

**DALRRD (PSSC GP) -0005 (2021/2022)**

**THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PREPARE A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

**NB: Kindly note that there will be no briefing session for his bid: Prospective bidders are however encouraged to direct their questions in writing to the contact mentioned below on or before closing date**

**TECHNICAL ENQUIRIES:**

|  |   |
|--|---|
| <b>Mr Sam Osei</b><br>Tel: : 012-337 3713<br>Email: <a href="mailto:sam.osei@dalrrd.gov.za">sam.osei@dalrrd.gov.za</a>           | <b>Ms Nkhensani Khosa</b><br>Tel: 012-337 3712<br>Email: <a href="mailto:nkhesani.khosa@dalrrd.gov.za">nkhesani.khosa@dalrrd.gov.za</a> |
| <b>BIDS</b>  |   |
| <b>Ms J Mpepele</b><br>Tel: 012 337 3700<br>Email: <a href="mailto:jane.mpepele@dalrrd.gov.za">jane.mpepele@dalrrd.gov.za</a>    |   |
| <b>Mr A Marema</b><br>Tel: 012 337 3634<br>Email: <a href="mailto:absalom.marema@dalrrd.gov.za">absalom.marema@dalrrd.gov.za</a> |   |

**CLOSING DATE: 17 SEPTEMBER 2021 AT 11:00 AM**

## LA 1.2



### agriculture, land reform & rural development

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

PROVINCIAL SHARED SERVICE CENTRE – GAUTENG, 524 STANZA BOPAPE AND STEVE BIKO STREETS,  
SUNCARDIA BUILDING, ARCADIA, PRETORIA, 0027, PRIVATE BAG X09, HATFIELD 0028

YOU ARE HEREBY INVITED TO BID TO THE DEPARTMENT OF AGRICULTURE LAND  
REFORM AND RURAL DEVELOPMENT

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**BID NUMBER:** DALRRD (PSSC GP)-0005 (2021/2022)

**CLOSING TIME:** 11H00

**CLOSING DATE:** 17 September 2021

BIDS RECEIVED AFTER THE CLOSING TIME AND DATE AS A RULE WILL NOT BE  
ACCEPTED FOR CONSIDERATION

- 
1. Kindly furnish us with a bid for services shown on the attached forms.
  2. Attached please find the General Contract Conditions (GCC), LA1.1, LA1.2, LA1.3, LA1.6, SBD1, SBD 2, SBD 6.1, SBD4, SBD5. SBD 8, SBD9 and terms of reference.
  3. If you are a sole agent or sole supplier you should indicate your market price after discount to your other clients or if that is not possible your percentage net profit before tax, in order to decide whether the price quoted is fair and reasonable.
  4. The attached forms must be completed in detail and returned with your bid. Name and Address of the bidder Bid number and closing date of bid. **(failure to comply will disqualify your proposal)**

Yours faithfully

**SIGNED**  
**MS K THAOGE**  
**DEPUTY DIRECTOR: ACQUISITION MANAGEMENT**  
**DATE:**

LA 1.3

## MAP TO BIDDER BOX (B BOX)

**DALRRD (PSSC GP) 0005 (2021/2022) CLOSING DATE: 17 SEPTEMBER 2021 AT 11:00**

**YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA (DEPARTMENT OF AGRICULTURE LAND REFORM AND RURAL DEVELOPMENT)**

**BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL AS A RULE NOT BE ACCEPTED FOR CONSIDERATION.**

**THE SBD 1 FORM MUST BE SIGNED IN THE ORIGINAL AND WITH BLACK INK**

**SUBMIT ALL BIDS ON THE OFFICIAL FORMS – DO NOT RETYPE.**

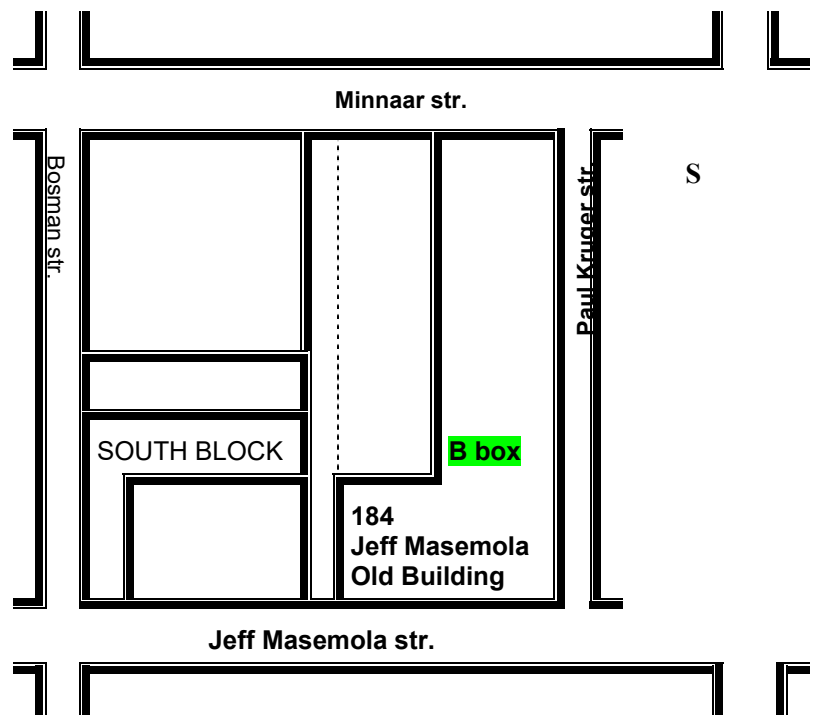
The Bid documents must be deposited in the Bid box which is identified as the “Bid/tender box.”

Department of Agriculture Land Reform and Rural Development  
Acquisition Management (BIDS)  
THE OLD BUILDING 184  
JEFF MASEMOLA STREET, PRETORIA, 0001

THE BID BOX OF THE OFFICE OF THE DEPARTMENT OF AGRICULTURE LAND REFORM & RURAL DEVELOPMENT IS OPEN 24 HOURS A DAY, 7 DAYS A WEEK. THE BID BOX WILL BE CLOSED AT 11H00 WHICH IS THE CLOSING TIME OF BIDS.

BIDDERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS

**SUBMIT YOUR BID IN A SEALED ENVELOPE**



**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**
- 7.1 Within thirty (30) days of receipt of the notification of contract award,



**security**

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 Programme (NIP)** 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)

## PART A INVITATION TO BID

| YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)  |  |  |  |  |                             |
|--|--|--|--|--|-----------------------------|
| BID NUMBER:  | DALRRD-GP- 0005(2021/2022)   | CLOSING DATE:  | 17 September 2021  | CLOSING TIME:  | 11:00                       |
| DESCRIPTION  | THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PREPARE A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE. |  |  |  |                             |
| <b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>  |  |  |  |  |                             |
| BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)  |  |  |  |  |                             |
| <b>DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM</b>   |  |  |  |  |                             |
| 184 JEFF MASEMOLA STREET, OLD BUILDING , PRETORIA  |  |  |  |  |                             |
|  |  |  |  |  |                             |
| <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  |  |  |  |  |                             |
|  | TCS PIN:   |  | OR   | CSD No:  |                             |
| B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]   | <input type="checkbox"/> Yes   |  | B-BBEE STATUS LEVEL SWORN AFFIDAVIT                                      | <input type="checkbox"/> Yes                                       |                             |
| IF YES, WHO WAS THE CERTIFICATE ISSUED BY?   | <input type="checkbox"/> No  |  |  | <input type="checkbox"/> No  |                             |
| AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX   | <input type="checkbox"/>   | AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)           |  |  |                             |
|  | <input type="checkbox"/>   | A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS) |  |  |                             |
|  | <input type="checkbox"/>   | A REGISTERED AUDITOR   |  |  |                             |
|  |  | NAME:  |  |  |                             |
| <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  | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | <input type="checkbox"/> Yes                                       | <input type="checkbox"/> No |
|  | [IF YES ENCLOSE PROOF]   |  |  | [IF YES ANSWER PART B:3 BELOW ]                                    |                             |
| SIGNATURE OF BIDDER  | .....  |  | DATE   |  |                             |
| CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)   |  |  |  |  |                             |
| <b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>   |  |  | <b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>                         |  |                             |
| DEPARTMENT/ PUBLIC ENTITY  | DALRRD   |  | CONTACT PERSON   | <b>Mr Sam Osei</b>   |                             |
| CONTACT PERSON   | Mr A Marema/ Ms J Mpepele  |  | TELEPHONE NUMBER   | (012) 337 3712/13  |                             |
| TELEPHONE NUMBER   | 012 337 3634/3700  |  | FACSIMILE NUMBER   | N/A  |                             |
| E-MAIL ADDRESS   | absalom,marema@dalrrd.gov.za   |  | E-MAIL ADDRESS   | <a href="mailto:sam.osei@dalrrd.gov.za">sam.osei@dalrrd.gov.za</a> |                             |

|  |  |  |  |
|--|--|--|--|
|  |  |  |  |
|  |  |  |  |

## PART B TERMS AND CONDITIONS FOR BIDDING

|   |
|---|
| <b>1. BID SUBMISSION:</b>   |
| <p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. 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 LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p> |
| <b>2. TAX COMPLIANCE REQUIREMENTS</b>   |
| <p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>  |
| <b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>  |
| <p>3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? <span style="float: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</span></p> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>   |

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

CENTRAL SUPPLIER DATABASE (CSD) NUMBER: .....

