

“ The City of Heritage ”



BID NO.32/2017/2018

CALL FOR PROPOSAL ON DEVELOPMENT OF ULUNDI HUMAN SETTLE PLAN

Name of bidder	
Telephone/Cellphone No.:	
Fax No:	
Address:	
Tender sum in rands:	
Tender sum in words:	

INVITATION TO BID

UMASIPALA
WASOLUNDI
Private Bag 17
Ulundi
3838

“ The City of Heritage ”



ULUNDI MUNICIPALITY

Tel: 035 874 5100
Fax: 035 874 5206

ULUNDI LOCAL MUNICIPALITY BID NOTICE AND INVITATION AWARD

Bids are hereby invited from suitable service providers of the following Ulundi Municipality projects:

Project No	Project Description	Point system	Briefing Date	Closing Date
Bid No:32/2017/2018	Call for proposal on Development of Ulundi Human settle Plan	80/20	Not applicable	23/04/2017

Preference will be given to the local and previously disadvantaged services providers. Only service providers registered in the Ulundi Municipality suppliers' database and hold a CSD summary report will be considered.

Bid documents may be obtained at the Supply Chain Management Unit, at a non-refundable fee of R500.00. Bid documents must be submitted in a sealed envelope clearly marked with the bid number, closing date and, dropped off in the tender box at SCMU, Ulundi Municipality, Corner of Princess Magogo and King Zwelithini Street, Ulundi, 3838 by no later than **12h00 of the above stated closing date**. The bid box is generally open from 7h30 to 16h30 Monday to Thursday and 07h30 to 15h15 Friday. All quotes must be submitted on the official forms – (Not to be retyped). This bid is subject to the general conditions of contract (GCC) and any other special conditions of contract. **To reserve the document tenderers are requested to contact B.G Hadebe (035 874 5120) before site briefing.**

THE FOLLOWING ARE MANDATORY: CSD summary report, valid tax clearance or SARS login pin, a certified copy of the most recent municipal account in which the business is registered, copies of ID of members of the entity, B-BBEE Certificate and Certified copy of CIPRO e.g. CK certificates. Bidders are requested to sign where necessary and initial each page on the Bid Documents.

This proposal will be evaluated in terms of the 80/20 Preferential Procurement Point system where 80 points are for functionality and price, and 20 points are for BBEE according to the said legislation. Late tenders will not be accepted and the Ulundi Municipality reserved the right not to make an award. Failure to comply with the above conditions will invalidate your offer.

Pre- qualification conditions for tenderer (PFFFA) Act 2000 and SCM regulation 17: Exempted Micro Enterprises (EME) or qualifying Small Enterprise (QSE) which is at least 51% owned by black people who are women and 51% owned by black people living in rural or underdeveloped areas or townships.

Kindly note that the successful bidder will be subjected to a screening process prior to the bid being awarded, should it be discovered that a successful bidder provided misleading information he/she will be disqualified with immediate effect.

NB: Please provide an itemized breakdown (on a separated sheet) of the total “tender sum” shown on the bid document.

Technical enquiries: Mr R.M. Mazibuko (035 874 5227)
SCM related enquires: Miss B.G Hadebe (035 874 5120)

Mr. N.G. Zulu
MUNICIPAL MANAGER

BACKGROUND AND SCOPE OF WORK

CALL FOR PROPOSAL ON DEVELOPMENT OF ULUNDI HUMAN SETTLE PLAN

Quality shall be scored independently in accordance with the following schedules;

Evaluation Schedule:	Experience of the Bidder
Evaluation Schedule:	Qualification and experience in Developing Human Settlement Plans
Evaluation Schedule:	Vast knowledge and Experience of Human Settlements programme and projects.

The following points will be awarded during the second stage of evaluation:

Price	=	80
B-BEE Status Level of Contributor 1	=	20
B-BEE Status Level of Contributor 2	=	18
B-BEE Status Level of Contributor 3	=	16
B-BEE Status Level of Contributor 4	=	12
B-BEE Status Level of Contributor 5	=	8
B-BEE Status Level of Contributor 6	=	6
B-BEE Status Level of Contributor 7	=	4
B-BEE Status Level of Contributor 8	=	2
NON-Compliant Contributor	=	0
TOTAL	=	100

1.1 Bid Period

The Bids shall remain valid for 90 days from the final date of submission of Bids.

Ulundi Local Municipality shall notify the accepted Bidder, if any, of such acceptance by letter, written within the 90 days Validity Period or such extension of the Validity Period as mutually agreed to by Ulundi Local Municipality and Bidders and the said Bidder shall execute the formal contract within fourteen (14) days of the said acceptance letter.

