



agriculture, land reform & rural development

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

KZN: Provincial Shared Service Centre, P/Bag X 9132, 270 Jabu Ndlovu Street, Pietermaritzburg 3200
Tel (033) 264 9500

ENQUIRIES: Ms B. Mchunu / Ms T. Dlungwana

BID NO: SS-KZN 7/1/6/3 (6594) 3SP

The Managing Director

.....

.....

Dear Sir / Madam

THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) FOR HARRY GWALA DISTRICT MUNICIPALITY (DC43), THE PROVINCE OF KWAZULU-NATAL WITHIN A PERIOD OF TWELVE (12) MONTHS

1. Bid No: **SS-KZN 7/1/6/3 (6594) 3SP**
2. Closing Date: **22 September 2022 at 11h00**. Quotations submitted after this date will not be Accepted. Please note that vat vendors must include VAT at 15%
3. **Compulsory Briefing Session: 08 September 2022 at 11.00am 270 Jabu Ndlovu Street**
4. The conditions contained in Supply Chain Management (General Conditions and Procedures) and the attached SBD 1, SBD 2, SBD 3.3, SBD 4, SBD 6.1, SBD 8 and SBD 9, Terms of Reference, Supplier Maintenance form and as well as any other conditions accompanying this request are applicable. Document are to be completed, signed and witnessed (this is of utmost importance) and submitted with your proposal. Proof of delegation of authority to sign the Bid documents must be included in your proposal
5. If you are a shareholder or joint venture, it is essential that you indicate your percentage commission or profit before tax in order that the reasonableness of your bid price may be gauged. This information will be treated as strictly confidential. It is of utmost importance that the bidder should attach to the proposal, certified copies of shareholders certificates and identity documents.
6. **(If a valid Tax Clearance Certificate/ Tax compliance pin/ CSD report is not attached to your bid document, your proposal will not be considered)**
7. Please contact on **Mr Stephan Viljoen on 071 605 3674** for any technical queries related to the project
8. All the documents accompanying this bid invitation must be completed and signed in detail where applicable and returned with your bid. Emailed copies will not be accepted. Use of correctional fluid is strictly prohibited on the document
9. The appointed service provider must sign a contract within 2 days from receipt of the appointment letter at the KwaZulu-Natal Shared Service Centre at 270 Jabu Ndlovu Street, Pietermaritzburg before commencement of project
10. Please ensure that your bid reaches this office before closing date and time
11. When submitting your bid the following information must appear on the sealed envelope:
Name and address of the bidder
Bid number
Closing date
12. The envelope must be placed in the bid box on the first floor at 270 Jabu Ndlovu (Loop) Street, Pietermaritzburg
OR If posted, place the aforementioned envelope in a covering envelope addressed as follows: Bids, Department of Agriculture, Land Reform & Rural Development, Private Bag X 9132, Pietermaritzburg, 3200

Kind regards

DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT, KZN: PSSC
FOR DIRECTOR -GENERAL: AGRICULTURE, LAND REFORM & LAND REFORM

DATE: 01/09/2022

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (AGRICULTURE, LAND REFORM & RURAL DEVELOPMENT)					
BID NUMBER:	SS-KZN 7/1/6/3 (6594) 3SP	CLOSING DATE:	22 SEPTEMBER 2022	CLOSING TIME:	11.00 am
DESCRIPTION	THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) FOR HARRY GWALA DISTRICT MUNICIPALITY (DC43), THE PROVINCE OF KWAZULU-NATAL WITHIN A PERIOD OF TWELVE (12) MONTHS				
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
270 Jabu Ndlovu Street					
Pietermaritzburg					
3201, First Floor					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Bongani Magudulela		CONTACT PERSON	Mr Stephan Viljoen	
TELEPHONE NUMBER	033 264 9500		TELEPHONE NUMBER	071 605 3674	
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS	Bongani.magudulela@dalrrd.gov.za		E-MAIL ADDRESS	Stephanus.viljoen@dalrrd.gov.za	
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] ☐ Yes ☐ No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT		TICK APPLICABLE BOX] ☐ Yes ☐ 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]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?		☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				☐ YES ☐ NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				☐ YES ☐ NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				☐ YES ☐ 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 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 PIN 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."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

(Proof of authority must be submitted e.g. company resolution)

.....

DATE:

.....

TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.



TAX CLEARANCE

TCC 001

Application for a Tax Clearance Certificate**Purpose**

Select the applicable option

Tenders ☐Good standing ☐

If "Good standing", please state the purpose of this application

Particulars of applicantName/Legal name
(Initials & Surname
or registered name)Trading name
(if applicable)

ID/Passport no

Company/Close Corp.
registered no

Income Tax ref no

PAYE ref no 7

VAT registration no 4

SDL ref no L

Customs code

UIF ref no U

Telephone no

Fax
no

E-mail address

Physical address

Postal address

Particulars of representative (Public Officer/Trustee/Partner)

Surname

First names

ID/Passport no

Income Tax ref no

Telephone no

Fax
no

E-mail address

Physical address

Particulars of tender (If applicable)Tender number Estimated Tender amount R. , Expected duration of the tender year(s)**Particulars of the 3 largest contracts previously awarded**

Date started	Date finalised	Principal	Contact person	Telephone number	Amount

Audit

Are you currently aware of any Audit investigation against you/the company? YES NO
 If "YES" provide details

Appointment of representative/agent (Power of Attorney)I the undersigned confirm that I require a Tax Clearance Certificate in respect of Tenders or Goodstanding.

I hereby authorise and instruct to apply to and receive from
 SARS the applicable Tax Clearance Certificate on my/our behalf.

Signature of representative/agent Date

Name of representative/agent

Declaration

I declare that the information furnished in this application as well as any supporting documents is true and correct in every respect.

Signature of applicant/Public Officer Date

Name of applicant/
Public Officer

Notes:

- It is a serious offence to make a false declaration.
- Section 75 of the Income Tax Act, 1962, states: Any person who
 - fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
 - without just cause shown by him, refuses or neglects to-
 - furnish, produce or make available any information, documents or things;
 - reply to or answer truly and fully, any questions put to him ...

As and when required in terms of this Act ... shall be guilty of an offence ...
- SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
- Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.

PRICING SCHEDULE
(Professional Services)

NAME OF BIDDER: BID NO.: **SS-KZN 7/1/6/3 (6594)3SP**
CLOSING TIME **11:00 am** CLOSING DATE: **22 SEPTEMBER 2022**

OFFER TO BE VALID FOR ...**90** DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY INCLUSIVE OF VAT AT 15%
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DESCRIPTION: THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) FOR HARRY GWALA DISTRICT MUNICIPALITY (DC43), THE PROVINCE OF KWAZULU-NATAL WITHIN A PERIOD OF TWELVE (12) MONTHS

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of VAT at 15% for the project.

R.....

3. PERSONS WHO WILL BE INVOLVED IN THE PROJECT AND RATES APPLICABLE (CERTIFIED INVOICES MUST BE RENDERED IN TERMS HEREOF)

4. PERSON AND POSITION

HOURLY RATE

DAILY RATE

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R-.....
R-.....
R-.....
R-.....
R-.....

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5. PHASES ACCORDING TO WHICH THE PROJECT WILL BE COMPLETED, COST PER PHASE AND MAN-DAYS TO BE SPENT

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Name of Bidder:

- 5.1 Travel expenses (specify, for example rate/km and total km, class of airtravel, etc). Only actual costs are recoverable. Proof of the expenses incurred must accompany certified invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
TOTAL: R.....			

- 5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....			R.....
.....			R.....
.....			R.....
.....			R.....
.....			R.....
.....			R.....
.....			R.....
.....			R.....
.....			R.....
TOTAL: R.....			

