years of work experience in ICT development, ICT infrastructure planning. (Post Bachelor's Degree qualification) - 2 points

- d) Below 8 years = 0 points
- e) 8 to 9 years = 1 points
- f) 10 years and above = 2 points

The undersigned, who warrants that s/he is duly authorised to do so on behalf of the enterprise, confirms that the content of the reference letter(s) presented by the tenderer are within his/her personal knowledge and are to the best of his/her knowledge both true and correct.

Signed

Date

Name

Position

Enterprise name

11.EVALUATION SCHEDULE 3: APPROACH PAPER (10 points)

The approach paper must respond to the scope of work (reference: C3 Scope of work).

Methodology must be comprehensive and must indicate sufficient knowledge of the subject matter, cover innovative and efficient approaches towards identification of the renewable energy resources in the area. The approach proposal should articulate what value-add the respondent will provide in achieving the stated objectives for the project. Must demonstrate sufficient understanding of the scope of work and desired outcomes: **not more than 10 pages**.

The approach paper must contain at least the following:

Table of Contents: Listing of contents of the approach paper with page numbers and/ references to annexures (if any);

Executive Summary: A brief summary of the whole contents of the approach paper;

1. Methodology to be adopted.
2. Project Implementation Plan and Project Schedule (Gantt Chart) detailing activities, task and sub-tasks to be achieved.
3. Organogram for the proposed project team and their responsibilities to achieve the deliverables.
4. Identified project implementation Risks and Risk Management proposal.
5. Quality control mechanism to be adopted for project deliverables.
6. Stakeholder identification, management and reporting mechanism to be followed.

The scoring of the approach paper will be as detailed hereunder:

Evaluating Point	Assessment Criteria	Maximum allocated point(s)
Approach Paper		<u>10 points</u>
Methodology to be adopted	<ul style="list-style-type: none">• Appropriate understanding of the scope of work 1 point• Appropriately informative proposed approach 1 point• Clearly defined methodology to be adopted 1 point	3 points

Evaluating Point	Assessment Criteria	Maximum allocated point(s)
Project implementation schedule (Listed Activities in Section C3: Scope of Work)	<ul style="list-style-type: none"> • Appropriateness of Project Implementation Plan and Project Schedule (Gantt Chart) detailing activities, task and sub-tasks, timeframes and milestones to be achieved 1 point • Appropriateness of Organogram for the proposed project team and their responsibilities to achieve the deliverables 1 point 	2 points
Project implementation Risks and Risk Management proposal	<ul style="list-style-type: none"> • Adequacy of understanding of program risks and appropriateness of mitigation options 1 point 	1 point
Quality control mechanism be adopted	<ul style="list-style-type: none"> • Adequacy of quality control process 1 point • Appropriateness of proposed quality control template 1 point 	2 points
Stakeholder identification and management and reporting	<ul style="list-style-type: none"> • Appropriateness of stakeholders' identification and proposed management process 1 point • Appropriateness of reporting system 1 point 	2 points

The undersigned, who warrants that s/he is duly authorised to do so on behalf of the enterprise, confirms that the content of the reference his/her letter(s) presented by the tenderer are within his/her personal knowledge and are to the best of knowledge both true and correct.

The undersigned, who warrants that s/he is duly authorised to do so on behalf of the enterprise, confirms that the content of this schedule that presented by the tenderer are within my personal knowledge and are to the best of my knowledge both true and correct.

Signed _____ Date _____

Name: _____ Capacity: _____

Name of the Firm: _____

**C. OTHER DOCUMENTS CONTAINED HEREIN IN THE TENDER DOCUMENTS
REQUIRED FOR TENDER EVALUATION PURPOSES AS LISTED BELOW.**

12. RECORD OF ADDENDA TO TENDER DOCUMENTS

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed

Date

Name

Position

Tenderer

13. PROPOSED AMENDMENTS AND QUALIFICATIONS

The Tenderer should record any deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a tenderer may state such deviations and qualifications in a covering letter to his tender and reference such letter in this schedule.

The Tenderer's attention is drawn to clause 5.8 of SANS 10845-3 regarding the employer's handling of material deviations and qualifications.

Page	Clause or Item	Proposal

Signed

Date

Name

Position

Tenderer



MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

Cooperative Governance & Traditional Affairs

Tender no.:MISA/IDMS/ESBM/010/2022/23

**THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP THE
EASTERN SEABOARD MASTER PLAN WITHIN A PERIOD OF TWELVE (12) MONTHS**

The Contract

PROJECT:

Reference no.:

Based on

**NEC 3: Engineering and Construction Contract (Option A: Priced Contract with
Activity Schedule)**

PART C1: AGREEMENTS AND CONTRACT DATA

C1.1 Form of offer and acceptance

C1.2 Contract data

FORM OF OFFER AND ACCEPTANCE

OFFER

The *Employer*, identified in the Acceptance signature block, has solicited offers to enter into a contract for the provision of services as described in Part 1 of the Contract Data.

The tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the Returnable Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the tenderer offers to perform all of the obligations and liabilities of the *Contractor* 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 VAT AND EXPENSES,
calculated in accordance with the *conditions of contract as detailed hereunder*:

Total Amount: R _____ **(In figure), (Rand** _____

_____) **(In word)**

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 including the Schedule of Deviations (if any) to the tenderer before the end of the period of validity stated in the Tender Data, or other period as agreed, whereupon the tenderer becomes the party named as the *Contractor* in the conditions of contract identified in the Contract Data.

Signature

Date:

Name

Capacity

**For the
tenderer:**

**Name &
signature
of witness**

*(Insert name and address of
organisation)*

Date

ACCEPTANCE

By signing this part of this Form of Offer and Acceptance, the *Employer* identified below accepts the tenderer's Offer. In consideration thereof, the *Employer* shall pay the Contractor the amount due in accordance with the *conditions of contract* identified in the Contract Data. Acceptance of the tenderer's Offer shall form an agreement between the *Employer* and the tenderer upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

Part C1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)

Part C2 Pricing Data

Part C3 Scope of Work

Part C4 Site Information

and drawings and documents (or parts thereof), which may be incorporated by reference into the above listed Parts.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Returnable Schedules as well as any changes to the terms of the Offer agreed by the tenderer and the *Employer* during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Form of Offer and Acceptance. No amendments to or deviations from said documents are valid unless contained in this Schedule.

The tenderer shall within two weeks of receiving a completed copy of this agreement, including the Schedule of Deviations (if any), contact the *Employer's* agent (whose details are given in the Contract Data) to arrange the delivery of any securities, bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the *conditions of contract* identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the tenderer receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the tenderer (now *Contractor*) within five working days of the date 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(s)	Mr Ntandazo Vimba
Capacity	Chief Executive Officer
For the Employer	Municipal Infrastructure Support Agent

Schedule of Deviations

1 Subject

Details

.....

.....

.....

2 Subject

Details

.....

.....

.....

3 Subject

Details

.....

.....

.....

4 Subject

Details

.....

.....

.....

5 Subject

Details

.....

.....

.....

By the duly authorised representatives signing this agreement, the *Employer* and the Tenderer agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the returnable schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Tenderer and the *Employer* during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or Implied during the period between the issue of the tender documents and the receipt by the tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.



MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

Cooperative Governance & Traditional Affairs

Tender no.:MISA/IDMS/ESBM/010/2022/23

THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP THE EASTERN SEABOARD MASTER PLAN WITHIN A PERIOD OF TWELVE (12) MONTHS

C1.2 CONTRACT DATA

The Conditions of Contract are the NEC3 Professional Services Contract (Third edition of April 2013) published by the Institution of Civil Engineers (ICE), United Kingdom. It is assumed that the Tenderer is in possession of the Conditions of Contract or able to possess one.

Each item of data given below is cross-referenced to the clause in the NEC3 Professional Services Contract, which requires it. The Contract Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the above referenced NEC3.

Part one - Data provided by the *Employer*

1 General

The conditions of the contract are the core clauses and the clauses for main Options

A: Priced contract with activity schedule

Dispute resolution Option

W1: Dispute resolution procedure

And secondary Option

X2: Changes In Law

X7: Delay Damages

X10: Employer's Agent

Z: Additional conditions of contract
of the NEC 3

10.1 ***The Employer is***
Municipal Infrastructure Support Agent
Physical Address: Lethaba House, Riverside Office Park
1303 Heuwel Avenue, Centurion, Pretoria 0046
Postal Address: Private Bag X105, Centurion 0046
Telephone: 012 848 5300

11.2(7) ***The Scope is as given in section C3: Scope of works of tender documents***

12.2 ***The law of the contract is the law of the Republic of South Africa***

13.1 ***The language of this contract is English***

13.3 ***The period of reply is 2 weeks***

2 *The Parties' main responsibility*

22.1 If the Service provider subcontracts work, it should not be more than 25% of the total value of the contract.

3 *Time*

30.1 The *starting date* is **14 days** after the date of issuance (exclusive) of the award letter unless otherwise agreed by the Parties

11.2(2) The *completion date* for the whole of the *services* is **12 calendar months** after the start date.