## **AUTHORITY TO SIGN THE STANDARD BIDDING DOCUMENTS (SBD) ON BEHALF OF AN ENTITY.**

“Only authorized signatories may sign the original and all copies of the tender offer where required.

In the case of a **ONE-PERSON CONCERN** submitting a tender, this shall be clearly stated.

In case of a **COMPANY** submitting a tender, include a copy of a **resolution by its board of directors** authorizing a director or other official of the company to sign the documents on behalf of the company.

In the case of a **CLOSED CORPORATION** submitting a tender, include a copy of a **resolution by its members** authorizing a member or other official of the corporation to sign the documents on each member’s behalf.

In the case of a **PARTNERSHIP** submitting a tender, **all the partners shall** sign the documents, unless one partner or a group of partners has been authorized to sign on behalf of each partner, in which case **proof of such authorization** shall be included in the Tender.

In the case of a **JOINT VENTURE** submitting a tender, include **a resolution** of each company of the Joint Venture together with a resolution by its members authorizing a member of the Joint Venture to sign the documents on behalf of the Joint Venture.”

**Accept that failure to submit proof of Authorization to sign the tender shall result in a Tender Offer being regarded as non-responsive.**

## AUTHORITY OF SIGNATORY

Signatories for companies, closed corporations and partnerships must establish their authority **BY ATTACHING TO THIS FORM, ON THEIR ORGANISATIONS'S LETTERHEAD STATIONERY**, a copy of the relevant resolution by their Board of Directors, Members or Partners, duly signed and dated.

An **EXAMPLE** is shown below for a COMPANY:

|  |   |
|--|---|
| <b>MABEL HOUSE (Pty) Ltd</b>   |   |
| <b>By resolution of the Board of Directors taken on 20 May 2000,</b>       |   |
| <b>MR A.F JONES</b>  |   |
| <b>has been duly authorised to sign all documents in connection with</b>   |   |
| <b>Contract no CRDP 0006, and any contract which may arise there from,</b> |   |
| <b>on behalf of <i>Mabel House (Pty) Ltd.</i></b>                          |   |
| <b>SIGNED ON BEHALF OF THE COMPANY:</b>                                    | <b>(Signature of Managing Director)</b> |
| <b>IN HIS CAPACITY AS:</b>   | <b>Managing Director</b>                |
| <b>DATE:</b>   | <b>20 May 2000</b>                      |
| <b>SIGNATURE OF SIGNATORY:</b>   | <b>(Signature of A.F Jones)</b>         |
| <b>As witnesses:</b>   |   |
| 1.   | .....                                   |
| 2.   | .....                                   |
| Signature of person authorised to sign the tender: .....                   |   |
| 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

|  |
|--|
|  |
|  |

**Particulars of applicant**

|   |      |                                      |      |        |
|---|------|--------------------------------------|------|--------|
| Name/Legal name<br>(Initials & Surname<br>or registered name) |      |                                      |      |        |
| Trading name<br>(if applicable)                               |      |                                      |      |        |
| ID/Passport no  |      | Company/Close Corp.<br>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  | CODE | Fax no                               | CODE | NUMBER |
| 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     | CODE | Fax no            | CODE | NUMBER |
| E-mail address   |      |                   |      |        |
| Physical address |      |                   |      |        |



**Particulars of tender** (If applicable)

Tender number

Estimated Tender amount R  ,

Expected duration of the tender  year(s)

Particulars of the 3 largest contracts previously awarded

| Date started | Date finalised | Principal | Contact person | Telephone number | Amount |
|--------------|----------------|-----------|----------------|------------------|--------|
|              |                |           |                |                  |        |
|              |                |           |                |                  |        |
|              |                |           |                |                  |        |

**Audit**

Are you currently aware of any Audit investigation against you/the company?  YES  NO

If "YES" provide details

**Appointment of representative/agent (Power of Attorney)**

I the undersigned confirm that I require a Tax Clearance Certificate in respect of  Tenders or  Goodstanding.

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

Signature of representative/agent

-  -

Date

Name of representative/agent

**Declaration**

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

Signature of applicant/Public Officer

-  -

Date

Name of applicant/Public Officer

**Notes:**

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

## SBD 4

## 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 an advertised competitive bid, a limited bid, a proposal or written price quotation). 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>, member):  
.....
  - 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust:  
.....
  - 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 attach proof of such authority to the bid document? YES / NO

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

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

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

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

2.8.1 If so, furnish particulars:

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

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

2.9.1 If so, furnish particulars.

.....

.....  
 .....

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

YES/NO

2.10.1 If so, furnish particulars.

.....  
 .....

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

YES/NO

2.11.1 If so, furnish particulars:

.....  
 .....

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

| Full Name | Identity Number | Personal Income Tax Reference Number | State Employee Number / Persal Number |
|-----------|-----------------|--------------------------------------|---------------------------------------|
|           |                 |                                      |                                       |
|           |                 |                                      |                                       |
|           |                 |                                      |                                       |
|           |                 |                                      |                                       |
|           |                 |                                      |                                       |
|           |                 |                                      |                                       |
|           |                 |                                      |                                       |
|           |                 |                                      |                                       |
|           |                 |                                      |                                       |
|           |                 |                                      |                                       |

4 DECLARATION

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

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

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

November 2011

This document must be signed and submitted together with your bid

## THE NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME

### INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

### 1 PILLARS OF THE PROGRAMME

- 1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:
- (a) Any single contract with imported content exceeding US\$10 million.  
or
  - (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 2 year period which in total exceeds US\$10 million.  
or
  - (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.  
or
  - (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.
- 1.2 The NIP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.
- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.

- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

## **2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY**

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of **R10 million** (ten million Rands), submit details of such a contract to the DTI for reporting purposes.

- 2.2 The purpose for reporting details of contracts in excess of the amount of R10 million (ten million Rands) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

## **3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)**

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.

- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of R10 million (ten million Rands), to contact and furnish the DTI with the following information:

- Bid / contract number.
- Description of the goods, works or services.
- Date on which the contract was accepted.
- Name, address and contact details of the government institution.
- Value of the contract.
- Imported content of the contract, if possible.

- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Mr Elias Malapane within five (5) working days after award of the contract. Mr Malapane may be contacted on telephone (012) 394 1401, facsimile (012) 394 2401 or e-mail at [Elias@thedti.gov.za](mailto:Elias@thedti.gov.za) for further details about the programme.

## **4 PROCESS TO SATISFY THE NIP OBLIGATION**

- 4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:
- a. the contractor and the DTI will determine the NIP obligation;
  - b. the contractor and the DTI will sign the NIP obligation agreement;

- c. the contractor will submit a performance guarantee to the DTI;
- d. the contractor will submit a business concept for consideration and approval by the DTI;
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts;
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

|                      |                      |
|----------------------|----------------------|
| Bid number .....     | Closing date:.....   |
| Name of bidder.....  |                      |
| Postal address ..... |                      |
| .....                |                      |
| Signature.....       | Name (in print)..... |
| Date.....            |                      |

Js475wc



**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

1.2

- a) The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the .....80/20..... preference point system shall be applicable;

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>10</b>     |
| <b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>                | <b>10</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 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

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

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 (80/20 system) |
|------------------------------------|---------------------------------|
| 1                                  | 20                              |
| 2                                  | 18                              |
| 3                                  | 14                              |

|                           |    |
|---------------------------|----|
| 4                         | 12 |
| 5                         | 8  |
| 6                         | 6  |
| 7                         | 4  |
| 8                         | 2  |
| Non-compliant contributor | 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 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:

| <b>Designated Group: An EME or QSE which is at last 51% owned by:</b> | <b>EME</b><br>√ | <b>QSE</b><br>√ |
|---|-----------------|-----------------|
| Black people  |                 |                 |
| Black people who are youth  |                 |                 |
| Black people who are women  |                 |                 |
| Black people with disabilities  |                 |                 |
| Black people living in rural or underdeveloped areas or townships     |                 |                 |
| Cooperative owned by black people                                     |                 |                 |
| Black people who are military veterans                                |                 |                 |
| <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.

WITNESSES

1. ....

2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....

.....