6. Period required for commencement with project after Acceptance of bid
7. Estimated man-days for completion of project
8. Are the rates quoted firm for the full period of contract?
9. If not firm for the full period, provide details of the basis on which Adjustments will be applied for, for example consumer price index. Please note that your proposal will be evaluated on the following:
10. Adherence to Time Frame as per terms of reference (yes/no)
- 10.1 Adherence to time frame (12 months)

Any enquiries regarding bidding procedures may be directed to the –

Mr Bongani Magudulela
Tel: 033 264 9500/ 9587
270 Jabu Ndlovu (Loop) Street
Pietermaritzburg
3201

Or for technical information Provincial office
Mr Stephanus Viljoen
Tel: 071 605 3674
Email: stephanus.viljoen@dalrrd.gov.za

DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state¹, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**
 - 2.1 Full Name of bidder or his or her representative:
 - 2.2 Identity Number:
 - 2.3 Position occupied in the Company (director, trustee, shareholder²):
 - 2.4 Company Registration Number:
 - 2.5 Tax Reference Number:
 - 2.6 VAT Registration Number:
 - 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

¹"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

²"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

2.7 Are you or any person connected with the bidder presently employed by the state? YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member:

Name of state institution at which you or the person connected to the bidder is employed :

Position occupied in the state institution:

Any other particulars:

.....

.....

.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES / NO

2.7.2.1 If yes, did you attached proof of such authority to the bid document? YES / NO

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....

.....

.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES / NO

2.8.1 If so, furnish particulars:

.....

.....

.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES / NO

2.9.1 If so, furnish particulars.

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

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES/NO

2.10.1 If so, furnish particulars.

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

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES/NO

2.11.1 If so, furnish particulars:

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

3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

4 DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.
I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF
PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION
PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

May 2011

**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

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 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

1.5 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.

1.6 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:

80/20

or

90/10

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

Where

P_s = Points scored for price of bid under consideration

P_t = Price of bid under consideration

$P_{\min}$ = 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	9	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	☐
-----	--------------------------	----	--------------------------

v) 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

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DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445.	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all bids¹ invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. 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 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.

10. 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.

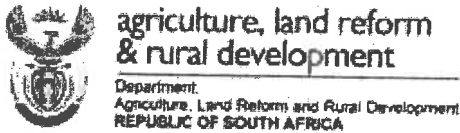
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Signature

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Date

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Position

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Name of Bidder

Js914w 2



Directorate: Spatial Planning and Land Use Management, KwaZulu-Natal, Branch SPLUM,
83 Peter Kerchhoff (Chapel) Street, Pietermaritzburg, Private Bag X9000, Pietermaritzburg, 3200.
Tel (033) 264 1400, Fax (033) 264 1413.

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) FOR HARRY GWALA DISTRICT MUNICIPALITY (DC 43), THE PROVINCE OF KWAZULU-NATAL, WITHIN A PERIOD OF TWELVE (12) MONTHS

1 INTRODUCTION

- 1.1 The Department of Agriculture Land Reform and Rural Development (DALRRD / the Department) seeks to enlist the services of an experienced and suitably qualified, competent, professional service provider to undertake the development of a Spatial Development Framework (SDF) for the Harry Gwala District Municipality situated in the Province of KwaZulu-Natal.

2 LEGISLATIVE CONTEXT

- 2.1 With the enactment of the Spatial Planning and Land Use Management Act (SPLUMA) in 2013, a new planning regime was introduced in South Africa. It replaced disparate apartheid era laws with a coherent legislative system designed to spatially transform the country in its democratic era.
- 2.2 Chapter 4 of the Spatial Planning and Land Use Management (SPLUMA) Act No 16 of 2013 requires National, Provincial and Local Municipalities to prepare Spatial Development Frameworks (SDFs).
- 2.3 The National Development Plan sets the country's strategic direction, Chapter 5 of the NDP focuses on environmental sustainability and resilience through an equitable transition to a low-carbon economy, which will also have implications on the way the spatial planning and development in South Africa is approached. Chapter 6 sets out specific targets and goals towards establishing a more inclusive rural economy through integrated rural development and Chapter 8, which focuses on the country's spatial planning system, requires that:
- 2.3.1 All municipal and provincial SDFs are translated into 'spatial contracts that are binding across national, provincial and local governments;
- 2.3.2 The current planning system should 'actively support the development of plans that cross municipal and even provincial boundaries', especially to deal with biodiversity protection, climate-change adaptation, tourism and transportation; and
- 2.3.3 Every municipality should have an 'explicit spatial restructuring strategy' which must include the identification of 'priority precincts for spatial restructuring'.

- 2.4 To give spatial expression to the NDP the Department has prepared the National Spatial Development Framework, KZN COGTA have also commenced with the process of preparing the Provincial Spatial Development Framework.
- 2.5 Section 20 (1) of SPLUMA requires the Municipal Council of a municipality by notice in the Provincial Gazette to adopt a municipal spatial development framework for its municipality.
- 2.6 Section 20 (2) states that the municipal spatial development framework must be prepared as part of a municipality's integrated development plan in accordance with the provisions of the Municipal Systems Act.
- 2.7 Section 26 (d) of the Local Government: Municipal Systems Act, No. 32 of 2000 (MSA) stipulates that the council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;
- 2.8 Section 26 (e) of the Local Government: Municipal Systems Act, No. 32 of 2000 (MSA) stipulates that all Municipalities are required to compile Spatial Development Frameworks (SDFs) as a core component of their Integrated Development Plans (IDPs).
- 2.9 The Harry Gwala District Municipality currently have an adopted Spatial Development Framework for the period 2017-2021 which was last reviewed internally during the 2021/2022 financial year. The Municipality therefore requires support for the adoption of new SDF 2023/2027.
- 2.10 The former Department of Rural Development and Land Reform (DRDLR) now the Department of Agriculture Land Reform and Rural Development (DALRRD) developed a Spatial Development Framework guideline document dated 2017 to assist practitioners and the various spheres of government with the process of preparing a Spatial Development Frameworks.

3 PROBLEM STATEMENT

- 3.1 Many Municipalities in the past have developed SDFs, either in silos or supported (technically and/or financially) by National or Provincial government with differentiated approaches undertaken to develop the SDF this was further aggravated due to a lack of comprehensive guidelines for the development of SDFs. Some SDF documents have been detailed enough to inform decision making while others only provide a broader framework found to be difficult in effectively facilitating implementation of government programmes.
- 3.2 Various shortcomings have been depicted in most SDF documents the Department participates in the COGTA IDP assessments which involves the analysis of SDFs on an annual basis which revealed many shortcomings in terms of the requirements set out in SPLUMA and the MSA and are therefore non-compliant with the provisions of the applicable legislation.

- 3.3 The problem is compounded by the fact that capacity, both to plan and implement plans in municipalities remain a challenge. Therefore, the project provides an opportunity for the Department to assist the municipality with meeting the legislative requirements that govern the preparation of Spatial Development Frameworks and provide a plan to guide the spatial transformation of the Harry Gwala District Municipality.

4 PROJECT BACKGROUND

- 4.1 The Department of Agriculture Land Reform and Rural Development received a request from the Harry Gwala District Municipality to provide financial support for the development of a Spatial Development Framework for its Municipal area in line with the provisions of the Spatial Planning and Land Use Management Act No 16 of 2013.
- 4.2 Section 20(1) of SPLUMA requires a Municipal Councils to adopt a Spatial Development Framework by giving notice in the Provincial Gazette.
- 4.3 Section 20(2) of SPLUMA and section 26(e) requires the SDF to be prepared as part of the IDP.
- 4.4 Section 21 of SPLUMA sets out the content of a Municipal SDF which must be incorporated within the development of the SDF.
- 4.5 KZN COGTA conducts an annual assessment of Municipal IDP's, in which Municipal SDFs are assessed as a key component to the IDP. The outcomes of the assessment in which the department is involved indicates that the Harry Gwala DM SDF is partially compliant with the provisions of section 21 of SPLUMA hence the need to assist the municipality in ensuring compliance with the relevant legislation related to the development of SDFs.

