



agriculture, land reform & rural development

Department:
Agriculture, Land Reform and Rural Development
REPUBLIC OF SOUTH AFRICA

Chief Directorate: Supply Chain and Facilities Management

Directorate: Demand and Acquisition Management; **Sub-Directorate:** Acquisition Management

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ADDENDUM 2

APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A WALL-TO-WALL LAND USE SCHEME FOR MADIBENG LOCAL MUNICIPALITY FOR A PERIOD OF NINE (9) MONTHS.

BID NUMBER: 5/2/1- 007 (2024/2025)

Index

- 1. Amended (TOR) Terms Of Reference.**

APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A WALL-TO-WALL LAND USE SCHEME FOR MADIBENG LOCAL MUNICIPALITY FOR A PERIOD OF NINE (9) MONTHS.

ACCEPTANCE AND INCORPORATION OF ADDENDUM

I/We accept that Addendum No 2 forms part of the Bid Documents.

I/We confirm that I/we -

- (a) have noted the contents of this Addendum
- (b) have fully considered this Addendum
- (c) have incorporated the amendments and additions contained in this Addendum in my/our Bid for Bid No. **Bid number: 5/2/1- 007 (2024/2025)**

SIGNED ON BEHALF OF THE SERVICE PROVIDER :

NAME OF SIGNATORY (BLOCK LETTERS)..... :

NAME OF SERVICE PROVIDER'S (BLOCK LETTERS) :

SERVICE PROVIDER'S ADDRESS :
.....

SERVICE PROVIDER'S TEL NO :

SERVICE PROVIDER'S FAX NO :

SIGNATURES OF WITNESSES : 1.

2.

NAMES OF WITNESSES (BLOCK LETTERS) : 1.

2.

DATE :

Initials

Service Providers

Signature.....

Date:.....



**TERMS OF REFERENCE: FOR THE APPOINTMENT OF A SERVICE PROVIDER TO
DEVELOP A WALL-TO-WALL LAND USE SCHEME FOR MADIBENG LOCAL
MUNICIPALITY FOR A PERIOD OF NINE (9) MONTHS.**

1. INTRODUCTION

- 1.1. The Department of Agriculture, Land Reform and Rural Development (DALRRD) is seeking a firm or a group of qualified firms to create a Wall-to-Wall Land Use Scheme (LUS) for Madibeng Local Municipality in the North-west Province.
- 1.2. The apartheid planning system of the past caused several challenges that led to the disempowerment of municipalities in dealing with land development, management, and the regulation of land use activities. As a result, municipalities employed a diverse approach in addressing land use management in different areas of a municipality.
- 1.3. As per Section 24 of the Spatial Planning and Land Use Management Act, Act No. 16 of 2013 (SPLUMA), it is mandatory for each municipality to adopt and approve a single land use scheme for its entire jurisdiction within five years of the Act's commencement on 1st July 2015, following public consultation. This requirement is aimed at ensuring that municipalities have an effective spatial planning and land use management system in place.
- 1.4. The present Town Planning Schemes have some shortcomings in managing land use in rural and informal areas, and this issue is also evident in the Madibeng Local Municipality. Only certain areas including Brits, Hartbeespoort, Lethlabile, Kosmos, and Peri Urban Areas are covered by the scheme boundary, while the rest of the rural towns fall outside the boundary.

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- 1.5. The municipality needs a coordinated wall-to-wall land use scheme to ensure harmonious land use control.

2. BACKGROUND

- 2.1. The Madibeng Local Municipality is a category B municipality that falls within the Bojanala District Municipality of the North-west Province. It is one of five local municipalities that share this jurisdiction. The Madibeng Local Municipality's area of responsibility encompasses:

- a) Brits,
- b) Hartbeespoort dam,
- c) Lethlabile, and
- d) Kosmos.

