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TENDER NOTICE AND INVITATION TO TENDER

The Elundini Local Municipality is Requesting for Proposals on the following goods and services:

PROJECT NAME	Contract Number	Closing Date	Technical Enquires contacts
Property Development Plan and Feasibility Study for Nqanqarhu, Ugie and Tlokoeng Investment Properties and Sites	ELM-6/002/2023-2024	Thursday, 31 August 2023	Mr L. Dube Tel. 045 932 8162 E-mail: lwandiled@elundini.gov.za
Supply and Delivery of Hawker Stalls	ELM-6/003/2023-2024	Tuesday, 22 August 2023	Mr V. Madolo Tel. 045 932 8163 E-mail: viwem@elundini.gov.za
Update and Review of a Municipal Spatial Developmental Framework	ELM-6/004/2023-2024	Tuesday, 22 August 2023	Mr D. Mutelo Tel. 045 932 8161 E-mail: dakalom@elundini.gov.za
RE-ADVERTISEMENT Provision of Advertisement of Tenders, Vacancies and other Articles in the Print Media	ELM-2/007/2023-2024	Thursday, 31 August 2023	Mr K. Sobekwa Tel. 045 932 8216 E-mail: kwaneles@elundini.gov.za

1. On Property Development Plan and full Feasibility Study for Nqanqarhu, Ugie, and Tlokoeng investment properties and sites for a period of one (1) year.
2. To Supply, Deliver and Erect 12 Hawker Stalls in Ugie
3. To update and review the Elundini Local Municipality Spatial Developmental Framework (SDF) for a period of ten (10) months.
4. Municipality requires services from a panel of two (2) agents to handle advertisement of tenders, vacancies and other articles in the print media for a Period of two (2) years.

Contracts will be based on the National Treasury General Condition of Contracts. The bids will be evaluated on the basis of the Preferential Procurement Policy Framework Act, 2022, the Elundini Local Municipality's Supply Chain Management Policy and the 80/ 20 preferential procurement point system for acquisition of goods or services with Rand value equal to or below R50 million will be applied.

Stage 1 of Evaluation - Functionality

ELM-6/002/2023-2024		ELM-6/003/2023-2024		ELM-6/004/2023-2024		ELM-2/007/2023-2024	
Evaluation Criteria	Points Allocated	Evaluation Criteria	Points Allocated	Evaluation Criteria	Points Allocated	Evaluation Criteria	Points Allocated
Company Experience	10	Experience	40	Town Planning Qualifications	10	Company Experience	30
General Technical Team Expertise	60	Delivery	10	Experience and Technical Capacity	45	Expertise: Team Leader and Members Experience	40
Proposed Methodology and Approach	30			Project plan & Implementation Methodology	45	Methodology	30
Total Points	100	Total Points	50	Total Points	100	Total Points	100

A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation in all of the above bids.

If you are aware of any instances of fraud or corruption in the municipality, report anonymously to:
 Freecall: 0800 117844 | SMS 32840 | Email: elundini@tip-offs.com | Freepost: KZN138 Umhlanga Rocks 4320
 All correspondence must be addressed to the Municipal Manager

The scope of work, specification and detailed functionality including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. www.elundini.gov.za and will be also attached in the tender document.

Specific Goals for this bid are as follows: EME or QSE which is at least 51% owned by the following:

Bidder that fail to submit proof of specific goal as stipulated below will not be allocated points