5 LOCATIONAL CONTEXT – PROJECT AREA

- 5.1 Characterized by a rural landscape, Harry Gwala is known for its rich high quality agricultural soils, abundant water and climate extremes which make the area more viable for dairy farming. The natural environment has proven to be a tourism attraction destination offering ecotourism and adventure tourism. Main employment sectors within the district include but are not limited to community services, agriculture, trade, retail and construction.
- 5.2 The Harry Gwala District Municipality) is a Category C municipality situated south of KwaZulu-Natal. It borders on the Eastern Cape Province, Lesotho and the Drakensberg Mountains, which form a 200km-long World Heritage Site. The municipality is comprised of four local municipalities: Dr Nkosazana Dlamini Zuma, uMzimkhulu, Greater Kokstad and Ubuhlebezwe. With a total of 61 wards, and 32 Traditional Councils. The seat of Harry Gwala is Ixopo. Economically, the most prominent employment sectors are agriculture, construction and small-scale manufacturing. The district is known for its progressive farming methods. Harry Gwala has an abundance of high-quality soils, high altitude, abundant water, and climatic extremes, which makes the area suitable for dairy farming. A significant portion of dairy consumed in KwaZulu-Natal is produced within the district. The unspoilt natural environment has high ecotourism and adventure-tourism potential.

- 5.3 The District Municipality forms part of the border between KwaZulu-Natal and Eastern Cape Province. The municipality area size is 10 618.0 km² and the population spread is 48.1 people per square kilometre. Key rivers in the district are the uMzimkhulu and Umkomaas rivers.

- 5.4 Population Distribution per Local Municipality Population size:

Table 1: Population Distribution

UBuhlebezwe Local Municipality	118 347
uMzimkhulu Local Municipality	197 280
Greater Kokstad Local Municipality	76 753
Dr. Nkosazana Dlamini- Zuma Municipality	118 480
Total Harry Gwala District Municipality	510,860

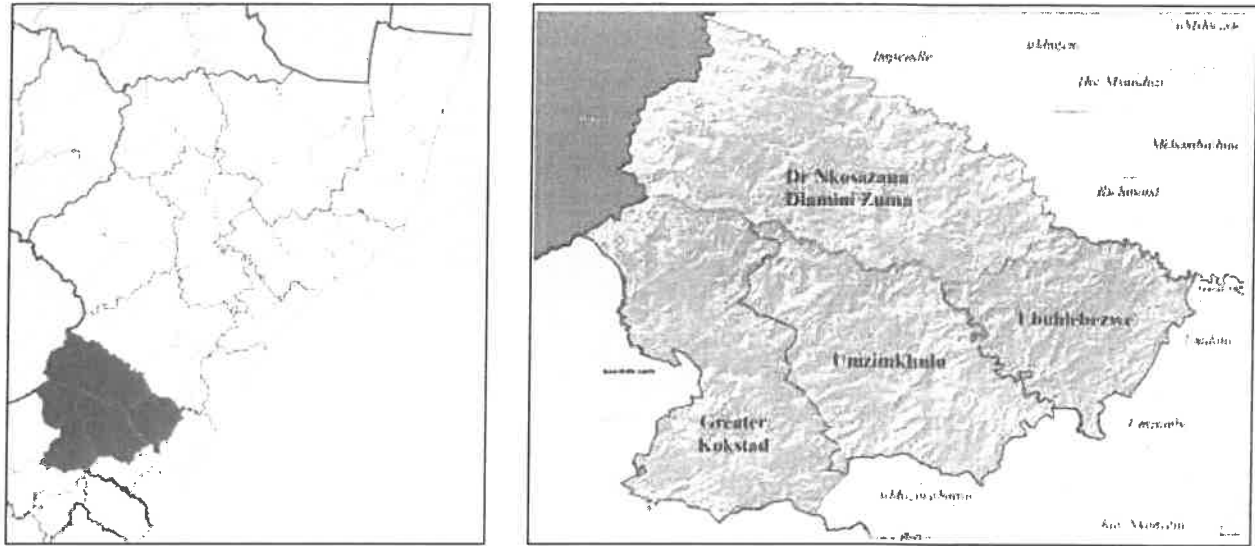
- 5.5 Whereas the land ownership within Harry Gwala DM can be clustered into;

- 5.5.1 Privately owned land;
- 5.5.2 Municipal land;
- 5.5.3 State-owned land;
- 5.5.4 Land owned by Community Property Associations;
- 5.5.5 Land under the administration of the Ingonyama Trust Board; and
- 5.5.6 Land managed by Traditional Councils.

- 5.6 The greater part of the land within the HGDM is covered by commercial agricultural land (grazing, crop farming and sugar cane) plantation, and natural vegetation and traditional human settlement areas. The Harry Gwala 2020/21 draft IDP proposes the urban centres of Kokstad, uMzimkhulu, Ixopo and Underberg / Himeville as primary nodes in view of potential high levels of economic development, growth and expansion.

- 5.7 The urban centres of Franklin, Creighton, Donnybrooke, Bulwer and Highflats are proposed as secondary nodes. Although Bulwer is categorized as secondary node, it is being treated as a primary node considering the potential posed by its strategic location once planned properly. The urban areas of Swartberg, Riverside, Ibisi and Rietvlei are tertiary nodes with lower economic potential. Ntsikeni, Lourdes, Gowan Lea, Centacow, Kilmon, Ncwadi, Stepmore, Ntwasahlobo, Makhoba, Nokweja and Jolivet. Were identified as rural nodes. The District's IDP identifies development corridors based on the need to integrate district space and link the various nodes and opportunities into a meaningful whole; improve or extend access to areas with economic potential within areas of high poverty; maximise interest opportunities and potentials within the district in way which promotes growth and investment and ensure the sustained growth of existing centres and corridors of economic development. The municipality has four local municipalities: Dr Nkosazana Dlamini Zuma, uMzimkhulu, Greater Kokstad and uBuhlebezwe. The seat of Harry Gwala is Ixopo

Figure 1 - Provincial & District Context



Source: DALRRD

6 THE OBJECTIVES OF THE PROJECT

- 6.1 The Primary objective of the project is to develop a credible SDF for the Harry Gwala District Municipality that is legally compliant with the relevant legislation i.e., SPLUMA and MSA, and a spatial tool that can be implemented to achieve the desired spatial form envisioned for the Harry Gwala District Municipality.
- 6.2 The process for developing the SDF should be guided by the Spatial Development Framework guidelines 2017 prepared by the former Department of Rural Development and Land Reform (DRDLR) as one of the guiding tools. These Guidelines are therefore a component of the Terms of Reference.
- 6.3 Compliance with requirements set out under Chapter 4 of SPLUMA is Mandatory.
- 6.4 The SDF must give effect to the content set under section 21 of SPLUMA which states that a municipal spatial development framework must:
 - 6.4.1 Give effect to the development principles and applicable norms and standards set out in Chapter 2;
 - 6.4.2 Include a written and spatial representation of a five-year spatial development plan for the spatial form of the municipality;
 - 6.4.3 Include a longer-term spatial development vision statement for the municipal area which indicates a desired spatial growth and development pattern for the next 10 to 20 years;
 - 6.4.4 Identify current and future significant structuring and restructuring elements of the spatial form of the municipality, including development corridors, activity spines and economic nodes where public and private investment will be prioritised and facilitated;
 - 6.4.5 Include population growth estimates for the next five years;
 - 6.4.6 Include estimates of the demand for housing units across different socioeconomic categories and the planned location and density of future housing developments;