## 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 of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?<br><b>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</b><br><br>The Database of Restricted Suppliers now resides on the National Treasury's website( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page. | Yes<br><input type="checkbox"/> | No<br><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)?<br><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>   | Yes<br><input type="checkbox"/> | No<br><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<br><input type="checkbox"/> | No<br><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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.4.1 | If so, furnish particulars:   |                                 |                                |

**SBD 8**

**CERTIFICATION**

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

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

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

Js365bW

## CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Standard Bidding Document (SBD) must form part of all 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:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Institution)

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

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

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

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or 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



# DEPARTMENT OF RURAL DEVELOPMENT AND LAND REFORM

## SUPPLIER MAINTENANCE:

BAS  PMIS  LOGIS  WCS   CONTRACTOR CONSULTANT

OFFICE: .....

| Head Office Only |       |
|------------------|-------|
| Captured By:     | _____ |
| Date Captured:   | _____ |
| Authorised By:   | _____ |
| Date Authorised: | _____ |
| Supplier code:   | _____ |
| Enquiries. :     | _____ |
| Tel. No.:        | _____ |

### The Director General : I DEPT OF RURAL DEVELOPMENT AND LAND REFORM

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 validate 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 responsibility for any delayed payments, as a result of incorrect information supplied.

| Company / Personal Details                                   |  |
|--|--|
| Registered Name  | _____  |
| Trading Name   | _____  |
| Tax Number   | _____  |
| VAT Number   | _____  |
| Title:   | _____  |
| Initials:  | _____  |
| First Name:  | _____  |
| Surname:   | _____  |
| Postal and Street Address Detail of the Company / Individual |  |
| Postal Address   | _____  |
| Street Address   | _____  |
| Postal Code  | <input type="text"/> <input type="text"/> <input type="text"/> <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 <input type="checkbox"/> Partnership<br><input type="checkbox"/> Company <input type="checkbox"/> Trust<br><input type="checkbox"/> CC <input type="checkbox"/> Other ( Specify )  |
| Department Number  | <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |

**Supplier Account Details**

**This field is compulsory and should be completed by a bank official from the relevant bank**

Account Name

Account Number

Branch Name

Branch Number

Account Type  Cheque Account  
 Savings Account  
 Transmission Account  
 Bond Account  
 Other (Please Specify)

ID Number

Passport Number

Company Registration Number

\*CC Registration

**\*Please include CC/CK where applicable**

Practise Number

**Bank stamp**  
 It is hereby confirmed that this details have been verified against the following screens  
**ABSA-CIF** screen  
**FNB-** Hogans system on the CIS4/CUPR  
**STD** Bank-Look-up-screen  
**Nedbank-** Banking Platform under the Client Details Tab

**Contact Details**

Business

Area Code  Telephone Number  Extension

Home

Area Code  Telephone Number  Extension

Fax

Area Code  Fax Number

Cell

Cell Code  Cell Number

Email Address

Contact Person:

|                      |                       |
|----------------------|-----------------------|
| Supplier Signature   | Departmental Official |
| Print Name           | Print Name            |
|                      | Rank                  |
| <input type="text"/> | <input type="text"/>  |

**Adress of Rural Development and Land Reform Office where form is submitted from**

Date (dd/mm/yyyy)

Date (dd/mm/yyyy)

**NB: All relevant fields must be completed**



**CHIEF DIRECTORATE: PROVINCIAL SHARED SERVICES CENTRE - GAUTENG**

Provincial Shared Service Centre 524 Suncardia Building, cnr Stanza Bopape & Steve Biko Street  
Private Bag x9 Hatfield, 0028, Tel: 012 337 3600/01

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**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S)  
TO PREPARE A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN  
A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG  
PROVINCE.**

**1. INTRODUCTION**

- 1.1. The Department of Agriculture, Land Reform and Rural Development (DALRRD) under the Branch Spatial Planning and Land Use Management (SPLUM) needs to appoint a service provider(s) to develop the Spatial Development Framework (SDF) for the Lesedi Local Municipality (LLM) which is located within Gauteng Province.
- 1.2. The Department of Agriculture, Land Reform and Rural Development (DALRRD) seeks to appoint a suitably qualified and experienced service provider(s), primarily Town/Urban/City and Regional Planners complimented by a team of other experts (outlined in section 8) for a period of ten (10) months to render professional services in preparing the Spatial Development Framework for Lesedi Local Municipality.

**2. PROBLEM STATEMENT**

- 2.1 There is a need for Lesedi Local Municipality to develop a new Spatial Development Framework (SDF) for its area of jurisdiction in line with the Spatial Planning and Land Use Management Act of 2013, Act No. of 16 2013 (hereinafter referred to as SPLUMA). The Municipality is presently faced with a variety of outdated legislation and policies dealing with Spatial Planning and Land Use

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

Management to redress fragmented, scattered, past spatial imbalances due to the imbalances due to the nature of the municipality.

- 2.2 At the moment the absence of a wall-to-wall SDF to guide urban development has a negative impact on the municipality's ability to redress spatial imbalances. The outdated policies are unable to address the need for economic growth and land development and are in actual fact discouraging growth and investment as the policies do not respond to the current development trends.
- 2.2 SDF's are frameworks that seek to influence the overall spatial distribution of current and future land use within a municipality in order to give effect to the vision, goals and objectives of the municipal Integrated Development Plan (IDP). The aim of the SDF will be to address challenges of spatial disparities, uneven economic development, uncoordinated development, threats of climate change and environmental degradation and as well as support the un-locking of socio-economic potential lagging in the municipality developed in line with the provisions/principles of SPLUMA.
- 2.3 The Lesedi Local Municipality's Spatial Development Framework was developed in 2016 with the five-year period linked to the IDP cycle ending in 2021. Section 20(2) of SPLUMA requires SDF's to be prepared as part of the IDP cycle to reflect the development and policy changes, opportunities and challenges in alignment with the Municipal IDP cycle. It is for this reason that the municipality has requested the Department to assist with the preparation of their SDF in the year 2021/2022 Financial Year.

**3. BACKGROUND AND LOCATIONAL CONTEXT**

- 3.1 Section 12 of SPLUMA, requires all spheres of government (National, Provincial and Local) to develop Spatial Development Frameworks (SDFs). Section 20 of SPLUMA, 2013 read together with Section 26 of the Municipal Systems Act (32 of 2000) requires that the Municipal Council after consultation with relevant

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

stakeholders must prepare and adopt the Spatial Development Frameworks (SDF) as a core component of their Integrated Development Plans (IDP).

- 3.2 Lesedi Local Municipality is a category B municipality, which is located within the Sedibeng District Municipality in the Gauteng Province.

The Municipality consists of the following characteristics:

|             |  |
|-------------|--|
| Population  | Approx. 116 922 people   |
| Size        | Approx. ±1430km <sup>2</sup>                                       |
| Households  | Approx. 39 294 (excluding informal structures and backyard shacks) |
| Major Towns | Heidelberg, Ratanda, Vischkuil and Devon                           |

- 3.3 The geographical area of Lesedi is predominantly rural. The vast majority of the people live in a rural or peri-urban environment, which for most part is unplanned and poorly serviced. All spatial planning must take cognizance of this population and contribute to the improvement of their living conditions. As a result, the spatial structure of the municipality reflects land use fragmentation, separation and inadequate access to services and urban opportunities by the poor. Any intervention in terms of spatial development should facilitate effective and efficient service delivery and unlock opportunities for economic development in the underdeveloped areas.

- 3.4 Heidelberg and Devon serve as the primary service centers for the surrounding agricultural areas. The municipality is situated approximately 56km southeast of Johannesburg and is also in close proximity to Ekurhuleni Metropolitan Municipality, the municipal areas is traversed by two national roads, namely the N17 and the N3, which create future economic development potential which currently remains largely untapped. The major urban concentration is located in Heidelberg/Ratanda area, which is situated along the N3 freeway at its intersection with Provincial Road R42, east of the Suikerbosrand Nature Reserve.



**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

Devon/Impumelelo, which is situated on the eastern edge of the Municipal area, abutting the N17 freeway to the north, is a significant rural settlement. Vischkuil/Endicott is located east of Springs abutting Provincial Road R29 and is a smaller rural centre.

**4. THE LEGISLATIVE FRAMEWORK**

**4.1 The Spatial Planning and Land Use Management Act (SPLUMA)**

- 4.1.1 SPLUMA is a legislation that gives a framework for all spatial planning and land use management in South Africa. It seeks to promote consistency and uniformity in procedures and decision-making pertaining to issues spatial planning and land use management. Other objectives include; addressing historical spatial imbalances and the integration of the principles of sustainable development into land use and planning regulatory tools and legislative instruments.
- 4.1.2 SPLUMA requires national, provincial, and municipal spheres of government to prepare SDFs that establish a clear vision that must be developed through a thorough inventory and analysis based on national spatial planning principles and local long-term development goals and plans.
- 4.1.3 SDFs are thus mandatory at all three spheres of government. Section 12(2) of SPLUMA confirms that all three spheres must participate in each other's processes of spatial planning and land use management and each sphere must be guided by its own SDF when taking decisions relating to land use and development.
- 4.1.4 Chapter 4 Part A of SPLUMA sets out the focus and general requirements that must guide the preparation and compilation of SDF products at the various scales. Section 20 and 21 gives a clear requirement for the development of municipal spatial development frameworks.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

4.1.5 A Spatial Development Framework adopted in terms of this Act must guide and inform the exercise of any discretion or of any decision taken in terms of this Act or any other law relating to land use and development of land by that sphere of government.

