



agriculture, land reform  
& rural development

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

KWAZULU-NATAL PROVINCIAL SHARED SERVICE CENTRE PRIVATE BAG X 9132, PIETERMARITZBURG, 3200  
270 Jabu Ndlovu Street, PIETERMARITZBURG, 3201 Tel: (033) 264 9500

ENQUIRIES: Ms T Zondi / Ms T Dlungwana

BID NO: SS-KZN 7/1/6/3 (6593) 3SP

The Managing Director

Dear Sir / Madam

APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP LOCAL AREA PLANS FOR THREE SECONDARY NODES OF THE EMADLANGENI LOCAL MUNICIPALITY, SITUATED IN THE AMAJUBA DISTRICT, PROVINCE OF KWAZULU NATAL FOR A PERIOD OF TEN (10) MONTHS

1. Bid No.: **SS-KZN 7/1/6/3 (6593) 3SP**
2. Closing Date: **22 September 2022** at 11h00. bids 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 11:00 SSC Boardroom, 270 Jabu Ndlovu Street, Pietermaritzburg**
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 / specifications entity forms, as well as any other conditions accompanying this request are applicable. Documents 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. **(Include the relevant Central Supplier Database summary report and the Tax compliance status pin or (valid tax clearance certificate)**
7. Please contact **Mr Stephan Viljoen on 071 605 3674** for any technical queries related to the project.
8. All the documents accompanying this bid invitation must please be completed in detail where applicable and returned with your bid. Email copies will not be accepted. The use of correction fluid on the bid document is prohibited.
9. The appointed service provider will be required to sign a contract at the KwaZulu-Natal Provincial Shared Service Centre at 270 Jabu Ndlovu Street, Pietermaritzburg before the commencement of the project. Provision must be made for this compulsory meeting.
10. Please ensure that your bid reaches this office before closing 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. All bids/quotations are to be numbered and initialled and sent for the attention of the Procurement Section and 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 and Rural Development, Private Bag X9132, Pietermaritzburg, 3200
13. The Department of Agriculture, Land Reform and Rural Development is not bound to accept the lowest or any quotation and reserves the right to accept any quotation or part thereof.

Kind regards

  
DIRECTOR: FINANCE AND SUPPLY CHAIN MANAGEMENT, PSSC KZN  
FOR DIRECTOR -GENERAL: DEPARTMENT OF AGRICULTURE, LAND REFORM AND RURAL  
DEVELOPMENT

DATE: 01/09/2022

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	SS-KZN 7/1/6/3 (6593) 3SP	CLOSING DATE:	22 September 2022	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP LOCAL AREA PLANS FOR THREE SECONDARY NODES OF THE EMADLANGENI LOCAL MUNICIPALITY, SITUATED IN THE AMAJUBA DISTRICT, PROVINCE OF KWAZULU NATAL FOR A PERIOD OF TEN (10) MONTHS				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
270 JABU NDLOVU STREET, PIETERMARITZBURG, 3201					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	THOBEKILE ZONDI		CONTACT PERSON	Stephanus Viljoen	
TELEPHONE NUMBER	033 264 9500		TELEPHONE NUMBER	071 605 3674	
FACSIMILE NUMBER	033 342 1991		FACSIMILE NUMBER	033 264 1413	
E-MAIL ADDRESS	thobekile.zondi@dalrrd.gov.za		E-MAIL ADDRESS	Stephanus.viljoen@dalrrd.gov.za	
<b>SUPPLIER INFORMATION</b>					
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] <input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW ]	
<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A BRANCH IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?			<input type="checkbox"/> YES <input type="checkbox"/> NO		
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?			<input type="checkbox"/> YES <input type="checkbox"/> 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**

<b>1. BID SUBMISSION:</b>
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).
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
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](http://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](http://www.sars.gov.za).



### Application for a Tax Clearance Certificate

#### Purpose

Select the applicable option  Tenders  Good standing

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

Empty text box for purpose of application

#### Particulars of applicant

Name/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:**

1. It is a serious offence to make a false declaration.
2. Section 75 of the Income Tax Act, 1962, states: Any person who
  - (a) fails or neglects to furnish, file or submit any return or document as and when required by or under this Act; or
  - (b) without just cause shown by him, refuses or neglects to-
    - (i) furnish, produce or make available any information, documents or things;
    - (ii) 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 ...
3. **SARS will, under no circumstances, issue a Tax Clearance Certificate unless this form is completed in full.**
4. Your Tax Clearance Certificate will only be issued on presentation of your South African Identity Document or Passport (Foreigners only) as applicable.



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 (10 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 state<sup>1</sup>, 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, shareholder<sup>2</sup>): .....

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.

<sup>1</sup>"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.

<sup>2</sup>"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**



**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

**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 exceed/not exceed R50 000 000 (all applicable taxes included) and therefore the ..... preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

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:

	<b>POINTS</b>
<b>PRICE</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

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:

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

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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

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	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are youth	<input type="checkbox"/>	<input type="checkbox"/>
Black people who are women	<input type="checkbox"/>	<input type="checkbox"/>

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		
<b>OR</b>		
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.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
--

<p>..... SIGNATURE(S) OF BIDDERS(S)</p> <p>DATE: .....</p> <p>ADDRESS .....</p> <p>.....</p> <p>.....</p>
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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? <b>(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).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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)? <b>To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, 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.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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 <input type="checkbox"/>	No <input type="checkbox"/>
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**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> 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).<sup>2</sup> 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:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> 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:

**SS-KZN 7/1/6/3 (6593) 3SP**

(Bid Number and Description)

**APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP LOCAL AREA PLANS FOR THREE SECONDARY NODES OF THE EMADLANGENI LOCAL MUNICIPALITY, SITUATED IN THE AMAJUBA DISTRICT, PROVINCE OF KWAZULU NATAL FOR A PERIOD OF TEN (10) MONTHS.**

in response to the invitation for the bid made by:

**THE DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT**

(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 consortium<sup>3</sup> 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.