Bids will be adjudicated in terms of the Preferential Procurement Policy Framework Act, 5/2000 and other applicable legislations. Council reserves the right to negotiate further conditions and requirements with the successful bidder.

Ulundi Local Municipality shall not be bound to accept the lowest or any Bid nor to assign any reason for its acceptance or rejection of any Bid and in no case shall any Bidder be paid for any expense incurred in the preparation of a Bid.

1.2 Representation or interpretation of Document

Ulundi Local Municipality's representative shall do a representation or interpretation of the Invitation to Bid Documents in writing. If during the Bid period, Ulundi Local Municipality makes any interpretation, clarification or change in the Invitation to Bid Documents, Ulundi Local Municipality will issue a letter to all Bidders explaining the interpretation, clarification or change. The Bidder shall acknowledge the receipt of such letters in its submitted Bid.

1.3 Submission Data

The conditions applicable to this call for Expressions of Interest of tender are the Standard Conditions for the calling for Expression of interest as contained in Annex H of the uniformity in Construction Procurement as published in Government Gazette No31823, Board Notice 12 of 2009 of 30 January 2009.

The Standard conditions for the calling for Expression of Interest make several references to the submission Data for details that apply to this submission. The submission date shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions for the calling for expression of interest.

Each item of data given below is cross-referenced to the clause in the standard conditions for the calling for Expression of interest.

Clause number	Submission Data
1	The employer is Ulundi Local Municipality
1.2	The documents associated with the calling for expression of interest issued by the employer comprise: Part 1 E.1: Submission procedures E.1.1 Invitation and notice for submission of expression of interest E.1.2 Submission data Part E.2: Returnable documents E.2.1 List of returnable documents Submission schedules Part E.3 Indicative Project Description Part E.4 Indicative scope of work
1.2	The employer is Name: Ulundi Municipality Address: Private Bag X17 Ulundi 3838 Tel: 035 874 5100 Fax: 035 8703 941
1.3	Only those respondents, who are Professional Planners, are eligible to submit proposals.
1.4	There is no compulsory site meeting arranged, however, interested bidders may contact Ulundi Municipality for further information.
1.6	Visits to Ulundi Municipality for any further information may be arranged on appointment with relevant officials.

2. Returnable Documents

2.1 Responsive Bid Criteria

The requests for proposals will only be regarded as responsive if:

- At least the company owners/directors/members are registered as Professional in their field of study, and have been allocated as resource to this project as Project Manager/s and duly noted as such in the schedule of key personnel.
- Copies of certificates proving current Professional Registration with relevant professional board, including registration numbers of such person is included with the Tender as part of returnable documentation.
- Submission of an Original Valid Tax Clearance Certificate.
- All other forms attached with the Bid document are completed and signed.
- Copy of Joint Venture Agreement if bidder is a joint venture and/or consortium.
- Copy of Professional Indemnity Cover. (Minimum R 2.0 million).
- Letter for signatory for authority.

2.2 Bidder fully acquainted with all these requirements

Submission of a Bid shall be deemed conclusive evidence that the Bidder is fully acquainted with and shall be fully responsible for any requirements, restrictions, constraints or any physical difficulties within or concerning Professional Services to undertake the development of a Human Settlement Plan for Ulundi Local Municipality.

2.3 Professional service provider's representation

The Professional Service Provider shall designate a representative, in writing (letter for authority for signatory), duly empowering the said representative to bind the Professional Service Provider with regard to all matters involving the submission of the bid.

3. Description of the Project (Scope of Work)

APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP ULUNDI MUNICIPALITY HUMAN SETTLEMENT PLAN

3.1 BACKGROUND

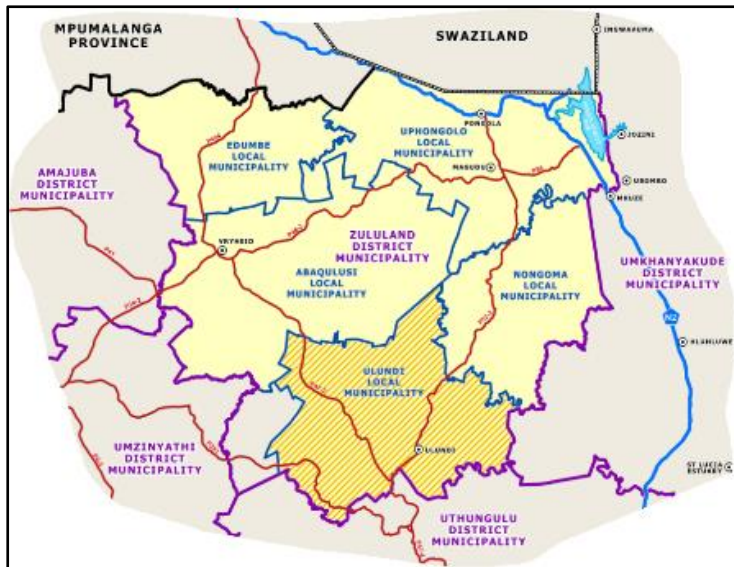
- 3.1.1 Housing delivery is a mandate of the National Government in South Africa which is a priority need enshrined in the Constitution of 1996.
- 3.1.2 The National Housing Act (Act 107 of 1997), requires every municipality, as part of the integrated development planning process, to take all reasonable and necessary steps to ensure that the inhabitants within its area of jurisdiction have access to adequate housing