4.1.6 In the preparation of the SDF, Section 21 of SPLUMA states amongst others that a Municipal Spatial Development Framework must:

- a) give effect to the development principles and applicable norms and standards set out in Chapter 2;
- b) include a written and spatial representation of a five-year spatial development plan for the spatial form of the municipality.
- c) include a longer-term spatial development vision statement for the municipal area which indicates a desired spatial growth and development pattern for the next 10 to 20 years;
- d) identify current and future significant structuring and restructuring elements of the spatial form of the municipality, including development corridors, activity spines and economic nodes where public and private investment will be prioritised and facilitated;
- e) Include population growth estimates for the next five years;
- f) include estimates of the demand for housing units across different socio-economic categories and the planned location and density of future housing developments;
- g) include estimates of economic activity and employment trends and locations in the municipal area for the next five years;

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- h) identify, quantify and provide location requirements of engineering infrastructure and services provision for existing and future development needs for the next five years;
- i) identify the designated areas where national or provincial inclusionary housing policy may be applicable;
- j) include a strategic assessment of the environmental pressures and opportunities within the municipal area, including the spatial location of environmental sensitivities, high potential agricultural land and coastal access strips, where applicable;
- k) identify the designation of areas in the municipality where incremental upgrading approaches to development and regulation will be applicable;
- l) Identify the designation of areas in which:
  - (i) More detailed local plans must be developed
  - (ii) Shortened land use development procedures may be applicable and land use schemes may be so amended;
- m) Provide the spatial expression of the coordination, alignment and integration of sectoral policies of all municipal departments;
- n) Determine a capital expenditure framework for the municipality's development programmes, depicted spatially;
- o) Determine the purpose, desired impact and structure of the land use management scheme to apply in that municipal area; and
- p) Include an implementation plan, comprising of:
  - (i) Sectoral requirements, including budgets and resources for implementation;
  - (ii) Necessary amendments to a land use scheme;

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- (iii) Specification of institutional arrangements necessary for implementation;
- (iv) Specification of implementation targets, including dates and monitoring indicators; and
- (v) Specification, where necessary, of any arrangements for partnerships in the implementation process.

## **4.2 The Municipal Systems Act**

4.2.1 The Local Government Municipal Systems Act (MSA), 32 of 2000, first introduced the concept of the Municipal Spatial Development Framework (MSDF) as a component of the mandatory Integrated Development Plan (IDP) that every municipality must adopt.

4.2.2 The provisions of the MSA that deal with MSDFs have to be read closely with the relevant provisions, especially Part E, of SPLUMA. While the MSA establishes the core features of the MSDF, SPLUMA adds detailed provisions.

4.2.3 Two elements of the MSA's treatment of MSDFs should be noted:

- ✓ Chapter 5 of the Act deals with integrated development planning and provides the legislative framework for the compilation and adoption of IDPs by municipalities. Within the same chapter, section 26 (e), specifically requires an SDF as a mandatory component of the municipal IDP. The rest of the chapter's provisions on IDPs thus apply to SDFs as well.
- ✓ In 2001, the Minister for Provincial and Local Government issued the Local Government: Municipal Planning and Performance Management Regulations. Within these regulations, Regulation 2 (4), prescribes the minimum requirements for a municipal SDF.

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**5. OBJECTIVES**

5.1 The key objective of the project is to appoint a service provider to prepare the Spatial Development Framework for the Lesedi Local Municipality (LLM) within a period of ten (10) months that should: -

- ✓ Provide a clear and comprehensive Spatial Development Framework for the LLM;
- ✓ Inform, improve and guide cross-sectoral policy or project implementation and integration;
- ✓ Provide a strategic spatial development vision for the municipality in line with the broad development objectives of the National and Provincial policies;
- ✓ Indicate in as much detail as possible to members of the public and others with an interest in the municipality, the desired spatial form for the municipality;
- ✓ Indicate planning, environment, infrastructure and institutional issues that gave rise to the proposals contained in the final document and provides all stakeholders an opportunity to participate during the process of formulating the SDF;
- ✓ To provide a spatial reflection of the needs and priorities established in the integrated development plan and identify specific issues which are unique to the municipalities;
- ✓ To address rural development issues such as the integration with urban areas, the provision of social and economic amenities, the provision of infrastructure and involvement during the public participation process;

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- ✓ To provide long-term strategic mechanisms on: -
  - Identifying areas for economic opportunities, particularly for industrial, commercial and agriculture.
  - To identify infrastructure needs and services constraints and bring forward tangible solutions to address these constraints.
  - Accommodate the growing housing needs considering the need for development of various housing typologies and programmes (e.g. “Gap Housing”, social housing, FLISP, etc.)
  - Protection of natural environment e.g. Conservation Corridors, Green Wedges, hydrological resources, biodiversity areas, etc.

**6. SCOPE OF WORK**

- 6.1 The successful service provider(s) would be expected to undertake the following towards the development of the SDF: -
- a) Conduct a status quo analysis which will entail but not limited to sectoral and spatial analysis, policy analysis and gap analysis of the 2016-2021 Lesedi SDF.
  - b) Draft a Spatial Vision for the SDF, in line with the Municipal Integrated Development Plan. The Spatial Vision will be subject to consultation with the municipality and various stakeholders.
  - c) Develop spatial challenges, options and proposals for the municipality taking into cognizance the local circumstance, local policies, local economic challenges and development, provincial and national policies and strategies. The options must also consider government priority programs from all relevant spheres of government, such as the 9-Point Plan, Strategic Infrastructure Projects, One Plan etc. The envisaged outcome of this exercise is the development of Spatial Options that will inform the SDF and also highlight and

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- identify visible changes, trends, and their opportunities, conflicts and tensions and how they can be addressed.
- d) Compile a Capital Expenditure Framework that is aligned to the proposals contained in the SDF.
  - e) The SDF must also include an Implementation Plan with timelines and a detailed Capital Expenditure Framework that identifies the responsibilities for its implementation both within and outside the municipality.
  - f) The service provider shall comply with all the requirements of Section 21 of SPLUMA and furnish LLM with all the documents referred to in Section 21.
  - g) Develop a stakeholder engagement plan for the various consultation processes with various stakeholders, including government, private sector and any other stakeholders throughout the lifespan of the project. The service provider should cater for additional unplanned meetings that may be required for the duration of the project.
  - h) The service provider will also be required to assist the municipality in finalizing any documents for the presentation of the SDF in various committees towards/and for the adoption by Council.

**7. DELIVERABLES**

- 7.1 The appointed service provider will be required to deliver the following to the DALRRD and the Lesedi Local Municipality: -
- a) Spatial Development Framework with Spatial challenges and opportunities, Spatial vision, spatial proposals and options report with related mapping submitted in digital format and a full colour hard copy.

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- b) Capital Expenditure Framework and Implementation Plan (Graphically Illustrated) for approval by council.
- c) Executive Summary Document and a public participation report;
- d) SDF textual document including all maps, tables and figures in both hardcopy (printed) and softcopy (electronic as MS word document) image files as (e.g. JPEG, windows Bitmap, GIF, etc.);
- e) A0 SDF Maps x 2;
- f) GIS Information (spatial information collected and derived should be submitted in GIS capable file format i.e. shapefiles, geo-database, layer file, data package, MXD files and must include metadata records captured in line with the South Africa National Standard (SANS -1878). Spatial information captured must be in line with Regulation 5(2) of the Spatial Data Infrastructure Act, 2003;

7.2 Submissions of reports should be in the form of both hard and electronic versions. Ownership of documentation collected from this assignment vest in DALRRD and the municipality. The DALRRD and the municipality will become the custodian of documentation submitted. The service provider will be responsible for the layout design and editing of the publication in line with the municipal corporate identity. The project manager must sign off the final document before printing. The proposed Specification for the Final SDF can be seen below: -

|                     |  |
|---------------------|--|
| <b>Booklet Size</b> | A4                                     |
| <b>Cover Page</b>   | 250 gsm Hi-Q Titan double coated gloss |
| <b>Text Printed</b> | 113 gsm Hi-Q Titan double coated gloss |
| <b>Colour</b>       | Full Colour                            |
| <b>Binding</b>      | PUR binding                            |
| <b>Volume</b>       | 50 copies                              |



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|   |            |
|---|------------|
| <p><b>An open file and a print ready artwork of the final Draft SDF and implementation plan is to be submitted on a printed CD along with the all map mxd and Geo-database (shapefiles)</b></p> | <p>X20</p> |
|---|------------|

a. Supplemented by Roll-up banners X3 and posters x10.

7.3 The GIS data must further meet the following requirements: -

- ✓ All maps should be in A4 size in the document;
- ✓ Maps must be numbered and listed in the page of contents;
- ✓ All the text in the maps and the legends must be legible;
- ✓ The same map template/ layout must be used throughout the document;
- ✓ All maps should have the basic map elements, namely: a title, north arrow, legend, scale bar;
- ✓ All the features on the map must be explained in the legend;
- ✓ All mapping must be developed at an appropriate and readable scale;
- ✓ All maps must also be available in Power point Presentation format as well as the corresponding Map Document (MXD) with all spatial information in shapefiles or a geodatabase ready to be accessed in ArcGIS;
- ✓ The final SDF Map should be printed on an AO size and
- ✓ All maps must be included in the draft SDF document.