<sup>3</sup> 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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

Js914w 2



BAS

LOGIS

Office

System User Only	
Captured By:	<input type="text"/>
Captured Date:	<input type="text"/>
Authorised By:	<input type="text"/>
Date Authorised:	<input type="text"/>
Safety Web Verification	
<input type="checkbox"/> YES	<input type="checkbox"/> 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	<input type="text"/>
Trading Name	<input type="text"/>
Tax number	<input type="text"/>
Vat Number	<input type="text"/>
Title	<input type="text"/>
Initials	<input type="text"/>
First Name	<input type="text"/>
Surname	<input type="text"/>

Address Detail	
Postal Address Line 1	<input type="text"/>
Postal Address Line 2	<input type="text"/>
Physical Address Line 1	<input type="text"/>
Physical Address Line 2	<input type="text"/>
Postal Code	<input type="text"/>

New Detail	
<input type="checkbox"/> New Supplier Information	<input type="checkbox"/> Update Supplier Information
Supplier Type	<input type="checkbox"/> Individual <input type="checkbox"/> Department    Department Number <input type="text"/> <input type="checkbox"/> Company <input type="checkbox"/> Trust <input type="checkbox"/> CC <input type="checkbox"/> Other    Other Specify <input type="text"/> <input type="checkbox"/> Partnership



**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	<input type="checkbox"/> Cheque Account <input type="checkbox"/> Savings Account <input type="checkbox"/> Transmission Account <input type="checkbox"/> Bond Account <input type="checkbox"/> Other (Please Specify)
--------------	--

ID Number	
Passport Number	
Company Registration Number	
*CC Registration	

\* Please include CC/CK where applicable

Practise Number	
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**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**

	<i>Area Code</i>	<i>Telephone Number</i>	<i>Extension</i>
Business			
	<i>Area Code</i>	<i>Telephone Number</i>	<i>Extension</i>
Home			
	<i>Area Code</i>	<i>Telephone Number</i>	
Fax			
Cell			
	<i>Cell Code</i>	<i>Cell Number</i>	
E-mail Address			

Contact Person	Supplier details	Departmental sender details
Signature		
Print Name		
Rank		
Date (dd/mm/yyyy)		

Address of Agriculture, Land Reform and Rural Development Office where form is submitted from:

# **THE NATIONAL TREASURY**

**Republic of South Africa**



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## **GOVERNMENT PROCUREMENT: GENERAL CONDITIONS OF CONTRACT**

**July 2010**

**GOVERNMENT PROCUREMENT**  
**GENERAL CONDITIONS OF CONTRACT**  
**July 2010**

**NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

- The General Conditions of Contract will form part of all bid documents and may not be amended.
- Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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## General Conditions of Contract

### 1. Definitions

1. The following terms shall be interpreted as indicated:
  - 1.1 “Closing time” means the date and hour specified in the bidding documents for the receipt of bids.
  - 1.2 “Contract” means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
  - 1.3 “Contract price” means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
  - 1.4 “Corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution.
  - 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
  - 1.6 “Country of origin” means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
  - 1.7 “Day” means calendar day.
  - 1.8 “Delivery” means delivery in compliance of the conditions of the contract or order.
  - 1.9 “Delivery ex stock” means immediate delivery directly from stock actually on hand.
  - 1.10 “Delivery into consignees store or to his site” means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
  - 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the

RSA.

- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods.
- 1.22 "Republic" means the Republic of South Africa.
- 1.23 "SCC" means the Special Conditions of Contract.
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such

obligations of the supplier covered under the contract.

1.25 “Written” or “in writing” means handwritten in ink or any form of electronic or mechanical writing.

## **2. Application**

2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.

2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.

2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

## **3. General**

3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from [www.treasury.gov.za](http://www.treasury.gov.za)

## **4. Standards**

4.1 The goods supplied shall conform to the standards mentioned in the bidding documents and specifications.

## **5. Use of contract documents and information; inspection.**

5.1 The supplier shall not, without the purchaser’s prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The supplier shall not, without the purchaser’s prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier’s performance under the contract if so required by the purchaser.

5.4 The supplier shall permit the purchaser to inspect the supplier’s records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser.

## **6. Patent rights**

6.1 The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser.

**7. Performance security**

- 7.1 Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC.
- 7.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract.
- 7.3 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms:
  - (a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
  - (b) a cashier's or certified cheque
- 7.4 The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

**8. Inspections, tests and analyses**

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or



analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier.

8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

**9. Packing**

9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.

9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.

**10. Delivery and documents**

10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.

10.2 Documents to be submitted by the supplier are specified in SCC.

**11. Insurance**

11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

**12. Transportation**

12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

**13. Incidental services**

13.1 The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:

- (a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
- (b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
- (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;

- (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and
- (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

13.2 Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services.

#### **14. Spare parts**

14.1 As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:

- (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and
- (b) in the event of termination of production of the spare parts:
  - (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and
  - (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

#### **15. Warranty**

15.1 The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.

15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.

15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.

15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take

such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.

**16. Payment**

- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfillment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

**17. Prices**

- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.

**18. Contract amendments**

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

**19. Assignment**

- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.

**20. Subcontracts**

- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contracts if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.

**21. Delays in the supplier's performance**

- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.
- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the

supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.

21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.

21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without canceling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.

## **22. Penalties**

22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.

## **23. Termination for default**

23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part:

- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.

23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.

23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.

23.4 If a purchaser intends imposing a restriction on a supplier or any

person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the supplier and / or person restricted by the purchaser;
  - (ii) the date of commencement of the restriction
  - (iii) the period of restriction; and
  - (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

**24. Anti-dumping  
and countervailing  
duties and rights**

- 24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which

may be due to him

**25. Force Majeure**

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.
- 25.2 If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

**26. Termination for insolvency**

- 26.1 The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser.

**27. Settlement of Disputes**

- 27.1 If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and
  - (b) the purchaser shall pay the supplier any monies due the supplier.

**28. Limitation of liability**

- 28.1 Except in cases of criminal negligence or willful misconduct, and in the case of infringement pursuant to Clause 6;
- (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and

- (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.
- 29. Governing language** 29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.
- 30. Applicable law** 30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.
- 31. Notices** 31.1 Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties** 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme** 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34 Prohibition of Restrictive practices** 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

Js General Conditions of Contract (revised July 2010)





## agriculture, land reform & rural development

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

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### **TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP LOCAL AREA PLANS THE THREE SECONDARY NODES OF THE EMADLANGENI LOCAL MUNICIPALITY, SITUATED IN THE AMAJUBA DISTRICT, PROVINCE OF KWAZULU-NATAL FOR A PERIOD OF TEN (10) MONTHS**

#### **1. INTRODUCTION**

- 1.1. The Department of Agriculture Land Reform and Rural Development (DALRRD) seeks to enlist the services of experienced and suitably qualified, competent, professional service providers or a consortium of service providers to undertake the preparation of three Local Area Plans (LAPs) and associated planning work for the three secondary nodes of the Emadlangeni Local Municipality, namely Vaalbank / Berouw, Kingsley, and Reserve (Near Volksrust), (Amajuba District Municipality, province of KwaZulu-Natal).