31.1 The *Service Provider* submits programme with the tender according to the *Scope*, considering the *starting date* and *completion date*, which will be adjusted, if need be, based on proposed duration in the programme through consultation..

5 *Payment*

50.1 The *assessment interval* is monthly on or before the **20th** day of each successive month.

50.3 The *expenses* stated by the *Employer* are

Item	Amount

<ul style="list-style-type: none"> • printing or reproduction of documents issued to the <i>Employer</i> or, where instructed by the <i>Employer</i>, to Others, other than general correspondence and minor reports • covers and binding of documents issued to the <i>Employer</i> or, where instructed by the <i>Employer</i>, to Others other than general correspondence and minor reports • maps, models and presentation materials required by the <i>Employer</i> 	market related cost or in accordance with the latest Rates for Reimbursable expenses published on www.publicworks.gov.za/Service Providers
<ul style="list-style-type: none"> • Accommodation where the services necessitates that staff identified in Part 2 of the Contract Data to be accommodated in areas as identified by the <i>Employer</i> to perform the services authorised by the <i>Employer</i> 	Cost limited to R 1 400 per person per day including bed and breakfast.
<ul style="list-style-type: none"> • Vehicle travel within areas identified by the employer to perform the services as authorised by the <i>Employer</i>. (For Staff identified in Part 2 of the Contract Data) 	In accordance with the latest Rates Department of Transport

51.1 The period within which the payments are made is **thirty days** from the date of receipt (exclusive) of the invoice.

51.2 The *currency of this contract* is the South African Rand.
The *interest rate* is the Prime lending rate of the *Employer's Bank*.

6 Compensation events

7 Rights to material

No data required for this section of the *conditions of contract*.

80 Indemnity, Insurance and Liabilities

8.1 The amounts of insurance and the periods for which the *Consultant* maintains insurance are

Event	Cover	The period following Completion of the whole of the works or earlier termination
Risk of design deficiency and or errors for which events Professional Indemnity would cover.	R 3 million in respect of each claim, without limit to the number of claims	Until the end of the <i>completion date</i> .
Death of or bodily injury to employees of the <i>Consultant</i> arising out of and in the course of	That which is prescribed by the Compensation Injuries and Diseases Act No. 130 of 1993 as	Until the end of the <i>completion date</i> .

	<div> <div>their employment in connection with this contract</div> <div>amended and whatever the Service Provider deems desirable also</div> <div>Amount of cover to match contract value</div> </div> <div>All risk contract works</div>	
81.1	The <i>Employer</i> provides no insurance cover.	
81.2	The <i>Consultant</i> provides the certificate(s) from accredited insurer(s) or broker(s) of South Africa stating that the insurance(s) required by this contract are in force prior to the signing of the contract arising from the award.	
9	Termination and dispute resolution	
	No data required for this section of the <i>conditions of the contract</i> .	
10	Data for main Option clause	
A	Priced contract with activity schedule	
	No data required for this section of the <i>conditions of the contract</i> .	
11	Data for Option W1	
W1.1	The <i>Adjudicator</i> is the person selected by the Parties from the Panel of NEC Adjudicators set up by ICE-SA, a joint division of the Institution of Civil Engineers and the South African Institution of Civil Engineering (see www.ice-sa.org.za).	
W1.2(3)	The <i>adjudicator nominating body</i> is the Chairman of ICE-SA, a Joint Division of the Institution of Civil Engineers and the South African Institution of Civil Engineering (see www.ice-sa.org.za).	
W1.4((2)	The <i>tribunal</i> refers to a South African Court of Law	
12	Data for secondary Option clause(s)	
Option X1	Price adjustment for inflation	
X1.1	Contract Price Adjustments/Increases (CPA/CPI)	
	No CPA or CPI will apply for this contract	
X7	The <i>delay damages</i> for completion of the wholes of the works are R 5000 per calendar day	
X2	Change in the law	
X2.1	The <i>law of the project</i> is the law of the Republic of South Africa subject to the jurisdiction of the Courts of South Africa.	
X10	Employer's Agent	

X10.1 **The Employer's Agent is**
Chief Executive Officer (Or Designated MISA Official)
Mr Ntandazo Vimba
Physical Address: Letaba House, Riverside Office Park
 1303 Heuwel Avenue, Centurion, Pretoria 0046
Postal Address: Private Bag X105, Centurion 0046
Telephone: 012 848 5300

Z *Additional conditions of contract*

The additional conditions of contract are

Z1 **Tax Invoices**

The Service Provider's Invoice.

Delete the first sentence of core clause 50.2 and replace with:

Invoices submitted by the *Service Provider* to the *Employer* include

the details stated in the *Scope/ Price Schedule* to show how the amount due has been assessed, and

the details required by the *Employer* for a valid tax invoice.

Delete the first sentence of core clause 51.1 and replace by:

The *Employer* makes each payment within **thirty** days from the date of receipt (exclusive) of the *Service Provider's* invoice showing the details, which this contract requires or if a different period is stated in the Contract Data, within the period stated.

Z2 **Selection and appointment of the Adjudicator**

Add the following paragraph to clause W.1.2(1)

Within 2 weeks after declaring a dispute and if the *Adjudicator* was not yet appointed with a previous dispute, the notifying Party notifies the other Party of the names of two persons he has chosen from the Panel of NEC Adjudicators set up by ICE-SA, a joint division of the Institution of Civil Engineers and the South African Institution of Civil Engineering (see www.ice-sa.org.za), whose availability to act as the *Adjudicator* the notifying Party has confirmed. The other Party selects one of the two persons chosen to be the *Adjudicator* within four days of receiving the notice, failing which the person chosen by the notifying Party will be the *Adjudicator* for the Contract. The Parties appoint the selected *Adjudicator* under the NEC3 Adjudicator's Contract, April 2013.

Z3 **Acts or omissions by mandatories**

In terms of Section 37(2) of the Occupational health and Safety Act of 1993 (Act 85 of 1993), the *Consultant* hereby agrees that the *Employer* is relieved of any and all of its liabilities in terms of Section 37(1) of this Act in respect of any acts or omissions of the *Consultant* and his employees to the extent permitted by this Act, and that this contract comprises the written agreement between the *Employer* and the *Consultant* contemplated in section 37(2).

Part two - Data provided by the Consultant

10.1 *The Consultant is*

Name: _____

Physical Address: _____

Post Code: _____

Postal Address: _____ Post Code: _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

22.1 *The Consultant's key persons are:*

1 Name: _____

Position in the Project Team: _____

Responsibilities: _____

Qualifications: _____

Physical Address: _____

Post Code: _____

Postal Address: _____ Post Code: _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

(Please use the table 1 below referring to this clause for detailing information for all key *Consultant's* key persons as indicated referred to **T2.2 Returnable schedules: Evaluation Schedule 2**

Table 1: List of Key Personnel (See the example below)

No	Role	Name and Surname	Qualification and date attained	Professional Registration and date registered	Reg. Number	Total Number of Experience
1	Team Leader					
2	Electrical Engineer					
3	Civil Engineer					
4	Town Planner					
5	Architect					
6	Economist					
6	Financial Practitioner					
7	Geographic Information Systems Specialist					
9	Environmental management practitioner					
Additional Personnel if Applicable						
No	Role	Name and Surname	Qualification and date attained	Professional Registration and date registered	Reg. Number	Total Number of Experience
1						
2						
3						

4						
---	--	--	--	--	--	--

PRICING DATA

C2.1 PRE-AMBLE OF THE PRICING SCHEDULE

1. Pricing Assumptions forms part of the contract documents and must be read in conjunction with all the other documents comprising the tender documents.
2. The Tenderer has to quote prices against each of the items of price lists (C2.2: Pricing list) covering all services as deemed required for the successful completion of each of the items.
3. The tenderer has to reach a total cost of each of the deliverable (as explained in Section C3: Scope of works) to arrive at the project cost; these costs are inclusive of all activities costs and VAT. No other costs, under any circumstances, would be payable against accepted completed deliverables.
4. Expenses costs will be paid according to the latest Rates for Reimbursable expenses published on www.publicworks.gov.za. Service Providers will be reimbursable based on actual cost for only for the professionals listed in the Evaluation Schedule 2. All travel shall have to be according to the requirement of the project and approved by the Project Manager prior to actual travel. Travel expenses Item in the Activity Schedule include VAT.
5. The tenderer has to submit, together with the tender, details of the quoted total cost using the table given in **Annexure A: Breakdown of Costs of Quoted Price**. Each of the deliverables has to be cost detailing of activities showing personnel input and rate, showing all possible cost inclusive of all taxes (except VAT) to be incurred by the tenderer in executing the project, staff, administration, profit margin, etc. This is to justify the tenderer's tendered price.
6. The quantities may increase or decrease according to the actual need of the project wherever quantities are provided except those items with 'Lump Sum' units.
7. All items on the Price List must be priced.
8. Tenderers must note that in case of a successful tenderer offering discount, the offered discount will remain in force for the full duration of the contract and no negotiations to adjust the discount will be entertained under any circumstances.
9. The Tenderers may be asked for time-based work on activities identified during the execution of the project in addition to the priced items, which will be deemed necessary by the Project. **The cost of the engagement shall be determined based on the personnel rate given by the Tenderer in arriving at a price for the tender and be paid out of the provisional sum provided in the price schedule.**
10. All rates and sums of money quoted in the 'Price list' shall be in South African Rand and whole cent. Fractions of a cent shall be discarded.
11. The quantities of work as measured and accepted and certified for payment in accordance with the Conditions of Contract, and not the quantities stated in the Bill of Quantities, will be used to determine payments to the Service Provider. The validity

of the Contract shall in no way be affected by differences between the quantities in the Activity Schedule and the quantities certified for payment.