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**8. SKILLS REQUIREMENTS**

8.1 Companies with individuals with qualifications and extensive experience will be required as detailed in Table 1 and in section 8.3 and 17 respectively.

**Table 1: MINIMUM QUALIFICATIONS REQUIRED BY THE DALRRD**

| <b>No.</b> | <b>Minimum Qualification</b>   | <b>Key Skill Set</b>  | <b>Registration Requirements</b>  |
|------------|--|---|---|
| <b>1.</b>  | B Degree in Town/Urban/City and Regional Planning<br>B Degree in Urban Design                  | <ul style="list-style-type: none"> <li>• Spatial Planning</li> <li>• Land use management</li> <li>• Urban Design</li> <li>• Report writing</li> </ul> | Registration with SACPLAN as Professional Planner   |
| <b>2.</b>  | B Degree in Economics with specialisation in Urban/Development Economic                        | <ul style="list-style-type: none"> <li>• Development Economics</li> <li>• Urban Economics</li> </ul>  |   |
| <b>3.</b>  | Relevant Qualification related to Geographic Information Systems                               | <ul style="list-style-type: none"> <li>• Mapping</li> <li>• Spatial analysis</li> <li>• Data modelling</li> </ul>                                     | Registration with SAGC (South African Geomatics Council) as a GIS Practitioner / Professional |
| <b>4.</b>  | BSc in Civil Engineering with specialisation in Infrastructure Planning and Transport planning | <ul style="list-style-type: none"> <li>• Infrastructure planning</li> <li>• Transport planning</li> </ul>   | Registration with ECSA (Engineering Council of South Africa)                                  |
| <b>5.</b>  | BSc or Bachelor's Degree or BTech Environmental Sciences/ Environmental Management             | <ul style="list-style-type: none"> <li>• Environmental management</li> </ul>  |   |

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|    |   |   |  |
|----|---|---|--|
| 6. | Diploma in Graphic Design or Visual Communication | <ul style="list-style-type: none"> <li>• Layout design</li> <li>• Animation</li> <li>• Attention to detail</li> </ul> |  |
|----|---|---|--|

8.2 Please note that above is a minimum set of skills required, the company/consortium is welcome to add more skills as deemed necessary to undertake the work.

8.3 In order to deliver successfully on the scope of work that is expected to be done the table below attempts to provide clarity on the extent of work but not limited to this table only which is expected by different skilled sectors: -

**Table 2: EXTENT OF WORK**

| <b>Town and Regional Planning</b>   |
|---|
| <ul style="list-style-type: none"> <li>• Consultation and stakeholder engagements (including workshops)</li> <li>• Skills Transfer Plan</li> <li>• Marketing Plan and Materials</li> <li>• National Legislation, Policies and Development Plans (NDP, SPLUMA etc.).</li> <li>• Provincial Legislation, Policies and Development Plans.</li> <li>• Assessment of specific legislation and regulations impacting on the national assets in the study area, specifically the National Key Points, etc.</li> <li>• District municipalities: IDP and SDF.</li> <li>• Local Municipalities: IDP and SDF.</li> <li>• Develop municipal spatial structure (Spatial Conceptual Vision)</li> <li>• Development trends and situational analysis.</li> <li>• Cross Border functional linkages, urban-rural linkages, functional nodes and corridors.</li> <li>• Synthesis: Spatial Structuring Elements.</li> <li>• Compilation of Spatial Development Framework.</li> <li>• Coordinate/Compile Implementation Framework</li> </ul> |

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|   |
|---|
| <ul style="list-style-type: none"> <li>○ Capital and catalytic projects and costs</li> <li>○ Institutional and governance arrangements. Formulate proposal for management entity.</li> </ul>  |
| <p><b>Environmental Management</b></p> <ul style="list-style-type: none"> <li>• Existing environmental policies in affected Municipalities and Provinces.</li> <li>• Topography, Hydrology and Catchment areas</li> <li>• State of the Environment and Pollution Risks</li> <li>• Other Environmental Policies Applicable</li> <li>• Synthesis: Environmental Issues</li> <li>• Proposed Environmental Management Guidelines for catalytic projects</li> <li>• Identification of priority environmental projects for the Implementation Plan.</li> <li>• Climate Change considerations and mitigation proposals.</li> <li>• Impact of Arid Innovation Hub in Draft NSDF.</li> </ul>   |
| <p><b>Economic Development (agricultural economist and logistics specialist expertise needed)</b></p> <ul style="list-style-type: none"> <li>• Existing economic policies applicable to the municipality including SALGA Baseline, Municipal LED Plans, Provincial PGDPs and District Rural Development Plans.</li> <li>• Socio-Economic Profile (not addressed in the Baseline Study) <ul style="list-style-type: none"> <li>○ Population size and composition</li> <li>○ Projected population growth</li> <li>○ Workforce (Characteristics)</li> <li>○ Education</li> <li>○ Income</li> <li>○ Unemployment</li> </ul> </li> <li>• Economic Overview <ul style="list-style-type: none"> <li>○ Global, National and Provincial economic overview</li> <li>○ Economic overview focusing on sectoral characteristics, trends, forecasts and potential markets for: <ul style="list-style-type: none"> <li>○ Agriculture and Agri-hubs (key commodities and agricultural potential)</li> <li>○ Mining</li> </ul> </li> </ul> </li> </ul> |

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|   |
|---|
| <ul style="list-style-type: none"> <li>○ Industrial/Manufacturing</li> <li>○ Business</li> <li>○ Tourism</li> <li>○ Informal Sector</li> <li>• Synthesis: Key local economic drivers, economic development potential, value chains and functional regions per sector.</li> <li>• Economic Development Strategy and Key Projects</li> </ul>  |
| <p><b>Movement Network</b></p> <ul style="list-style-type: none"> <li>• A detailed investigation into the movement network: Provincial, District, Regional and Local Context: Road, Rail and Air</li> <li>• Public transport network and services (incl. key markets and logistics)</li> <li>• Identification of Municipal Issues</li> <li>• Inputs into SDF: <ul style="list-style-type: none"> <li>○ Proposed movement and public transport network projects</li> <li>○ Priority Projects</li> </ul> </li> </ul>  |
| <p><b>Engineering Services</b></p> <ul style="list-style-type: none"> <li>• Assessment of Bulk Infrastructure Network capacity: <ul style="list-style-type: none"> <li>○ Water (including water sources i.e. ground water and water quality)</li> <li>○ Sanitation</li> <li>○ Electricity</li> <li>○ Solid waste</li> <li>○ Communication infrastructure</li> </ul> </li> <li>• Identification of municipal issues and implications for Spatial Plans.</li> <li>• Inputs to SDF regarding: <ul style="list-style-type: none"> <li>○ Engineering Services Strategy</li> <li>○ Priority Projects</li> </ul> </li> </ul> |

8.4 A qualified and skilled Town and Regional Planner with project management background will also be required to manage the different specialists and coordinate the work being undertaken.

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- 8.5 Proven experience and thorough understanding in the following is also required: -
- a) Spatial, social economic and infrastructure development policies and legislation;
  - b) Urban and rural development and land reform;
  - c) Previous experience in the development of a spatial development framework either at municipal or provincial levels;
  - d) Previous experience with policy and / or planning work at a National Level;
  - e) Strategic capability and understanding of strategic planning process;
  - f) Understanding of the interrelationship amongst the following: social, economic, land use, transport and environmental issues;
  - g) Stakeholder and Project Management;
  - h) Facilitation and negotiation skills;
  - i) Research, analytical writing and communication skills.

**9. PROJECT DURATION AND PAYMENT MILESTONES**

- 9.1 The project will commence after the letter of appointment has been issued and Service Level Agreement has been signed which will expire in ten (10) months thereafter and is subject to addition, extension or early termination, depending on the need and performance assessment of the service provider.
- 9.2 The DALRRD reserve full rights to implement the above-mentioned clause.
- 9.3 The target dates for each milestone (as well as the associated deliverable) and the amount of financial compensation for the work done is detailed in Table 3 below.

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**Table 3: PROJECT PHASES**

| <b>PHASES</b>  | <b>% PAYABLE</b> | <b>TIME FRAMES</b> | <b>DELEVIRABLE</b>   |
|--|------------------|--------------------|--|
| <b>Phase 1: Inception report</b>   | 5%               | 2 weeks            | Final inception report   |
|  |                  |                    | Stakeholder Engagement Plan  |
| <b>Phase 2: Status Quo Analysis, Policy Context and Spatial Vision</b>       | 20%              | 1 month            | Status Quo and Spatial Analysis Report.<br>Draft Spatial Vision  |
| <b>Phase 3: Spatial &amp; Sectoral Analysis and Stakeholder Consultation</b> | 20%              | 3 months           | Spatial Options and Proposal Report  |
| <b>Phase 4: Spatial Proposal</b>   | 20%              | 2 months           | Draft SDF Report   |
| <b>Phase 5: Implementation Framework and Capital Expenditure Framework</b>   | 15%              | 1 month 2 weeks    | Implementation Framework and Capital Expenditure Framework   |
| <b>Phase 6: Final Comprehensive Draft SDF and workshop/s</b>                 | 15%              | 2 months           | Final Comprehensive Draft SDF document<br>Stakeholder Engagement Report                                    |
| <b>Close-out report and Retention</b>  | 5%               |                    | Copies of the Final SDF with proof of submission of the final SDF and approval by relevant municipalities. |
| <b>Total</b>   | 100%             | 10 months          |  |

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- 9.4 A 5% retention will be paid once final project documentation has been approved and adopted by the relevant stakeholders.
- 9.5 Monthly reports (per phase) will be forwarded by the service provider to the designated project manager. The service provider will be required to report via a written and electronic report. It is expected that stakeholder engagement is a continuous process within all stages of the project, and it is to be reported as an item in monthly reports (per phase). A final comprehensive report is also expected to be submitted as a deliverable in phase 6.
- 9.6 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.
- 9.7 The service provider may apply to the Department of Agriculture, Land Reform and Rural Development (DALRRD) 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 of Agriculture, Land Reform and Rural Development (DALRRD).