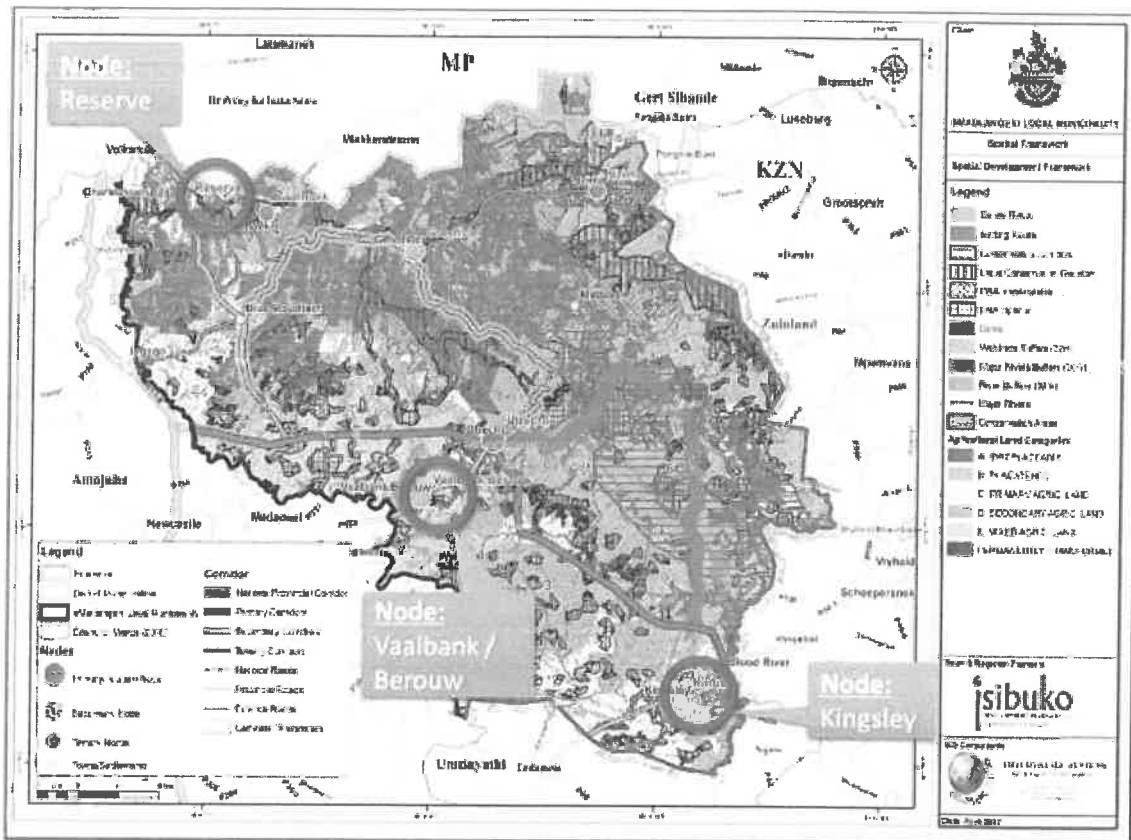
#### **2. BACKGROUND**

- 2.1. The Constitution of South Africa envisages a robust local government system, which can provide democratic and accountable government for local communities; ensure the provision of services to communities in a sustainable manner; promote social and economic development; promote a safe and healthy living environment; and encourage the involvement of communities and community organizations in the matters of local government.
- 2.2. The Municipal Systems Act 32 of 2000 aims to empower local government to fulfil its Constitutional Objectives and in terms of Section 25 [1], each Municipal Council must within a prescribed period adopt a single, inclusive and strategic plan, known as the Integrated Development Plan [IDP], of which the SDF is a core component [Section 26€]. The Emadlangeni IDP and SDF expresses the need to identify and address area-specific issues, identify localised development opportunities, refocus development programs and inform the preparation and introduction of a coherent Land Use Management System (LUMS). The development of LAPs for the Municipalities Nodal Areas will do just that by identifying issues localised to the nodal areas, and to serve as a Land use Management Tool, until the LUS is updated and incorporates the guidelines of the LAPs.

### 3. GEOGRAPHIC SETTING AND PROJECT AREA

- 3.1. Emadlangeni Municipality forms part of the Amajuba District Municipality in the Province of KwaZulu-Natal. It is located along the northern boundary of Amajuba District and shares its borders with Newcastle Municipality on the west, Dannhauser Municipality on the south-west, Pixely Ka Seme Municipality on the north (Province of Mpumalanga), Endumeni Municipality on the south, Edumbe Municipality on the north-eastern boundary and Abaqulusi Municipality on the south-eastern boundary. It covers an area of approximately 3539km<sup>2</sup> and has a population of about 36 869 people.
- 3.2. The municipal area comprises of privately owned commercial farmland, smallholder settlements, the urban area of Utrecht, and the nodes of Vaalbank / Berouw, Kingsley, and Reserve (near Volksrust), Groenvlei, and Kingsley.
- 3.3. There are five traditional councils in the municipality: Ndlamlenze Traditional Council, Amantungwa Traditional Council, Thekwani Traditional Council, Mgundeni Traditional Council and Mbatha Traditional Council. The municipality was delimited into 6 wards in August 2016 by to the Municipal Demarcations Board.
- 3.4. The specific focus area of the study will be the three secondary nodes of the Emadlangeni Municipality, namely Vaalbank / Berouw, Kingsley, and Reserve (near Volksrust).
- 3.5. The nodes are growing due to growing population and settlements in the surrounding areas. Kingsley is a transferred Land Claim project, whilst the Vaalbank / Berouw and Reserve (near Volksrust) nodes are land redistribution projects.
- 3.6. It is with this background, and the fact that these nodes need to serve as the main service delivery centres that the municipality requested assistance to develop LAPs to direct the development and upgrading of the nodes.
- 3.7. The images below depicts the locality as well as proposed outlines of the study areas. Based on the functionality of these areas, these boundaries can be amended slightly.