- 2.2. The Madibeng Local Municipality was established through the amalgamation of four towns above. This municipal area encompasses both urban and rural regions, with a mix of formal and informal settlements. This diverse composition presents a unique set of challenges and opportunities for the local administration. The municipality must balance the needs of the urban and rural populations, while also addressing the varied settlement patterns within its jurisdiction. Effective management of these complexities is essential for the sustainable development of the region.

- 2.3. The areas within the municipal boundary is governed by the following applicable planning scheme legislation:

- a) Brits Town Planning Scheme 1/1958
- b) Haartbeespoort dam Town Planning Scheme 1/1993
- c) Kosmos Town planning Scheme 1/1999
- d) Peri Urban Areas Town Planning Scheme 1/1975
- e) Lethlabile Town Planning Scheme 1/1990

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3. PROBLEM STATEMENT

- 3.1. The different planning legislation in Madibeng Local Municipality has created challenges with its land use management. This has resulted in fragmented development patterns that hinder the integration and sustainability of social, economic, and environmental elements. Consequently, the institutional arrangements have been weak and uncoordinated, which has led to incoherent planning procedures and systems within the municipality.
- 3.2. The current situation poses significant challenges for the municipality, and it is imperative that appropriate measures be taken to address the issue. This requires a comprehensive approach that integrates the various elements of land use management and promotes sustainable development practices. This will require the involvement of all stakeholders and the development of a coherent institutional framework that fosters collaboration and coordination.
- 3.3. The Town Planning Schemes that have been in place for some time now have become obsolete in light of the contemporary developmental challenges confronting Madibeng Local Municipality. Consequently, the need to draft a new Land Use Scheme (LUS) that covers the entire administrative jurisdiction of the municipality is a need.
- 3.4. The Madibeng Local Municipality Land Use Scheme (LUS) will draw from the foundation of the Town Planning and Townships Ordinance of 1986 (No 15 of 1986) and comply and be aligned to the legislative and normative principles of the Spatial Planning and Land Use Management Act of 2013 (Act 10 of 2013). As per the act, a municipality must adopt and approve a single land use scheme for its entire area.

4. PURPOSE AND OBJECTIVES OF THE PROJECT

- 4.1. The purpose of this project is to create a simplified yet comprehensive Land Use Scheme (LUS) that promotes the orderly and harmonious development of the municipal area while also preserving the natural environment. The LUS will cover all the areas within the Madibeng Local Municipality's jurisdiction.
- 4.2. To develop a LUS that will give effect to and be consistent with the municipal spatial development framework and determine the use and development of land within the

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municipal area to promote economic growth, social inclusion, and efficient development and to minimize the impact on public health and natural resources.

4.3. To bridge the gaps and inconsistencies created by multiple planning tools used when considering development proposals within the municipality.

4.4. In terms of Section 24 of SPLUMA the content of a LUS must:

- a) Include suitable categories of land use zoning and regulations for the entire municipal area, including areas not previously subject to a land use scheme,
- b) Take cognisance of any environmental management instrument adopted by the relevant environmental management authority, and must comply with environmental legislation,
- c) Include provisions that permit the incremental introduction of land use management and regulation in areas under traditional leadership, rural areas, informal settlements, slums, and areas not previously subject to a land use scheme,
- d) Include provisions to promote the inclusion of affordable housing in residential land development,
- e) Include land use and development incentives to promote the effective implementation of the spatial development framework and other development policies,
- f) Include land use and development provisions specifically to promote the effective implementation of national and provincial policies,
- g) Give effect to municipal spatial development frameworks and integrated development plans,
- h) A land use scheme may include provisions relating to (i) the use and development of land only with the written consent of the municipality, (ii) specific requirements regarding any special zones identified to address the development priorities of the municipality; and (iv) the variation of conditions of a land use scheme other than a variation which may materially alter or affect conditions relating to the use, size and scale of buildings and the intensity or density of land use.