- 6.4.7 Include estimates of economic activity and employment trends and locations in the municipal area for the next five years;
- 6.4.8 Identify, quantify and provide location requirements of engineering infrastructure and services provision for existing and future development needs for the next five years;
- 6.4.9 Identify the designated areas where a national or provincial inclusionary housing policy may be applicable;
- 6.4.10 Include a strategic assessment of the environmental pressures and opportunities within the municipal area, including the spatial location of environmental sensitivities, high potential agricultural land and coastal access strips, where applicable;
- 6.4.11 Identify the designation of areas in the municipality where incremental upgrading approaches to development and regulation will be applicable;
- 6.4.12 Identify the designation of areas in which—
 - 6.4.12.1 More detailed local plans must be developed; and
 - 6.4.12.2 Shortened land use development procedures may be applicable and land use schemes may be so amended;
- 6.4.13 Provide the spatial expression of the coordination, alignment and integration of sectoral policies of all municipal departments;
- 6.4.14 Determine a capital expenditure framework for the municipality's development programmes, depicted spatially;
- 6.4.15 Determine the purpose, desired impact and structure of the land use management scheme to apply in that municipal area; and
- 6.4.16 include an implementation plan comprising of:
 - 6.4.16.1 sectoral requirement, including budgets and resources for implementation;
 - 6.4.16.2 necessary amendments to a land use scheme;
 - 6.4.16.3 specification of institutional arrangements necessary for implementation;
 - 6.4.16.4 specification of implementation targets, including dates and monitoring indicators; and
 - 6.4.16.5 specifications, where necessary, of any arrangements for partnerships in the implementation process.
- 6.5 Compliance with the provisions of the Municipal Systems Act and the Municipal Planning and Performance Management Regulations must be adhered to.
- 6.6 The SDF must give effect to the 5 development principles contained the Spatial Planning and Land Use Management Act No 16 of 2013:
 - (i) Spatial Justice;
 - (ii) Spatial Sustainability;
 - (iii) Efficiency;
 - (iv) Spatial Resilience; and
 - (v) Good Administration
- 6.7 Alignment to National and Provincial, District and Municipal Plans and Policies which including but not limited to, the National Development Plan, National, Provincial and District Spatial Development Framework, Provincial Growth and Development Strategy, District Development Model, District and Municipal IDP, District Growth and development strategy, Provincial Transportation Plan etc.

- 6.8 Although the SDF needs to align to various higher order plans (above paragraph) and lower order plans (District and Local policies), the SDF must also inform the future update of the District and Local Municipality policies.
- 6.9 Give effect to the provincial norms and standards not limited to the list: Spatial Equity Tool, Environmental Climate Change and Cemeteries and Crematoria.
- 6.10 Give guidance to alternative hazard bypass route/s on where they could be allocated without entering the town and recommendations on how to achieve that role.
- 6.11 The SDF to be used as a tool to revive the agriculture sector and have spin offs to the existing agriculture activities.
- 6.12 Give guidance to new networks that will link future economic activities to people and other affected land uses.
- 6.13 Include new areas where potential growth nodes can expand and recommendation on what type of development that can be exploited.

7 CRITICAL MILESTONES

- 7.1 The following seven critical milestones/phases as stipulated in the Spatial Development Framework Guidelines of the erstwhile Department of Rural Development and Land Reform shall be achieved by each SDF:
 - 7.1.1 Phase 1: Start Up
 - 7.1.2 Phase 2: Policy context and vision directives
 - 7.1.3 Phase 3: Spatial challenges and opportunities
 - 7.1.4 Phase 4: Spatial proposals
 - 7.1.5 Phase 5: Implementation Framework
 - 7.1.6 Phase 6: Consultation
 - 7.1.7 Phase 7: Final MSDF
 - 7.1.8 Phase 8: Close out
- 7.2 Details pertaining to the relevant deliverables for each milestone are contained below, each service provider is expected to consult the SDF guideline document 2017 while preparing the proposals and when executing the project. The information below is the minimum requirements. Bidders may improve and add to this proposal.

PHASE 1: START UP – 2 WEEKS

Step 1: Inception Report, Communication Plan, Project GANTT chart

- Agree on the scope of work with sector stakeholders and include it in a Service Level Agreement and Memorandum of Understanding with the service provider.
- The service providers will prepare a detailed project work plan and Gantt chart, in the form of an Inception Report, detailing the specific actions and date-specific time frames of the project. The report will include the proposed actions and steps to be undertaken during the whole of the project and by whom.
- A Communication Plan will be developed detailing the stakeholders (i.e., people, organisations, interested and affected parties, including traditional councils (if applicable) and Ward committees to be engaged while preparing the SDF, both during the drafting phases, and once the draft SDF has been developed, to ensure buy-in from all stakeholders. The communication plan also needs to indicate reporting lines, contact details, and PSC dates to monitor progress.
- Set up project steering committee.
- Initiate data collection process and identify data required for the process.

Step 2: Presentation to Project Steering Committee

- Presentation of Inception Report and consultative process to be followed, resulting in consensus being reached and the Department giving written acceptance of the Inception Report.
- Set up Project Management team (technical meeting) and agree on number of meetings to be held during project cycle.

Step 3: Presentation to Municipal council

- A presentation of the project should be conducted to the Municipal council to inform them of the project that has commenced. More than one presentation might be required in order to follow protocols, e.g., present to the Planning Portfolio Committee and the Executive Council before the project is presented to the Full council.
- This step may take place after the two (2) week period has lapsed.

Deliverable: Inception Report detailing the process to be followed, inclusive of a Communication Plan with internal and external stakeholders and project GANTT chart. List of data collected. One (1) week to prepare the document, convene a PSC, and one (1) week to amend and submit the final document.

Consultation: Sector departments and Municipal Council.

PHASE 2: POLICY CONTEXT AND VISION DIRECTIVES – 1 MONTH

Step 1: Review and Synthesise Legislative & Policy Context

- Synthesise the legislative and policy context through considering relevant national and provincial and municipal policy directives.
- Ensure alignment with Provincial Norms and Standards.
- Outline the spatial directives emanating from the national, provincial and municipal spatial policy review.

Step 2- Formulate Draft Vision

- Hold initial discussions on the key spatial issues that need to be addressed to discuss and collaboratively develop a draft vision for the municipal area.

Step 3 – PSC meeting

- Presentation to the PSC on the Policy context and vision directives report.

Deliverable: Consolidated report on the Policy context and vision directives.

Consultation: Engage with a focused group of PSC Stakeholders including municipal and sector departments, public entities, community representatives and other related bodies based on the context of the municipality.

PHASE 3: SPATIAL CHALLENGES AND OPPORTUNITIES – 2 MONTHS

Step 1 – IDP and Sector Plan inputs

- Review the most recent IDP as well as all relevant municipal sector plans and surrounding sector plans in terms of the strategic focus and the key challenges identified.
- The recent SDF assessment and respective MEC comments should also guide the review of the SDF.
- The COGTA SDF assessment template will be made available to the service provider to ensure all bases are covered for assessment.
- SDFs and Spatial Proposals from adjacent Municipalities to be considered to ensure alignment.

Step 2 – Biophysical, Socio Economic and Built environment analysis

- Documentation and mapping of biophysical spatial challenges and opportunities.
- Conduct a strategic analysis of the socio-economic situation of the municipality in terms of legacy, current and future challenges.
- Conduct a strategic analysis of the built environment elements of the municipality in terms of legacy, current and future challenges.

Step 3 – SWOT analysis

- SWOT analysis based on the analysis conducted for the bio-physical, built and socio-economic environment.

Step 4 – PSC meeting

- Presentation to PSC on the consolidated report.

Deliverable: Consolidated report on the spatial challenges and opportunities.

Consultation: Engage with municipal and sector departments, public entities, community representatives and all other related bodies based on the context of the municipality. This will include engagements with the estimated 10 individual Traditional Councils.

PHASE 4: SPATIAL PROPOSALS – 2 MONTHS

Step 1- Spatial concept and final Vision

- To move towards the vision aspired to, a conceptual framework needs to be formulated based on the synthesis of the key challenges and opportunities from Phase 3.
- Update the draft vision as developed during Phase 2 to align with the spatial concept (if required).

Step 2 – Spatial Strategies

- Develop spatial strategies which support the spatial concept and are in line with the development vision for the municipal Integrated Development Plan that redress/address/mitigate against the challenges and unlock the opportunities identified in step 1 above.

Step 3 – Draft MSDF

- Combine the spatial strategies into a composite MSDF map.
- Develop more detailed proposals for settlements within the municipal jurisdiction based on the SDF strategies after developing the composite MSDF.
- Compile all the elements of Phase 1, Phase 2 and Phase 3 into a draft MSDF report.

Step 4 – PSC meeting

- Present consolidated the draft MSDF document.

Deliverable: Draft MSDF document consolidated containing spatial strategies and final vision.

Consultation: Facilitate and convene specialist discussions and/or focus group meetings to discuss key sectoral and area-based strategies and proposals of the draft MSDF.