Figure 1: Nodal Area Locality



Source: Emadlangeni SDF 2021/2022

#### 4. PROJECT DEFINITION AND OBJECTIVES

- 4.1. The purpose of a LAP is to provide a defined planning, development and implementation framework for the management of development and land use in an area.
- 4.2. LAPs are not necessarily focused on formal administrative areas in terms of current planning legislation or policies. In planning terms, a “Local Area” commonly refers to a geographically smaller area with specific characteristics that require detailed planning within the broader administrative boundaries of a municipality and the exact size of the study area will thus vary. A study area must be identified and delineated using cadastral maps and boundaries showing those land parcels that fall within and outside the study area. It often includes investigations into appropriate land use options, physical environment constraints, infrastructure requirements, community values and expectations and tenure arrangements.
- 4.3. A LAP is developed to provide a new desired development pattern to a functionally obsolete area, alter existing land use disparities, protect and promote existing predominant or preferred future dominant land uses and associated ancillary or compatible land uses. Examples of core attributes a LAP should protect and promote includes:
  - 4.3.1. A sense of place (i.e. vernacular architecture);
  - 4.3.2. Functional built environment to promote;
    - 4.3.2.1. Accessibility- paths and linkages;

- 4.3.2.2. Equity- even distribution of resources;
  - 4.3.2.3. Integration- place making;
  - 4.3.2.4. Functionality- compatibility of land use activities
  - 4.3.2.5. Sustainability- social, economic, institutional enhancement and environmental protection;
  - 4.3.3. Economic activities and opportunities, and thereby serving as a blueprint for investment decisions;
  - 4.3.4. Agriculture;
  - 4.3.5. Urban agriculture;
  - 4.3.6. Nature conservation;
  - 4.3.7. Sport and recreation;
  - 4.3.8. Forestry;
  - 4.3.9. Water supply catchments and other water supply sources;
  - 4.3.10. Eco-tourism;
  - 4.3.11. Extractive resources and,
  - 4.3.12. Conglomeration of government services.
- 4.4. A LAP is a planning tool that sets out a vision for the future development trajectory of an area. It establishes a planning and management framework to guide development and land-use change and aims to achieve environmental, social and economic objectives.
- 4.5. LAPs such as is required by this project should take into account all of the issues affecting an area, including its buildings and spaces, land uses, activities and transport and the need for spatial integration with the surrounding areas. An essential aspect of the planning process is feedback from the community on how the area should evolve. An important phase of the planning process requires consultation with the community, residents, businesses and the development industry to determine the best outcome for the precinct area.
- 4.6. From the background research, analysis and consultation, the LAP should determine what is working well in an area and how this can be enhanced, and how the area can grow and change in the future. It provides clear strategies and detailed actions for how this can be achieved through the implementation of the LAP over time.
- 4.7. The LAP will inform interventions by both the public and private sectors in order to facilitate economic growth and development through social, spatial and economic development or regeneration. The aim is to initiate, stabilize, consolidate and promote economic development in the precinct and to enhance business efficiencies and opportunities as a response to various government initiatives by proposing appropriate land-use interventions or densities within the nodal areas.
- 4.8. The proposals in the LAP should inform the overall development of the nodal areas in terms of medium to long-term strategic interventions required to promote the development of spatially and economically integrated precincts that are attractive, efficient, convenient, safe and effectively managed. The interventions will also promote restructuring, sustainable communities, economic development, poverty alleviation and environmental sustainability.

- 4.9. The primary aim of the LAP is the arrangement of land use and infrastructure associated with the needs of specific communities within administrative regions. It integrates transportation, environment, education, economic development, social, residential development and other developmental requirements. Development needs, opportunities and priorities are identified. It is a process that is community-based and driven.
- 4.10. The required LAPs must:
- 4.10.1. Give effect to the development principles contained in the Spatial Planning & Land Use Management Act No 16 of 2013 including:
    - 4.10.1.1. Spatial Justice;
    - 4.10.1.2. Spatial Sustainability;
    - 4.10.1.3. Efficiency;
    - 4.10.1.4. Spatial Resilience; and,
    - 4.10.1.5. Good Administration.
  - 4.10.2. Set out objectives that reflects the desired spatial form of the municipality;
  - 4.10.3. Contain strategies, policies and plans which must-
    - 4.10.3.1. Indicate desired patterns of land use within the project area;
    - 4.10.3.2. Address the spatial reconstruction of the location and nature of development within the identified area; and,
    - 4.10.3.3. Provide strategic guidance in respect of the nature of development within the study area.
  - 4.10.4. Set out basic guidelines for a land use management system in the nodal project areas;
  - 4.10.5. Identify programmes, projects and restructuring elements for the development of land;
  - 4.10.6. Provide a visual representation of the desired spatial form of the study area which representation:
    - 4.10.6.1. Must indicate where public and private land development and infrastructure investment should take place;
    - 4.10.6.2. Must indicate desired or undesired utilisation of space in the particular area;
    - 4.10.6.3. May delineate the land use parcels and precincts in the study area;
    - 4.10.6.4. Must identify areas where strategic intervention is required; and,
    - 4.10.6.5. Must provide urban design interventions and guidelines to enhance the aesthetic appeal.
- 4.11. A LAP should ensure that all municipal Spatial plans and policies are considered to ensure that the precinct is aligned to the intentions of municipal planning and demonstrate the relationship between the precinct planning intent and other planning initiatives such as Local Economic Development Strategies, infrastructure planning, natural resource management plans and environmental management strategies and should encourage and support economic development opportunities.

## **5. MATTERS TO BE ADDRESSED IN THE LOCAL AREA PLANS**

- 5.1. The plans should be developed by analysing the challenges and providing opportunities for the areas.
- 5.2. The Plans should include proposals to form the basis of a land use scheme or suggest proposed amendments to an existing land use scheme that are required to establish and manage the nodes, such as:
  - 5.2.1. Land use controls to protect and promote industries and economic activities;
  - 5.2.2. Levels of development assessment for land use changes;
  - 5.2.3. Modified controls to promote opportunities to diversify, innovate and value add to activities;
  - 5.2.4. Options to prevent incompatible land uses;
  - 5.2.5. Identifying key areas where a node can sustain economic activities;
  - 5.2.6. Preventing inappropriate fragmentation of land; and,
  - 5.2.7. Development proposals to protect or promote compatible development within the project areas.
  - 5.2.8. Identify land with developmental potential, to create opportunities in the area which should give guidance to the community.
- 5.3. Enhancing infrastructure and investment opportunities for local activities. The Project should identify opportunities to coordinate and integrate planning, especially planning for local and regional infrastructure. This information can be used to assist in prioritising infrastructure options such as transport networks and water supply systems.
- 5.4. Enabling industries to diversify, adjust, innovate and value-add. The Plan should include strategies and actions that support the diversification of compatible activities, encourage innovative land-use planning and management, assist in implementing adjustment strategies, or add value to activities within a local area.
- 5.5. Identifying alternative economic uses of land. The Plan should aid in identifying alternative economic uses of land by establishing a vision and identifying economic, social and environmental opportunities and constraints to improve the profitability and sustainability of natural resource use in the precinct.
- 5.6. Protecting and promoting productive activities within an area and associated regional landscape values within a node. The Plan should aid in identifying strategies and actions that protect and promote productive activities, including the range of landscape values supported by the particular node. In addition, the Plan should help identify opportunities and constraints to promote the ecologically sustainable development of the natural resources.
- 5.7. Sustaining benefits to the community derived from the natural environment. The Plan should protect the environmental and natural resource values of the area by protecting or promoting activities that employ best practice management, maintain or enhance ecosystem services, and/or implement regional natural resource management plans.