4.5. The LUSs must include but not be limited to the following components:

- a) Scheme regulations setting out the procedures and conditions relating to the use and development of land in any zone,
- b) A map indicating the zoning of the municipal area into land use zones, and
- c) A register of all amendments to such land use scheme.

4.6. The proposed LUSs must give effect to the development principles as stipulated in Section 7 of SPLUMA: -

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- a) Spatial Justice,
- b) Spatial Sustainability,
- c) Efficiency,
- d) Spatial Resilience, and
- e) Good Administration.

4.7. Given the land use management challenges facing municipalities, the following are critical components of a land use management system:

- a) Legislation, Land Use Policy, and Guidelines,
- b) Integrated Zoning Scheme and Regulations,
- c) Zoning Maps,
- d) Assessment and Approval Procedures and Application Forms,
- e) Conditions of Approval,
- f) Zoning Register,
- g) Delegation of Decision-Making (including those relating to removal title deed restrictions),
- h) Development Incentives,
- i) Enabling Legislation, and
- j) Reference Manual.

4.8. The Land Use Schemes must take cognisance and adhere to national and provincial policies and legislation, including, but not limited to the North-West Spatial Development Framework 2018 and Comprehensive Land Use Scheme Guidelines 2017 and Chapters 5 & 6 of SPLUMA 2013.

5. SCOPE OF WORK

5.1. The land use scheme should contain the following, among other things:

- a) Assessment of applicable land use management tools and relevant legislation, policy documents and regulations that have an impact on land use schemes,
- b) Identify all existing land use rights allocated in terms of the different legislation,
- c) Identify all un-proclaimed land use approvals,
- d) Undertake a detailed Land Use Survey of all areas within the Municipality,
- e) Compilation of a wall-to-wall land use scheme covering the whole municipal area, reflecting the land use zones agreed upon, through a process of public participation,
- f) A scheme document containing the management tools and statutory requirements for the respective zones, and

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- g) Determine mechanisms to address development taking place in areas of informal townships within the Municipality,
- h) Draft by-laws/policies to address the requirements of the scheme,
- i) An electronic register of land use rights,
- j) Integrate the scheme into the geographic information system (GIS) of the municipality, and
- k) The final product must be prepared and adopted in terms of the Spatial Planning and Land Use Management (10 of 2013).

5.2. The Land Use Scheme adopted and approved in terms of Section 24 of SPLUMA must include, at the very least, the following:

- a) Scheme Regulations setting out the procedures and conditions relating to the use and development of land in any zone,
- b) Content of land use scheme,
- c) General Administrative, Powers and Legal effect of the Land Use Scheme,
- d) Maps indicating the zoning of the municipal areas into land use zones, and
- e) A register of all amendments to such a land use scheme.

5.3. The final LUS shall include but not be limited to the following:

- General
 - Short Title
 - Area of the Land Use Scheme
 - Status, commencement, and validity of the Land Use Scheme
 - Powers of the Council
 - Purpose of the Scheme
 - Component of the Land Use Scheme
 - Transitional Arrangements.
- User Orientation
- Definitions
- Land Use Categories
- Land Use Zones
- Land use/zone matrix
- Management Zones
 - Environmental Management Zones
 - Act 70 of 1970 Management Zones
- Development criteria
- Scheme and Management maps
- Special mechanisms for special development zones including, but not limited to:
 - Rural areas and special settlement areas
 - Special site planning areas

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- Interim site planning areas
- Environmental planning areas.
- Development Regulations
- General Regulations including by-laws and policies.
- Planning Administration
- Application procedure
- Application content and format.