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**10. UNDUE DELAY REMEDIES**

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

**Table 4: UNDUE DELAY PENALTIES**

| <b>Milestone</b> | <b>% Payable</b> | <b>5 Days Overdue</b> | <b>10 Days Overdue</b> | <b>15 Days Overdue</b> | <b>30 Days Overdue</b> | <b>More than 30 days overdue</b> |
|------------------|------------------|-----------------------|------------------------|------------------------|------------------------|----------------------------------|
| <b>Phase 1:</b>  | 5%               | 15%                   | 25%                    | 50%                    | 75%                    | 100%                             |
| <b>Phase 2:</b>  | 20%              | 20%                   | 40%                    | 60%                    | 80%                    | 100%                             |
| <b>Phase 3:</b>  | 20%              | 20%                   | 40%                    | 60%                    | 80%                    | 100%                             |
| <b>Phase 4:</b>  | 20%              | 15%                   | 25%                    | 50%                    | 75%                    | 100%                             |
| <b>Phase 5:</b>  | 15%              | 30%                   | 60%                    | 75%                    | 85%                    | 100%                             |
| <b>Phase 6:</b>  | 15%              | 30%                   | 60%                    | 75%                    | 85%                    | 100%                             |
| <b>Retention</b> | 5%               |                       |                        |                        |                        |                                  |
| <b>Total</b>     | <b>100%</b>      |                       |                        |                        |                        |                                  |

**11. EXTRA WORK**

11.1 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 is due to reasons attributable to the service provider during any phase of the project shall be borne by the service provider.

**12. CONTENTS OF THE PROJECT PROPOSAL**

The service provider will be expected to provide a clear and concise project proposal covering the aspects listed below as well as responding to the terms of reference.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

- 12.1 An executive summary of the key issues covered in the Proposal.
- 12.2 A company profile and profile of each employee forming part of the Project Team with clear references to similar and related work undertaken in the past with clear evidence where a person/member participated in or managed certain projects in the past which bears relevance to the work at hand. Clear indication of actual roles and responsibilities must be presented with verifiable proof.
- 12.3. General methodology for undertaking work of this nature. The methodology should also indicate the project milestones that will be used to measure the project progress, as well as the cost break down
- 12.4. Certified copies of all certificates, references, professional registration and related certification for all members of the proposed team must be attached.
- 12.5. Any other information relevant to the determination of the suitability of the interested bidder for this project should be listed.
- 12.6. All-inclusive costing model and a project plan.
- 12.7. *The following technical information **must** be submitted with the bid proposal:*
  - a) Organogram outlining the project team members with a clear indication of the project leader and support team
  - b) Relevant professional experience of the team leader and core supporting experts;
  - c) Organisational, managerial and technical ability;
  - d) Full CV's of all proposed team members;
  - e) Minimum 3 contactable current and previous client references for 3 different clients;
  - f) Associations and Professional Affiliations of companies and individuals;

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**13. INFORMATION GATHERING**

- 13.1. The selected service provider will be expected to make contact with all the relevant officials and units within all spheres of government and other stakeholders of government or any relevant stakeholder or entity holding information relevant to the project to obtain relevant information that will be required for the project when a need arises.
- 13.2. Existing information which is available within the DALRRD Branch: Spatial Planning and Land Use Management, the LLM will be made available to the appointed service provider during the execution of the project.
- 13.3. In the case where a letter to confirm and motivate for requesting information from the different spheres of government or parastatals is required, the Department of Agriculture, Land Reform and Rural Development (DALRRD) will provide the requested letter.
- 13.4. Notwithstanding anything written in these terms of reference, the responsibility for collecting and obtaining information necessary for the successful execution of the project remains entirely with the service provider.

**14. TERMS AND CONDITIONS OF THE BID**

- 14.1 Awarding of the bid will be subject to the Service Provider's express acceptance of the DALRRD Supply Chain Management general contract conditions.
- 14.2 The DALRRD and successful Service Provider(s) will sign a Service Level Agreement upon appointment. Such a Service Level Agreement will include the following:
- a) Period of agreement;
  - b) Project objectives, milestones and scope;
  - c) Staffing;

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

- d) Project plan and project plan management;
- e) Budget;
- f) Cost and fee payment;
- g) Method of communication;
- h) Reporting relationship;
- i) Deliverables and conditions and terms of deliverables;
- j) Form and formats of working papers;
- k) Reviews;
- l) Uncompleted work;
- m) Confidentiality;
- n) Disputes; and
- o) Financial penalties and termination of contract.

- 14.3 The service provider should submit an acceptance letter and be available to commence with the project within five (5) days after receiving official order and the service level agreement being signed.
- 14.4 During the execution of the project, the service provider is required to give reports on the progress of the project. It is the responsibility of the service provider to organise the progress report meetings and have one of their representatives assigned to taking minutes and circulating them to the steering committee members.
- 14.5 Project team members must be available for the duration of the project, the service provider is not allowed to change the composition without prior consent of the DALRRD.
- 14.6 Any deviation from the project plan should be put in writing and signed by the project manager of DALRRD.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

- 14.7 Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract.
- 14.8 Payments will be on work-completed basis i.e. on set milestones as per the project plan.
- 14.9 Financial penalties will be imposed for agreed upon milestones, targets, and deadline not met without providing:
- a) Timely notification of such delays.
  - b) Reasons for the delays.
  - c) Supporting evidence that the delays were outside of the influence of the service provider.
- 14.10 Payment will **ONLY** be made as per deliverables and upon **SATISFACTION** of good and quality product. Therefore, original invoices submitted for payments must be submitted for payment with relevant supporting documents. No copies or e-mailed invoices will be processed.
- 14.11 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.
- 14.12 Original invoices to substantiate all costs must be provided. The invoices should include the Department of Agriculture, Land Reform and Rural Development (DALRRD) order number that will be provided to the selected service provider upon acceptance of the proposal.
- 14.13 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 one month from the day the project was completed and submitted to DALRRD.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

- 14.14 The Department of Agriculture, Land Reform and Rural Development (DALRRD) reserves the right not to appoint anyone.
- 14.15 No material or information derived from the provision of the services under the contract may be used for any other purpose except for those of the DALRRD, except where duly authorized to do so in writing by the DALRRD.
- 14.16 Copyright in respect of all documents and data prepared or developed for the purpose of the project by the Service Provider shall be vested in DALRRD.
- 14.17 The successful Service Provider agrees to keep confidential all records and information of or related to the project and not disclose such records or information to any third party without the prior written consent of DALRRD.
- 14.18 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.
- 14.19 The successful Service Provider agrees to maintain the level of technical capacity as indicated in the bidding document submitted, throughout the duration of the project and any change to their team shall not compromise the technical capacity of the Service Provider or impact negatively on the pace and quality of the project outcome.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

**15. MANDATORY REQUIREMENTS**

**NB: Failure to submit / attach proof of the following requirements with the proposal will disqualify the bidder's proposal.**

- 15.1 Valid Tax Clearance Certificate issued by the South African Revenue Services (SARS), where **consortium/joint ventures/sub-contractor** are involved each party to the association must submit a separate valid Tax Clearance Certificate (valid Tax Compliance status Pin).
- 15.2 A resolution authorizing a particular person to sign the bid documents (complete and signing of LA1.6 on the company letterhead).
- 15.3 Bidders must be registered in the National Treasury Central Supplier database (attach compliant CSD report printout)
- 15.4 Bidders must complete and sign the pricing schedule (SDB 3.3).
- 15.5 The Project leader must hold a Bachelor's Degree in Town / Urban and Regional Planning which is recognised and be registered as a Professional Planner by the South African Council of Planners. A copy of a valid registration certificate should be attached to the proposal together with letter of good standing.
- 15.6 One member of the Project Team member must be a GIS Practitioner (at least at Technician level) registered with the SAGC. A copy of the valid registration certificate should be attached to the proposal.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

**16. REPORTING AND ACCOUNTABILITY**

- 16.1. During the execution of the project, the service provider will be required to submit progress reports and attend meetings at intervals as it will be determined by the project team or steering committee managing the project.
- 16.2. All information captured and or used to generate the outputs of the project remains the property of DALRRD and Lesedi Local Municipality and must be handed over in its totality when the project is closed. DALRRD and Lesedi Local Municipality will retain copyright and all associated intellectual rights thereof. This document together with all agreements to be or reached during the course of the project become part of the contract. The information must be captured and provided in a digital format as agreed (in writing) between the service provider and DALRRD. This agreement must be reached and signed off together with the project plan before the project commences.

**17. EVALUATION CRITERIA**

Proposals will be evaluated in three stages. In the first stage, bids will be evaluated on functionality, second stage on presentation. Only those who score 75 and above on functionality will be called upon to do a presentation at stage 2. The third stage will be evaluated in accordance with 80/20 preference points system as stipulated below.

The following Quality (functionality) criteria set out in the table below will be used in the evaluating of the tenders regarded as being responsive.



**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

**17.1 Evaluation of Functionality**

The evaluation of the functionality will be evaluated individually by Members of Bid Evaluation Committee in accordance with the below functionality, criteria and values. The applicable values that will be utilized when scoring each criterion range from **1 being poor, 2 being average, 3 being good, 4 being very good and 5 being excellent.**

**The minimum requirements as highlighted in the below table is an indication of the benchmark required to qualify for the second stage (presentation) of the evaluation.**

The bids that fail to achieve a minimum of 75 points out of 100 points for functionality will be disqualified. This means that such bids will not be evaluated on second stage (presentation) and third stage (Preference Points System).

| CRITERIA  | GUIDELINES FOR CRITERIA APPLICATION   | WEIGHT |           |
|---|---|--------|-----------|
| <p><b>1. Capability:</b><br/>Firm's experience, track record and competency</p> | <p>Team leader must be a registered Town Planner with project management experience and have a minimum of ten (10) years' experience and expertise in managing and coordinating a multi - disciplinary project in spatial planning environment: <b>Attach CV's clearly indicating a detailed profile of the previous work experience, contactable references of similar work undertaken- List names, addresses, telephone numbers, fax numbers and e-mail.</b></p> <p>1. More than 12 years working experience in a spatial planning environment - <b>Excellent (score 5)</b></p> | 10     | <b>20</b> |

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| CRITERIA | GUIDELINES FOR CRITERIA APPLICATION   | WEIGHT |           |
|----------|---|--------|-----------|
|          | <p>2. More than 10 to 12 years working experience in a spatial planning environment - <b>Very Good (score 4)</b></p> <p>3. 10 years' working experience in a spatial planning environment - <b>Good (score 3)</b></p> <p>4. More than 8 but less than 10 years' working experience in a spatial planning environment - <b>Average (score 2)</b></p> <p>5. Less than 8 years' working experience in a spatial planning environment - <b>Poor (score 1)</b></p>   |        |           |
|          | <p>Team leader must have successfully managed a minimum of 2 similar projects in the past 5 years. <b>Attach short profile clearly demonstrating successful Completion of previous projects, contactable References: List names, addresses, telephone numbers, fax numbers and e-mail.</b></p> <p>1. 4 or more similar projects in the past 5 years - <b>Excellent (score 5)</b></p> <p>2. 3 similar projects in the past 5 years - <b>Very Good (score 4)</b></p> <p>3. 2 similar projects in the past 5 years - <b>Good (score 3)</b></p> <p>4. 1 similar project in the past 5 years - <b>Average (score 2)</b></p> <p>5. 0 similar projects in the past 5 years - <b>Poor (score 1)</b></p> | 10     |           |
|          | <p>Composition of technical team to be utilized in the execution of the project consist of the below professions:<br/> <b>(Attach copies of qualifications and CV's clearly indicating a detailed profile of their previous work experience, Contactable References of similar work undertaken - List names, addresses, telephone numbers, fax numbers and E-mail numbers, fax numbers and e-mail).</b></p>   |        | <b>40</b> |

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

| CRITERIA | GUIDELINES FOR CRITERIA APPLICATION   | WEIGHT |
|----------|---|--------|
|          | <p><b>Minimum of 3 Town/Urban/City and Regional Planner and Urban Designer:</b> Town planners (2) and Urban Designer (1) registered as professionals with SACPLAN each with 7 years post registration experience in Spatial Planning.</p> <ol style="list-style-type: none"> <li>1. 5 Planners, (Town planners (4) and Urban Designer (1)) registered with SACPLAN each with 7 years post registration experience in Spatial Planning. - <b>Excellent (score 5)</b></li> <li>2. 4 Planners, (Town planners (3) and Urban Designer (1)) registered with SACPLAN each with 7 years post registration experience in Spatial Planning. - <b>Very Good (score 4)</b></li> <li>3. 3 Planners, (Town planners (2) and Urban Designer (1)) registered with SACPLAN and each with 7 years post registration experience in Spatial Planning. - <b>Good (score 3)</b></li> <li>4. 2 Planners, (Town planner (1) and Urban Designer (1)) registered with SACPLAN and each with 7 years post registration experience in Spatial Planning. - <b>Average (score 2)</b></li> <li>5. 1 Planner registered with SACPLAN and with 7 years post registration experience in Spatial Planning. - <b>Poor (score 1)</b></li> </ol> | 10     |

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

| CRITERIA | GUIDELINES FOR CRITERIA APPLICATION   | WEIGHT |
|----------|---|--------|
|          | <p><b>Economist:</b> B Degree with specialization in Economics or Development Economics/ Urban Economics plus 5 years post qualification experience.</p> <p>1.Bcom Degree and more than 10 years post qualification relevant experience - <b>Excellent (score 5)</b></p> <p>2.Bcom Degree and 8 – less than 10 years post qualification relevant experience - <b>Very Good (score 4)</b></p> <p>3.Bcom Degree and 5 – less than 8 years post qualification relevant experience – <b>Good (score 3)</b></p> <p>4.Bcom Degree and 3 – less than 5 years post qualification relevant experience – <b>Average (score 2)</b></p> <p>5.Bcom Degree and 1 - less than 3 years post qualification relevant experience - <b>Poor (score 1)</b></p> | 5      |
|          | <p><b>Professional Geographic Information Specialist:</b> Relevant qualification plus 5 years' post qualification experience in mapping and analysis</p> <p>1. Relevant qualification plus registration with SAGC and more than 10 years' post qualification relevant experience mapping and analysis - <b>Excellent (score 5)</b></p> <p>2. Relevant qualification plus registration with SAGC and 8 – less than 10 years' post qualification relevant experience mapping and analysis - <b>Very Good (score 4)</b></p> <p>3. Relevant qualification plus registration with SAGC and 5 – less than 8 years' post qualification relevant experience mapping and analysis - <b>Good (score 3)</b></p>                                      | 5      |

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

| CRITERIA | GUIDELINES FOR CRITERIA APPLICATION  | WEIGHT |
|----------|--|--------|
|          | <p>4. Relevant qualification plus registration with SAGC and 3 – less than 5 years’ post qualification relevant experience mapping and analysis – <b>Average (score 2)</b></p> <p>5. Relevant qualification plus registration with SAGC and 1 – less than 3 years’ post qualification relevant experience mapping and analysis – <b>Poor (score 1)</b></p>   |        |
|          | <p><b>Environmental Specialist:</b> B degree or BTech in Environmental Sciences/ Environmental management plus 5 years post qualification experience in Environmental Sciences/ Environmental management/ Environmental Planning.</p> <p>1. Qualification and more than 10 years post qualification relevant experience - <b>Excellent (score 5)</b></p> <p>2. Qualification and 8 to less than 10 years post qualification relevant experience - <b>Very Good (score 4)</b></p> <p>3. Qualification and 5 - less than 8 years post qualification relevant experience – <b>Good (score 3)</b></p> <p>4. Qualification and 3 - less than 5 years’ post qualification relevant experience – <b>Average (score 2)</b></p> <p>5. Qualification and 1 - less than 3 years’ post qualification relevant experience - <b>Poor (score 1)</b></p> | 5      |
|          | <p><b>Graphic designer:</b> Diploma in Graphic design or Visual Communication and 5 years post qualification experience in design layout and animation.</p> <p>1. Qualification and more than 10 years post qualification relevant experience - <b>Excellent (score 5)</b></p>   | 5      |

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

| CRITERIA              | GUIDELINES FOR CRITERIA APPLICATION  | WEIGHT |           |
|-----------------------|--|--------|-----------|
|                       | <p>2. Qualification and 8 - less than 10 years' post qualification relevant experience - <b>Very Good (score 4)</b></p> <p>3. Qualification and 5 - less than 8 years' post qualification relevant experience – <b>Good (score 3)</b></p> <p>4. Qualification and 3 - less than 5 years' post qualification relevant experience – <b>Average (score 2)</b></p> <p>5. Qualification and 1 - less than 3 years post qualification relevant experience - <b>Poor (score 1)</b></p> <hr/> <p><b>Town Planning Company</b> with experience in developing a minimum of 3 spatial development frameworks (Provide client reference for all project completed within the last five years).</p> <p>1. Five (5) or more Spatial Development frameworks completed in the last 5 years - <b>Excellent (score 5)</b></p> <p>2. Four (4) Spatial Development frameworks completed in the last 5 years - <b>Very Good (score 4)</b></p> <p>3. Three (3) Spatial Development frameworks completed in the last 5 years – <b>Good (score 3)</b></p> <p>4. Two (2) Spatial Development frameworks completed in the last 5 years – <b>Average (score 2)</b></p> <p>5. Below two Spatial Development frameworks completed in the last 5 years - <b>Poor (score 1)</b></p> | 10     |           |
| <b>2. Methodology</b> | <p><b>Clear approach and methodology of how the project deliverables will be executed:</b></p> <p>1. The service provider approach and methodology are exceptional, demonstrates an exceptional understanding on how to execute the project, and includes some innovative</p>  |        | <b>40</b> |