- 5.8. Scheme extension/Scheme amendments. This section should identify how the proposed planning scheme extension/amendments, achieve the planning intent for the node.
- 5.9. Management and Implementation strategies. This section should identify how other planning and management initiatives contribute to achieving the planning intent of the node and the matters listed above.
- 5.10. Implementation Plan, with details of the projects and what the projects will achieve once completed. The Implementation Plan must consist of a list of projects with step by step instructions for the implementation to achieve the intentions of the LAP.

## **6. LAP PROCESS / CRITICAL MILESTONES**

- 6.1. The development of the Local Area Plans in terms of this Project should ideally follow the following steps:-

### **PHASE 1: DETAILED INCEPTION REPORT AND COMMUNICATION PLAN (2 weeks)**

#### *Step 1: Inception Report and Communication Plan*

- On appointment, the project consortium 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 action 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 authorities and Ward committees) to be engaged while developing the plan, both during the drafting of the LAP and once the draft plan has been developed, to ensure buy-in from all stakeholders. Also, the project steering committee meetings to monitor progress.

#### *Step 2: Presentation to Project Steering Committee*

- Presentation of Inception Report and consultative process to be followed, resulting in consensus being reached and Client giving written acceptance of the Inception Report.

**Deliverable: Inception Report detailing the process to be followed, with a Gantt Chart and including the Communication Plan.**

### **PHASE 2: DATA COLLECTION AND ANALYSIS (3 Months)**

#### *Step 1: Collection of existing Data*

- The service provider will be required to undertake a wealth of research and analysis to understand the existing status of the study area. A contextual review and a situational analysis of the study area should be conducted.
- It is imperative that an engagement with the ward committees and if applicable/necessary with the traditional councils individually / community leaders

be had. A platform should be created for clear communication with the traditional councils and IziNduna, as well as CPAs and Community Trust Trustees.

- During the initial data collection and analysis of environment, existing land use activities and land use management controls, environmental issues, relevant matters and development issues, including targeted consultation sessions with the municipality, sector departments, adjoining municipalities and other stakeholders on the proposed initiatives for the identified area.
- **It is important that a site inspection be undertaken to collect primary information as one develops the Local Area Plans, and this will include information from the residents and photographs of the area.**

*Step 2: Presentation to Project Steering Committee*

- Presentation of the status quo analysis of all data collected with dates of capture by custodian of the information.
- In the report show the metadata collected; and,
- Show a comparison of data used in the Municipal SDF and newly collected data for this study so it can be clearly displayed that up-to-date information has been sourced.

**Deliverable: Status Quo analysis report outlining all data collected.**

**PHASE 3: DRAFT LOCAL AREA PLAN (3 Months)**

*Step 1: LAP Drafting*

- Draft the Plan. This should include but not limited to a detailed indication of land uses and densities, existing and proposed built form (including historical and heritage sites), movement, public space, services, public amenities and infrastructure.
- Include a list of key interventions and projects;
- Include design interventions; and
- Include possible projects and an implementation plan.

*Step 2: Presentation to Project Steering Committee*

- Presentation of the Draft LAP.
- Presentation of a short report on all workshops and interviews held.

**Deliverable: Draft LAP and short report on all workshop sessions undertaken with proof of engagements with stakeholders.**

**PHASE 4: FIRST REVIEW OF DRAFT LAP (3 Months)**

*Step 1: Workshop draft LAP*

- Workshop the draft LAP with the District and Local Municipality, government departments and other various stakeholders in a number of appropriate sessions.



*Step 2: Incorporation of Amendments into the draft LAP*

- Amend draft LAP
- Consider all submissions, both verbal and in writing, and amend the draft LAP with the amendments, inputs and suggestions provided in these sessions, accordingly.

*Step 3: Presentation to Project Steering Committee*

- Presentation of the first review of the Draft LAP.
- Presentation of a report on all workshop sessions held with amendments, inputs and suggestions provided in these sessions.

**Deliverable: First review of the Draft LAP.**

**PHASE 5: FINAL SUBMISSION AND APPROVAL OF LAP (2 weeks)**

*Step 1: Submission of the final LAP*

- Submit the final LAP report to each Project Steering Committee member, prior to the final meeting.
- Provide sufficient time for each member of the Project Steering Committee member to evaluate the report prior to the next meeting.
- Incorporate any final comments from the Project Steering Committee members, prior to the final meeting.

*Step 2: Presentation to Project Steering Committee*

- Presentation of the final LAP.
- Presentation of the project list, implementation plan
- Seek approval of the LAP from the Project Steering Committee members.

***N.B. It should be noted that the timeframes for the phases are to be used as a guideline (except phase 1) within the overall period of ten (10) months for the development of the LAP project.***

**Deliverable: Final LAP approved & adopted by PSC and submitted to council.**

**7. OUTCOMES AND DELIVERABLES**

- 7.1. The Service provider will be expected to submit the final consolidated report which consists of:
- 7.1.1. **The LAP maps** at an appropriate scale and in a map package format, accompanied by:
  - 7.1.2. **Planning Report** that documents the results of technical studies, analyses and community consultation undertaken during the development of the LAP; and demonstrates the consistency of the proposed precinct with the Spatial Development Framework and the Integrated Development Plan of the applicable municipality. It may provide suggestions on amendments to the Spatial Development Framework and the Integrated Development Plan.

- 7.1.3. **List of implementation actions** which include a prioritised list of development interventions and their spatial locations that indicate how the Municipality intends to manage the precinct. This can include both statutory and non-statutory implementation measures.
- 7.2. The LAP Report presents the results of technical analyses of data that address the matters set out in Paragraphs 4 and 5 of this ToR; and,
- 7.2.1. uses the most recent/best available information held by all organs of state, research organisations and other relevant stakeholders (include the source of information used within the report and date compiled to ensure credible information is used);
- 7.2.2. provides adequate analysis and rationale to support the objectives of the precinct; and,
- 7.2.3. includes a summary of consultation activities, submissions and responses.
- 7.3. Information that may be relevant for developing the LAP and to establish and manage a precinct includes the identification and/or analysis of:
- 7.3.1. existing precinct character;
- 7.3.2. land attributes and constraints (SWOT Analysis);
- 7.3.3. geology and geotechnical characteristics (linked to developmental potential of precinct);
- 7.3.4. good quality agricultural land;
- 7.3.5. pastoral production land or grazing areas
- 7.3.6. any land claims in the adjacent area
- 7.3.7. enterprises / economic development opportunities;
- 7.3.8. mining and extractive resources;
- 7.3.9. topography;
- 7.3.10. hydrology;
- 7.3.11. proximity to waterways, dams and other water resource infrastructure and supplies;
- 7.3.12. existing and future noise sources;
- 7.3.13. environmental hazard/risk;
- 7.3.14. nature conservation areas;
- 7.3.15. public utility network and location of government departments especially those that attract high traffic – Home Affairs, SASSA
- 7.3.16. private sector initiatives in close proximity to the precinct
- 7.3.17. tourism/scenic amenity;
- 7.3.18. transport network including public transport networks;
- 7.3.19. other critical infrastructure;
- 7.3.20. relationship/proximity to towns & villages;
- 7.3.21. population and demographics
- 7.3.22. publicly accessible open space and recreation areas, networks/linkages;
- 7.3.23. areas of cultural significance;
- 7.3.24. culture and Indigenous knowledge and skills amongst the community;
- 7.3.25. land use (types of rural uses undertaken in precinct); and,
- 7.3.26. Consultation issues.