6. PROJECT DELIVERABLES

6.1. Final report in digital format and a full-colour hard copy, must also be supplemented by:

Item	Description	Quantity
Roll-up Banner	±2000mm x850 mm (Retractable stand, full colour) <ul style="list-style-type: none"> • 1x Process followed in the formulation. • 2x Zoning maps per town, regulations and supporting information. 	3/lus
Booklets	A4 or A5 (Glossy front and back, full colour) <ul style="list-style-type: none"> • Summary of the process followed in the formulation. • Zoning maps overview and regulations and supporting information 	50/lu
Map 3A Booklet	A3 (Glossy front and back, full colour) <ul style="list-style-type: none"> • Zoning maps 	10/lus
Posters	A0 (Laminated, full colour) <ul style="list-style-type: none"> • 2 x Process followed in formulation of LUS. • 6 x Zoning maps, regulations and supporting information. • 2 x How to use LUS. 	10/lus

6.2. Electronic documents/ reports per phase as per programme of action must be made available.

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6.3. The following activities are required for the LUS:

	List of Activities
1	Legislation, Land Use Policy and Guidelines: <ol style="list-style-type: none"> 1.1. Assess the relevance and implication of existing legislation, North-West Provincial SDF, SPLUMA 2013 policies and guidelines and NW Zoning Plan LUMS Guidelines 1.2. Synthesis and incorporate new policy emerging from the SDF / strategies / IDPs as well as the implications thereof for the Integrated Zoning Scheme and Regulations. Policy gaps should be identified and a brief for these should be prepared for further work. Integration of relevant legislation (NEMA, NHRA, Removal of Restrictions Act, etc.)
2	Integrated Zoning and Regulations: <ol style="list-style-type: none"> 2.1. Compile land use plan consistent with legislation and guideline 2.2. The policies emanating from the SDFs should guide and inform the preparation of the LUS. 2.3. Evaluate LUS in terms of its flexibility and pro-activeness with regard to ongoing development applications and technology. 2.4. Evaluate the appropriateness of the various LUS definitions. 2.5. Generate extensive graphical illustrations and perhaps tables. 2.6. Draft Document
3	Zoning Maps <ol style="list-style-type: none"> 3.1. Assess and evaluate comparative zones for the different areas. Aspects to be addressed include reaching agree on notation, techniques and overlays and refinement of the zoning maps. 3.2. Digitise maps, preferably in GIS and link to a database.
4.	Assessment and Approval Procedures and Application Forms: <ol style="list-style-type: none"> 4.1. Evaluate and assess existing procedures impacting on LUS in terms of its efficiency and effectiveness. Place emphasis on streamlining the required procedures, avoiding publication, shortening approvals periods and delegating decision to the lowest possible level. 4.2. Evaluate and design application forms that eliminate duplication, easy to complete, comprehensive in terms of the approval requirements and as short as possible and link with electronic municipal land use management tool (to be developed by DRDLR).
5	Conditions of Approval <ol style="list-style-type: none"> 5.1. Establish model conditions of approval for different uses and circumstances.
6	Zoning Register <ol style="list-style-type: none"> 6.1. Consider standardising procedures (in terms of their appropriateness). Compile a zoning register if not available.
7	Delegation of Decision Making: <ol style="list-style-type: none"> 7.1. Identify types of applications where and when delegations are necessary, justified and appropriate in order to facilitate greater effectiveness and efficiency in the system. The delegated approvals must be in terms of clear policy environments.
8	Development Incentives: <ol style="list-style-type: none"> 8.1. Identify mechanisms on how to promote appropriate development and proactively facilitate development process in targeted areas. This should be in terms of the municipality's SDF, LED and other relevant strategies.
9	Enabling Legislation <ol style="list-style-type: none"> 9.1. Identify and formulate enabling legislation and laws to establish the new zoning scheme, the conversion of maps and the identification of limitations for

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	compensation where parameters are changed. (Alignment with legislation and NWPSDF)
10	Reference Manual 10.1. Prepare advice and reference manual on how new LUS would function. This must be user friendly with generous use of plain language as well as appropriate graphics and flow chart illustrations.

7. SKILLS REQUIREMENTS

7.1. A company with individuals with qualifications and extensive experience will be required as detailed in Table 1 and Section 8 respectively.