12. Tenderers should take note that payment will be only based on acceptable completed deliverable on production of appropriate tax invoice(s). Any payment claimed as part completion of an activity may be considered if the completion of work is acceptable and does not influence the completion of the rest of activities at agreed pro-rata with the Project Manager.
13. Tenderers should submit a cash flow projection for the whole project aligned with implementation schedule for completion of each activity (clause 31.1 of NEC 3, PSC) taking into account the *starting date* and *completion date*, which may be adjusted at inception with the agreed Project Implementation Plan (PIP).
14. Costs incurred by the Consultant other than the listed expenses are assumed as included in the Rates and Prices quoted. If expenses are paid at cost, then 'at cost' should be entered into the Rate column.
15. Tenderers must note that the offered discount will remain in force for the full duration of the contract and no negotiations to adjust the discount will be entertained under any circumstances.
16. For the purposes of this Schedule of costs the following words shall have the meanings hereby assigned to them:
 - **Unit:** The unit of measurement for each item of work as defined in the Standardized, Project or Particular Specifications
 - **Quantity:** The number of units of work for each item
 - **Rate:** The payment per unit of work at which the Bidder bids to do the work
 - **Amount:** The quantity of an item multiplied by the bid rate of the (same) item
 - **Sum:** An amount bid for an item, the extent of which is described in the Bill of Quantities, the Specifications or elsewhere, but of which the quantity of work is not measured in units
 - **Provisional Sum** - is an allowance, usually estimated by the employer, that is inserted into the tender documents for a specific element of the works that is not yet defined in enough detail for tenderers to price. The Prov-Sum is calculated estimate which must not be exceeded.
17. The units of measurement indicated in the Schedule of costs are metric units. The following abbreviations may appear in the Bill of Quantities:

mm = millimetre

m	=	metre
km	=	kilometre
km-pass	=	kilometre-pass
m ²	=	square metre
m ² -pass	=	square metre-pass
ha	=	hectare
m ³	=	cubic metre
m ³ -km	=	cubic metre-kilometre
kW	=	kilowatt
kN	=	kilonewton
kg	=	kilogram
t	=	ton (1 000 kg)
%	=	per cent
MN	=	meganewton
MN-m	=	meganewton-metre
PC Sum	=	Prime Cost Sum
Prov Sum	=	Provisional Sum



Municipal Infrastructure Support Agent (MISA)

Cooperative Governance & Traditional Affairs (CoGTA)

Reference no.: MISA/IDMS/ESBM/010/2022/23

**THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP THE
EASTERN SEABOARD MASTER PLAN WITHIN A PERIOD OF TWELVE (12) MONTHS**

C2.2.1 THE PRICING SCHEDULE

A tenderer has to quote all of the items of the pricing schedule.

The Client makes entries in the first five columns.

For each row:

1. If the *Consultant* is to be paid an amount for an item that is not adjusted if the quantity of work in the item changes, the tenderer enters the amount in the Price column only.
2. If the *Consultant* is to be paid an amount for an item of work, which is the rate for work multiplied by the quantity completed, the tenderer enters the rate, which is then multiplied by the expected quantity to produce the Price, which is also entered.

Costs incurred by the *Consultant* other than the listed expenses are included in the Rates and Prices and the *staff rates*. If expenses are paid at cost, then 'at cost' should be entered into the Rate column.

C2.2.1 THE PRICING SCHEDULE (ACTIVITY) CUSTOMISE ACCORDING TO YOUR NEEDS

ACTIVITY SCHEDULE					
Deliverable Number	Description	Unit	Quantity	Rate Rand	Total Item Price Rand
DELIVERABLE 1	Phase 1: Project Initiation: Signed Contract and accepted Inception Report	Sum	1		
DELIVERABLE 2	Phase 2: Status Quo Research Report	Sum	1		
DELIVERABLE 3	Phase 3: Eastern Seaboard Regional spatial plan & Infrastructure Assessment and Synthesis	Sum	1		
DELIVERABLE 4	Phase 4: Draft Eastern Seaboard Master Plan	Sum	1		
DELIVERABLE 5	Phase 5: Public Participation and 2nd Draft Eastern Seaboard Master Plan	Sum	1		
DELIVERABLE 6	Phase 6: Final Eastern Seaboard Master Plan & Contract Closeout	Sum	1		
Sub-Total (Deliverable 1 to 6)					
15% VAT					
Total					
EXPENSES	Travel, accommodation and other related costs payable based on actual Cost	Sum	1		
Grand-Total (Total + Expenses) To be carried to the form of offer					

TOTAL QUOTED PRICE (In words)

Ran:

THIS PRICE MUST BE CARRIED TO THE FORM OF OFFER

ANNEXURE A: BREAKDOWN OF COSTS OF QUOTED PRICE FOR WORKING OUT BID COMPARATIVE PRICE

A. Assumptions

Number of working hours per day = 8 hours;
 Number of working days per year = 230 days; and
 Full Time Equivalent (FTE) over 12 months = days.

B. Summary of Person days and FTE over 16 months and Total cost per person

Position Name of Resources in the proposed project Team	Hourly Rate (inclusive of all cost, except VAT) (Rand)	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total Person days over 12 months	FTE over 12 months (in number of person)	Total cost per person (Rand)
1. Project Manager					
2. Civil Engineer.					
3. Town Planner					
4. Electrical Engineer					
5. Architect					
6. Economist					
7. Financial Practitioner					
8. Environmental Practitioner					
9. Geographic Information Systems Practitioner					
Others (Defined by Tenderer, e.g. sub-contractors, etc.)					

Position Name of Resources in the proposed project Team	Hourly Rate (inclusive of all cost, except VAT) (Rand)	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total Person days over 12 months	FTE over 12 months (in number of person)	Total cost per person (Rand)
Total					
VAT @ 15%					
Grand Total					

C. Cost details for deliverables and Activities (TEMPLATE TO BE USED) NB the Tenderer must complete the table below.

Deliverable and Activity Number & Description	Position Name of Resources In the proposed project Team	Duration of Activity over 16 months (Days)	Commitment % of resource	Equivalent person Days	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total cost per person (inclusive of all cost, except VAT) (Rand)
DELIVERABLE 1: PROJECT INITIATION: SIGNED CONTRACT AND ACCEPTED INCEPTION REPORT						
ACTIVITY __:						
	Others (Defined by Tenderer, e.g. sub-contractors, etc.)					
DELIVERABLE 1 TOTAL						
Deliverable and Activity Number & Description	Position Name of Resources In the proposed project Team	Duration of Activity over 16 months (Days)	Commitment % of resource	Equivalent person Days	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total cost per person (inclusive of all cost, except VAT) (Rand)
DELIVERABLE 2: STATUS QUO RESEARCH REPORT						
ACTIVITY __:						

Deliverable and Activity Number & Description	Position Name of Resources in the proposed project Team	Duration of Activity over 18 months (Days)	Commitment % of resource	Equivalent person Days	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total cost per person (inclusive of all cost, except VAT) (Rand)
	Others (Defined by Tenderer, e.g. sub-contractors, etc.)					
DELIVERABLE 2 TOTAL						
Deliverable and Activity Number & Description	Position Name of Resources in the proposed project Team	Duration of Activity over 18 months (Days)	Commitment % of resource	Equivalent person Days	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total cost per person (inclusive of all cost, except VAT) (Rand)
DELIVERABLE 3: EASTERN SEABOARD REGIONAL SPATIAL PLAN & INFRASTRUCTURE ASSESSMENT AND ANALYSIS						
ACTIVITY __:	Project Manager: Professional Town and Regional Planner or Professional Civil Engineer					
	Professional Town and Regional Planner					

Deliverable and Activity Number & Description	Position Name of Resources in the proposed project Team	Duration of Activity over 18 months (Days)	Commitment % of resource	Equivalent person Days	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total cost per person (inclusive of all cost, except VAT) (Rand)
	Civil Engineer: Water and Sanitation Specialist					
	Electrical Engineer					
	Architect or Urban Designer					
	Economist/Development Finance Specialist					
	Environmental Specialist					
	Geographic Information Systems Specialist					
	Information and Communication Technology (ICT) Specialist					
	Others (Defined by Tenderer, e.g. sub-contractors, etc.)					
DELIVERABLE 3 TOTAL						
Deliverable and Activity Number & Description	Position Name of Resources in the proposed project Team	Duration of Activity over 18 months (Days)	Commitment % of resource	Equivalent person Days	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total cost per person (inclusive of all cost, except VAT) (Rand)
DELIVERABLE 4: DRAFT EASTERN SEABOARD MASTER PLAN						
ACTIVITY ___:	Project Manager: Professional Town and Regional Planner or Professional Civil Engineer					

Deliverable and Activity Number & Description	Position Name of Resources In the proposed project Team	Duration of Activity over 16 months (Days)	Commitment % of resource	Equivalent person Days	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total cost per person (inclusive of all cost, except VAT) (Rand)
	Professional Town and Regional Planner					
	Civil Engineer: Water and Sanitation Specialist					
	Electrical Engineer					
	Architect or Urban Designer					
	Economist/Development Finance Specialist					
	Environmental Specialist					
	Geographic Information Systems Specialist					
	Information and Communication Technology (ICT) Specialist					
	Others (Defined by Tenderer, e.g. sub-contractors, etc.)					
DELIVERABLE 4 TOTAL						
Deliverable and Activity Number & Description	Position Name of Resources In the proposed project Team	Duration of Activity over 16 months (Days)	Commitment % of resource	Equivalent person Days	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total cost per person (inclusive of all cost, except VAT) (Rand)
DELIVERABLE 5: PUBLIC PARTICIPATION & 2ND DRAFT EASTERN SEABOARD MASTER PLAN						

Deliverable and Activity Number & Description	Position Name of Resources in the proposed project Team	Duration of Activity over 16 months (Days)	Commitment % of resource	Equivalent person Days	Daily Rate (Inclusive of all cost, except VAT) (Rand)	Total cost per person (Inclusive of all cost, except VAT) (Rand)
ACTIVITY ____:	Project Manager: Professional Town and Regional Planner or Professional Civil Engineer					
	Professional Town and Regional Planner					
	Civil Engineer: Water and Sanitation Specialist					
	Electrical Engineer					
	Architect or Urban Designer					
	Economist/Development Finance Specialist					
	Environmental Specialist					
	Geographic Information Systems Specialist					
	Information and Communication Technology (ICT) Specialist					
	Others (Defined by Tenderer, e.g. sub-contractors, etc.)					
DELIVERABLE 6 TOTAL						
Deliverable and Activity Number & Description	Position Name of Resources in the proposed project Team	Duration of Activity over 16	Commitment % of resource	Equivalent person Days	Daily Rate (Inclusive of all cost, except VAT)	Total cost per person (Inclusive of

Deliverable and Activity Number & Description	Position Name of Resources In the proposed project Team	Duration of Activity over 18 months (Days)	Commitment % of resource	Equivalent person Days	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total cost per person (inclusive of all cost, except VAT) (Rand)
		months (Days)			(Rand)	all cost, except VAT (Rand)
DELIVERABLE 6: FINAL EASTERN SEABOARD MASTER PLAN AND CONTRACT CLOSEOUT						
ACTIVITY ____:	Project Manager: Professional Town and Regional Planner or Professional Civil Engineer					
	Professional Town and Regional Planner					
	Civil Engineer: Water and Sanitation Specialist					
	Electrical Engineer					
	Architect or Urban Designer					
	Economist/Development Finance Specialist					
	Environmental Specialist					
	Geographic Information Systems Specialist					
	Information and Communication Technology (ICT) Specialist					
	Others (Defined by Tenderer, e.g. sub-contractors, etc.)					
DELIVERABLE 6 TOTAL						

Deliverable and Activity Number & Description	Position Name of Resources In the proposed project Team	Duration of Activity over 18 months (Days)	Commitment % of resource	Equivalent person Days	Daily Rate (inclusive of all cost, except VAT) (Rand)	Total cost per person (inclusive of all cost, except VAT) (Rand)
DELIVERABLES TOTAL (SUMMATION (DELIVERABLE 1 TO DELIVERABLE 6))						
REIMBURSABLE TOTAL						
TOTAL Cost						
VAT @ 15%						
GRAND TOTAL INCLUSIVE OF VAT						



MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

Cooperative Governance & Traditional Affairs

Tender no.:MISA/IDMS/ESBM/010/2022/23

**THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP THE
EASTERN SEABOARD MASTER PLAN WITHIN A PERIOD OF TWELVE (12) MONTHS**

PART C3: SCOPE OF WORK

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP THE EASTERN SEABOARD MASTER PLAN (ESMP) WITHIN A PERIOD OF TWELVE (12) MONTHS



MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

Cooperative Governance & Traditional Affairs

Tender no.:MISA/IDMS/ESBM/010/2022/23

THE APPOINTMENT OF A PROFESSIONAL SERVICE PROVIDER TO DEVELOP THE EASTERN SEABOARD MASTER PLAN WITHIN A PERIOD OF TWELVE (12) MONTHS

PART C3 : SCOPE OF WORK

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C3.1 PROJECT DESCRIPTION AND SCOPE OF CONTRACT

1. DESCRIPTION OF WORKS

1.1. BACKGROUND

- 1.1. The Eastern Seaboard is situated along the Indian Ocean coastal stretch of approximately 250km across multiple administrative boundaries and lies between the Coffee Bay in Eastern Cape and Scottburgh in KwaZulu Natal Province, covering 4 Districts and 17 Municipalities. The region is largely underdeveloped mainly due the poor infrastructure development and provision across the Seaboard. However, the area offers various economic opportunities due its natural endowments.
- 1.2. The Eastern Seaboard is predominantly rural with but relatively small key urban nodes of, Mthatha, Port Shepstone, Port St Johns and Margate, offering eco-tourism, oceans economic opportunities and administrative service centres of Lusikisiki and Kokstad.

- 1.3. President Cyril Ramaphosa in his State of the Nation Address 2020 and 2021 emphasised the need to develop post-Apartheid smart cities and stated that: "I dream of a South Africa where the first entirely new city built in the democratic era rises, with skyscrapers, schools, universities, hospitals, and factories, this is a dream we can all share and participate in building. We have not built a new city in 25 years of democracy."
- 1.4. The Eastern Seaboard region has been identified as a strategic area by the three spheres of government. The Presidential Infrastructure Coordinating Commission (PICC) identifies it as a key aspect of the national Strategic Integrated Project 3 (SIP-3), the South-Eastern Development which serves as a catalyst to uplift economic growth in the Eastern Cape and KwaZulu-Natal. SIP-3 aims to enhance the integration of the Eastern Cape Province with national supply chains through the N2-Wild Coast Highway and other transport-related projects such as the upgrade of the Mthatha Airport. Furthermore, the National Spatial Development Framework (NSDF) identifies specific National Transformation corridors and includes the N2 corridor as such and highlights the importance of the coastal area in the future development of South Africa, giving national priority and focused support to this area.
- 1.5. Furthermore, the National Development Plan 'NDP 2030 Vision' (NDP, 2012) outlines the determination to eliminate poverty and inequality by investing in infrastructure that can potentially create an enabling environment for South Africans. In the Eastern Seaboard context, there is a critical need for investment in the infrastructure provision for economic development and the improvement in the quality of life of communities. Critical sectors that require intervention include human settlements, water, sanitation, electricity, solid waste, transport, information and communications technology, health, education, agriculture, environment, heritage, coastal and oceans, and eco-tourism infrastructure.
- 1.6. In light of the above, the Department of Cooperative Governance and Traditional Affairs led by the Municipal Infrastructure Support Agent has initiated a process to develop the Eastern Seaboard Master Plan (ESRSDF) in terms of section 18 of the Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA). This will include the development of a spatial vision and desired spatial patterns for the Eastern Seaboard. The ESRSDF is critical in order to guide development and direct infrastructure investment as it will set out future development trajectory for the Eastern Seaboard Region. Furthermore, it sets the foundation for the development of the Eastern Seaboard Master Plan.

2. PURPOSE

- 2.1. The purpose of the Eastern Seaboard Master Plan (ESMP) is to unlock social, cultural, economic, and physical potential economic potential, expedite infrastructure development and ensure the improvement in the quality of life of the residents, including the businesses that reside and operate within the identified localities particularly SMMEs and co-operatives.

- 2.2. The ESMP should strive for alignment and integration with any other existing master plan which may impact on the eastern seaboard development
- 2.3. The ESMP is a forward planning tool that will guide infrastructure framework and prioritisation and development and make provisions for (a) the identification and allocation of suitable land for priority uses, (b) direct development and (c) infrastructure investment.
- 2.4. The ESMP is not a statutory requirement. However, it is an extension of the ESRSDf as it will provide detailed spatial layout plans and Infrastructure requirements for the Region's priority development areas (development nodes, anchors, precincts, special zones) identified in the RSDF, for public and private investment. The Master Plan aims to achieve the highest levels of infrastructure delivery to ensure efficient and effective service provision. This enabling environment should also consider the growth and competitiveness of SMMEs and co-operatives, which will include the identification of opportunities aligned with this objective
- 2.5. The Master Plan seeks to capacitate and empower stakeholders, particularly municipalities with the technical tools and systems to create an enabling environment for efficient and sustainable Infrastructure planning and development in order to promote investor confidence.
- 2.6. The ESMP should also make use of existing coastal management programmes at both Provincial and Municipal.
- 2.7. The plan should mainstream the priorities of vulnerable group in particular women, youth, and persons with disabilities within and across the value chain of the interventions.
- 2.8. The Master Plan should also be aligned with Government's District Development Model (DDM), approach and the DDM One Plans to ensure that there is a collaborative effort to accelerate Infrastructure development to address regional interests and catalytic initiatives, as well as applicable Provincial and Municipal Coastal Management Programmes to ensure the co-ordinated and integrated management of the coastal zone by all spheres of government in accordance with the principles of co-operative governance.
- 2.9. Furthermore, the plan will be guided and informed by relevant National, Provincial and Municipal policies and plans to ensure adherence to all legislative requirements and alignment to plan such as the proposed Master Plan, relevant Spatial Development Frameworks, Integrated Development Plans, District One Plans and various sector master plans such as Water Services Development Plan, Transport Master Plans, Oceans Economy and other master plans across the three spheres of Government. It will also ensure the capacitation and empowerment of all stakeholders particularly municipalities and provinces for efficient and sustainable infrastructure delivery, development of functional systems and conducive environment for investment and mobilization of private sector investment.

3. STUDY AREAS

- 3.1. The Eastern Seaboard is situated along approximately 250km coastal stretch between Coffee Bay in Eastern Cape and Scottburgh in KwaZulu Natal Province, which is predominantly underdeveloped. The Eastern Seaboard connects areas and communities along the N2 corridor in municipalities within KwaZulu-Natal to the Eastern Cape Province mainly by the road network. There is currently no city and there is limited physical and ICT infrastructure, and economic development. The area is endowed with natural resources spanning across multiple administrative boundaries and lies between two (2) provinces, the Eastern Cape and KwaZulu-Natal, jurisdictionally and contextually in close proximity to four (4) District Municipalities namely, (i) Harry Gwala, (ii) Ugu (iii) Alfred Nzo and (iv) OR Tambo.



5. C3.1.1.1 OVERVIEW OF THE SCOPE

The Eastern Seaboard Master Plan will be developed over 12 Months. The scope of work will comprise of the 3 components (focus areas) indicated below:

1. Eastern Seaboard Regional Spatial Plan (detailed layout plans)
2. Regional Infrastructure Assessment and Analysis
3. Infrastructure Investment Framework

The Service Provider will develop the ESMP according to the following phases and deliverables.

Phase 1: Project Initiation: Signed Contract and accepted Inception Report

Phase 2: Status Quo Research Report

Phase 3: Eastern Seaboard Regional Spatial Plans (layout designs) and Infrastructure Assessment and Analysis Report

- Conceptual spatial layout planning and design
- Comprehensive Infrastructure Assessment and Analysis Report
- Conceptual Infrastructure Investment Framework

Phase 4: Draft Eastern Seaboard Master Plan

Phase 5: Public Participation and 2nd draft Eastern Seaboard Master Plan

Phase 6: Final Eastern Seaboard Master Plan and Contract Closeout

C3.1.2 PROJECT BENEFICIARIES

The beneficiaries of this project will all be involved in development and implementation of the Eastern Seaboard Master Plan, namely: National COGTA, National and Provincial Sector Departments, Local and District Municipalities within the Eastern Seaboard, Traditional Authorities, State Owned Entities, affected communities, academia, and private sector.

C3.1.3 RELATED PROGRAMMES, INITIATIVES OR STAKEHOLDERS

There are a number of related projects by different stakeholders that need to be taken into account. MISA is currently leading the initiative to develop the Eastern Seaboard, and together with the stakeholders is planning to initiate other complementary projects such the development of the Eastern Seaboard Master Plan and a Feasibility Study on Renewable Energy in Alfred Nzo, Ugu, Harry Gwala and OR Tambo District Municipalities. In addition to this there are other initiatives within the Region led by the 2 Provinces, the respective Municipalities, and state-owned entities.

The complementary projects will provide vital data and information that would notably enhance the work of the Tenderer. MISA therefore expects the Tenderer to make every effort to work collaboratively with other successful bidders awarded by MISA and other related complementary projects within the region run by National and Provincial sector departments and Municipalities and integrate their work as far as practically possible.

C3.2 OBJECTIVES OF THE EMPLOYER

GENERAL OBJECTIVE

The overall objective of the project is to ensure that the Eastern Seaboard Master Plan provides for a vision and strategies which are implementable in order to change space economy for the greater good of all in the Region.

C3.2.2 SPECIFIC OBJECTIVES

4. OBJECTIVES

1. The objective of the ESMP is to develop detailed spatial layout plans for priority areas in the Region that demonstrates the spatial vision outlines in the ESRSDf and expresses the Design Principles of the African Smart City. Furthermore, the ESMP must establish the state of infrastructure across the region in order to develop a comprehensive infrastructure investment framework with clear investment priorities and funding mechanisms.
2. The key infrastructure related sectors that require intervention are the following: **Human Settlements, Water, Sanitation, Electricity, Solid Waste, Transport, Information and Communication Technology (ICT), Health, Education, Agriculture, Environment, Heritage, Coastal and Oceans Economy.**
3. Critical to the provision of infrastructure is evidence-based understanding of the context, demographics, socio-economic dynamics, and complexities within the Region in order to inform decision making.
4. The ESMP will provide smart, sustainable, innovative, green, and cost-effective solutions

to infrastructure development that account for climate change and dynamic coastal processes, in the context of the predominantly rural eastern seaboard, and will indicate the requirement for new infrastructure to meet the demands of current and future requirements for regional development, as well as broadly define the maintenance and refurbishment requirements of existing systems where applicable. Key to the Master Plan is the identification of priorities for investments, the timing thereof and the budgets needed for the various infrastructure components to support and guide project funding applications as well as fast track Infrastructure delivery. The budget should consider appropriate facilities for small enterprises during and post Infrastructure development phases.

5. Key to the Master Plan is the identification of priorities for investments, the timing thereof and the budgets needed for the various Infrastructure components to support and guide project funding applications as well as fast track infrastructure delivery.
6. Based on these objectives, the Eastern Seaboard development initiative through utilizing the available planning and developmental tools as well as planning systems seeks to address the infrastructure challenges facing the affected communities within the Eastern Seaboard Region.

C3.3 ASSUMPTIONS AND RISKS

C3.3.1 ASSUMPTIONS

1. There will be full support and cooperation from beneficiaries and all relevant stakeholders.
2. The *Tenderer* will be able to access all necessary primary and secondary sources of information and will be able to access all key stakeholders that may need to be contacted
3. Day to day management of the project will be efficient and effective.
4. The *Tenderer* will discharge their functions effectively and efficiently and will not operate outside the parameters provided in the Terms of Reference.
5. The *Tenderer* is sufficiently solvent to effectively run the project.

C3.3.2 Risks

1. Beneficiaries and all relevant stakeholders full support and cooperation are compromised.
2. The *Tenderer* is not able to access all necessary primary and secondary sources of information and access to all key stakeholders that may need to be interviewed are challenged.
3. Day to day management of the project is not efficient and effective.
4. The *Tenderer* fails to discharge their functions effectively and efficiently and is not operating within the parameters provided in the Terms of Reference.
5. *Tenderer* is or becomes in-solvent in the duration of the project.

C3.4 EXTEND OF THE SCOPE

C3.4.1 OUTPUTS

All stakeholders and Government components with a direct role to play in the development of the Eastern Seaboard should possess knowledge, skills and tools to meaningfully

participation in the development, implementation and institutionalize of the Eastern Seaboard Master Plan.

C3.4.1 OUTCOMES

The overall impact of this project as expected would be the determination of the extent of the spatial transformation for socio-economic development; mostly measured by investment opportunities and the implementation of infrastructure projects across the region.

C3.4.2 DELIVERABLES AND ACTIVITIES

1. PHASE 1: INCEPTION REPORT

Development of a project implementation plan setting out the process and activities for the development of the Eastern Seaboard Master Plan which will include the following:

1. Stakeholder identification and clustering.
2. Specification of roles and responsibilities (organogram).
3. Outline and detail plan comprising of the following:
 - Conceptual Plan
 - Project Management Plan
 - Risk Management
 - Information and data Resource Plan
 - Stakeholder Management and Social facilitation Strategy
 - Communication and Marketing Strategy
 - Capacity Building and Skills Transfer Plan
 - Spatial Information Management System plan
 - 3D spatial layout design plan
 - Monitoring and Evaluation Strategy

The Service Provider must demonstrate that the project has been well thought out and conceptualized.

2. PHASE 2: STATUS QUO RESEARCH REPORT

The activities for Phase 2 include but not limited to the following:

1. International and national legislative and policy context.
2. Spatial vision, smart African Cities concept, smart design principles and spatial layout design approach aligned to the Eastern Seaboard Regional Spatial Development Framework (ESRSDF).
3. Confirmation of priority regional development anchors, nodes, corridors, special zones, precincts, and infrastructure requirements identified and defined in the ESRSDF.
4. Analysis of the spatial and infrastructure findings and proposals in the ESRSDF.
5. Identification of relevant infrastructure sector plans and programmes, investment strategies and interventions for the following key sectors - human settlements, water, sanitation, electricity, solid waste, transport, information and communications technology, health, education, agriculture, environment and heritage, maritime and eco-tourism infrastructure.
6. Identify linkages and alignment with existing master plans available from other sectors.
7. Research regional investment priorities, interests, and funding mechanisms.
8. Research on climate change, disaster management and infrastructure sustainability

- and resilience.
9. Research on other infrastructure related matters affecting the Eastern Seaboard and including the Alternative Energy Feasibility Study.
 10. Research concept of and conceptualization of smart infrastructure In the context of the Eastern Seaboard.
 11. Research regional master planning, integrated infrastructure planning and smart Infrastructure and its application to the Eastern Seaboard.
 12. International best practice and lessons learnt on Master Plans.

3. PHASE 3: EASTERN SEABOARD REGIONAL SPATIAL PLAN (LAYOUT DESIGN) & INFRASTRUCTURE ASSESSMENT AND ANALYSIS REPORT

3.1. CONCEPTUAL SPATIAL LAYOUT PLANNING

Conceptual spatial layout design of the Eastern Seaboard Including but not limited to the following aspects:

- Spatial vision and design narrative for priority regional development areas in terms spatial hierarchy of regional development anchors, nodes, zones, precincts and/or corridors in line with the ESRSDf vision, principles, strategies, and identified development areas.
- Demonstrate "African Smart cities", smart village to smart city linkages and morphology (spatial shaping and structuring).
- Conceptual spatial plans and conceptual 3D layout design model for the identified priority regional development areas (anchor towns, growth nodes, special economic zones, precincts, corridors, and networks.) defined In the ESRSDf.

3.2. COMPREHENSIVE INFRASTRUCTURE ASSESSMENT AND ANALYSIS

Comprehensive Infrastructure Assessments, Analysis, Synthesis and Implementation Plans for the following sectors for the Eastern Seaboard Master Plan must include the following:

1. Human Settlements
2. Water and Sanitation
3. Electricity
4. Solid waste
5. Transport
6. Information and Communication Technology
7. Economic, education & health and other social infrastructure
8. Agriculture, environment, heritage (cultural and indigenous resources), Coastal and Oceans economy infrastructure

3.1.1. Human Settlements Assessment and Analysis of:

1. Human settlement patterns in terms of settlement hierarchy.
2. Regional housing backlogs.
3. Priority areas identified in the Regional and Municipal Spatial Development Frameworks and projects as per municipal IDPs.
4. Priority areas for human settlements requiring infrastructure to meet the demands for the Eastern Seaboard development.

3.1.1.1. A Human Settlements implementation plan with budget estimates and timelines based on:

1. Demand projections for the next 20 years.
2. Develop an implementation plan with funding requirements and timeframes (short to long term projects) as well as identify potential funding sources.

3.1.2. Water and Sanitation Assessment and Analysis of:

1. Areas with access to piped water supply and waterborne sanitation.
2. Areas with no access to piped water and waterborne sanitation.
3. Piped water supply and waterborne sanitation backlogs.
4. Priority areas identified in the Regional and Municipal Spatial Development Frameworks and projects as per municipal IDPs.
5. Proposed priority areas and projects requiring infrastructure to meet demands for the Eastern Seaboard development priorities.

3.1.2.1. A Water and Sanitation Implementation Plan with budget estimates and timelines based on:

1. Demand projections for the next 20 years, in line with densities prescribed by municipal SDFs, and extrapolation of current growth and densification trends.
2. Eradication of backlogs (areas identified with no access to piped water and waterborne sanitation).
3. Reduction of water losses in line with targets set by National and Provincial Government.
4. Priority projects for large scale upgrades and refurbishment.
5. Bulk supply projects for Eastern Seaboard development priorities.
6. Indication per proposed project whether it is supported by the municipalities as per SDF, whether bulk infrastructure capacity has been allocated to the project.
7. Smart, sustainable, innovative, green, and cost-effective infrastructure solutions. Ensure that the service provider outlines a conceptual understanding of what is understood as 'smart'- for each sector.
8. Develop Implementation plan with funding requirements and timeframes (short to long term projects) as well as identify potential funding sources.

3.1.3. Energy Assessment and Analysis of:

1. Areas with access to grid electricity.
2. Areas with no access to electricity.

3. Priority areas requiring upgrading and refurbishment.
4. Priority areas as per Municipal Spatial Development Frameworks and projects as per municipal IDPs.
5. Proposed priority areas and projects requiring infrastructure to meet demands for the Eastern Seaboard development priorities.

3.1.3.1. An Energy Implementation Plan with budget estimates and timelines based on:

1. Demand projections for the next 20 years.
2. Eradication of backlogs (areas identified with no access to grid electricity).
3. Priority projects for large scale upgrades and refurbishment.
4. Bulk energy supply projects for Eastern Seaboard development priorities.
5. Information contained in recently compiled energy plans may be used where such is available and reliable.
6. Indicate smart, sustainable, innovative, green, and cost-effective infrastructure solutions.
7. Information contained in recently compiled energy master plans and frameworks may be used where such is available and reliable; and
8. Develop an implementation plan with funding requirements and timeframes (short to long term projects) as well as identify potential funding sources.

3.1.4. Solid Waste Assessment and Analysis of:

1. Areas with access to solid waste collection.
2. Areas with no access to solid waste collection.
3. Existing landfill sites (operational municipal sites, private sites, closed sites and illegal landfill sites).
4. Priority areas requiring upgrading and refurbishment.
5. Priority areas requiring infrastructure to meet the demands for the Eastern Seaboard development priorities.
6. Proposals on location of future landfill sites and alternative waste disposal infrastructure to meet the demands for Eastern Seaboard development priorities.
7. Smart, Indicate smart, sustainable, innovative, green and cost-effective infrastructure solutions.

3.1.4.1. A Solid Waste Implementation Plan with budget estimates and timelines based on:

1. Demand projections for the next 20 years.
2. Develop an implementation plan with funding requirements and timeframes (short to long term projects) as well as identify potential funding sources.

3.1.5. Transport Assessment and Analysis of:

1. Existing and planned transportation modes in the region
 - Existing road network.
 - Existing rail network.

- Existing air network.
 - Ocean transportation modes
2. Proposals to the transport network that would be required to meet the demands for regional development priorities.
 3. Existing and planned freight and logistics hubs.
 4. Indicate smart, sustainable, innovative, green and cost-effective infrastructure solutions.
 5. Information contained in recently compiled transport plans may be used where such is available and reliable.

3.1.5.1. A Transport Implementation Plan with budget estimates and timelines based on:

1. Demand projections for the next 20 years.
2. Develop an Implementation plan with funding requirements and timeframes (short to long term projects) as well as identify potential funding sources.

3.1.6. Information and Communication Technology (ICT) Assessment and Analysis of:

1. Area representation of households with access to internet.
2. Area representation of households with no access to internet.
3. Area representation of efficiency in connectivity.
4. Area representation of efficiency in connectivity that should improve to support development and investments.
5. The spatial extent of the Eastern Seaboard Network fibre in various nodes, social housing and state infrastructure and define minimum desirable level of 4G/5G accessibility and the placement of e.g., Hot Spot or Wi-Fi in Market places.
6. Priority areas requiring telecommunication infrastructure development, upgrading and refurbishment.
7. Proposals on technology and digitization Programme for the inclusion and the advancement rural communities into Fourth Industrial Revolution.
8. Indicate smart, sustainable, innovative, green and cost-effective infrastructure solutions.
9. Information contained in recently compiled telecommunication plans may be used where such is available and reliable.

3.1.6.1. An ICT Implementation Plan with budget estimates and timelines based on:

1. Demand projections for the next 20 years.
2. Develop an implementation plan with funding requirements and timeframes (short to long term projects) as well as identify potential funding sources.

3.1.7. Economic, Health and Education, and other Social Facilities Assessment and Analysis of:

1. Existing key economic infrastructure as drivers of job creation and sustainable economic growth. Define the economic sectors and their location/
2. Plans of proposed key economic infrastructure projects.
3. Existing provincial and municipal health care facilities (district, regional,

specialized, and central hospitals as well as community health centres and primary health care centres).

4. Planned provincial and municipal health care facilities to be developed.
5. Existing public primary, high schools and higher education facilities, type skills and curriculum provided.
6. Planned public educational facilities to be developed.
7. Existing public social facilities.
8. Planned public social facilities to be constructed.
9. Priority projects for large scale upgrades and refurbishment.
10. Proposals on smart economic, health and education, social facilities for the digital advancement of communities in the Eastern Seaboard.
11. Indicate smart, sustainable, innovative, green and cost-effective infrastructure solutions.

3.1.7.1. An Economic, Health and Education, and other Social Facilities Implementation Plan with cost estimates and timelines based on:

1. Demand projections for the next 20 years.
2. Develop an Implementation plan with funding requirements and timeframes (short to long term projects) as well as Identify potential funding sources.

3.1.8. Agriculture, Environment, Heritage, Coastal and Oceans Economy Infrastructure Assessment and Analysis of:

1. Existing state-owned, public (communal) and private agricultural land.
2. Potential of land for agricultural activities for regional interest.
3. Agricultural infrastructure programmes and projects across government and the private sector.
4. Environment, biodiversity, nature reserve and heritage conservation and preservation sites of regional interest.
5. Oceans Economy areas of interest: Preservation and conservation with regards to the natural environment and heritage.
6. Ocean economy infrastructure, manufacture, and industrialization.
7. Maritime or marine infrastructure services (ports, jetties, slipways etc)
8. Existing vulnerability indices available along the coast, Sensitive coastal habitats, coastal access points, public and private launch sites.
9. Fishing Quota system reports.
10. Existing areas of eco-tourism areas planned and new areas for exploration.
11. Heritage sites, cultural & Indigenous resources of potential regional interest
12. Priority projects for agriculture, environment, biodiversity, and oceans economy infrastructure
13. Indicate smart, sustainable, innovative, green, and cost-effective infrastructure solutions.

3.1.8.1. An Agriculture, Environment, Heritage, Coastal and Oceans Economy Infrastructure Implementation Plan with cost estimates and timelines based on:

1. Develop an implementation plan with funding requirements and timeframes (short to long term projects) as well as identify potential funding sources.

4. PHASE 4: DRAFT EASTERN SEABOARD MASTER PLAN

The Draft Eastern Seaboard Master Plan will comprise of, but not limited to the following aspects:

1. Eastern Seaboard policy context and Imperatives
 - Spatial vision and principles
 - Development Objectives
 - Development proposals and Strategies
2. Detailed spatial plans (layout designs) for the identified priority regional development areas (regional development anchors, towns, settlements nodes, special economic zones, precincts, corridors, and network connectivity.) based on the settlement hierarchy and spatial structuring components.
 - Regional development nodes (e.g., primary, secondary, tertiary nodes, corridors, and network connectivity.)
 - Special Economic Zones (e.g., economic, industrial, and recreational zone)
 - Detailed precinct or area plans (e.g., mixed land use, airport, harbour precinct, civic centre precincts)
3. Identify and expand on the smart land use patterns and systems and transport network connectivity.
4. 3D visual layout designs for identified areas where required.
5. Integrated Infrastructure Sector Assessments and Implementation Plans with regional infrastructure priorities and plans.
6. Detailed Infrastructure sector plans for the identified priority regional development area (anchor towns, nodes, precincts, special zones and networks) with existing and proposed infrastructure layout for each sector with links to information on proposed projects.
7. Incorporation of smart concepts and technology including sustainability, innovation, eco-friendly and cost-effective solutions for infrastructure development in the Eastern Seaboard region.
8. Comprehensive Infrastructure Investment Implementation Plans for each priority regional development area with a breakdown of the infrastructure projects with funding requirements and timeframes (short to long term projects) as well as potential funding sources.
9. Infrastructure Master Plan Geographic Information System (maps).
10. Governance and Institutional arrangements with proposals on appropriate Institutional arrangements that would ensure coordinated planning and delivery of infrastructure across Government and the private sector as well as the monitoring and evaluation of the Implementation of the Eastern Seaboard Master Plan.
11. Implementation and management measures.
12. Monitoring and Evaluation processes

5. PHASE 5: PUBLIC PARTICIPATION AND 2nd DRAFT EASTERN SEABOARD MASTER PLAN

5.1. Stakeholder Consultation and Public Participation

1. Stakeholder engagements will occur throughout the development of the Master Plan as per the Stakeholder Management and Social Facilitation Plan, and other role-players will be identified and consulted.
2. Bilateral engagements will be held with identified Municipalities, National and Provincial Sector Departments, Traditional Authorities, State Owned Enterprises, relevant interest groups, private sector investors and other stakeholders.
3. Advertisement of the Draft ESMP in relevant public print media platforms in the 2 Provinces for public comment for a period 60 days.
4. Engagements with communities will be take place as outlined with the Stakeholder Management and Social Facilitation Plan.
5. Analysis of comments and preparation of final draft ESMP.
6. Stakeholder Management and Social Facilitation must take cognisance of culture, heritage and languages of the people within the Eastern Seaboard Region and ensure that they are able to engage stakeholders and communities in the relevant languages (English, IsiZulu and IsiXhosa).
7. Communication and Marketing material documents (including summarised versions of the ESMP) will be prepared in the different languages of the people in the Eastern Seaboard (English, IsiZulu and IsiXhosa).

5.2. Capacity building and Skills Transfer

Capacity building is an integral part of the process to ensure that there is appreciation, understanding, ownership, implementation, monitoring and evaluation, as well as accountability.

This should include workshops on all aspects of the project from spatial planning to infrastructure investment, as well as tools and mechanisms to create a conducive environment to attract investment and mobilising private funding.

The process should ensure that skills transfer is achieved within the relevant municipalities/government departments and other stakeholders including the capacitation young professionals in line with the Capacity Building and Skills Transfer Plan.

7.1. 2nd Draft Eastern Seaboard Master Plan

The Revised Draft Eastern Seaboard Master Plan will also include the following:

1. Spatial and Infrastructure Information System (GIS) to be incorporated into the ESRSDf Spatial Information System on the Eastern Seaboard Website
2. Monitoring and evaluation Framework
3. 3D visual layout designs to be incorporated into the Eastern Seaboard Website

4. Stakeholder Engagement and Social facilitation report
5. Capacity building and Skills Transfer Report
6. Communication and Marketing Presentations and Marketing material
7. Information and data References
8. Implementation management measures
9. Governance and Institutional Arrangements

6. PHASE 6: FINAL EASTERN SEABOARD MASTER PLAN

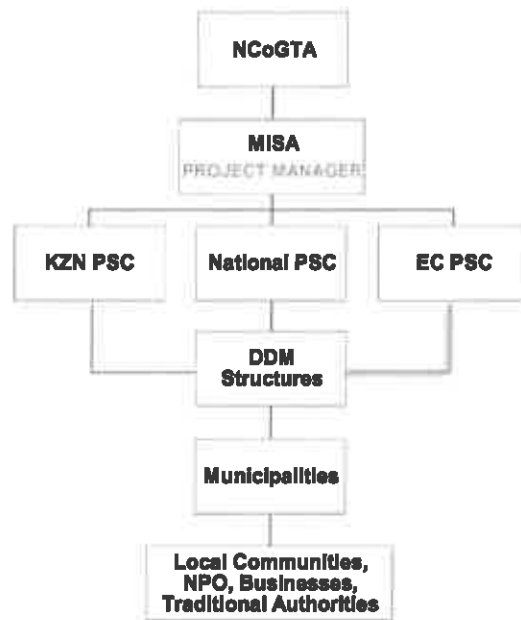
The final Eastern Seaboard Master Plan will all components project, include the following:

1. Eastern Seaboard Master Plan with an Executive Summary.
2. Spatial and Infrastructure Information System (GIS) to be Incorporated into the ESRSDF Spatial Information System on the Eastern Seaboard Website.
3. 3D visual layout designs to be incorporated into the Eastern Seaboard Website
4. Final Stakeholder Engagement and Social facilitation report.
5. Final Communications and Marketing Report including all marketing material and presentations.
6. Final Capacity building and Skills Transfer Report.
7. Information and data References.

C3.5 PROJECT MANAGEMENT

MISA will lead the project supported by the National COGTA, the Eastern Seaboard National Project Steering Committee (NPSC) and KwaZulu Natal and Eastern Cape Provincial Project Steering Committees (PPSCs), 4 Districts, 17 Local Municipalities, Traditional Authorities, local communities, private sector and other interested and affected parties.

Project management Structure:



The Project Management Structure is broken down below – the following stakeholders will participate and will be engaged throughout the project:

Stakeholder / Participant	Role	RACI classification
Project Custodian - National COGTA	<ul style="list-style-type: none"> Minister of COGTA overall project custodian Support the ESMP development Approve the final ESMP 	Accountable
Project Manager - MISA	<ul style="list-style-type: none"> Provide overall Project Management. Budget control Review/approve all project elements and reports. Reports progress at certain strategic platforms as required Stakeholder management National Project Steering Committee and Provincial Structures established Provides project direction (service providers, affected stakeholders, beneficiaries, etc.). Review and approve all reports produced in the Phases of the development of the ESMP Support in the development of the communication plan Stakeholder consultation arrangements Approval of schedule and budget before approaching the relevant affected parties. Monitor and direct project progress by the programme 	Responsible

Stakeholder / Participant	Role	RACI classification
	<ul style="list-style-type: none"> plan/schedule. Stakeholder capacity building 	
National Project Steering Committee and Provincial Structures	<ul style="list-style-type: none"> Provide technical support to the project Direct/lead Advise on all matters related to project objectives and outcomes. Support development of the ESMP Ensure the participate of relevant stakeholders 	Consulted
SALGA	<ul style="list-style-type: none"> Participate the National Project Steering Committee and Provincial Structures 	Consulted
Traditional Authorities	<ul style="list-style-type: none"> Consulted through Traditional Authority structures Consulted through the DDM Structures Stakeholder consultations and capacity 	Consulted
Relevant National and Provincial Sector Departments and State Owned Entities	<ul style="list-style-type: none"> Participate in National Project Steering Committee and Provincial Structures and Workstreams Provide technical support Provide the required information Participate in the Project Steering Committee and specific consultation with the relevant branches in the Departments and entities 	Consulted
Asset Owners /Municipalities	<ul style="list-style-type: none"> Participate in DDM Structure Provide enabling environment for engagements on all aspects and phases during the development of the Master Plan Provide all required information Participate in consultations and capacity building workshops 	Consulted
Service Providers/Tenders	<ul style="list-style-type: none"> Develop the ESMP Ensure stakeholder consultations Capacity building of relevant stakeholders Meet all requirements and deliverables 	Responsible
Communities	<ul style="list-style-type: none"> Consulted through Municipal structures or forums Consulted during the 60 days public participation process Beneficiaries of improved spatial planning and infrastructure development and investment. Participate in public participation processes 	Consulted Informed

C3.5.1 INFORMATION TO BE PROVIDED BY THE EMPLOYER

The employer will supply the following information:

- Liaising and contact numbers for the stakeholders of this project, including MISA staff and relevant National and Provincial officials through which the preparation work and implementation must be facilitated.
- Contact details and general information of the relevant officials from National and Provincial Departments, District and Local Municipalities.

- Background Information regarding the project and strategic purpose of this work. The employer's task team will facilitate engagements and represent the Programme Manager where necessary.

C3.6 LOGISTICS AND SCHEDULES OF THE ASSIGNMENT

C3.6.1 LOCATION WHERE THE SERVICES ARE REQUIRED

1. The development of the Eastern Seaboard Master Plan will include two (2) provinces, the Eastern Cape and KwaZulu-Natal, four (4) District Municipalities namely, (i) Harry Gwala, (ii) Ugu (iii) Alfred Nzo and (iv) OR Tambo and 17 Local Municipalities provided below.

HARRY GWALA DISTRICT MUNICIPALITY (KZN)	UGU DISTRICT MUNICIPALITY (KZN)	OR TAMBO DISTRICT MUNICIPALITY (EC)	ALFRED NZO DISTRICT MUNICIPALITY (EC)
Dr. Nkosazana-Dlamini Zuma LM	Ray Nkonyeni LM	Ngquza Hills LM	Matatiele LM
Greater Kokstad LM	Umdoni LM	Port St Johns LM	Umzimbuvu LM
Ubuhlebezwe LM	Umzumbe LM	Nyandeni LM	Winnie Madikizela-Mandela LM
Umzimkhulu LM	Umuziwabantu LM	Mhlontlo LM	Ntabankulu LM
		King Sabatha Dalindyebo LM	

C3.6.2 TIME FRAME

MISA expects the project to be completed within **12 months** from the date of acceptance of award. Proposal for early completion of project would be appreciated. The Service Provider has to propose the implementation schedule and cost together with cash flow projection accordingly.

C3.6.3 LOGISTIC SUPPORT

All logistics including travelling and subsistence should be included in the PSP cost estimates.

C3.7 REPORTS

The following main reports need to be generated by the Service Provider in the agreed format.

PHASES	% PAYABLE	TIMEFRAMES (months)	DELIVERABLES
Phase 1: Project Inception	10%	1	Signed Contract and accepted Project Inception Report
Phase 2: Status Quo Research Report	10%	2	Status Quo Research Report

Phase 3: Eastern Seaboard Regional spatial plan & Infrastructure Assessment and Analysis	20%	3	Eastern Seaboard Regional Spatial Plan (layout design) & Infrastructure Assessment and Analysis Report
Phase 4: Draft Eastern Seaboard Master Plan	20%	2	Draft Eastern Seaboard Master Plan
Phase 5: Public Participation and 2 nd Draft Eastern Seaboard Master Plan	30%	2	Public Participation & 2 nd Draft Eastern Seaboard Master Plan
Phase 6: Eastern Seaboard Master Plan and approval	10%	2	Final Eastern Seaboard Master Plan and Contract Closeout
TOTAL	100%	12	

1. INFORMATION DISTRIBUTION AND SUBMISSION OF THE EASTERN SEABOARD MASTER PLAN

1. Submissions should be in the form of both hard and electronic versions of the ESMP.
2. The final document must be accompanied by all maps in the relevant ArcGIS software package format, 3D layout design in relevant 3D modelling software, as well as electronic image files (e.g., JPEG, GIF) including geodatabases containing all the spatial datasets.
3. Layout plans and designs will be submitted in the required format, eMetadata must be provided for all derivative data sets according to the applicable metadata standards of the Republic as published by the Committee for Spatial Information (CSI).
4. The Service Provider will be expected to use the Eastern Seaboard website and must work jointly with the other MISA appointed Service Providers to develop and/or improve the website which will consist of all Master Plan Information.
5. Spatial and Infrastructure (GIS) Information and data and 3D spatial layout designs must be integrated into the Eastern Seaboard GIS system and Website.
6. All project Phases and other documents must be placed on the Website.
7. The Service Provider will be expected to develop and distribute printed copies of the ESMP documents, Communication and Marketing material during physical stakeholder consultations.
8. The Communication and Marketing material documents (including summarised version of the ESMP) will be prepared in the different languages (English, IsiXhosa/IsiMpondo and IsiZulu) and distributed to the relevant stakeholders during stakeholder engagements.
9. Electronic and where necessary printed copies shall be distributed a week prior to meetings as per approved stakeholder engagement and consultation plan, or as determined by the MISA Project Manager.
10. Stakeholder engagements must be recorded via agenda, minutes, signed attendance

registers and photos (for physical meetings) as well as recordings of any online engagements.

11. All presentations made during the period inclusive of a comprehensive final presentation must be submitted in electronic format (MS PowerPoint).

12. All Marketing Material (e.g., brochures, banners, posters etc) to be submitted in hardcopies and placed on the website. The material will be prepared in the different languages (English, IsiXhosa and IsiZulu) and shared with the relevant stakeholders during consultations. All artwork in the format designed must be supplied to MISA.

1. Reporting to MISA Project Manager

1. Weekly progress reports during the first month indicating progress on achievements and identified challenges requiring urgent attention.
2. Stakeholder engagement reports to be submitted in each Phase.
3. Monthly progress reports on the 25th day of each month.
4. Contract Closeout report to be submitted at least 2 weeks prior to the contract end date.

C3.8 CONTRACT AND PROJECT IMPLEMENTATION PLAN

The contract will be based on NEC 3 (April 2013) Professional Services Contract (PSC). The contract shall be signed by all parties within 4 weeks of after appointment of the service provider. Prior to signing of the contract, the Service provider has to prepare and submit for approval by MISA using the prescribed template. The Project Implementation Plan will form part of the contract.



MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

Cooperative Governance & Traditional Affairs

Tender no.:

PROJECT:

PART C4 : SITE INFORMATION

- C4.1 LOCALITY PLAN**
- C4.2 CONDITIONS ON SITE**
- C4.3 TEST RESULTS**

C4.1 LOCALITY PLAN

C4.2 CONDITIONS ON SITE

C4.3 TEST RESULTS