The Specific Goals allocated points ELM-6/002/2023-2024	The Specific Goals allocated points ELM-6/003/2023-2024	The Specific Goals allocated points ELM-6/004/2023-2024	The Specific Goals allocated points ELM-2/007/2023-2024	Proof to claim points for specific goal
N/A	Youth – Enterprise 18-35 = 5 Points	Youth – Enterprise 18-35 = 4 Points	Youth – Enterprise 18-35 = 3 Points	Company Registration Document and Certified ID Copy, CSD Report
Women – Equity ownership = 5 Points	Women – Equity ownership = 2 Points	Women – Equity ownership = 4 Points	Women – Equity ownership = 3 Points	Company Registration Document and Certified ID Copy, CSD Report
Disability –Equity ownership = 5 Points	Disability-Equity ownership = 2 Points	Disability-Equity ownership = 2 Points	Disability-Equity ownership = 2 Points	Medical Report
N/A	Local Business (ELM) = 8 Points Joe Qgabi District = 6 Points Outside region = 4 Points	N/A	Local Business (ELM) = 2 Points	Proof of business operation within the Elundini municipal Jurisdiction or within JOE Qgabi District or outside region along with CSD Report
Black owned = 10 Points	Black owned = 3 Points	Black owned = 10 Points	EME or QSE which is at least 51% Black owned = 10 Points	Company Registration Document and Certified BBBEE Certificate or Original Sworn Affidavit and CSD Report
Total Specific Goals = 20 Points	Total Specific Goals = 20 Points	Total Specific Goals = 20 Points	Total Specific Goals = 20 Points	

Tender documents may be obtained from the Elundini Local Municipality SCM Unit upon payment of a non-refundable amount of R250 (two hundred and fifty Rand), either paid in cash or by means of electronic funds transfer (EFT) to the Elundini Local Municipality. The cash amount is to be paid at the cashier's office between the hours of 08:00 and 16:00, prior to the collection of the tender documents from the SCM unit. The tender documents will be available from **Monday, 31 July 2023**.

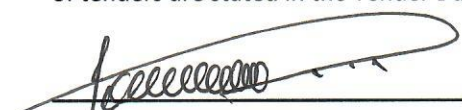
NB: For EFT payment deposit at ELM FNB cheque account No: 62159933772 and use this reference No. 020114350000. Proof of payment to be sent to: kwaneles@elundini.gov.za upon receiving proof payment, Elundini Municipality will email the tender document to the service providers who are unable to make collections.

The scope of work, specification and detailed functionality including mandatory documents (eligibility criteria) and bid conditions will be uploaded on ELM Website. www.elundini.gov.za and will be also attached in the tender document. Queries relating to the issue of these documents may be addressed to Ms H Mdusulwana, Tel No. 045 932 8125 or email: hlubikazi@elundini.gov.za

A copy of a tender document must be submitted electronically and converted into PDF in a form of Memory stick/USB/CD. (Manual tender document and electronic document must be submitted together)

Tender submission and supporting documentation must be placed in a sealed envelope endorsed with RELEVANT PROJECT NAMES AND BID NUMBERS: must be delivered to the Elundini Local Municipality, at No. 1 Seller Street, Nqanqarhu, Finance Department, Cashier's reception area, and placed in the Tender Box not later than 12H00 Noon on the above mentioned dates for all the bids at which time the tenders will be opened in public.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. Tenders may only be submitted on the tender documentation that is issued. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.


JACK MDANI
MUNICIPAL MANAGER

1. Bidders must adhere to the bid conditions , otherwise the bid will be disqualified.

2. **Agreement**

The successful bidder will be expected to sign the service Level agreement within 30 days of the date of notification by the Elundini Municipality that his/her bid has been accepted.

3. **Completion of Bid Documents**

- a) The original bid document must be completed fully in black ink and signed by the authorised signatory to validate the proposal. All the pages must be initialled by the authorised signatory. Failure to do so may result in the invalidation of the bid.
- b) By initialling and signing the bid document you agree to the terms and conditions of this bid and you understand that the ELM is administered by ELM Supply Chain Management Policy , MFMA Act 56 of 2003 and MFMA SCM Regulations and shall act in accordance with the said legislative prescripts.
- c) Bid documents may not be retyped or altered in any way, Bidder must complete the original issued bid document and original issued returnables .
- d) Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- e) Ensure that there are no errors or omissions.
- f) Bids price submitted must include vat where applicable.
- g) Failure to comply with any of the above will result in the invalidation of the bid.