7.1.1. The project leader must be a registered Town Planner.

7.1.2. Other skills are as per the table below:

Table 1

	Key Skill Set	Minimum Qualification
1.	Town/Urban/City and Regional Planning Professional (Minimum of 2)	BSc or BTech in Town/Urban/City and Regional Planning (Registration with SACPLAN as a Professional Planner)
2.	Professional Geographic Information Practitioner	Bachelor's Degree in Geomatics or Geographical Information Systems (Registration with SAGC as a Professional GIS Practitioner)

Please note that the above is a minimum set of skills required, the company is expected to add more skills as deemed necessary to undertake the work.

7.2. Qualified and skilled Town and Regional Planner with a project management background will also be required to manage the different specialists and coordinate the work being undertaken.

7.3. Proven experience and a thorough understanding of the following is also required:

- a) Spatial development policies and legislation,
- b) Urban and rural development and land reform,
- c) Previous experience in the Land Use Scheme development and Spatial Development Framework either at municipal or provincial levels,
- d) Previous experience with policy and/or planning work at a Local, Regional and Provincial Level,
- e) Understanding of the interrelationship amongst the following: social, economic, land use, transport, and environmental issues,
- f) Stakeholder engagement and Project Management,
- g) Research, analytical writing, and communication skills, and
- h) Experience in the development of similar tools/instruments will be an added advantage.

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7.4. Companies are required to provide company profiles and or a letter of commitment from each company/individual is required and must be submitted.

8. PROJECT DURATION AND PAYMENT MILESTONES

8.1. The project will commence after the letter of appointment has been issued and Service Level Agreement has been signed which will expire in Nine (9) months thereafter and is subject to addition, extension, or early termination, depending on the need and performance assessment of the service provider. The target dates for each milestone (as well as the associated deliverable) and the amount of financial compensation for the work done is scheduled under **Table 2**.

8.2. Due to the urgency of the project, timeframes must be strictly adhered to. Financial penalties will be imposed for any delay or non-compliance with time and quality requirements.

TABLE 2: PROJECT COST AND TIME FRAMES

Phases	Action/ Activity	Deliverables	Cost Per Phase	Timeframe
Phase 1: Inception and Communication Plan	<ul style="list-style-type: none"> • Compile work plan • Council resolution 	<ul style="list-style-type: none"> • Inception Report 	10%	0.5 Month
Phase 2: Data collection and Status Quo on Land Use Rights	<ul style="list-style-type: none"> • Data collection and analysis • Land audit • Translate SDF into more Detailed broad land use areas. • Key questions/Status quo report. 	<ul style="list-style-type: none"> • Status Quo Report 	20%	2 Months
Phase 3: Preparation of a Draft Land Use Scheme including Scheme maps and clauses / regulations, and land use Survey report	<ul style="list-style-type: none"> • Select Zones and prepare the Scheme Map • Draft Land Uses and Development Parameters • Draft General and Land Use Definitions • Policies and additional controls • Procedures to be included in the Scheme 	<ul style="list-style-type: none"> • Draft Land Use Scheme 	20%	2 Months
Phase 4: Consultation and Amendment	<ul style="list-style-type: none"> • Public participation • Circulation to relevant authorities • Submission to Council for support of the Scheme in principle • Public comments • Revision based on public comments 	<ul style="list-style-type: none"> • Consultation Report • Amended Land Use Scheme 	20%	2 month
Phase 5: Final Land Use Scheme (regulations, zoning maps and register) document and supporting materials.	<ul style="list-style-type: none"> • Preparation of final scheme clauses and scheme maps • Submission to Council for adoption 	<ul style="list-style-type: none"> • Final Land Use Scheme Council Resolution 	10%	0.5 month
PHASE 6: Implementation	<ul style="list-style-type: none"> • Promulgation of scheme • Training of officials 	<ul style="list-style-type: none"> • Promulgation Notice 	10%	1 month
Retention	<ul style="list-style-type: none"> • Printing of LUS copies, booklets and banners 	<ul style="list-style-type: none"> • Roll-up Banners x3 • Posters x10 	10%	1month

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		<ul style="list-style-type: none">• Booklets x50• Final Land Use Scheme document• GIS data (shapefile, geodatabase, layer file, data package, mxd files)		
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9. CONTENTS OF THE PROJECT PROPOSAL

A clear and concise project proposal covering the aspects listed below as well as responding to the terms of reference is required.