PHASE 5 – IMPLEMENTATION FRAMEWORK – 2 MONTHS

Step 1 - Supporting Policies

- Develop a set of policies that will support the implementation of the spatial proposals as contained within the MSDF.

Step 2 - Supporting Guidelines

- Develop a set of guidelines that will support the implementation of the spatial proposals as contained within the MSDF.

Step 3 - Capital Investment Framework (short term) and Capital Expenditure Framework (long term vision)

- Develop a capital investment framework and capital expenditure framework that identifies priorities, institutional arrangements, and implementation requirements.
- Capital Expenditure Framework must align with the "One Plan" (2050 or the 20-to-30-year vision).

Step 4: Draft Implementation Framework

- Compile the supporting policies and guidelines as well as the capital investment framework into a consolidated draft implementation framework.

Deliverable: Consolidated Draft Implementation Framework report

Consultation: Engage with municipal and sector departments, public entities, community representatives and all other related bodies based on the context of the municipality.

PHASE 6: CONSULTATION – 3 MONTHS

Step 1 – Presentation to Council

- Presentation of the Final Draft to the Harry Gwala DM Municipal Council to obtain a Council Resolution, allowing for a notice to be Published in the Gazette that the Harry Gwala DM intends to develop a Spatial Development Framework.

Step 2 – Advertisement and meetings

- Give notice of the proposed municipal spatial development framework in the *Gazette* and the media.
- Invite the public to submit written representations in respect of the proposed municipal spatial development framework to the Municipal Council within 60 days after the publication of the notice.
- Conduct Public meetings with various stakeholders, ward meetings, etc.
- Present to each individual Traditional Council within the Municipality.

Step 3 – Consider and Incorporate Comments

- Consider all representations received in respect of the proposed municipal spatial development framework.

Step 4 – Consolation report

- Prepare consultation report based on various engagements held during phase 6.

Deliverable: consolidated consultation report.

PHASE 7; FINAL SDF – 1 MONTH

Step 1: Sector Plan Alignment

- Facilitate follow-up discussions with the relevant municipal departments to discuss required alignment interventions to ensure that the MSDF proposals are incorporated into all relevant sector plans.

Step 2: Priority Local Plans

- Initiate the delineation and implementation of the required local area plans or precinct plans as set out in the capital investment framework.

Step 3: Capital Investment Framework into IDP

- Ensure that the key proposals contained within the capital investment framework is fed into the next review of the IDP through facilitating discussions with relevant municipal officials.

Step 4: Final MSDF

- Refine, update, and finalise the draft MSDF and implementation framework.
- Prepare summary pamphlets, A4 Double Sided (25 in English and 25 in isiZulu) and 4 x Posters (2 in English and 2 in isiZulu) of the key spatial proposals contained within the MSDF report in English and isiZulu.
- Posters and Pamphlets to be submitted in electronic format as well for ease of reproduction by the Municipality.

Step 5: PSC meeting

- Present final MSDF to PSC for Endorsement.

Step 6: Council Adoption

- Submit the final MSDF report and brochures to the local municipal officials and Council for approval.

NB: It should be noted that in terms of SPLUMA a gazette notice must be published once the SDF has been adopted by council.

Deliverable: Final MSDF document and composite map. SDF Chapter for inclusion into the IDP

PHASE 8 – CLOSE OUT – 2 WEEKS

The final delivery consists of:

- Council Resolution (If taken by council within the timeframes of the project)
- Close out report outlining:
 - Overview of process followed
 - Summary of meetings dates
 - Summary of Payment dates
 - Challenges & Lessons learned
 - Actions required in obtaining final Council Resolution adopting the SDF, if council did not take any decision.
- PSC meeting to conclude the project.

Deliverable: Close-out report with final submission documents.

8 OUTCOMES AND DELIVERABLES

- 8.1 The SDF should seek to influence the overall spatial distribution of current and future land use within a municipality.
- 8.2 The SDF should respond to the government strategic priorities from National, Provincial and local (NDP, NSDF, PSDF, PGDS, PSEDS, DGDP, IDP, etc.). The end product must contribute positively towards local economic development, sustainable livelihoods in rural areas, poverty alleviation, alleviating high unemployment, water and sanitation service delivery, and One Plan.
- 8.3 The SDF must give effect to the requirements set out under section 21 of SPLUMA.
- 8.4 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.
- 8.5 Improved Comprehensive LUS guidelines are expected out of the process of formulating the SDFs.
- 8.6 All objectives of the project as stipulated in this Terms of Reference should be met. A document with clear deliverables is expected. The SDF document should indicate all cross-border issues, challenges and alignment of programmes shared with neighbouring municipalities, provinces and countries (if applicable).
- 8.7 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 (shapefiles, layer files, mxd files) for use in a GIS environment. The shapefiles must have clear attribute information that differentiates each SDF construct and its purpose, for example a service node shapefile should have an attribute called "description" with the value "service node". The project steering committee (including municipality and DALRRD officials) will comment on the SDF and send them to the service provider for amendment purposes.

- 8.8 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.
- 8.9 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.
- 8.9.1 SDF document in both hardcopy (printed) and softcopy (electronic as MS word and PDF document);
 - 8.9.2 A0 SDF Map;
 - 8.9.3 A separate Executive Summary Document;
 - 8.9.4 A public consultation report;
 - 8.9.5 All maps contained in the SDF textual document as electronic image files (e.g., JPEG, windows Bitmap, GIF, etc.);
 - 8.9.6 All spatial information used to generate the SDF maps must be provided in the correct GIS format, and map packages viewable in a user-friendly open-source GIS Viewer.
- 8.10 The format of the submission will be as follows:
- 8.10.1 3 x Hardcopies of the SDF document.
 - 8.10.2 3 x Hard Copies of the Composite SDF Map (A0 size).
 - 8.10.3 3 x DVDs with Electronic Copies of the maps and documents in the following formats:
 - 8.10.3.1 Maps - JPEG / TIFF & PDF
 - 8.10.3.2 Reports - MS Word & PDF Format
 - 8.10.4 3 x DVDs with all maps in an ArcGIS Map Package format. Metadata 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).

9 FORMAT OF GIS DATA

- 9.1 All GIS data used and created during the course of the project will be provided in a format which is compatible to the client's systems, but as a minimum be submitted as follow:
- 9.1.1 A GIS database (MS Access database, Geodatabase and Map file/package); and,
 - 9.1.2 Spatial data in a Geographic WGS84 (Hartebeesthoek 1994) spheroid.
 - 9.1.3 Metadata records must be captured in line with the South Africa National Standard (SANS -1878).
 - 9.1.4 Spatial information captured must be in line with Regulation 5(2) of the Spatial Data Infrastructure Act, 2003.
- 9.2 All works relating to spatial information remains the property of the state and shall be disseminated in line with the policy on pricing of spatial information products and services.

10 PROJECT DURATION AND COST

- 10.1 It is expected that the project be completed in a period of 12 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 is scheduled under Table 1.

Table 2 - Project Cost allocation and Timeframe

Project Phase	% Allocation	Timeframe
Phase 1: Start up	5%	2 weeks
Phase 2: Policy context and Vision Directives	5%	1 month
Phase 3: Spatial challenges and opportunities	20%	2 months
Phase 4: Spatial Proposals	20%	2 months
Phase 5: Implementation Framework	10%	2 months
Phase 6: Consultation	10%	3 months
Phase 7: Final MSDF	10%	1 month
Phase 8: Close out	15%	2 weeks
Retention	5%	
Total	100%	12 Months

- 10.2 Timeframes must be adhered to, failure of which financial implications will be imposed for any delay or non-compliance with time and quality requirements.
- 10.3 The amount for the final draft is payable upon approval of the document by the Project Steering Committee.
- 10.4 The tender amount should be inclusive of all disbursements (Travel and Accommodation / Phone Calls & Communications / Printing & Reproduction) as these will not be paid separately.