4. **Alteration or Qualification of Bid**

- a) No unauthorised alteration of this set of bid documents will be allowed after the closing date. Any unauthorised alteration will disqualify the proposal automatically. Any ambiguity has to be cleared with contact person for the bid before the closure date.
- b) The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for. DO NOT USE CORRECTION FLUID as this may invalidate your submission

5. **Signatory**

- (a) A copy of the recorded Resolution taken by the Board of Directors, members, partners or trustees authorising the representative to submit this bid on the bidder's behalf must be attached to the Bid Document on submission of same.
- (b) A bid shall be eligible for consideration only if it bears the signature of the bidder or of some person duly and lawfully authorised to sign it for and on behalf of the bidder.

6. **Submission of Bid**

- (a) The bid must be put in a sealed envelope, or envelopes when the two-envelope system is specified, clearly marked with the bid number, title as well as closing date and time and placed in the Tender Box at the Elundini Local Municipality Municipality **by not later than 12h00 on Tuesday, 22 August 2023**
- (b) Faxed, e-mailed and late bids will not be accepted. Bids may be delivered by hand, by courier, or posted at the bidder's risk and must be received by the deadline specified above, irrespective of how they are sent or delivered.
- (c) Clearly mark the back of the envelope with your bidder's name and address .
- (d) A copy of a tender document must be submitted electronically and converted into PDF in a form of Memory stick/USB/CD. (Manual tender document and electronic document must be submitted together)

7. Opening, Recording and Publications of Bids Received.

- a) Bids will be opened in public immediately after the bid closure date, or at such time as specified in the bid documents. If requested by any bidder present, names of the bidders, and if practical the total amount of each bid and of any alternative bids will be read out loud.
- b) Bids received in time recorded and entered in a register which is open for public inspection.
- c) Late bids will be registered and returned unopened unless the bidder did not clearly specify their address at the back of the envelope.

8. Tax Clearance Certificate , Tax Matters and VAT

- a) Tender offers will only be accepted if the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations.
- b) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on an ongoing basis during the contract term disclose the bidders Tax Compliance status to the municipality
- c) Prices must always be VAT inclusive where applicable.

9. Evaluation of Bids

Bids will be evaluated in terms of their responsiveness to the bid specifications and requirements as well as such additional criteria as set out in the bid document.

10. Acceptance or Rejection of a Bids

The Elundini Municipality reserves the right to withdraw any invitation to submit a bid and/or to re-advertise or to reject any bid or to accept a part of it. The Elundini Municipality does not bind itself to accepting the lowest bid.

11. Registration on Accredited Supplier Database

It is expected of all prospective service providers who are not yet registered on the Central Supplier Database to register online (www.csd.gov.za) and verify their company information Elundini Municipality Database Department. The Elundini Municipality reserves the right not to award proposals to prospective suppliers who are not registered on the CSD (Central Supplier Database).

12. BBBEE Certificate

For the proof of B-BBEE status level of contributor the bidder must submit an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (www.sanas.co.za/afdirectory/bbbee_list.php) or original or certified completed AFFIDAVIT downloaded from www.thedti.gov.za/economic_empowerment/bee_codes.jsp

13. Tender offers will only be accepted if:-

- a) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2022.
- b) 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 terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- c) the tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
 - iii) the tenderer has completed the Compulsory Declaration 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.

14. Requirements for the Joint Venture

- a) J V agreement,
- b) original or certified copy of consolidated BBBEE certificate, and
- c) letter of signatory.

15. Site / Information Meetings

None

16. Procurement Policy

- a) Bids will be awarded in accordance with the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, No 5 of 2000.
- b) The latest General Conditions of Contract and any Special Conditions of Contract will apply
- c) The Elundini Local Municipality Supply Chain Management Policy will apply. This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website: www.elundini.gov.za

17. Expenses Incurred in Preparation of Bid

The Elundini Municipality shall not be liable for any expenses incurred in the preparation and submission of the bid.