- 9.1. An executive summary of the key issues covered in the Proposal.
- 9.2. A profile of each employee/company to work on the project with clear references to similar and related work undertaken in the past with clear evidence where a person member participated in or managed certain projects in the past which bear relevance to the work at hand. A clear indication of actual roles and responsibilities must be presented with verifiable proof.
- 9.3. A general methodology for undertaking work of this nature. The methodology should also indicate the project milestones that will be used to measure the project progress.
- 9.4. Certified copies of all the project's relevant certificates, references, professional registration and related certification for all members of the proposed team must be attached.
- 9.5. Any other information relevant to the determination of the suitability of the interested bidder for this project should be listed.

10. INFORMATION GATHERING

- 10.1. The selected service provider will be expected to contact all the relevant officials and units within all spheres of government and other stakeholders of government or any entity holding information relevant to the project to obtain relevant information that will be required for the project when a need arises.

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10.2. Existing information, which is available within the DALRRD Branch: Spatial Planning and Land Use Management will be made available to the appointed service provider during the execution of the project.

10.3. Notwithstanding anything written in these terms of reference, the responsibility for collecting information necessary for the successful execution of the project remains entirely with the service provider.

11. MANDATORY REQUIREMENTS

NB: Failure to submit the following requirements with the quote will disqualify the bidder's proposal:

11.1. Fully completed pricing Schedule (SBD 3.3). A fully completed pricing schedule on the prescribed template must be submitted. **(i.e., SBD 3.3 – pricing schedule)**

(NB: NO OTHER PRICING TEMPLATE WILL BE ACCEPTED SBD3.3)

11.2. The project leader/Team Leader must be registered with the South African Council for Planners (SACPLAN) in terms of the Planning Profession Act, 2002 as a Professional Planner (attach a Copy of valid certificate indicating validity period or a letter of good standing).

11.3. A Geographic Information Practitioner must be registered with the South African Geomatics Council (SAGC) as a Professional GIS Practitioner **(attach a Copy of a valid certificate indicating the validity period or a letter of good standing)**

12. REPORTING AND ACCOUNTABILITY

12.1. All team members must be available for the duration of the project and the service provider is not allowed to change the composition without the prior consent of the department.

12.2. During the execution of the project, the service provider will be required to submit monthly progress reports and attend meetings at intervals as it will be determined by the project team or steering committee managing the project.

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All information captured and or used to generate the outputs of the project remains the property of DALRRD and must be handed over in its totality when the project is closed. DALRRD will retain copyright and all associated intellectual rights thereof. This document together with all agreements to be reached during the course of the project become part of the contract. The information must be captured and provided in a digital format as agreed (in writing) between the service provider and DALRRD. This agreement must be reached and signed off together with the project plan before the project commences.

13. EVALUATION CRITERIA

This bid shall be evaluated in two stages. In the first stage, bids will be evaluated on functionality, the second stage in accordance with 80/20 preference points system as stipulated above.

13.1. First Stage-Evaluation of Functionality

The evaluation of the functionality will be evaluated individually by Members of the Bid Evaluation Committee in accordance with the below functionality, criteria, and values.

The applicable values that will be utilized when scoring each criterion range from:

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1 being poor, 2 being average, 3 being good and 4 being excellent.