- 3.1.3 Supporting documents includes, but not limited to, the National Housing Code, National and Provincial Human Settlement Strategic Plan.
- 3.1.4 The Ulundi Local Municipality requires the development of its Human Settlement Plan which is sustainable, legally compliant and provides clear guidance for future settlement patterns considering various human settlements needs and available programmes. A Service Provider is required to assist the Municipality in accomplishing this task.
- 3.1.5 In addition to the requirements of legal compliance and sustainability, basic to a Human Settlement Plan is the imperative to provide for the localization of national and provincial sector specific policies and guidelines which have been crafted since 1994. Central to this process is the drive toward redressing the imbalances of the past where the spatial segregation of people, land use, social and economic activities was the norm. This necessitates integration between Ulundi Human Settlement Plan and other sector plans, including the IDP and SDF.
- 3.1.6 Consequently, Proposals are requested from suitably qualified and experienced service providers in order to develop Ulundi Human Settlement Plan with the stakeholders of the Ulundi Local Municipality.

4 LOCATION AND DISTRICT CONTEXT

The Ulundi Local Municipality is located on the southern boundary of the Zululand District Municipality in north-eastern KwaZulu-Natal. The Ulundi municipal area is approximately 3,250 km² in extent and includes the towns and settlements of Ulundi, Nqulwane, Mahlabathini, Babanango, Mpungamhlophe and Ceza as well as the Traditional Authorities of Buthelezi(KwaPhindangene & KwaNondayana), Buthelezi (Empithimpithini) Mbatha, Mpungose, Ndebele, Nobamba, Ximba, Zungu and KwaNsimbi.

The Ulundi Municipality is one of the five local municipalities that constitute the area of jurisdiction of the Zululand District Municipality – the other four local municipalities are éDumbe Municipality, Abaqulusi Municipality, uPhongolo Municipality and Nongoma Municipality.



Source: uLundi LM IDP 2017

5 THE OBJECTIVES OF THE PROJECT

- 5.1 The main purpose of developing Ulundi Human Settlement Plan is for the document to serve as a strategic planning tool that guides human settlement development within the Ulundi LM bringing about more rapid, equitable and broad based responses to the challenge of degraded settlements. The Human Settlement Plan (HSP) will also assist the municipality to monitor progress against national housing targets and fulfil its development responsibility within the Ulundi.
- 5.2 The HSP should be in line with the National Housing Act (Act No. 107 of 1997), and current development priorities of government as reflected in the Outcome 8 National Development Agreement.
- 5.3 Provision for the use of housing delivery to effect spatial transformation and socio-economic development.
- 5.4 The Ulundi HSP must set out housing delivery goals and targets for the municipality and provide an approach to housing delivery and spatial transformation. It must be a development apparatus used by the Department of Human Settlements to assess projects and allocate funds in the short to medium term, as well as monitor progress against National Human Settlements targets.
- 5.5 To inform planning at a strategic level and facilitate alignment between bulk infrastructure development and housing delivery.
- 5.6 To guide the allocation of resources for human settlement development.
- 5.7 The Ulundi HSP must provide detailed information on the programmes identified by the National Department of Human Settlement. It should further provides clear indicators of

deliverables, timeframes and estimated resource requirements and indicate the manner in which development of sustainable human settlement supports spatial restructuring.