11 FINANCIAL PENALTIES

- 11.1 Financial penalties shall be imposed for agreed upon milestones, targets, and deadline not met without providing:
- 11.1.1 Timely notification of such delays.
 - 11.1.2 Valid reasons for the delays.
 - 11.1.3 Supporting evidence that the delays were outside of the influence of the service provider.
- 11.2 Financial penalties will be imposed if the outputs produced do not meet the agreed upon deliverables criteria as stipulated in the General Conditions of Contract.

12 UNDUE DELAY REMEDIES

- 12.1 Should it be found that the delay of the project in terms of the agreed time period is unreasonable then for every 5 (five) days or other stipulated time frame there shall be a penalty in terms of percentages which will be deducted from the payment as indicated below:

Table 3 – Undue Delay Remedies

Milestone	% Payment	5 days overdue	10 days overdue	15 days overdue	30 days overdue	More than 30 days overdue
PHASE 1 Start up	5%	10%	25%	50%	75%	100%
PHASE 2 Policy context and vision directives	5%	10%	25%	50%	75%	100%
PHASE 3 Spatial challenges and opportunities	20%	10%	25%	50%	75%	100%
PHASE 4 Spatial proposals	20%	10%	25%	50%	75%	100%
PHASE 5 Implementation	10%	10%	25%	50%	75%	100%
PHASE 6; consultation	10%	10%	25%	50%	75%	100%
PHASE 7: Final MSDF	10%	10%	25%	50%	75%	100%
PHASE 8 Hand over and close out	15%	10%	25%	50%	75%	100%
Retention	5%					
Total	100% ^S					

13 PAYMENTS AND SUBMISSION OF INVOICES

- 13.1 Payments will be made on a work completed basis, i.e., on set milestones as per the project plan, and must be to the satisfaction of the Department of Agriculture Land Reform and rural Development (DALRRD). The Project Steering Committee will need to take a resolution concerning the work undertaken by the service provider. This resolution will then be reflected in the minutes of the meeting. The minutes will be submitted as part of the documentation required in order to process payment.
- 13.2 Original copies of invoices to substantiate costs must be provided. The service provider's invoices should include the Department's order number that will be provided to the selected service provider upon acceptance of the bid.
- 13.3 Payment will be made on the basis of approved work in progress with a ceiling of 95% of the project cost. The balance (5% retention) of the project cost will only be paid on the approved final report.

14 BUDGET

- 14.1 The service provider shall compile a detailed breakdown of costs and submit it together with the proposal. Competitive pricing and functional competence of the service provider will be major considerations in the evaluation of proposals.

15 RETENTION

- 15.1 The service provider shall forfeit the total payment per milestone in the case of the project being delayed for longer than 30 days after milestone due date.
- 15.2 The service provider may apply to the Department for an extension on the delivery date on any milestone – provided that the service provider gives valid reason(s) to the sole satisfaction of the Department.

16 EXTRA WORK

- 16.1 Any costs for extra work by the service provider, incurred over and above this bid which, in the sole opinion of the Chief Director: Integrated Spatial Planning are due to reasons attributable to the service provider during any phase of the project shall be borne by the service provider.

17 PROJECT MANAGEMENT

- 17.1 This project will be managed by the Department of Agriculture Land Reform and Rural Development, with the following representations but not limited to who may form part of the Project steering committee:
- 17.1.1 National Departments with a Provincial Footprint.
 - 17.1.2 Department of Agriculture Land Reform and Rural Development (SPLUM & Regional Shared Services Centre Directors (RSSCs)).
 - 17.1.3 Representative from KZN COGTA (Spatial Planning).
 - 17.1.4 Representatives from other Provincial Departments.
 - 17.1.5 District Municipality.
 - 17.1.6 Local Municipality.
 - 17.1.7 Parastatals (Eskom, Ezemvelo KZN, etc.)

18 MANDATORY REQUIREMENT FOR SUPPLY CHAIN MANAGEMENT

Signed Form of Offer and Acceptance
Valid Compliance Tax Status Pin / Central Supplier Database Report
Non-use of correctional fluid in the document
Compliance with specification (SBD 3.3) (Pricing Schedule per Phase plus Total)
Accreditation with the relevant Professional Board • Project Leader – South African Council for Planners (SACPLAN) • GIS Practitioner – South African Geo-Science Council (SAGC, previously PLATO)
Signed Company Resolution or Letter of Authority to sign on behalf of the firm
Permanent Office in KZN – Rental Agreement or Municipal Account
Compulsory Briefing Session Attended

19 SKILL REQUIREMENTS FOR PROJECT TEAM

- 19.1 The successful service provider will be expected to have an understanding of and experience in spatial planning legislation of the country. The service provider should have experience in auditing projects, ability to interact with a variety of stakeholders as well as good research and report writing skills.
- 19.2 The team leader must have knowledge and experience of Spatial Planning; Land Use Management; Land Development; Laws related to the previous mentioned.
- 19.3 The team leader must have expertise in managing and coordinating a multi-disciplinary project team (Project management skills).
- 19.4 The team must be experienced in Strategic Planning including scenarios and futures planning.
- 19.5 The team must have a thorough understanding of political environment and Intergovernmental Relations Framework.
- 19.6 The preferred team should consist of a Town Planner, Engineer, Environmentalist, GIS Practitioner, Economist.

20 HUMAN RESOURCES FOR THE PROJECT

- 20.1 The service provider is expected to provide information on available human resource capacity that will be directly involved per project, including but not limited to a comprehensive curriculum Vitae (CV) for each of the team members, indicating relevant qualifications and experience as required by this Terms of Reference; full contact details (office, fax and cell phone, and email), and the role to be fulfilled in this project.
- 20.2 The team leader and 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 DALRRD.

- 20.3 It is expected that the team leader will be available for all meetings and engagements where he or she will present in detail the deliverables.
- 20.4 Where a firm or a person is found suitable to be contracted for more than one project and the projects are to run concurrently, the Department is entitled to undertake a risk assessment. The Department may request and require additional guarantees and information on finances, team composition and the firms' resources to be deployed to these projects to ensure sufficient capacity is available for handling the multiple projects.
- 20.5 All team members that will be directly involved in the project may, at the sole discretion of the Chief Director: Integrated Spatial Planning, be expected to attend all progress report meetings as scheduled. Due to the urgency of the project, time is of essence to this process and all work shall be submitted when due. Financial penalties will be imposed for any delay or non-compliance with time and quality requirements.
- 20.6 A key member of the team must be fluent in the official language of the area to enable communication with the community and traditional councils (if applicable).

21 CAPACITY BUILDING AND SKILLS TRANSFER

- 21.1 The DALRRD consider skills development as an integral part of the outsourcing process. The process should ensure that skills development and transfer is achieved with the relevant DALRRD personnel and Municipal Officials. Proposals should indicate how skills development and transfer would be achieved in DALRRD throughout this project.

22 INFORMATION GATHERING

- 22.1 **NB!! The responsibility for collecting information necessary for the successful execution of the project lies entirely with the service provider.**
- 22.2 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. Existing information on LUSs/SDFs which are available within the Spatial Planning and Land Use Management office will be made available to the successful service provider. Proof of requests and engagement to be provided, e.g., attendance register, emails / correspondence.
- 22.3 The report must include the source of information used in the various sections of the report with the date of this information being compiled to ensure credible information is used.
- 22.4 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 Department will provide the requested letter.

23 TERMS AND CONDITIONS OF THE BID

23.1 General

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

23.1.2 The successful service provider will be expected to enter into a service level agreement with the Department in respect of the deliverables of the project and will be signed upon appointment.

23.2 Service providers may not be appointed for more than 2 projects from SPLUM KZN, DALRRD at any moment in time to ensure availability of capacity to undertake the volume of work.

23.2.1 Service Providers will be informed about the outcome of the bid in writing after the bid has been finalised / adjudicated.

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

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

23.2.4 The short-listed service providers may be required to do a presentation in person to the department; at their own cost should it be deemed necessary to do so.

23.3 The service provider should commence with the project immediately after receiving the letter of appointment and the service level agreement signed.

23.4 Any deviation from the project plan should be put in writing and approved by the Project Steering Committee and the department prior to any deviation taking place.

23.5 The overall project shall be completed within the time period as stipulated in this document or as otherwise agreed to in writing by the Department.

23.6 When DALRRD accepts the final product, the appointed service provider will be liable to correct errors and fill gaps that may be discovered in the data/project, at no charge to DALRRD. This condition will apply for a period of two months from the day the project was completed and submitted to DALRRD.

23.7 Format of Proposal

23.7.1 All proposals are to respond to requirements as per the Terms of Reference.

23.7.2 All proposals should be clearly indexed and easy to read.

23.7.3 The submission must:

23.7.3.1 Be presented well and of a high quality

23.7.3.2 Depicts a methodological approach

23.7.3.3 Show a clear understanding of project purpose

23.7.3.4 Properly outline of expected outputs;

23.7.3.5 Contain indicators and means of verifying progress of the project.

23.7.3.6 Demonstrate the team's ability to read interprets and understand a variety of spatial information and analysis.

- 23.7.3.7 Demonstrate an understanding of relevant rural development policy and legislation.

24 VALIDITY OF THE BID / QUOTATION

- 24.1 The bid/quotation must be valid for a period of 90 days.

25 REPORTING AND ACCOUNTABILITY

- 25.1 During the execution of the project, the service provider must submit monthly progress reports and attend meetings at intervals as determined within the Inception Report and agreed upon by the Project Team or Steering Committee.
- 25.2 The monthly progress reports will be submitted to DALRRD as well as the Municipality in electronic format, no later than noon on the 2nd day of each month reporting on the previous month.
- 25.3 The project will be signed off by the Director: Spatial Planning & Land Use Management (KZN) when:
- 25.3.1 All the end products (refer to list) have been delivered (all deliverables per phase to be provided per phase to be approved by the Project Steering Committee).
 - 25.3.2 The Director: Spatial Planning & Land Use Management (KZN) is satisfied that all requirements have been met.

26 OUT CLAUSE

- 26.1 The Department of Agriculture Land Reform and Rural Development (DALRRD) reserves the right not to appoint a service provider if suitable candidates are not found, at the complete discretion of the Department.
- 26.2 The Department of Agriculture Land Reform and Rural Development (DALRRD) reserves the right to terminate the contract in the event that there is clear evidence of non-performance, at the complete discretion of the Department.

27 OWNERSHIP OF INFORMATION

- 27.1 The Department of Agriculture Land Reform and Rural Development (DALRRD) will assume ownership of all data and information, in both in electronic and hard copy format, obtained, captured and/or created to generate the outputs of this project.

- 27.2 DALRRD will retain copyright of the final document, annexures, derivatives, value-added data and datasets and all associated intellectual rights of the project outputs. All materials are and remain the property of the Department at all times and no document may be reproduced, copied, or distributed without prior written consent of the Department.
- 27.3 The Municipality will have the right to use the material without DALRRD approval.
- 27.4 The report and digital information will be supplied to the Department at the completion of the project in a format which can feed into the GIS systems of both the National and KwaZulu-Natal governments.
- 27.5 This document together with all agreements to be or reached during the course of the project become part of the contract.

28 CONTENT OF THE PROJECT PROPOSAL

- 28.1 A clear and concise project proposal covering the aspect listed below is required;
 - 28.1.1 An executive summary.
 - 28.1.2 A project plan.
 - 28.1.3 The proposed methodology should indicate a detailed list of data to be gathered and how it will be processed. The methodology should also indicate the project milestones that will be used to measure the project progress.
 - 28.1.4 The approach should be cost saving yet achieve the highest value for money.
 - 28.1.5 The names and CV's containing detailed information on relevant experiences of all the persons who will be directly contributing to the project, and their roles thereof.
 - 28.1.6 Evidential and documentary proof of professional qualifications, registration and affiliation. For instance, if a team member claims to be a Town Planner, a copy of the registration with the South African Council for Planners (SACPLAN) is required.
 - 28.1.7 Any shortcomings in the study specifications, how this ought to be addressed and the cost implications thereof.
 - 28.1.8 All-inclusive costing model.
 - 28.1.9 The following technical information must be submitted with the Bid proposal:
 - 28.1.9.1 Years of experience of each resource;
 - 28.1.9.2 Relevant professional experience during the last five years;
 - 28.1.9.3 Organisational, managerial and technical ability;
 - 28.1.9.4 Key Personnel and Resources;
 - 28.1.9.5 Technical backup;
 - 28.1.9.6 Full CVs of all members of the Team;
 - 28.1.9.7 Relevant Equipment and Software competence and capability;
 - 28.1.9.8 Client References; and,
 - 28.1.9.9 Associations and Professional Affiliations.

29 EVALUATION PROCEDURE

- 29.1 The proposal documents will be evaluated in two phases, based on the 80/20 principle in terms of the Preferential Procurement Policy Framework Act.
- 29.2 In the first phase, the bid documents will be evaluated individually on separate score sheets for functionality, by a representative evaluation panel according to the evaluation criteria indicated in these Terms of Reference, being the evaluation criteria indicated below. All service providers who score less than seventy (70) out of the one hundred (100) points (70%) for functionality will not be considered further.
- 29.3 During phase 2, bidders will be further evaluated based on 80 points for price and 20 points for B-BBEE Status Level of Contribution (as indicated below).
- 29.4 Calculation of points for price:
- 29.4.1 The PPPFA prescribes that the lowest acceptable bid will score 80 points for price. Bidders that quoted higher prices will score lower points for price on a pro-rata basis. Thus, bidders who provide the lowest management fee will get full 80 points for price. Please refer to Form SBD 6.1 for more details.
- 29.4.2 A pricing schedule, submitted on a separate sheet from the technical proposal for ease of evaluation. The pricing schedule should include the following:
- 29.4.2.1 The names of the persons nominated to be used on the project.
- 29.4.2.2 The number of hours allocated to each nominated person for the duration of the project.
- 29.4.2.3 The hourly tariff applicable to each nominated person.
- 29.4.2.4 All monetary amounts must be in South African Rand.
- 29.4.2.5 VAT must be included.
- 29.5 Calculating of points for B-BBEE status level of contribution in terms of Regulation 5(2) and 6(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 (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 29.5.1 Bidders must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS

- together with their bids, to substantiate their B-BBEE claims. The Exempted Micro Enterprise/QSE must submit a BBEE sworn affidavit
- 29.5.2 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 29.5.3 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 29.5.4 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 29.5.5 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.
- 29.5.6 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.
- 29.5.7 NB: Bidders who do not submit B-BBEE Status Level Verification Certificate or are non-compliant contributors to be B-BBEE do not qualify for preference points for B-BBEE.

30 EVALUATION CRITERIA

- 30.1 The following criteria will be used as the criteria for appointment of the service provider based on functionality:

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION	Weight	Score
1. PROJECT RESOURCES	Team Leader:	10	
Experience and qualification of key personnel (submission of CV and certified copies of qualifications and professional registration certificates is mandatory for each professional	–The Team Leader must be a registered Professional Town & Regional planner with the South African Council for Planners (SACPLAN) in terms of the Planning Profession Act, 2002, and be in good standing with SACPLAN. –The Team Leader/Planner must have knowledge and experience of Spatial Planning; Statutory Planning; Spatial Development Frameworks, Land Use Schemes, and Laws related to the previous mentioned. –Preferable 10 years' experience or more –Proven Project Management Experience • 0 Points = 1-3 Years' Experience • 1 Points = 4-6 Years' Experience • 2 Points = 7-8 Years' Experience		

person on the team)

- 3 Points = 9 Years' Experience
- 4 Points = 10 Years' Experience
- 5 Points = 11 Years' or more Experience

GIS:

10

–Key member of the team must have proven experience in Spatial Information Systems/Design (e.g., GIS); and accredited with the South African Geomatics Council (SAGC - Previously PLATO).