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	WEIGHTS
PROJECT LEADER	<p>The project leader must be a Town & Regional Planner registered with South African Council for Planners (SACPLAN) in terms of the Planning Profession Act, 2002 as a Professional Planner with minimum 10 years post registration relevant experience in managing and coordinating a multi-disciplinary project (Project Management skills). Proof of valid registration in good standing with SACPLAN.</p> <ul style="list-style-type: none"> • Attach CV with a detailed profile of previous work done: <ul style="list-style-type: none"> ❖ CV attached with 11 or more years' experience: score 4 ❖ CV attached with 10 years' experience: score 3 ❖ CV attached with 5 – 9 years' experience: score 2 ❖ CV attached with 4 years' experience: score 1 	30
RESOURCES	<p>Composition of technical team to be utilized in the execution of the project; (CV's clearly indicating relevant skills, knowledge, qualifications, and professional registration must be attached) in Town Planning; Rural Development, Environmental Planning and Management, Infrastructure Planning, Socio-economic analysis, Agricultural Economics, Economic Geography, Agronomy, Development Planning, Geographic Information Science, Spatial Econometrics and Project Management:</p> <ul style="list-style-type: none"> • 1 x Town and Regional Planner (SACPLAN Registered Professional) • 1 x GISc Practitioner (SAGC Registered Geomatics Professional), • 1 x Agricultural Specialist (Registered with SACNASP and specialization in Crop/ Animal field), • 1 x Environmentalist (Registered with Professional Body i.e. SACNASP/ EAPASA) <ul style="list-style-type: none"> ❖ Provision of 4 different professional staff from the above categories with 10 years and more of relevant experience and qualifications: score 4 ❖ Provision of 4 different professional staff from above categories with 6-9 years of relevant experience and qualifications: score 3 ❖ Provision of 4 different professional staff from any of the above categories with 3-5 years of relevant experience and qualifications: score 2 ❖ Provision of 4 different professional staff from any of the above categories with 0-2 years of relevant experience and 	20

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	qualifications: score 1	
CAPABILITY Proof of company experience must be clearly and distinctly indicated	Recent experience - must attach signed Completion Certificate/ Letter (on client's letterhead) from previous clients confirming project conclusion , in: (In the case of sub-contracting, a completion certificate of main client must be attached) <ul style="list-style-type: none"> Land Use Scheme (LUS) <ul style="list-style-type: none"> ❖ 4 LUSs: score 4 ❖ 3 LUSs: score 3 ❖ 2 LUSs: score 2 ❖ 0 – 1 LUSs: score 1 	40
METHODOLOGY AND PROJECT MANAGEMENT	A detailed of approach and methodology that may be employed to tackle and execute specific assignments as per the project scope of work. <ul style="list-style-type: none"> Appropriateness of proposed approach and methodology The degree to which the methodology proposed is sound, professional, realistic and logical. Method and clarity regarding presentation of the final outputs of the project; Programme with clear timelines and output Indicators and means of verifying progress. Quality assurance steps indicated Clear reporting mechanism <ul style="list-style-type: none"> ❖ Methodology and propose plan exceptionally specify the manner in which the project will be delivered and indicate additional value adds score 4 ❖ Methodology and propose plan adequately specified all requirements in the ToR and is acceptable for implementation: score 3 ❖ Methodology and propose plan adequately address most of the requirements in the ToR: score 2 ❖ Methodology and propose plan <u>inadequately and poorly</u> address requirements in the ToR: score 1 	10
TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100		100

The Bids that fail to achieve a minimum of **60** points for functionality will be disqualified and will not be invited for the second stage of evaluations in accordance with 80/20 preference points system as stipulated above.

13.2. Second Stage - Evaluation in terms of 80/20 Preference Points System

Only Bids that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference points system prescribed in preferential

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Procurement Regulations.

