

045 932 8125

1, Seller Street, Maclear, 5480

045 9321 094

[kwaneles@elundini.gov.a](mailto:kwaneles@elundini.gov.a)

Dear Sir / Madam

## REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

Kindly furnish me with a written quotation for the supply of materials as detailed in the enclosed list.

The quotation must be submitted on the letterhead of your business **must** be deposited in the tender box situated in 1 Seller Street Maclear, Finance Department, Cashier Reception area before 12h00 on the **16 April 2018**. For **queries** please email to at [kwaneles@elundini.gov.za](mailto:kwaneles@elundini.gov.za) or faxed to 086 216 8784

**For Technical Queries: Mr C Coetser**

**Tel: 045 932 8160**

**For Supply Chain Queries: Mr K Sobekwa –SCM**

**Tel: 045 932 8134**

## LAND SURVERY FOR TOWNSHIP LAYOUT-PLAN: *ELM-6/010/2017-2018*

Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submission are eligible to submit tenders and have their tenders evaluated:

### 1. Tender offers will only be accepted if:

- 1) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see <https://secure.csd.gov.za/> ) unless it is a foreign supplier with no local registered entity.
- 2) the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations,
- 3) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in
- 4) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2017.
- 5) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- 6) the tenderer has not:
  - i) abused the Employer's Supply Chain Management System; or
  - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
  - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest Which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.
- 7) the 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 with a letter from a ward councillor is submitted with the tender document.
- 8) the price(s) quoted are valid for at least thirty (30) days from date of your offer.
- 9) the price(s) quoted are firm and are inclusive of VAT where applicable.
- 10) the Joint Venture has attached the following :
  - a) J V agreement,
  - b) original or certified copy of consolidated BBBEE certificate, and
  - c) letter of signatory.

**2. The tenderer is required to submit with his tender the following certificates:**

- 1) Proof of registration with Central Supplier Database must be attached.
- 2) Tax Compliance status documents with PIN from SARS must be attached
- 3) A Copy of business entity registration certificate e.g. CK Document
- 4) Certified ID copy/s of business entity owners
- 5) Valid proof of registration as a professional land surveyor
- 6) Certified copy of Land Surveying degree
- 7) Proof of B-BBEE status level of contributor in the form of an appropriate original or certified completed affidavit downloaded from [www.thedti.gov.za/economic\\_empowerment/bee\\_codes.jsp](http://www.thedti.gov.za/economic_empowerment/bee_codes.jsp) or an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies ([www.sanas.co.za/afdirectory/bbbee\\_list.php](http://www.sanas.co.za/afdirectory/bbbee_list.php) )

**3. Returnable schedules required for tender evaluation processes**

MBD 4: Declaration of Interest form

MBD 6.1: Preference Points Claim Form In Terms Of the Preferential procurement Regulations 2017

MBD 8: Declaration of Bidder's Past Supply Chain Management Practices

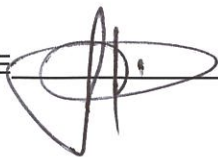
MBD 9: Certificate of Independent Bid Determination

**NB: No quotations will be considered from persons in the service of the state**

**BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:**

- 1) The Elundini Local Municipality Supply Chain Management Policy will apply;
- 2) 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;
- 3) Bids which are late, incomplete, unsigned, faxed or sent electronically will not be accepted;
- 4) Bids submitted are to hold good for a period of 30 days;
- 5) Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered
- 6) The latest General Conditions of Contract and any Special Conditions of Contract will apply.
- 7) Failure to comply with these conditions may invalidate your offer.
- 8) Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on ongoing basis during the contract term the bidder's tax compliance status to the municipality.
- 9) General Conditions of Contract 2010 will apply in this Request for Quotation
- 10) By mere submission of the bid , the bidder automatically consent to deliver within 14 days of issue of an order unless a declaration for variance in this regard has been submitted to the municipality on the day of issue of an order.
- 11) National Treasury circular no. 9 of 2017/18 Price shall apply.

SIGNATURE \_\_\_\_\_



DATE \_\_\_\_\_

9/04/2018

## 1. BACKGROUND AND BRIEF DESCRIPTION

The Elundini local Municipality hereby seeks to appoint a **competent and registered and land surveyor** to assist in the, subdivision , surveying and registering of portions 6 portions of the commonage which are either waste fill sites or cemeteries so that these features comply with relevant legislation.

### OBJECTIVES AND EXPECTED OUTCOMES

The subdivision and registration of a 70 stand township layout plan and amendments to an existing draft plan to accommodate land invasion on an approximately 24 457m<sup>2</sup> area of Mount Fletcher commonage.

### SCOPE OF WORK

The performance of all surveys, measurements, computations, drawings, descriptions and registration of the erven as required by this specification. Two pieces of work are commissioned by this specification, firstly the surveying of the land which will include the identification of specific site hazards; any parcel of land that will not be conducive to the construction of the related land use from a land surveying perspective; 2 meter contours of the survey area, the depiction of the extent of the survey area, the subdivision of parcels of land from the commonage as indicated in the proposed list of properties. The second piece of work will include the pegging and registration of all the sites with the Chief Surveyor General. The application could include the consolidation of parent erven in order to subdivide the required portion of land. The application must be submitted for Council approval in a format as required by the municipal town planning office.

The applications is being made in terms Section 45 (b) of the Spatial Planning Land Use Management Act (SPLUMA), No 16 of 2013, in terms of Section 24 of Ordinance 15 of 1985 and Town planning Ordinance 33 of 1934 to permit the Consolidation and subdivision

### SITE INFORMATION

Land parcel number	Feature	Extent estimated m <sup>2</sup>	Location	Cadastral location
1.	Clearview extension township	77 643m <sup>2</sup> (70 residential stands)	Maclear Portion of Erf 1 & 804	-30.0783087°S 28.358935°E
2.	Portion of extension 2 Mount Fletcher	24 457m <sup>2</sup>	Mount Fletcher, extension 2 Erven 2330 - 2357	-30.6903388°S 28.495109°E

## 2. QUALITY OF WORK

All land survey work shall follow recognized professional practices and standards and meet the specifications and positional tolerances that have been established.

Geographic coordinates (Latitude and Longitude) will be provided for each property corner. Access routes/corridors shall be surveyed. The Surveyor will show both the easement as well as the entrance and exit routes to the public right-of-way where relevant.

The work and data presented shall be in accordance with the appropriate national minimum standards for the "Red Book". All notes, sketches, computations, final documents and other data shall be complete, legible, organized in a manner that will allow reproduction of copies and remain in the possession of the municipality.

**3. APPROACH AND METHODOLOGY**

The legislated processes and procedures will be observed with the registration and surveying of the study area.

**4. IMPLEMENTATION ARRANGEMENTS**

**4.1. PROJECT MANAGEMENT**

The project will be managed by the Town Planning Unit of the Elundini Local Municipality (ELM). This function relates to all correspondence between the two parties. Monthly progress report must be submitted timeously on the last working day of each month.

**4.2. MAIN ACTIVITIES AND DELIVERABLES**

The first phase of work is inclusive of the analysis of the study area, this report is to include the identification of specific site hazards; any parcel of land that will not be conducive to the establishment of either a cemetery or waste site; 2 meter contours of the survey area and the depiction of the extent of the land parcels. This piece of work is to be presented in an electronic (PDF format).

The second phase of work is inclusive of pegging and registration of sites as per the approved layout plan to the surveyor general this phase of the work shall be supported by signed copy of the SG diagram

**4.3. PROJECT COMMENCEMENT, DURATION AND TERMINATION**

**PROPOSED DATES:**

Contract Start Date: From date of signed service level agreement.

Contract Completion Date: Completion of the scope of works including the time frames of the registration process by external government structures.

**4.4. MILESTONES AND TIMEFRAMES**

Response must be received within seven (7) days from date of receipt of the written correspondence.

**5. COMPETENCY AND EXPERTISE REQUIREMENTS**

The service provider will fulfil the following requirements:

<b>General Qualifications</b>	A degree in Land Surveying from a South African University and be registered and practicing as a professional Land Surveyor. Registration certificate with PLATO (South African Council for Professional and Technical Surveyors).
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## 6. REPORTING REQUIREMENTS

- ✓ Monthly progress reports have to be submitted to the respective project manager of the Elundini Municipality
- ✓ All reports have to be submitted to the project manager according to the timeframes set.
- ✓ Format of reporting will be agreed upon appointment.

## 7. FUNCTIONALITY

Circular No. 53 will be applied for functionality

Bidders to note that a Pre-qualification Evaluation will be undertaken. A minimum of 70% must be scored in order to be considered.

FUNCTIONAL CATEGORY AND DESCRIPTION		POINT ALLOCATION
<b>Experience</b>		<b>Total = 40</b>
<ul style="list-style-type: none"> <li>• At least 3 similar work done by the surveyor for an Organ of the State within the last 5 years.</li> </ul>	(10 points for each project completed, copy of signed SG diagram must be submitted)	30
<ul style="list-style-type: none"> <li>• Projects completed on township establishment</li> </ul>	5 points for each of the completed projects for township establishment, maximum of 10 points to be allocated	10
<b>Expertise</b>		<b>Total = 20</b>
<ul style="list-style-type: none"> <li>• Competent staff to conduct the survey include detailed CV.</li> </ul>	Qualified land surveyor = 10 points Registered as a professional land surveyor = 10 points	20
<b>Proposed methodology</b>		<b>Total = 40</b>
<ul style="list-style-type: none"> <li>• Detailed Gant chart or similar chart indicating relevant and achievable time frames of the proposed activities, including all external approval authorities.</li> </ul>	<ul style="list-style-type: none"> <li>• Approach which will be used by the service provider to complete the tasks. = 10</li> <li>• Breakdown of tasks. = 10</li> <li>• Indication of the sequence of the tasks. = 10</li> <li>• Work schedule from the date that the ELM accepts the proposal to the completion of the project. = 10</li> </ul>	40
<b>TOTAL POINTS</b>		<b>100</b>

**EVALUATION CRITERIA**

The 80/ 20 preferential procurement point system will be applied as the project is estimated to be more than R30, 000.00

Price - 80 points

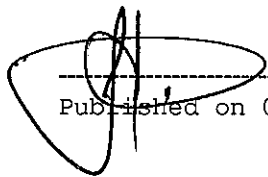
B-BEE status level of Contribution - 20 points

**BBBEE Points Breakdown:**

LEVEL	POINTS AWARDED
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
<b>Non-compliant</b>	<b>0</b>

**DELIVERY ADDRESS:**

Elundini Local Municipality  
No.1 Seller Street,  
Maclear  
5480



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