- 7.4. A list of implementation actions proposed to establish and manage a LAP should include:
- 7.4.1. proposed planning scheme extension and amendments;
  - 7.4.2. other implementation actions, such as collaborations with other organisations, including the linkages with, or dependence on, other actions or stakeholders;
  - 7.4.3. List of Key Projects
  - 7.4.4. Prioritized list of developmental interventions and spatial location;
  - 7.4.5. Cost and budget estimates;
  - 7.4.6. Timelines and phasing of development;
  - 7.4.7. Possible sources of finance;
  - 7.4.8. Implementation agent/s and their roles and responsibilities;
  - 7.4.9. Recommendations for the revision of existing policies or strategies, where necessary;
  - 7.4.10. Proposals on how the LAP can be used for the implementation of projects by Sector Departments;
  - 7.4.11. Institutional capacity recommendations;
  - 7.4.12. Proposals for handing over the project;
  - 7.4.13. Develop monitoring and evaluation tools to ensure that the LAP is implemented accordingly; and,
  - 7.4.14. Proposals on how the LAP should be marketed to attract investment and implementation of projects by sector departments.
- 7.5. Submissions should be in the form of both hard (printed and bound) and electronic versions of the LAP. All spatial information collected should be submitted in GIS capable file format (shapefiles and Geodatabase format) for use in a GIS. The shapefiles must have clear attribute information that differentiates each LAP construct and its purpose, for example a service node shapefile should have an attribute called "description" with the value "service node".

## **8. FORMAT OF GIS DATA DELIVERED**

- 8.1. 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:
- 8.1.1. A GIS database (MS Access database, Geodatabase and Map file/package); and,
  - 8.1.2. Spatial data in a Geographic WGS84 (Hartebeesthoek 1994) spheroid.
  - 8.1.3. Metadata records must be captured in line with the South Africa National Standard (SANS -1878).
  - 8.1.4. Spatial information captured must be in line with Regulation 5(2) of the Spatial Data Infrastructure Act, 2003.
- 8.2. 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.

## 9. PROJECT DURATION AND COST (PAYMENT SCHEDULE)

- 9.1. It is expected that the project be completed in a period of 10 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 1: Project Time Frame & Payment Schedule

PHASES	% PAYABLE	IMEFRAMES
PHASE 1 - Inception Report and Communication Plan	5%	2 weeks
PHASE 2 - Data Collection and Analysis	25%	3 Months
PHASE 3 - Draft LAP	25%	3 Months
PHASE 4 - First Review of Draft LAP	20%	3 Months
PHASE 5 - Submission and Approval	20%	2 weeks
Retention	5%	
<b>Total</b>	<b>100%</b>	<b>10 Months</b>

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

## 10. FINANCIAL PENALTIES

- 10.1. Financial penalties shall be imposed for agreed upon milestones, targets, and deadline not met without providing:
- 10.1.1. Timely notification of such delays.
  - 10.1.2. Valid reasons for the delays.
  - 10.1.3. Supporting evidence that the delays were outside of the influence of the service provider.
- 10.2. 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.

## 11. UNDUE DELAY REMEDIES

- 11.1. 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:

Milestone	% Payment	5 days overdue	10 days overdue	15 days overdue	30 days overdue	More than 30 days overdue
PHASE 1 Inception report and communication plan	5%	10%	25%	50%	75%	100%
PHASE 2 Data collection and Analysis	25%	10%	25%	50%	75%	100%
PHASE 3 Draft LAP	25%	10%	25%	50%	75%	100%
PHASE 4 First review of draft LAP	20%	10%	25%	50%	75%	100%
PHASE 5 Submission and Approval	20%	10%	25%	50%	75%	100%
Retention	5%					
Total	100%					

## 12. PAYMENTS AND SUBMISSION OF INVOICES

- 12.1. 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.
- 12.2. 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.
- 12.3. 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.

**13. BUDGET**

- 13.1. 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.

**14. RETENTION**

- 14.1. 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.
- 14.2. 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.

**15. EXTRA WORK**

- 15.1. Any costs for extra work by the service provider, incurred over and above this bid which, in the sole opinion of the Director: Spatial Planning and Land use management (KZN) are due to reasons attributable to the service provider during any phase of the project shall be borne by the service provider.

**16. PROJECT MANAGEMENT**

- 16.1. This project will be co-managed by a team consisting of Senior Officials from the Emadlangeni Municipality and the Department of Agriculture Land Reform and Rural Development's Directorate: Spatial Planning and Land Use Management, and any other person/s appointed by DALRRD.

<b>ORGANISATIONS</b>
Department of Agriculture Land Reform and Rural Development (DALRRD)
Amajuba District Municipality
Emadlangeni Local Municipality
Department of Agriculture and Rural Development (KZN)
Department of Cooperative Governance and Traditional Affairs (KZN)
Department of Human Settlements (KZN)
Ingonyama Trust Board (If Applicable)
Department of Transport (KZN)
Department of Economic Development Tourism and Environmental Affairs (KZN)

## 17. MANDATORY REQUIREMENTS FOR SUPPLY CHAIN MANAGEMENT

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 <ul style="list-style-type: none"> <li>• Project Leader – South African Council for Planners (SACPLAN)</li> <li>• GIS Practitioner – South African Geo-Science Council (SAGC, previously PLATO)</li> </ul>
Company Resolution and / or Letter of Authority to sign on behalf of the firm
Permanent Office in KZN – Rental Agreement / Municipal Account
Compulsory Briefing Session Attended

## 18. SKILL REQUIREMENTS FOR PROJECT TEAM

- 18.1. 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.
- 18.2. The team leader must have knowledge and experience of Spatial Planning; Land Use Management; Land Development; Laws related to the previous mentioned.
- 18.3. The team leader must have expertise in managing and coordinating a multi-disciplinary project team (Project management skills).
- 18.4. The team must be experienced in Strategic Planning including scenarios and futures planning.
- 18.5. The team must have a thorough understanding of political environment and Intergovernmental Relations Framework.