13.3. Calculation of total points scored for price and specific goals status.

Apply the 80/20 Preference Point system where a maximum of Eighty (80) tender adjudication points are awarded for price. Twenty (20) points will be awarded for preference in terms of the Preferential Procurement Policy Framework Act (Act 5 of 2000) and Preferential Procurement Regulation, 2022

POINTS AWARDED FOR PRICE

A maximum of 80 points is allocated for price on the following basis: **80/20**

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table below. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system: or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points

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allocated for specific goals for both the 90/10 and 80/20 preference point system.

Specific goals for the tender and points claimed are indicated per the table below.

NB: Historically disadvantaged individuals: A person historically disadvantaged by unfair discrimination on the basis of race: provided that a person historically disadvantaged on the basis of race refers to Africans, Coloureds, Indians and people of Chinese descent who are South African citizen by birth or descent, who become citizen of the Republic of South Africa by Naturalisation-

- a) Before 27 April 1994
- b) On or before 27 April 1994 and who would been entitled to acquire citizenship by naturalisation prior to the date.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such. Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. HDI (Historically Disadvantaged Individuals)	10		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Youth	3		

Table 1: Specific goals for the tender points

Only proposals with the highest number of points scored in respect of the goals contemplated above and points scored for price may be selected.

The Department of Agriculture, Land Reform and Rural Development reserves

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the right not to award the bid to any service provider, or to various Service Providers.

14. PROJECT MANAGEMENT WITHIN DALRRD

14.1. This project will be facilitated by a team consisting of officials from the Department Agriculture, Land Reform and Rural Development (DALRRD) and any other person/s appointed by DALRRD.

15. OUTCLAUSE

15.1. The Department Agriculture, Land Reform and Rural Development reserves the right **not** to appoint if suitable candidates are not found, at the complete discretion of the Department.

15.2. The department reserves the right to terminate the contract in the event that there is clear evidence of non-performance.

16. TERMS AND CONDITIONS OF THE BID

16.1. Awarding of the bid will be subject to the Service Provider's express acceptance of the DALRRD Supply Chain Management general contract conditions.

16.2. The DALRRD and Service Provider will sign a Services Level Agreement upon appointment and a Memorandum of Agreement.

16.3. Staffing requirements will be identified on the onset of the project and shall remain unchanged for the duration of the project, unless prior written consent has been granted by the Department of Agriculture, Land Reform and Rural Development.

16.4. No material or information derived from the provision of the services under the contract may be used for any other purposed except for those of the DALRRD, except where duly authorized to do so in writing by the DALRRD.

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16.5. Copyright in respect of all documents and data prepared or developed for the purpose of the project by the Service Provider shall be vested in DALRRD.

16.6. The successful Service Provider agrees to keep confidential all records and information of or related to the project and not disclose such records or information to any third party without the prior written consent of DALRRD.

16.7. The department reserves the right to terminate the contract in the event that there is clear evidence of non-performance.

17. PUBLICATION

- Central Supplier database (CSD)
- National Treasury E-Tender Portal
- Departmental Website
- No Briefing Session required.

18. CONTACT PERSON FOR TECHNICAL ENQUIRIES

18.1. All enquiries related to this bid call must be forwarded to:

Technical Enquiries	Supply Chain Management Enquiries
<p>Ms. Moshibudi Bapela Acting Manager: Spatial Planning, Madibeng Local Municipality</p> <p>Tel: (012 318 9405 Email: moshibudibapela@madibeng.gov.za</p> <p>AND</p> <p>Mr. Tshifhiwa Nekhwevha Tel: 012 312 8015 Email: Tshifhiwa.Nekhwevha@dalrrd.gov.za/municipality</p>	<p>Mr. Kopano Ntsoane Tel: (012) 312 8396 E-mail: kopano.ntsoane@dalrrd.gov.za</p>

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19. SIGNATORY

These Terms of Reference have been approved as follows:

APPROVED / NOT APPROVED

.....

MR. T KOPELE

CHAIRPERSON: BIDS SPECIFICATIONS

DATE: