



ELUNDINI LOCAL MUNICIPALITY

REQUEST FOR PROPOSAL

LAND AUDIT FOR MUNICIPAL LAND ASSETS AND OTHER STATE OWNED LAND

Elundini Local Municipality is inviting all suitable, qualified and experienced Service Providers to submit proposal for the Land Audit to ensure accurate Data Base for Municipality Land Assets and other State Owned Land within Elundini Local Municipality for the following:

PROJECT NAME	CONTRACT NUMBER	EVALUATION CRITERIA (PPPFA)	CLOSING DATE	CONTACT DETAILS
Request for Proposal: Land Audit for Municipal Land Assets and other State Owned Land	ELM-6/005/2016-2017	80/20 System	Monday, 17 October 2016	Technical Queries: Mr C. Coetser 045 932 8236 E-mail charlesc@elundini.gov.za Bidding Process: Ms H. Mdzulwana 045 932 8103

OBTAINING OF TENDER DOCUMENTS:

Bid Documents with detailed Terms of reference will be available from the SCM Unit upon payment of a **non-refundable** cash fee of **R250.00 (Two hundred and Fifty rens only)** (paid in cash or by means of an electronic funds transfer (EFT)) made payable to Elundini Local Municipality. The deposit is to be paid at the Cashier's office between the hours of **08h00 and 16h00** during the normal working hours prior to the collection of the bid documents from SCM Unit. The bid documents will be available from **Monday, 03 October 2016**.

SUBMISSION OF TENDERS:

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with **"Request for Proposal: Land Audit for Municipal Land Assets and Other State Owned Land , ELM-6/005/2016-2017"** must be delivered to the **ELUNDINI LOCAL MUNICIPALITY** offices, at No. 1 Seller Street, Maclear and placed in the Tender Box situated at the cashier's reception area, Finance Department not later than **12H00 on Monday, 17 October 2016** at which time the tenders will be opened in public.

THE FOLLOWING MANDATORY DOCUMENTS MUST BE SUBMITTED WITH THE TENDER DOCUMENT AND FAILURE TO SUBMIT WILL LEAD TO THE BIDS BEING DECLARED NON-RESPONSIVE:

- An original valid SARS Tax Clearance Certificate or Tax Compliance status documents with PIN from SARS
- Proof of registration with CSD
- Original B-BBEE Certificate or a certified copy thereof (Joint venture, consortium or trust must submit a consolidated certificate) Failure to submit this certificate will lead into not getting points for B-BBEE Level)
- A Copy of business entity registration certificate e.g. CK Document and Certified ID copy/s of business entity owners
- A statement of Municipal Account that is not older than three months or Lease Agreement or Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates or a letter from a ward councilor
- A Company Profile with contactable references.
- Any qualification in Town Planning or Property Valuation or Attorney and registration with relevant body of authority

Please note the following:

- Failure to submit required certificates and Information will lead to zero score on Functionality stage.
- Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- Ensure that there are no errors or omissions.
- The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for.
- DO NOT USE CORRECTION FLUID as this may invalidate your submission.
- Bidders must FULLY complete, SIGN tender document and INITIAL every page. Failure to do so may lead to the tender deemed non-responsive.

Received Responsive bids on both projects will be evaluated based on the following criteria:

- **Stage 1 – Functionality**
- **Stage 2 – Price and Preferential Points**

Only Bidders who score 70% and more on stage 1 to be evaluated further on price evaluation.

ITEM	WEIGHT
STAGE 1 OF EVALUATION - FUNCTIONALITY	
FUNCTIONALITY	
• Qualifications	20
• Experience	30
• Expertise	30
• Proposed Methodology	20
TOTAL	100
STAGE 2 OF EVALUATION – PRICE & B-BBEE POINTS	
PRICE	80
BBBEE POINTS	20

NB: A detail breakdown of functionality (stage 1 of evaluation criteria) is available on ELM Website: www.elundini.gov.za and table attached in tender document.

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- The Elundini Local Municipality Supply Chain Management Policy will apply;(This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website:www.elundini.gov.za
- The Elundini Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept whole or part of the bid;
- Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted;
- Bids submitted are to hold good for a period of 90 days;
- Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered prior to the tender closing date.

K. GASHI
MUNICIPAL MANAGER
ELUNDINI MUNICIPALITY

Functional category and description		point allocation
Qualification		Total = 20
<ul style="list-style-type: none"> Minimum acceptable qualification of a relevant degree in Town planning or property valuation or as an attorney 	Valid proof of qualification certified copies = 10 points	
<ul style="list-style-type: none"> Registration to the relevant body of authority 	Valid proof of registration as a professional Architects, certified copies = 10 points	
Experience		Total = 30
<ul style="list-style-type: none"> At least 3 similar projects for an Organ of the State within the last 5 years. 	(10 points for each project completed, verified copy of each completed report or council approval of the report = 10 points per project	
Expertise		Total =30
<ul style="list-style-type: none"> Competency required collecting data in formal and informal townships located inside the urban edge. 	Proposed methodology to collect data in the informal sector. Use of local residents = 10 points, use of registered data = 10 points, verification of above mentioned data = 10 points.	
Proposed methodology		Total =20
<ul style="list-style-type: none"> Detailed gant chart or similar chart indicating relevant and achievable time frames of the proposed activities. 	<ul style="list-style-type: none"> Approach which will be used by the service provider to complete the tasks. = 5 Breakdown of tasks. = 5 Indication of the sequence of the tasks. = 5 Work schedule from the date that the ELM accepts the proposal to the completion of the project. = 5 	
TOTAL POINTS		100