



**TENDER NOTICE**  
**ELUNDINI LOCAL MUNICIPALITY GENERAL PROPERTY VALUATION**  
**BID NO. ELM-6/003/2016-2017**

Tenders are invited from experienced and suitably qualified valuers for the compilation and maintenance of the general valuation and supplementary valuation roll as well as the supply of other valuation related services in compliance with the local government: municipal property rates act, 2004 (act no. 6 of 2004) as amended, for the financial years 2017/2018 to 2020/2021

**OBTAINING OF TENDER DOCUMENT:**

Bid Documents will be available from the SCM Unit upon payment of a **non-refundable** cash fee of R250 (**Two hundred and Fifty rand only**) for each set of documents (either paid in cash or by means 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 prior to the collection of the bid documents from SCM Unit. The bid documents will be available from **Wednesday, 14 September 2016**.

**COMPULSORY BRIEFING SESSION:**

Will be held on **Thursday, 15<sup>th</sup> September 2016 at Maclear, Municipal Main Boardroom from 11H00 to 11H30** where upon the bidders will meet the representatives of the municipality who will conduct the briefing session.

**SUBMISSION OF TENDERS:**

Completed Bid documents are to be placed in a sealed envelope endorsed "**Elundini Local Municipality General Property Valuation**", **ELM-6/003/2016-2017** must be deposited in the Bid Box, situated at Cashier's reception area, Finance Department, at the offices of the Elundini Local Municipality, 1 Seller Street, Maclear **not later than 12h00 on the closing date of Wednesday, 28 September 2016**, at which time the bids 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
- 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.
- Copy of valid Certified South African Council for the Property valuer's Profession Certificate
- Proof of Professional Indemnity Insurance relating to the nominated person/s to a minimum value of R 1 million
- Proof of Public Liability Insurance held by Tenderer for a minimum value of R 500 000.00 for the duration of the appointment period

**PREFERENTIAL PROCUREMENT POLICY FRAMEWORK POLICY FRAMEWORK ACT (PPFA) POINTS WILL BE AWARDED AS FOLLOWS:**

Price	-	90 points
B-BBEE Status Level of Contributor	-	10 points
<b>TOTAL</b>		<b>100 points</b>

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 Contribution	Number of points (90/10 System)
1	10

DESCRIPTION	DELIVERABLES	SCORING	POINTS ALLOCATED
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2	9
3	8
4	5
5	4
6	3
7	2
8	1
Non-Compliant Contributor	0

Bidders are to note that a Pre-qualification Evaluation will be undertaken. A minimum threshold of 70% out of 150 points must be scored in order to proceed to the Financial Evaluation. Detailed breakdown of the functionality evaluation criteria is available on the municipal website [www.elundini.org.za](http://www.elundini.org.za). Below is a summative table of the functionality evaluation:

Description	Maximum Points Allocated
Experience	30 Points
Expertise	60 Points
Methodology	20 Points
Insurance	20 Points
Professional Qualifications	30 Points
Work Plan	10 Points
<b>Total Points Allocated</b>	<b>150 POINTS</b>

**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](http://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 the 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 for a period of 90 days;
- Successful bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered.

Enquiries should be directed to:

Mr C. Coetser                      Tel: 045 932 8236  
 (Technical queries)  
 Mr H Mdusulwana                Tel: 045 932 8103  
 (Bidding process)

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K. GASHI  
 MUNICIPAL MANAGER

		CRITERIA	
<b>Experience:</b>			<b>30 Points</b>
Tenderer has experience in successfully completing projects of similar nature of similar or larger size municipalities	Submission of the Project Reference Returnable completed, five (5) projects executed by the tenderer. The municipality will contact your referees to request project performance ratings. Verification of completed projects to be submitted, copy of letter of appointment.	1 x project = 6 points 2 x projects = 12 points 3 x projects = 18 points 4 x projects = 24 points 5 x projects = 30 points	30
<b>Expertise :</b>			<b>60 Points</b>
List of expertise or key personnel on the projects that the bidder will be working actively with for the full duration of this project (letter of appointments)			
<b>Data collectors</b>			
Tenderer will employ leading data collector with a minimum of 3 years' relevant experience	Curriculum Vitae and submission of the data collector Reference completed for three (3) projects. The municipality will contact your referees to confirm. 10 points will be allocated to each year for a function performed as the leading data collector, with proof of 3 similar previous projects to the maximum of 30 points.		30
Project experience	3 similar projects of similar nature and value for the leading data collector (maximum of 3 years of data collection)	10 points per completed project verified, maximum of 30 points	30
<b>Insurance :</b>			<b>20 Points</b>
	Tenderer shall submit proof in terms of Schedule 9 hereof relating to Professional Indemnity Insurance relating to the nominated person/s to a minimum value of R 1 000 000.00 and Public Liability Insurance held by Tenderer for a minimum value of R 500 000.00. for the duration of the appointment period	Professional indemnity insurance of a minimum of R 1 000 000 = 10 points	10
		Public liability insurance of a minimum of R5 000 000 = 10 points	10
<b>PROFESSIONAL QUALIFICATIONS</b>			<b>30 Points</b>
	In terms of Section 39(1)(a) only a person registered as a Professional Valuer or Professional Associated Valuer in terms of the Property Valuers Profession Act, 47 (Act No.47 of 2000)	SOUTH AFRICAN COUNCIL FOR THE PROPERTY VALUERS PROFESSION CERTIFICATE (certified) = 10	30
<b>WORK PLAN:</b>			<b>10 Points</b>
Detailed work plan and milestones in a GANT CHART format			
	GANT CHART FORMAT	5	5
	PROJECT PERIOD:	Year 01 = 2 points	2
		Year 02 = 1 points	1
		Year 03 = 1 points	1
		Year 04 = 1 points	1
<b>TOTAL</b>			<b>150</b>