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

| CRITERIA | GUIDELINES FOR CRITERIA APPLICATION  | WEIGHT |
|----------|--|--------|
|          | <p>ideas. - <b>Excellent (score 5)</b></p> <p>2. The service provider approach and methodology are highly defined and well demonstrated on how to execute the project. - <b>Very Good (score 4)</b></p> <p>3. The service provider approach and methodology are clearly defined and demonstrate good understanding on how to execute the project. - <b>Good (score 3)</b></p> <p>4. The service provider approach and methodology is fair and demonstrate little understanding on how to execute the project. - <b>Average (score 2)</b></p> <p>5. The service provider approach and methodology are not clearly defined. - <b>Poor (score 1)</b></p>  | 30     |
|          | <p><b>A project plan demonstrating a coordinated approach of how various project deliverables will be managed against timeframes.</b></p> <p>1. The service provider proposes innovative solutions to deliver the project ahead of schedule. - <b>Excellent (score 5)</b></p> <p>2. The proposed project plan meets all requirements and demonstrates a high standard of project execution. - <b>Very Good (score 4)</b></p> <p>3. The proposed project plan is in line with all the requirements. - <b>Good (score 3)</b></p> <p>4. The proposed project plan meets some of the requirements. Delays are unlikely to have a significant impact on the outcome. - <b>Average (score 2)</b></p> <p>5. The proposed project plan does not meet the requirements. - <b>Poor (score 1)</b></p> | 10     |

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

**17.2. Second Stage - Presentation**

The bids that fail to achieve a minimum of 75 points out of 100 points for functionality will be disqualified. This means that such bids will not be evaluated in accordance to the second stage (presentation) and third stage (Preference Points System).

Only bids that achieve the minimum qualifying score of 75 points out of 100 points for functionality will be evaluated in the second stage (presentation). Presentation criteria will be forwarded to bidders who successfully qualify in the first stage.

**17.3 Third Stage - Evaluation in terms of 80/20 Preference Points System**

Only bids that achieve the minimum qualifying score of 75 points out of 100 points for the presentation will be evaluated further in accordance with the 80/20 preference points system.

**17.4 Calculation of points for price**

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.

**17.5 Calculating of points for B-BBEE status level of contribution**

Points will be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

| <b>B-BBEE Status Level of Contributor</b> | <b>Number of points (90/10 system)</b> | <b>Number of points (80/20 system)</b> |
|---|--|--|
| 1   | 10                                     | 20                                     |
| 2   | 9                                      | 18                                     |
| 3   | 8                                      | 14                                     |



**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

|                           |   |    |
|---------------------------|---|----|
| 4                         | 5 | 12 |
| 5                         | 4 | 8  |
| 6                         | 3 | 6  |
| 7                         | 2 | 4  |
| 8                         | 1 | 2  |
| Non-compliant contributor | 0 | 0  |

17.6 Bidders must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by SANAS or Sworn Affidavit signed by the deponent and attested by a commissioner of Oath), together with their bids, to substantiate their B-BBEE claims.

**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.**

17.7 Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract. It is expected that the consultant will regularly affect all recommended amendments before the plan or document is resubmitted to relevant stakeholders.

*The Department of Agriculture, Land Reform and Rural Development reserves the right not to award the bid to any service provider, or to various Service Providers.*

**18. PROJECT MANAGEMENT WITHIN DALRRD**

18.1 This project will be facilitated by a team consisting of officials from the Department of Agriculture, Land Reform and Rural Development (DALRRD) and the Lesedi Local Municipality (LLM) and any other person(s) appointed by DALRRD.

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

**19. OUTCLAUSE**

19.1. The Department of Agriculture, Land Reform and Rural Development (DALRRD) reserves the right not to appoint if suitable candidates are not found, at the complete discretion of the Department.

19.2. 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.

**20. PUBLICATION**

20.1 21 days advertisement.

20.2 Government Tender Bulleting (if operational)

20.3 E-portal

**21. CONTACT PERSON FOR TECHNICAL ENQUIRIES**

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

**DIRECTOR: SPATIAL PLANNING AND LAND USE MANAGEMENT SERVICES  
(GAUTENG)**

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

**PRIVATE BAG X833**

**PRETORIA**

**0001**

**Technical Related Enquiries**

Attention: Mr. Samuel Osei/Ms. Nkhensani Khosa

Telephone: 012 337 3712/13

Email: Samuel.Osei@dalrrd.gov.za

Email: NKhensani.Khosa @dalrrd.gov.za

**TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO DEVELOP THE MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

**Bid Related Enquiries**

Mr. Absalom Marema / Ms. Jane Mpepele

Telephone: (012) 337 3634/3700

Email: Absalom.marema@dalrrd.gov.za

Email: jane.mpepele@dalrrd.gov.za

**DALRRD (PSSC: GP)0005 2021/2022**

**PRICING SCHEDULE FOR TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PREPARE A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

**PRICING SCHEDULE**  
**(Professional Services)**

|  |                 |
|--|-----------------|
| <b>NAME OF BIDDER: .....</b>                   | <b>BID NO.:</b> |
| <b>DALRRD (PSSC: GP)0005 2021/2022</b>         |                 |
| <b>CLOSING DATE: 17 SEPTEMBER 2018 @ 11H00</b> |                 |

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

| <b>ITEM<br/>NO<br/><u>TAX</u></b> | <b>DESCRIPTION</b> | <b>BID PRICE IN RSA CURRENCY<br/>INCLUSIVE OF <u>VALUE ADDED</u></b> |
|-----------------------------------|--------------------|--|
|-----------------------------------|--------------------|--|

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate rates based on the total cost to the department for completion of each stage and including Expenses for the project.

DSE | 1

Bid Initials .....  
Bid's Signature.....  
Date:.....

Name of Bidder: .....

**PRICING SCHEDULE FOR TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PREPARE A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

[SBD 3.3]

3. TOTAL BID PRICE (INCLUSIVE OF VAT)

R.....

| PHASES: (refer to the Terms of Reference; table 2 project duration) | PERCENTAGE | TIMEFRAMES | TOTAL COST |
|---|------------|------------|------------|
| Phase 1: Detailed Inception Report                                  | 5%         | 1 week     | R.....     |
| Phase 2: Status Quo Analysis, Policy Context and Spatial Vision     | 20%        | 1 month    | R.....     |
| Phase 3: Spatial & Sectoral Analysis and Stakeholder Consultation   | 20%        | 2 months   | R.....     |
| Phase 4: Spatial Proposal   | 20%        | 2 Months   | R.....     |
| Phase 5: Implementation Framework and Capital Expenditure Framework | 15%        | 1 month    | R.....     |
| Phase 6: Final Comprehensive Draft SDF and workshop/s               | 15%        | 1 month    | R.....     |
| Close-out report and Retention                                      | 5%         |            | R.....     |
| <b>SUB –TOTAL(Excluding VAT)</b>                                    |            |            | R.....     |
| <b>VAT</b>  |            |            | R.....     |
| <b>TOTAL (Including VAT)</b>  |            |            | R.....     |

**NB! The Department will not be responsible for any travelling cost**

4. Period required for commencement with project after acceptance of bid

.....

Bid Initials .....  
 Bid's Signature..... Page 85 of 87  
 Date:.....

Name of Bidder: .....

**PRICING SCHEDULE FOR TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PREPARE A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

**[SBD 3.3]**

- 5. Estimated man-days for completion of project  
.....
- 6. Are the rates quoted firm for the full period of contract?  
.....
- 7. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.  
.....

Any enquiries regarding bidding procedures may be directed to the –

RURAL DEVELOPMENT AND LAND REFORM  
PRIVATE BAG X 833  
PRETORIA  
0001

Bid related enquiries:

**SUPPLY CHAIN ENQUIRIES**

Mr. A Marema  
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**TECHNICAL ENQUIRIES**

Bid Initials .....  
Bid's Signature..... Page 86 of 87  
Date:.....

Name of Bidder: .....

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**PRICING SCHEDULE FOR TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER(S) TO PREPARE A MUNICIPAL SPATIAL DEVELOPMENT FRAMEWORK (SDF) WITHIN A PERIOD OF TEN (10) MONTHS, LESEDI LOCAL MUNICIPALITY, GAUTENG PROVINCE.**

[SBD 3.3]

Attention: Mr S Osei  
Directorate: SPLUM  
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