5.8 The aim is to move beyond the provision of basic shelter towards achieving the broader vision of sustainable human settlements and efficient spatial systems

6. SCOPE OF WORK AND CRITICAL MILESTONES

The following eight project phases with associated critical milestones are suggested:

Phase 1: Project initiation

Phase 2: Status Quo

Phase 3: Synthesis of Issues and Vision Development

Phase 4: Objectives and Strategic Scenarios

Phase 5: Human Settlement pattern, Human Settlements needs analysis, Sustainability Evaluation, Amended Strategic future settlements, Scenarios & Draft Human Settlement Plan

Phase 6: Projects identification and prioritisation

Phase 7: Approval Process

Phase 8: Implementation, Monitoring and Evaluation Process

Phase 9: Close Out Process: Consolidated Human Settlement Plan, GIS Data and Participation Report

The scope of work for each phase should pay strict attention to the objectives of the project as detailed in section three above and should encompass the following core elements in each phase:

6.1 PHASE 1: PROJECT INITIATION

6.1.1 A brief project inception report is required which clearly spells out the proposed methodology, timelines and milestones. The project work plan, public participation process plan and skills transfer process plan should be included in the presentation of the inception report to the Steering Committee that will be formulated.

6.2 PHASE 2 STATUS QUO

6.2.1 Basic to the credibility of the HSP will be a rapid surface area analysis and mapping documenting:

- The broad brush mapping of the existing settlements across the municipal area;

- Development pressures;
- Spatial possibilities for densification
- Access and barriers to services;
- Socio-economic trends;
- Stakeholder needs analysis;
- Existing land uses;
- Landscape and spatial syntax issues;
- Other strategic information the Municipality, Service Provider and Steering Committee may feel will inform the HSP.

6.2.2 An analysis of the institutional, social, economic and ecological environment which is essential to the development of a sustainable HSP. This may include a SWOT analysis where appropriate.

6.2.3 Core Mapping and any model based analysis that the team may feel will add value to and assist in developing a creative and innovative HSP;

6.2.4 Sound empirical analysis of the area analysis; and

6.2.5 Any other factors that the Service Provider considers to be important to the Analysis Phase of the project.

6.3 PHASE 3: SYNTHESIS OF ISSUES AND VISION DEVELOPMENT

6.3.1 In this phase of the project the strategic description of and analysis of the status quo should be synthesized into a credible, readable integration focusing on strategic issues. The possible vision for the area should be developed based upon sound public participation processes and innovative communication media.

6.4 PHASE 4: OBJECTIVES AND STRATEGIC SCENARIOS

6.4.1 This phase should incorporate the development of strategic scenarios, objectives, strategies and action plans including elements discussed in section 3.5 and 3.6 above.

6.4.2 All strategic interventions should be mapped appropriately as is discussed section five (5) above; and

6.4.3 Estimated costs for all interventions need to be developed.

6.5 PHASE 5: ENVIRONMENTAL SUSTAINABILITY EVALUATION AND DRAFT HSP

6.5.1 This phase encompasses the sustainability evaluation of the HSP which is central to an SEA process. The sustainability evaluation may lead to the amendment of the strategic interventions which make up the Draft HSP. All SEA evaluation results will inform the final HSP.

6.6 PHASE 6: PROJECTS IDENTIFICATION AND PRIORITISATION

6.6.1 This phase is very critical to the community and leadership, it requires thorough consultation, evaluation of current projects, and current policy and trend analysis to inform advice and motivation to the community and its leadership. The consultation process plan should thoroughly and efficiently accommodate this phase. The end result for the phase is a list of prioritised sustainable Human Settlement projects agreed upon by all stakeholders and aligned to the strategic objectives, vision and strategic findings of all investigations undertaken including SEA.

6.7 PHASE 7: APPROVAL PROCESS

6.7.1 The Service Provider facilitates the approval process in keeping with the public participation process plan, takes cognisance of comments and addresses required amendments. The HSP is then submitted for approval to the Council.

6.8 PHASE 8: IMPLEMENTATION, MONITORING AND EVALUATION PROCESS

6.8.1 The implementation, monitoring and evaluation process plans are developed to the satisfaction of the Steering Committee and the Municipality that the HSP is implementable and sustainable.

6.9 PHASE 9: CLOSE OUT PROCESS

6.9.1 The close out process encompasses the Consolidated HSPt, Executive Summary, GIS Data, Mapping, Overlays, Final Participation Report and Skills Transfer Report.

7. OUTCOMES AND DELIVERABLES

7.1 The HSP should localize National and Provincial Legislation and Policy imperatives such as the National Development Plan, the Integrated Urban Development Framework, the Provincial Growth and Development Strategy and the National Housing code together with Human Settlement policies and circulars.

7.2 The HSP should contribute positively towards sustainability in the institutional, spatial location, economic, social and ecological dimensions across sectors.

7.3 The HSP should be able to serve as a tool for fulfilling the constitutional citizen right of housing.

7.4 The HSP must be a GIS based tool which clearly enables the structured implementation of programs, their monitoring and decision-making.

7.5 Submissions should be in the form of both hard and electronic versions of the HSP. Mapping should be submitted in Arc View GIS capable file format (shape-files, layer files, mxd files) for use in a GIS environment. The shape-files must have clear attribute information that differentiates each HSP construct and its purpose, for example a

service node shape-file should have an attribute called “description” with the value “service node”. All mapping notation should be in keeping with the standards already established in the Scheme Guidelines (COGTA 2011). The Service Provider should ensure that all GIS data and Meta data is fully compatible with that of the, Municipality GIS Unit, Provincial COGTA GIS Unit and Zululand District Shared Services GIS Unit.

7.6 The Service Provider is encouraged to use Development Communication Media such as maps, graphics, annotation, photographs, models and video clips in order to enhance the analysis of the spatial reality and envisaged HSP scenarios and vision striven for. The intent is that the HSP needs to be user friendly and facilitate sound yet credible communication between stakeholders.

7.7 Development Communication Media is encouraged for all stakeholder engagement processes. The HSP document and communication media should be prepared well in advance of the stakeholder engagement process and should be to the satisfaction of the Steering Committee. Innovation and the use of isiZulu where appropriate will be encouraged during stakeholder engagements.

7.8 The Service Provider will be expected to submit draft reports and associated Development Communication Media for each phase of the project.

8. FINAL SUBMISSION

8.1 The final documentation should be three copies of each in the form of both hard and electronic versions of core documents and maps. Mapping should be submitted in ArcGIS format (i.e. shape-files, layer files, mxd files) for use in the Ulundi Municipality. The Service Provider should ensure that all GIS data and metadata is fully compatible with Ulundi Municipality and Zululand District Municipality GIS for each phase of the project before invoices are submitted for payment.

8.2 The documents and communication media should be prepared well in advance and the stakeholder engagement process should be to the satisfaction of the Steering

Committee. Innovation and the use of isiZulu where appropriate is required for stakeholder engagements;

8.3 The Service Provider will be expected to submit draft reports and associated Development Communication Media and appropriate mapping for each phase of the project.

8.4 The Final Consolidated Report which consists of:

8.5 Agreed upon number of copies of the Consolidated Report encompassing the relevant aspects of the previous phase outcomes including all maps, tables, registers and figures in both hardcopy (printed) and softcopy (electronic such as MS word and PDF documents);

8.6 Maps at A0 level with appropriate transparent overlays;

8.7 Public Participation Report & associated comments; and

8.8 Mapping should be submitted in Arc View GIS format as per section eight (8.1).

9. PROJECT DURATION AND BUDGET

9.1 It is expected that the project be completed in a period of nine months effective from the date of appointment. The target dates for each milestone and the approximate budget percentage allocation is suggested Table 1.

Table No 1: Phases	Budget %	Time in months	Milestone
1: Project initiation	5%	1	Final Report 1
2: Credible Status Quo Description and Detailed SEA Analysis	10%	1.5	Final Report 2
3 Synthesis of Issues and Vision Development	15%	1	Final Report 3
4: Objectives and Strategic Scenarios	10%	1	Final Report 4
5. Environmental Sustainability and Draft HSP	15%	1.5	Final Report 5
6 Projects identification and prioritisation	15%	1	Final Report 6
7: Implementation, Monitoring and Evaluation Process	10%	1	Final Report 7
8. Close Out Process & Consolidated Report	20%	1	Final Report 8
Total	100%	9	

9.2 The budget should be in keeping with the eight phases of the project. **All costs such as travel accommodation, workshop catering and disbursements**, should be consolidated into **single project budget estimates for each phase**. The Steering Committee will assume that all expenditure relating to the project is anticipated by the Service Provider and is consolidated into the budget estimates for each phase. Only the consolidated budget for each phase should be shown in the proposal submitted and in subsequent invoices submitted to Ulundi Municipality.

10 RELEVANT SKILLS AND EXPERIENCE

10.1 Below is a summary of Mandatory requirements:

The Project leader must hold a **tertiary qualification** which is recognised for registration in the relevant category of its professional structure in line with relevant legislation **and must be registered** with an appropriate board as a professional in the field. A Copy of valid registration certificate is to be attached to the proposal in including a letter of good standing.

10.1.1 Skills and abilities required in the team to execute the project include the following:

- Social Housing

- Development Planning;
- Environmental Management and Rural Planning experience;
- Sound experience in working with Traditional Authorities;
- Sound Participatory Planning experience;
- Thorough understanding of Human Settlement Plans, strategic planning process, and Design;
- Proven Housing Sector Plan / Human Settlement Plan development
- Understanding of the interrelationship between social, spatial settlement, economic, land use, transport and environmental issues;
- Sound GIS proficiency;
- Project Management;
- Facilitation and translation skills;
- Research, analytical, writing and communication skills;
- Ability to think strategically; and
- Use of Development Communication Media and innovative approaches

10.1.2 It is recommended that the Service Provider ensures that people with relevant skills are part of the project. A list of people containing, among other things, names, qualifications and experience who will be directly involved in the project must be submitted. This should clearly indicate what roles each team member will play.

10.1.3 The Team Leader and Spatial Planner and the Team Secretary will be attending the Steering Committee meetings. Relevant team members that are directly involved in the project phase are be expected to attend progress report meetings. The selected team members shall stay the same for the duration of the project and cannot be changed without prior discussions with and approval from the Steering Committee.

11. CAPACITY BUILDING AND SKILLS TRANSFER

11.1.1 Skills development is an integral part of the project. The process should ensure that skills development and skills transfer occurs within the project and is to be achieved with Municipal Planning staff. Proposals should indicate how skills development and transfer will be achieved, monitored and evaluated within each phase of the project. Skills transfer is not to be seen as co-terminus with councillor and stakeholder meetings and feedback sessions within the HSP. Genuine, hands on work within the project is an essential aspect of this aspect of the ToR.

12. INFORMATION GATHERING, POVINICIAL AND NATIONAL GUIDELINES

- 12.1.1 The successful Service Provider is expected to make contact with all the relevant Human Settlements, GIS and other officials and units within the various spheres of government to obtain information that is required for the project.
- 12.1.2 The current National Department of Human Settlements Strategic Plan, KZN Provincial Department of Human Settlements Plan, Human Settlement Planning Design Guidelines, and other relevant National and Provincial strategic documents need to be obtained and localised where appropriate.
- 12.1.3 The MEC comments on the 2017/2018 Ulundi Municipality IDP need to be obtained and addressed within the HSP.
- 12.1.4 The Service Provider will be supplied with a letter from the municipality confirming appointment and requesting assistance with information. ***However, the responsibility for specifying and collecting the information necessary for the successful execution of the project remains entirely with the Service Provider.***

13. TERMS AND CONDITIONS OF THE PROPOSAL

13.1 General

- 13.1.1 Awarding of the proposal will be subject to the Service Provider's express acceptance of the Ulundi Municipality's Supply Chain Management general contract conditions.
- 13.1.2 The Service Provider will sign a Memorandum of Agreement with the Municipality upon appointment.
- 13.1.3 Staffing requirements will be confirmed during project initiation and shall remain unchanged for the duration of the project, unless prior written consent has been granted by the Municipality.
- 13.1.4 All secretarial services such as arranging meetings, setting of agenda's and minute taking shall be the responsibility of the Service Provider.
- 13.1.5 No material or information derived from the provision of the services under the contract may be used for any other purposes except for those of the Ulundi Municipality except where duly authorized to do so in writing by the Ulundi Municipality.

- 13.1.6 The successful Service Provider agrees to keep all records and information of, or related to the project confidential and not disclose such records or information to any third party without the prior written consent of Ulundi Municipality.
- 13.1.7 The Municipality reserves the right to terminate the contract in the event that there is clear evidence of non-performance and non-compliance with the contract.
- 13.1.8 The short-listed service providers may be required to do a presentation in person and at their own cost should it be deemed necessary to do so.

14. RENUMERATION

The Municipality shall remunerate the Service Provider in respect of its services in accordance with the following conditions:

- 14.1.1 The Service Provider agrees hereto that responsibility of payment for services rendered to the Municipality shall vest in the Service Provider, who shall submit a tax invoice to the Municipality for work completed and invoiced in accordance with the budget indicated in respect of the phases.
- 14.1.2 The Municipality shall pay to the Service Provider the amount of such invoice within 30 (thirty days) of receipt of an agreed invoice. All supporting documents must be attached to all invoices submitted.
- 14.1.3 In the event that the Municipality is not satisfied with the performance of the Service Provider, the Municipality shall give written notice to this effect to the Service Provider providing sufficient detail and a reasonable time frame to enable the Service Provider to rectify such performance.
- 14.1.4 In the event of the entire amount or a portion of the invoice being disputed by the Municipality, only that portion in dispute shall be withheld from payment, until the dispute is resolved. The undisputed portion shall be paid to the Service Provider within the stipulated time frames.
- 14.1.5 The Service Provider shall immediately give notice of any circumstances preventing it from completing its obligations in terms of the contract.

15. FEES AND DISBURSEMENTS

- 15.1 Claims for recoverable costs will not be reimbursed;
- 15.2 The Municipality will not reimburse the successful tenderer for claims for costs associated with travel and related matters;
- 15.2.1 Because the basis of payment is on a phase based product system, all costs that may arise must be built into the proposal price per phase and be set out accordingly. All claims in respect of disbursements, incidental expenditure,

workshop and travelling costs will not be reimbursed.

16. CONTRACT CONDITIONS

16.1 Memorandum of Agreement:

The successful Service Provider will be required to enter into a contract with the Ulundi Local Municipality, in the form of a Memorandum of Agreement (MOA). Details specific to the project will be finalised in the MOA on appointment.

16.2 Budget

The Department has a limited budget for this project. The charge out rates and budget for the project must be set down accordingly in respect of the phases.

17. JOINT VENTURE/CONSORTIUM

17.1.1 Tenderers who submit quotations as a Joint Venture or Consortium must include the following documentation as part of the Proposal Documentation:

- An agreement entered into between all parties confirming the joint venture or consortium;
- Proof of mandate of signatories to the agreement above;
- Details of the percentage interest and participation held by members of the joint venture or consortium;
- A mandate to the principal tenderer leading the joint venture or consortium; and
- A complete proposal document, which includes the applicable forms and a valid original Tax Clearance Certificate in respect of each party in the joint venture or consortium.

The failure to submit any of the above-mentioned documentation will lead to a disqualification of the quotation.

18. PRICING OF PROPOSALS

18.1 Ulundi Municipality reserves the right to contact those who have submitted proposals in order to:

- (i) Obtain clarity where information is incomplete or where a lack of clarity exists about technical aspects of the quotation;
- (ii) Obtain confirmation of prices in cases where it is obvious that a written, typed or transcription error, or an error in the unit price has been made.

18.2 The pricing schedule to be in accordance with **Appendix 1** OR Service Provider to create his own pricing schedule and reference accordingly.

APPENDIX 1

PRICING SCHEDULE

Table No 1: Phases	Budget %	Time in months	Milestone	Total value inclusive of VAT
1: Project initiation	5%	1	Final Report 1	R
2: Credible Status Quo Description and Detailed SEA Analysis	10%	1.5	Final Report 2	R
3 Synthesis of Issues and Vision Development	15%	1	Final Report 3	R
4: Objectives and Strategic Scenarios	10%	1	Final Report 4	R
5. Environmental Sustainability and Draft HSP	15%	1.5	Final Report 5	R
6 Projects identification and prioritisation	15%	1	Final Report 6	R
7: Implementation, Monitoring and Evaluation Process	10%	1	Final Report 7	R
8. Close Out Process & Consolidated Report	20%	1	Final Report 8	R
Transport and disbursements to be included per phase				Not applicable
Total	100%	9		R

Documentation to be included;

- Company resume;
- Project reference (letters signed by references confirming successful completion of projects);
- An original valid Tax Clearance from SARS;
- B-BBEE Certificate;
- CV's detailing personal details, qualifications, competence and experience of each staff member to be involved in this particular project;
- Company registration certificate from CIPRO;
- CSD registration
- Water and electricity statement (utility bill) from the municipality where business is operating;
- Company registration with relevant professional bodies;

All proposals will be evaluated in terms of 80 points for price and 20 points for B-BBEE status with maximum points at 100.

On the evaluation, the tenders would be ranked in accordance with the points obtained, the tender scoring the highest points being ranked first, and so on. In the event of a tie, the municipality will rank the tenderer whose company is majority by PPG higher than the other one(s).

The ranking will qualify the top tenderer to be considered for the award of the contract but would be expected to fulfil the last requirement. At this time, the municipality will prepare an agreement contract, which will have to be agreed to by the successful tenderer for this signature.

Therefore minimum functionality score to qualify for further evaluation is 60%

The Tenderer shall provide a record for relevant projects. The bidder shall provide details of projects of a similar size and nature to the Contract executed in the past 3 years. It is essential that full details of these projects and the Employer references be provided in order for the project to be evaluated and points awarded accordingly.

ANNEXURE A (Forms)

ANNEXURE A (Forms)

Form: 1 Certificate of Tax Clearance	22
Form: 2 Record Of Addenda to Bid Documents	23
Form: 3 Certificate Of Authority	24
Form: 4 Evaluation Criteria	25
Form: 5 Declaration Of Interest (MBD4)	29
Form: 6 Declarations of Bidders Past Supply Chain Management	32
Form: 7 Company Registration Certificates	34
Form: 8 Schedule Of Tenders Relevant Experience	35
Form: 9 Rate Of Municipal Service Clearance Certificate	36
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CERTIFICATE OF TAX CLEARANCE

The tenderer shall attach to this page

- 1 The original valid Tax Clearance Certificate

In the event of a joint venture, each member shall comply with the above requirement.