## 19. HUMAN RESOURCES FOR THE PROJECT

- 19.1. The service provider is expected to provide information on available human resource capacity that will be directly involved in the 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.
- 19.2. 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.

- 19.3. 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.
- 19.4. 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.
- 19.5. 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.
- 19.6. 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).

## **20. CAPACITY BUILDING AND SKILLS TRANSFER**

- 20.1. The municipality and DALRRD consider skills development as an integral part of the outsourcing process. The process should ensure that skills development and transfer is achieved within the municipalities and DALRRD. Proposals should indicate how skills development and transfer would be achieved in the municipality and DALRRD.

## **21. INFORMATION GATHERING**

- 21.1. NBI! The responsibility for collecting information necessary for the successful execution of the project lies entirely with the service provider.
- 21.2. The successful Service Provider is expected to make contact with 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.
- 21.3. 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.
- 21.4. 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.



## 22. TERMS AND CONDITIONS OF THE BID

### 22.1. General

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

22.1.2. 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.

22.2. Service providers may tender for as many projects by the Branch: Spatial Planning and Land Use Management (KZN) as they wish to, but service providers must not have the same team for more than three of those projects within the same financial year when submitting proposals, to ensure capacity to undertake the volume of work. Different suitably qualified team leaders and key team members must make up the teams.

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

22.2.2. 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.

22.2.3. 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.

22.2.4. 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.

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

22.4. 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.

22.5. 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.

22.6. 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.

### 22.7. Format of Proposal

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

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

22.7.3. The submission must:

22.7.3.1. Be presented well and of a high quality

22.7.3.2. Depicts a methodological approach

22.7.3.3. Show a clear understanding of project purpose

- 22.7.3.4. Properly outline of expected outputs;
- 22.7.3.5. Contain indicators and means of verifying progress of the project.
- 22.7.3.6. Demonstrate the team's ability to read interprets and understand a variety of spatial information and analysis.
- 22.7.3.7. Demonstrate an understanding of relevant rural development policy and legislation.

### **23. VALIDITY OF BID / QUOTATION**

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

### **24. REPORTING AND ACCOUNTABILITY**

- 24.1. 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.
- 24.2. The monthly progress reports will be submitted to the DALRRD offices and the municipality in electronic format, no later than noon on the 2nd day of each month reporting on the previous month.
- 24.3. The project will be signed off by the Director: Spatial Planning & Land Use Management (KZN) when:
  - 24.3.1. 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).
  - 24.3.2. The Director: Spatial Planning & Land Use Management (KZN) is satisfied that all requirements have been met.

### **25. OUT CLAUSE**

- 25.1. 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.
- 25.2. 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.

### **26. OWNERSHIP OF INFORMATION**

- 26.1. 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.

- 26.2. 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.
- 26.3. The Municipality will have the right to use the material without DALRRD approval.
- 26.4. 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.
- 26.5. This document together with all agreements to be or reached during the course of the project become part of the contract.

## **27. CONTENTS OF THE PROJECT PROPOSAL**

- 27.1. A clear and concise project proposal covering the aspect listed below is required;
  - 27.1.1. An executive summary.
  - 27.1.2. A project plan.
  - 27.1.3. 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.
  - 27.1.4. The approach should be cost saving yet achieve the highest value for money.
  - 27.1.5. 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.
  - 27.1.6. 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.
  - 27.1.7. Any shortcomings in the study specifications, how these ought to be addressed and the cost implications thereof.
  - 27.1.8. All-inclusive costing model.
  - 27.1.9. The following technical information must be submitted with the Bid proposal:
    - 27.1.9.1. Years of experience of each resource;
    - 27.1.9.2. Relevant professional experience during the last five years;
    - 27.1.9.3. Organisational, managerial and technical ability;
    - 27.1.9.4. Key Personnel and Resources;
    - 27.1.9.5. Technical backup;
    - 27.1.9.6. Full CV's of all members of the Team;
    - 27.1.9.7. Relevant Equipment and Software competence and capability;
    - 27.1.9.8. Client References; and,
    - 27.1.9.9. Associations and Professional Affiliations.

## **28. EVALUATION PROCEDURE**

- 28.1. The proposal documents will be evaluated in two phases, based on the 80/20 principle in terms of the Preferential Procurement Policy Framework Act.

- 28.2. 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.
- 28.3. 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).
- 28.4. Calculation of points for price:
- 28.4.1. 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.
- 28.4.2. A pricing schedule, submitted on a separate sheet from the technical proposal for ease of evaluation. The pricing schedule should include the following:
- 28.4.2.1. The names of the persons nominated to be used on the project.
- 28.4.2.2. The number of hours allocated to each nominated person for the duration of the project.
- 28.4.2.3. The hourly tariff applicable to each nominated person.
- 28.4.2.4. All monetary amounts must be in South African Rand.
- 28.4.2.5. VAT must be included.
- 28.5. 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
<b>Non-compliant contributor</b>	0

- 28.5.1. 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 BBBEE sworn affidavit
- 28.5.2. 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.

- 28.5.3. 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.
- 28.5.4. 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.
- 28.5.5. 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.
- 28.5.6. 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.
- 28.5.7. 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.

## 29. EVALUATION CRITERIA

- 29.1. 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
<b>1. PROJECT RESOURCES</b>  <b>Experience and qualification of key personnel (submission of CV and certified copies of qualifications and professional registration certificates is mandatory for each professional person on the team)</b>	<b><u>Team Leader:</u></b> –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 <ul style="list-style-type: none"> <li>• 0 Points = 1-3 Years' Experience</li> <li>• 1 Points = 4-6 Years' Experience</li> <li>• 2 Points = 7-8 Years' Experience</li> <li>• 3 Points = 9 Years' Experience</li> <li>• 4 Points = 10 Years' Experience</li> <li>• 5 Points = 11 Years' or more Experience</li> </ul>	<b>10</b>	