- 0 Points = 0-1'Years' Experience
- 1 Points = 2-4 Years' Experience
- 2 Points = 5-6 Years' Experience
- 3 Points = 7-8 Years' Experience
- 4 Points = 9-10 Years' Experience
- 5 Points = 11 Years' or more Experience

Engineer:

5

–Key member of the team must be an engineer registered with the Engineering Council of South Africa (ECSA)

- 0 Points = 0-1'Years' Experience
- 1 Points = 2-4 Years' Experience
- 2 Points = 5-6 Years' Experience
- 3 Points = 7-8 Years' Experience
- 4 Points = 9-10 Years' Experience
- 5 Points = 11 Years' or more Experience

Composition of team

5

Team with necessary resources & capacity to address every aspect of the project, in the development of an SDF. The disciplines and skill sets include inter alia an Environmentalist, Economist, Rural Development Specialist, Agriculturalist, Agronomist.

- 1 Point = Poorly Resourced Team
- 3 Points = Adequately Resourced Team
- 5 Points = Well Resourced Team

Communications Plan

10

–A Comprehensive Communication plan with Traditional Councils and Ward Councillors, Ward Committees and Residents.
–Key member to be fluent (Oral & Written) in the official language of the area and must be able to prepare presentations, and present to the relevant stakeholders and communities as required for the duration of the project.

2. BENEFICIAL EXPERIENCE

- 0 Points = No Communication Plan
- 1 Point = Poor Communication Plan
- 2 Point = Poor Communication Plan & have IsiZulu speaking person on team.
- 3 Point = Adequate Communications Plan & have IsiZulu speaking person on team.
- 5 Point = Detailed Communications Plan & have IsiZulu speaking person on team.

The following experience is beneficial to the team and needs to be illustrated via submission of project examples.

5

- Strategic Planning including scenarios and futures planning;
- Economist to undertake economic related matters within the LM.
- Engineer to undertake analysis of infrastructure related issues.
- Local Economic Development specialist.
- Thorough understanding of political environment and Intergovernmental Relations Framework;
- Research, analytical, report writing, presentation and communication skills; (the way the tender document is compiled/written and other reports included in the tender documents will be taken into consideration); and
- Proven experience in rural development planning.
- Advanced understanding of three-dimensional form and space in cities and settlements, and the relationship of this form to land, context, society and history (Similar Urban Design / Local Area Plans / Precinct Plans to inform this)
- Proven experience in the development of Land Use Scheme

3. TEAM EXPERIENCE:

Require a well-rounded team which covers all aspects of the project, and with

- 0 = Do not comply with requirements
- 2= Partially Comply
- 5 = Comply with requirements

Proof of similar work (Spatial Development Frameworks, Spatial Plans) done by Team (Examples AND Reference Letters, with traceable contacts for work in KZN Required):

10

proven experience of projects on similar scale.	• 0 Points = 1st Project • 1 Points = 2 - 3 Projects • 2 Points = 3 - 5 Projects • 3 Points = 5 - 8 Projects • 4 Points = 8 - 10 Projects • 5 Points = 11 or more projects – Proven experience & knowledge of National Plans (NDP, NSDF) and KZN planning Policies (KZN PGDS / KZN DGDP; KZN PSDF / KZN PSEDS) (Experience in working with SDFs, LUSs & Development Applications will serve as proof). • 0 = Not Illustrated • 2 = Partially Illustrated • 5 = Well illustrated	10
4. METHODOLOGY AND PROJECT MANAGEMENT	– A well-structured methodology and implementation plan (linked to dates, timeframes & outputs) which spells out the detailed aspects of the way the project is to be undertaken and reflected on a Gantt Chart. And a well compiled submission. • 0 = No Methodology • 1 = Poor Methodology • 3 = Adequate Methodology • 5 = Excellent (detailed submission) – Risk Management: Identifying possible problems that might hinder project delivery and indicate how they will overcome such problems. • 0 = Not Illustrated • 2 = Partially Illustrated • 5 = Well illustrated	20
5. SKILLS TRANSFER	– Level of commitment to skills transfer & process to facilitate skills transfer depicted: • 0 = Not Addressed • 2 = Adequate • 5 = Very Good	5
TOTAL POINTS ON FUNCTIONALITY		100

30.2 The Bids that fail to achieve a minimum of 70 points for functionality will be disqualified.

31 CONTACT PERSONS

Technical Enquiries:

All technical enquiries related to this bid call must be forwarded to:

Directorate: Spatial Planning & Land Use Management
Department of Agriculture Land Reform and Rural Development
Private Bag X9000
Pietermaritzburg
3200

Attention: **Mr Walter Janse van Rensburg**
Tel: **033-264 1401**
Fax: **033-264 1413**
Email: **walter.vanrensburg@dalrrd.gov.za**

Supply Chain Management:

All supply chain management enquiries related to this bid call must be forwarded to:

Department of Agriculture Land Reform and Rural Development – KZN Shared Service Centre
1st Floor,
270 Jabu Ndlovu (Loop) Street
Pietermaritzburg,
KwaZulu-Natal
3201

Attention: **Mr Bongani Magudulela**
Tel: **033-264 9500**
Email: **bongani.magudulela@dalrrd.gov.za**

32 APPROVAL

Recommendation 1:

It is recommended that the Terms of Reference be approved

Recommendation 1: Approved / ~~Not Approved~~

Comment:



Mr RJ Hoole (BSEC Chair)

Director: Spatial Planning and Land Use Management

Date: 31-08-2022

Recommendation 1: Endorsed / ~~Not Endorsed~~

Comment:



Ms P Muller

Deputy Director: Supply Chain Management

Date: 01/09/2022



SUPPLIER MAINTENANCE



BAS

☐

LOGIS

☐

Office

System User Only	
Captured By:	
Captured Date:	
Authorised By:	
Date Authorised:	
Safety Web Verification	
☐ YES	☐ NO

The Director General: Department of Agriculture, Land Reform and Rural Development

I/We hereby request and authorise you to pay any amounts, which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/we understand that the credit transfers hereby authorised will be processed by computer through a system known as "ACB - Electronic Fund Transfer Service", and I/we understand that not additional advice of payment will be provided by my/our bank, but that the details of each payment will be printed on my/our bank statement or any accompanying voucher. (This does not apply where it is not customary for banks to furnish bank statements).

I/we understand that the Department will supply a payment advice in the normal way, and that it will indicate the date on which the funds will be made available on my/our account.

This authority may be cancelled by me/us by giving thirty days' notice by prepaid registered post. Please ensure information is valid as per required bank screens.

I/We understand that bank details provided should be exactly as per the records held by the bank.

I/We understand that the Department will not assume responsibly for any delayed payments, as a result of incorrect information supplied.

Company / Personal Details	
Registered Name	
Trading Name	
Tax number	
Vat Number	
Title	
Initials	
First Name	
Surname	

Address Detail	
Postal Address Line 1	
Postal Address Line 2	
Physical Address Line 1	
Physical Address Line 2	
Postal Code	

New Detail	
☐ New Supplier Information	☐ Update Supplier Information
Supplier Type	
☐ Individual	☐ Department
☐ Company	☐ Trust
☐ CC	☐ Other
☐ Partnership	
Department Number	
Other Specify	

Supplier Account Details

(This field is compulsory and should be completed by a bank official from the relevant bank).

Account Name

Account Number

Branch Name

Branch Number

Account Type

☐

Cheque Account

☐

Savings Account

☐

Transmission Account

☐

Bond Account

☐

Other (Please Specify)

ID Number

Passport Number

Company Registration Number

*CC Registration

* Please include CC/CK where applicable

Practise Number

Bank stamp

When the bank stamps this entity maintenance form or provides an electronic bank stamp/letter attached to the entity maintenance form they confirm that all the information completed by the entity is correct.

It is hereby confirmed that this details have been verified against the following screens

ABSA-CIF screen

FNB-Hogans system on the CIS4

STD Bank-Look-up-screen

Nedbank- Banking Platform under the Client Details Tab

Contact Details

	Area Code	Telephone Number	Extension
Business			
Home			
Fax			
Cell			
	Cell Code	Cell Number	
E-mail Address			

Contact Person	Supplier details	Departmental sender details	
Signature			Address of Agriculture, Land Reform and Rural Development Office where form is submitted from:
Print Name			
Rank			
Date (dd/mm/yyyy)			