

TENDER NOTICE & INVITATION TO TENDER

TENDER NO. BV 1109/ 2024

PROFESSIONAL TOWN PLANNING CONSULTING SERVICES FOR THE PERIOD ENDING 30 JUNE 2027

The Breede Valley Municipalities invites tenders for Professional Town Planning consulting services for the period ending 30 June 2027.

Only registered, experienced and qualified consulting firms, who meet the eligibility criteria set out in the conditions of the tender, are encouraged to participate in this tender. Interested service providers/consultants can request or collect bid documents from the Supply Chain Management Offices, 51B Baring Street, Worcester. Documents are to be requested or collected as from Monday, 21 October 2024, during office hours Mondays to Fridays 08h00 – 13h00 and 13h30 – 15h00. A non-refundable fee of R 230-00 (Two Hundred and Thirty Rand) for each set of documents, payable by cash deposits and EFT's. **Please note: The R230 is only payable if you collect the documents in hard copy from our offices. Documents are also electronic available upon request, free of charge, as the printing costs are for the bidder's own account.**

Tender evaluation method – tenders will be evaluated in four stages – firstly eligibility will be assessed, secondly bids will be tested on functionality, whereafter all responsive bids will be further evaluated in terms of SCM compliance as well as price and preferential points in terms of the PPFR. Tender offers which fail to meet the eligibility criteria of who's aggregate score for functionality is less than 70 out of 100 points, shall be rejected as non-responsive (unqualified for the tender).

A compulsory clarification meeting with representatives of the Employer will take place on **Tuesday, 5 November 2024**, starting time **10h00**. Prospective tenderers shall meet at the SCM boardroom, Supply Chain Building, 51B Baring Street, Worcester, GPS Coordinates: 33°38'37.23"S, 19°26'42.60"E. Persons arriving later than 10h15 will not be allowed into the meeting. Please note: The Municipality prefer that Senior Company Staff members or Contract Managers attend the compulsory clarification meeting as the Tender Specifications and the Scope of Works will be discussed in detail along with the execution phase, expectations and possible amendments. It remains the tenderer's responsibility to comprehensively familiarize themselves with and fully understand the tender specifications to be able to submit a responsive tender. After the clarification meeting, all attendees shall be directed to the site location for the site visit.

ELIGIBILITY CRITERIA

Only those tenderers who satisfy the following eligibility criteria are eligible to submit tenders:

- a) The office must have the following key personnel in full time employment to provide the required service:
 - i. **Project Leader** – in respect of a private consulting practice, the Project Leader shall be a top practitioner whose expertise and experience is provincially recognized and who provides advice at a level of specialization where such advice is recognized as that of an expert or managing director or member of a company or close corporation who jointly and severally with other partners, co-directors or co-members where level of expertise and relevant experience is commensurate with the position, performs work of a conceptual nature in Planning and Development, provide strategic guidance in planning and executing a project and / or carries responsibility for quality management pertaining to a project. He or she shall have been registered by the South African Council for Planners (SACPLAN) as a Professional Planner in terms of the Planning Profession Act 32 of 2002. (A copy of valid certificate and proof of payment of fees must be attached). (Note 1)
 - ii. **Project Manager (Planner)** – in respect of a private consulting practice, the Planner shall be a professional with adequate expertise and relevant experience of performing work of a planning nature and who carries the direct technical responsibility for one or more specific activities related to a project. He or she shall have been registered by the South African Council for Planners (SACPLAN) as a Professional Planner in terms of the Planning Profession Act 32 of 2002. (A copy of valid certificate and proof of payment of fees must be attached). (Note 1)

Note 1: the tenderer shall enter all data/ information pertaining to personnel including titles, job description, qualifications and estimated periods of engagement on the performance of the service in **Schedule of Work Experience of Key-Personnel** as listed under the returnable documents. A comprehensive CV must be submitted as supporting documentation to verify the experience for each nominated individual – indicating details and duration of all relevant experience.

Failure to provide proof of the before-mentioned eligibility criteria will result in an automatic disqualification

Any enquiries regarding the bidding procedure or the issue of bid documents shall be directed to the Supply Chain Management Unit, for attention of Mrs. Liezl Plaatjies/Maritz, at telephone number 023 348 2967 or e-mail address: lplaatjies@bvm.gov.za. Alternatively, the SC Officer: Procurement, Mr. Wilfred Bells, can be contacted at telephone number 023 348 2954 or e-mail at wbells@bvm.gov.za. Any enquiries regarding technical information shall be directed to the Senior Manager: Municipal Planning and Building Control, Mr. Hartzenberg, at Tel Nr. 023 - 3482629, or e-mail address pieter2@bvm.gov.za. Alternatively, the Manager: Town Planning, Ms. Carisa Pieters, can be contacted at telephone number 023 348 2640 or e-mail address: cpieters@bvm.gov.za.

Tender offers, in properly sealed envelopes and clearly marked on the outside with the corresponding bid number and description, must timeously be placed in the tender box at Breede Valley Municipality, Credit Control Offices, 53 Baring Street, Worcester, by not later than 11h00 on **Friday, 29 November 2024**. Telephonic, telegraphic, telex, facsimile, electronic or e-mailed, bids will not be accepted. If the bid is late, it will not be accepted for consideration.

The Employer does not bind itself to accept the lowest or any tender and reserves the right to accept any tender or any part thereof, which may result in the acceptance of more than one tender, whichever the case may be. The Employer shall apply the Municipal Supply Chain Management Policy as adopted in terms of Section 111 of the Municipal Financial Management Act, 2003 (Act No 56 of 2003) and relevant regulations. All eligible bids received shall be evaluated in terms of the Employer's Supply Chain Management Policy, the Preferential Procurement Framework Act, the Preferential Procurement Regulation of 2022 and Council's Preferential Procurement Policy. The 80/20 preference point system shall be applicable. No bids will be considered from persons in the service of the state.

Breede Valley Municipality
Private Bag X3046
WORCESTER

D. MCTHOMAS
MUNICIPAL MANAGER
SC 30/2024