18. Wrong Information Furnished

Where a contract has been awarded on the strength of the information furnished by the bidder which, after the conclusion of the relevant agreement, is proved to have been incorrect, the Elundini Municipality may, in addition to any other legal remedy it may have, recover from the contractor all costs, losses or damages incurred or sustained by the Municipality as a result of the award of the contract.

19. Validity Period

Bids shall remain valid for **90 days** after the bid closure date.

20. General and Special Conditions of Contract

The General Conditions of Contract as well as any Special Conditions of Contract that may form part of this set of bid documents will be applicable to this bid in addition to the conditions of bid.

21. Municipal Rates, Taxes and Charges

The bidder to provide their municipal account of rates and taxes of both the Bidding entity and its directors' in its Bid Document submission. Any bidder which is or whose directors are in arrear with their municipal rates and taxes due to any Municipality within South Africa for more than three months and have not made an arrangement for settlement of or same before the bid closure date will be disqualified.

If the bidder is renting the office a Lease Agreement must be attached to the bid document

OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councilor is submitted with the tender document.

22. Contact with Municipality after Bid Closure Date

Bidders shall not contact the Elundini Municipality on any matter relating to their bid from the time of the opening of the bid to the time the contract is awarded for additional information or amendments of bids. Any effort by the firm to influence the Elundini Municipality in the bid evaluation, bid comparison or contract award decisions may result in the rejection of the bid.

23. Vetting Of The Supplier/Due diligence

- Tenderers must furnish the municipality with the details of similar services, which they have satisfactorily completed in the past to allow vetting process. Failure to do so will invalidate the bid.

Terms Of Reference For Update and Review of a Municipal Spatial Developmental Framework

Project Description

(1) The **Elundini Municipality is looking to appoint experienced and suitably qualified Service Provider** to update/ review the Municipal Spatial Development Framework (SDF) in order to achieve the following –

(a) Review the existing SDF in order to develop a credible SPLUMA compliant SDF for the Elundini Local Municipality that meet the requirement as set out by the municipality.

(b) Compliance with the following provisions of the Municipal Systems Act (2000), and the Spatial Planning and Land Use Management Act (2013) as provided for in the SDF guidelines is Mandatory:

- Development of a long-term spatial vision and objective of the IDP and the whole municipality (10 – 20 years);
- Development of a framework that gives comprehensive emphasis on socio-economic, environmental and built-environments concerns of the municipality;
- Development of a conceptual scenario for envisaged spatial form;
- Development of a Micro-spatial Plan for the core areas;
- Setting out of objectives that reflect the desired spatial form of the municipality;
- Contain strategies, policies and plans which must-
 - i. Analyse the opportunities and constraints within the municipality concerning the heritage, economy, agriculture, environment, infrastructure, tourism and social development;
 - ii. Delineate the agricultural land that has high potential;
 - iii. Indicate desired patterns of land use within the municipality;
 - iv. Identify existing and future land reform projects;
 - v. Address the spatial reconstruction of the location and nature of development within the municipality including desired settlement patterns; and
 - vi. Provide strategic guidance in respect of the location and nature of future growth and development within the municipality;
- set out a basic framework for the development of a land use management system in the municipality;
- set out a capital investment framework for the municipality's development programs within a prioritisation matrix (prioritised list of development interventions and spatial locations)
- analysis and clarification of how sector departments will implement the SDF;
- contain a strategic assessment of the environmental impact of the SDF;
- identify programs, interventions and projects for the development of land within the municipality;
- be aligned with the SDFs of neighbouring municipalities; and

- provide a visual representation of the desired spatial form of the municipality, which
 - i. must indicate where public and private land development and infrastructure investment should take place;
 - ii. must indicate all cross-border issues, challenges and alignment of programmes shared with neighbouring municipalities, provinces and countries
 - iii. must indicate desired or undesired utilisation of space in a particular area;
 - iv. must delineate the urban edge (in terms of NEMA);
 - v. must identify areas where strategic intervention is required; and
 - vi. must indicate areas where priority spending is required.
 - vii. Identify existing and proposed nodal areas for the development of infrastructure and social services.

(c) The proposed SDF must give effect to the development principles contained in the Spatial Planning & Land Use Management Act including: -

- i. Spatial Justice;
- ii. Spatial Sustainability;
- iii. Efficiency;
- iv. Spatial Resilience; and
- v. Good Administration

(d) The Review of Elundini SDF shall adhere to the adopted SDF guidelines developed by the Department of Agriculture, Land Reform and Rural Development.

(2) Critical Milestones

(a) The following critical milestones/phases as stipulated shall be achieved by each SDF:

- Phase 1: Start Up
- Phase 2: Spatial Analysis and Synthesis
- Phase 3: The Draft SDF Document
- Phase 4: Achieving Support for the Draft SDF
- Phase 5: Finalization and Approval
- Phase 6: Implementation

Project Background

Section 26 (e) of the Local Government: Municipal Systems Act, No. 32 of 2000 (MSA) requires all municipalities to compile Spatial Development Frameworks (SDF) as a core component of Integrated Development Plans (IDP). Chapter 4 of The Spatial Planning and Land Use Management Act of 2013 also

requires that SDFs be formulated, read with chapter 2 of the Elundini Local Municipality Spatial Planning and Land Use Management Bylaw of 2016

While SDFs along with sector plans are integral to a complete IDP, it should be noted that SDFs are also integrative instruments of municipal management. In this commonality, some confusion has arisen regarding the respective roles and content of SDFs and IDPs. The essential distinction lies in the focus of SDFs on spatial considerations while IDPs deal with the full scope of municipal management including budgeting, institutional resourcing, etc.

An SDF has a longer time horizon than an IDP and therefore the SDF should provide the long-term spatial context for the IDP. The SDF is more than the spatial representation of the sector plans of IDP, it needs to set the spatial strategy. The key spatial plan of the SDF and the spatial perspective as well as the short term (5 year) spatial priorities should be incorporated in the IDP as the SDF sector plan.

Local municipalities have the functions and powers referred to in sections 156 and 229 of the Constitution. These powers include municipal planning, municipal infrastructure and municipal facilities, and municipal fiscal powers and functions but excluding those functions and powers vested in the District municipality where these areas located. Municipal planning includes all spatial planning and development control within their respective municipal boundary.

SCOPE OF WORK / DELIVERABLES

The Reviewed Elundini Locality Municipality SDF should meet the required standards set by the Eastern Cape Provincial Government and the implementation of the SDF Guidelines developed by Department Agriculture, Rural Development and Land Reform in 2017 in terms of the Spatial Planning and Land Use Management Act of 2013.

This objective can be achieved by the development of an urban-rural-specific reviewed Elundini Local Municipality SDF for the municipality in compliance with the provisions of these guidelines.

The Review of the Elundini Locality Municipality SDF shall be amended accordingly and made credible to establish a bulk infrastructure framework for the entire Municipality to act as a blueprint for rolling out bulk services throughout the Municipality. Compliance with the following provisions of the MSA and the Municipal Planning and Performance Management Regulations, 2001 as provided for in the Draft SDF National Guidelines in terms of SPLUMA is Mandatory: development of a Spatial vision and objective of the IDP and the whole municipality;

The Service Provider must deliver the following deliverables:

Task ID	Deliverables and Work Program
1	The SDF should respond to the government strategic priorities (NSDP, PGDS, PSDF and Provincial Vision 2030). It shall demonstrate how job creation in the municipality is facilitated through spatial planning. The end product must contribute positively towards local economic development, sustainable livelihoods, especially in rural areas and poverty alleviation.
2	The SDF must be both a vertical and a horizontal alignment tool for government- wide activities, plans, policies and legislation. It must be a tool to facilitate structured implementation of programmes, and be an effective decision-making instrument.
3	All objectives of the project as stipulated in this Terms of Reference should be met. A document with clear deliverables is expected, and should be moulded around what is stipulated under Section 4. The SDF documents should indicate all cross- broader issues, challenges and alignment of programmes shared with neighbouring municipalities, the province and the country.
4	Monthly reports (per phase) will be forwarded by the service provider to the Municipality. The service provider will be required to report via a written and electronic report.
5	Submissions should be in the form of both hard and electronic versions of the SDF. All spatial information collected should be submitted in GIS capable file format (shape-files, layer files, mxd files) for use in a GIS environment. The shape-files must have clear attribute information that differentiates each SDF construct and its purpose, for example a service node shape-file should have an attribute called "description" with the value "service node". The project steering committee (including municipality and DRDLR officials) will comment on the SDF and send them to the service provider for amendment purposes.
6	It is recommended that more visual representation (maps, graphics and photographs) form the bulk part of the spatial analysis/current reality and the conceptual framework section of the SDF. A text box or other mechanisms may be used to provide an explanation, relevant information or analysis.
7	Required copies of the SDF document for consultation purposes shall be prepared by the service provider. The copies shall be distributed a week prior to the meeting taking place.
8	The Service provider would be expected to submit a final consolidated report which consists of:

Task ID	Deliverables and Work Program
	• SDF textual document including all maps, tables and figures in both hardcopy (printed) and softcopy (electronic as MS word document); A0 Draft SDF Plan, a separate Executive Summary Document and a public participation report. • All maps contained in SDF textual document as electronic image files (e.g. JPEG, windows Bitmap, GIF, etc.); • All spatial information used to generate the SDF maps in shapefile (GIS Metadata) format together with correct and descriptive attribute information as to what each SDF construct represents.

1. PROJECT DURATION AND COST

It is expected that the project be completed in a period of 10 months effective from the date of appointment. The target dates for each milestone (as well as the associated deliverable) and the amount of financial compensation for the work done

2. RELEVANT SKILLS AND EXPERIENCE

(a) The Service Provider must provide a human resource plan as contemplated in the tender document and provide named resources, each with their capability profile and CV's, demonstrated knowledge and experience in their assigned function.

(b) The resource plan must include the following key resources, the numbers assigned and their percentage availability –

- i. Project leader must hold a *tertiary qualification in planning* which is recognised for registration in the category of Professional Planner by the South African Council for Planners (SACPLAN) in terms of the Planning Profession Act, 2002 and must be registered with SACPLAN) as a Professional Planner (a Copy of valid certificate and proof of payment of fees is to be attached).
- ii. Proof of registration with relevant Organisations, Councils and Institutes such as SACPLAN, ECSA, PLATO and other applicable bodies for other team members.
- iii. Skills and abilities required in the team to execute the project include the following:
 - Town and Regional / Development Planning;
 - Thorough understanding of SDF, strategic planning process, and urban design
 - Proven SDF, Precinct / Nodal Plan compilation experience;

- Understanding of the interrelationship amongst the following: social, economic, land use, transport and environmental issues;
- Geography and hands on GIS (at least at Technician Level);
- Project Management;
- Facilitation;
- Research, analytical, writing and communication skills;
- Ability to think strategically; and
- Strategic planning.

(c) It is therefore recommended that the service provider ensures that people with relevant skills are part of the project. A list of people containing, among other things, names, qualifications and experience who will be directly involved in the project must be submitted. This should clearly indicate what roles each team member will play. A company / team profile containing, among other things, names, qualifications and experience of persons who will be directly involved per project must be included.

(d) All team members that will be directly involved in the project will be expected to attend all progress report meetings as scheduled and agreed upon by both parties. The selected team members shall stay the same for the duration of the project and cannot be changed without prior discussions with and approval from the DRDLR. (It should be the spatial planner and GIS person led by the project team leader who will be attending the steering committee meetings)

3. CAPACITY BUILDING AND SKILLS TRANSFER

The municipality and DRDLR consider skills development as an integral part of the out-sourcing process. The process should ensure that skills development and transfer is achieved within the municipalities and DRDLR. Proposals should indicate how skills development and transfer would be achieved in the municipality and DRDLR.

4. INFORMATION GATHERING

(a) The successful Service Provider is expected to contact all the relevant GIS, Planning and required officials and units within the local and provincial spheres of government to obtain relevant information that is required for the project.

(b) In the light of the event that the service provider needs a letter to confirm the motive for requesting information from the different spheres of government or parastatals, the MLM will provide the requested letter.

However, the responsibility for collecting information necessary for the successful execution of the project remains entirely with the service provider.

FUNCTIONALITY

CRITERIA	SUB CRITERIA	Maximum number of points
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Planning Qualifications of Service Provider	Town Planning Qualifications: The Town Planner on the team must be registered with SACPLAN as a Professional Planner. Proof of Registration must be provided. Post Registration experience 5-years post registration experience =10 Points 3 years post registration experience =05 Points Less than 3 years post registration experience = 0 Points	10
Experience and Technical Capacity	Town Planning Expertise: Detailed list of similar types of feasibility studies undertaken by the Bidder. Bidder must submit signed reference letter or recommendation letters. (5 points per project to a max of 25 points)	25
	Project Management Expertise Number of similar projects managed by the project leader. The information provided must be listed. Bidder must attach CVs of project leader (2 points per project to a max of 10)	10
	Technical Capacity: The composition of the Bidder's Team must have the following Expertise/technical capacity and resources to undertake the project: Professional Civil Engineer registered with ECSA = 3 points Professional Traffic Engineer registered with ECSA = 3 points Environmental Scientist registered with the EAPASA or SACNASP = 1 point GIS Practitioner registered with PLATO as a Geomatics Professional = 3 points Proof of Registration must be provided No proof of registration provided =0 Points	10
Project plan and implementation methodology	Understanding and interpretation of the full Scope of Work to include a comprehensive narrative of the proposed methodology and proposed products/outputs and proposed	15

	content of the products/ outputs that will be delivered for each phase. Bidder must cover the following Critical Milestones: - • Phase 1: Start Up =2,5 Points • Phase 2: Spatial Analysis and Synthesis =2, 5 Points • Phase 3: The Draft SDF Document=2,5 Points • Phase 4: Achieving Support for the Draft SDF=2,5 Points • Phase 5: Finalization and Approval=2,5 Points • Phase 6: Implementation=2,5 Points	
	Detailed Gantt Chart MUST be provided showing all the detail of all the relevant components such as activities, costs, and phasing of the project and whether the timeframes will be met and are within guidance = 15 Points Zero points if no information is provided	15
	Does the proposal have any innovative ideas / proposals to be considered during the project implementation? (Good = 5 points; Average = 3 to 4 points; Poor = 1 to 2 points) Zero points if no information is provided	5
	Quality of the communication and community participation process proposed. Good = 5 points; Average = 3 to 4 points; Poor = 1 to 2 points) Zero points if no information is provided.	5
	Skills Transfer Bidder should indicate how skills development and transfer would be achieved as well as implementation tool Good = 5 points; Average = 3 to 4 points; Poor = 1 to 2 points) Zero points if no information is provided.	5
		100 Points

A minimum score of 70% out of total points must be score in order to proceed to the Financial Evaluation in all of the above bids.

Specific Goals for this bid are as follows: EME or QSE which is at least 51% owned by the following:

Bidder that fail to submit proof of specific goal as stipulated below will not be allocated points

The Specific Goals allocated points ELM-6/004/2023-2024	Proof to claim points for specific goal
Youth – Enterprise 18-35 = 4 Points	Company Registration Document and Certified ID Copy, CSD Report
Women – Equity ownership = 4 Points	Company Registration Document and Certified ID Copy, CSD Report
Disability-Equity ownership = 2 Points	Medical Report
Black owned = 10 Points	Company Registration Document and Certified BBBEE Certificate or Original Sworn Affidavit and CSD Report

PROJECT COST

A detailed project costs breakdown including other relevant costs associated with the project should be provided which must comply with supply chain management pricing requirements.