	<p><b><u>GIS:</u></b>          –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).</p> <ul style="list-style-type: none"> <li>• 0 Points = 0-1'Years' Experience</li> <li>• 1 Points = 2-4 Years' Experience</li> <li>• 2 Points = 5-6 Years' Experience</li> <li>• 3 Points = 7-8 Years' Experience</li> <li>• 4 Points = 9-10 Years' Experience</li> <li>• 5 Points = 11 Years' or more Experience</li> </ul>	<b>5</b>	
	<p><b><u>Engineer:</u></b>          –Key member to be a Professional / Technical Civil Engineer registered with the Engineering Council of South Africa (ECSA)</p> <ul style="list-style-type: none"> <li>• 0 Points = 0-1'Years' Experience</li> <li>• 1 Points = 2-4 Years' Experience</li> <li>• 2 Points = 5-6 Years' Experience</li> <li>• 3 Points = 7-8 Years' Experience</li> <li>• 4 Points = 9-10 Years' Experience</li> <li>• 5 Points = 11 Years' or more Experience</li> </ul>	<b>5</b>	
	<p><b><u>Urban Designer:</u></b>          –Key member holds an appropriate qualification, and / or practical experience as an Urban Designer          –Minimum of 5 years' experience.          –CV Attached Depicting Experience / Qualification Attached</p> <ul style="list-style-type: none"> <li>• 0 Points = 0-1'Years' Experience</li> <li>• 1 Points = 2-4 Years' Experience</li> <li>• 2 Points = 5-6 Years' Experience</li> <li>• 3 Points = 7-8 Years' Experience</li> <li>• 4 Points = 9-10 Years' Experience</li> <li>• 5 Points = 11 Years' or more Experience</li> </ul>	<b>5</b>	
	<p><b><u>Composition of team</u></b>          Team with necessary resources &amp; capacity to address every aspect of the project, in the development of a SDF. The disciplines and skill sets include inter alia an Environmentalist, LED Practitioner, Rural Development Specialist, Land Surveyor, Civil Engineer.</p> <ul style="list-style-type: none"> <li>• 1 Point = Poorly Resourced Team</li> <li>• 3 Points = Adequately Resourced Team</li> <li>• 5 Points = Well Resourced Team</li> </ul>	<b>5</b>	

	<p><b>Communications Plan</b></p> <p>–A Comprehensive Communication plan with CPA’s, Community Trust Trustees, Traditional Councils and IziNduna, Ward Councillors, Ward Committees and Residents.</p> <p>–Key member to be fluent (Oral &amp; 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.</p> <ul style="list-style-type: none"> <li>• 0 Points = No Communication Plan</li> <li>• 1 Point = Poor Communication Plan</li> <li>• 2 Point = Poor Communication Plan &amp; have IsiZulu speaking person on team.</li> <li>• 3 Point = Adequate Communications Plan &amp; have IsiZulu speaking person on team.</li> <li>• 5 Point = Detailed Communications Plan &amp; have IsiZulu speaking person on team.</li> </ul>	<b>5</b>	
<p><b>2. BENEFICIAL EXPERIENCE</b></p>	<p><b><u>The following experience is beneficial to the team, and needs to be illustrated via submission of project examples.</u></b></p> <p>–Strategic Planning including scenarios and futures planning;</p> <p>–Thorough understanding of political environment and Intergovernmental Relations Framework;</p> <p>–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</p> <p>–Proven experience in rural development planning.</p> <p>–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 / LAPs to inform this)</p> <ul style="list-style-type: none"> <li>• 0 = Do not comply with requirements</li> <li>• 2= Partially Comply</li> <li>• 5 = Comply with requirements</li> </ul>	<b>5</b>	
<p><b>3. TEAM EXPERIENCE:</b></p> <p>Require a well-rounded team which covers all</p>	<p><b>Proof of similar work (Land Use Schemes, Land Use Audits, Statutory Planning, Local Area Plans) done by Team (Examples AND Reference Letters, with traceable contacts for work in KZN Required):</b></p>	<b>10</b>	

aspects of the project, and with proven experience of projects on similar scale.	<ul style="list-style-type: none"> <li>• 0 Points = 1st Project</li> <li>• 1 Points = 2 - 3 Projects</li> <li>• 2 Points = 3 - 5 Projects</li> <li>• 3 Points = 5 - 8 Projects</li> <li>• 4 Points = 8 - 10 Projects</li> <li>• 5 Points = 11 or more projects</li> </ul>		
	<p>–Proven experience &amp; knowledge of KZN planning Policies (KZN PGDS / KZN DGDP; KZN PSDF / KZN PSEDS) (Experience in working with SDFs, LUSs &amp; Development Applications will serve as proof).</p> <ul style="list-style-type: none"> <li>• 0 = Not Illustrated</li> <li>• 2 = Partially Illustrated</li> <li>• 5 = Well illustrated</li> </ul>	<b>5</b>	
<b>4. METHODOLOGY AND PROJECT MANAGEMENT</b>	<p>–<b>A well-structured methodology and implementation plan (linked to dates, timeframes &amp; 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 reflecting excellent analytical, report writing, presentation, research and communication skills.</b></p> <ul style="list-style-type: none"> <li>• 0 = No Methodology</li> <li>• 1 = Poor Methodology</li> <li>• 3 = Adequate Methodology</li> <li>• 5 = Excellent (detailed submission)</li> </ul>	<b>20</b>	
	<p>–<b>A proposal that reflects creativity and insights into the challenges and issues to be confronted with;</b></p> <ul style="list-style-type: none"> <li>• 0 = Not Illustrated</li> <li>• 2 = Partially Illustrated</li> <li>• 5 = Well illustrated</li> </ul>	<b>10</b>	
	<p>–<b>Risk Management: Identifying possible problems that might hinder project delivery and indicate how they will overcome such problems.</b></p> <ul style="list-style-type: none"> <li>• 0 = Not Illustrated</li> <li>• 2 = Partially Illustrated</li> <li>• 5 = Well illustrated</li> </ul>	<b>10</b>	
<b>5. SKILLS TRANSFER</b>	<p>–<b>Level of commitment to skills transfer &amp; process to facilitate skills transfer depicted:</b></p> <ul style="list-style-type: none"> <li>• 0 = Not Addressed</li> <li>• 2= Adequate</li> <li>• 5 = Very Good</li> </ul>	<b>5</b>	
<b>TOTAL POINTS ON FUNCTIONALITY</b>		<b>100</b>	

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



### **30. CONTACT PERSONS FOR ENQUIRIES**

#### **30.1. 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: **Stephan Viljoen**  
Telephone: **033-264 1401**  
Email: **[Stephanus.viljoen@dalrrd.gov.za](mailto:Stephanus.viljoen@dalrrd.gov.za)**

#### **30.2. SUPPLY CHAIN MANAGEMENT ENQUIRIES**

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

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

Attention: **Mr Bongani Magudulela**  
Telephone: **033-264 9500**  
Email: **[bongani.magudulela@dalrrd.gov.za](mailto:bongani.magudulela@dalrrd.gov.za)**

### 31. 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

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**Recommendation 1: Endorsed / ~~Not Endorsed~~**

**Comment:**



\_\_\_\_\_  
**Ms P Muller**

**Deputy Director: Supply Chain Management**

Date: 01/09/2022