SIGNED ON BEHALF OF THE TENDERER:

.....

Form 2

D. RECORD OF ADDENDA TO BID DOCUMENTS

I /We confirm that the following communications received from the Employer or his representative before the date of submission of this bid offer, amending the bid documents, have been taken into account in this bid offer and is attached hereto.

ADD. NO.	DATE	TITTLE OR DETAILS
1		
2		
3		
4		
5		

Please attach all Addenda hereto

SIGNATURE:

DATE:

.....

(Of person authorised to sign on behalf of the bidder)

Form 3

CERTIFICATE OF AUTHORITY

DECLARATION WITH REGARD TO EQUITY

Name of firm

.....

VAT registration number

.....

Company registration number

.....

TYPE OF FIRM

- Partnership
- One person business/Sole Trader
- Close Corporation
- Company
- Proprietary Limited (Pty) Ltd

[TICK APPLICABLE BOX]

DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporters, etc.

[TICK APPLICABLE BOX]

MUNICIPAL INFORMATION

Municipality where business is situated:

Registered Account No:

Stand No:

Form 4

EVALUATION CRITERIA

Evaluation Methodology

Proposal will be evaluated on the 80/20 system where 80 points is for price and 20points for B-BBEE. **The value of this bid is estimated to not exceed R1 000 000 (all applicable taxes included) and therefore the 80/20 system shall be applicable.**

1.1.2 First Stage of Evaluation: Assessment of Proposals for Functionality

The proposal will be assessed in terms of:-

- Relevant experience – that is relevant experience of the Consulting Human Settlements Firm in carrying out similar projects;
- Relevancy of the Key Personnel – the qualification and experience of the proposed key personnel;
- Methodology – the Consulting Human Settlements Firm must demonstrate that he/she understands the scope of the project and the tasks required to effect its successful completion; and
- Company finance and resources – Company cash flow and resource.

1.1.3 Third Stage of Evaluation: Assessment of Proposals for Price and B-BBEE

The proposals will be assessed in terms of:-

The maximum score for price shall be 80
The maximum score for B-BBEE shall be 20

Summary

In summary, the points system for the evaluation of the technical proposal in terms of price and Preferential Systems is as illustrated below:-

- Price 80 points
- B-BBEE 20 points

Criteria	YES/NO	COMMENT/ PROOF TO BE PROVIDED
Organisational Capacity and Resources		
<p>1. Proposals must provide a valid Tax Clearance Certificate from SARS</p> <p>2. CSD registration</p> <p>3. Municipal Account</p> <p>4. Company profile and CV's of all individuals allocated to this contract.</p>		<p>Tax Clearance Certificate provided</p> <p>CSD certificate provided</p> <p>Municipal Statement</p> <p>Company profile and CV's</p> <p>References of experience in project management, HSP and guidelines development and SEA implications for HSP. (Minimum of 3 references)</p> <p>CV and reference checks</p>
Experience		
1. Experience in Project Management		Members experience and CV's
2. Experience in development of Human Settlement Plans		Appointment Letters and Completion Certificates.
3. Experience in rural and urban land management regulation and application processing		Members experience and CV's
4. Skills Transfer experience.		CV and Reference Checks
Project Managers capability – qualifications		
1. Project Management		Certified Copy of Qualifications
2. Registration as a professional in a relevant field.		Certified Copy of the Certificate.
3. Tertiary qualification		Certified Copy of Qualifications

FUNCTIONALITY EVALUATION CRITERIA

Ulundi Municipality will measure functionality as follows:

- a) Service Provider's relevant experience for the assignment, the quality of the method proposed, the qualifications of the key staff to be employed on this project, and the proposed transfer of skills, etc.
- b) The following criteria will be used to determine compliance to the minimum required functionality score of 60% in order to be further evaluated and will be weighted and scored as set out below:

Criteria	Weighting	Scoring measurement
Qualification of Project Leader	10	Degree /B.Tech = 3 Honours Degree = 5 Master's degree = 10
Experience in development of HSP's of all team members including project manager of all team members including project manager (Total score divided by Number of team members with experience)	5	Less than 1 year= 0 1-3 years = 3 4-9 years = 5 10 years=10
Experience in rural and urban settlement management, regulation and application processing of all team members including project manager (Total score divided by Number of team members with experience)	5	Less than 1 year= 0 1-3 years = 3 4-9 years = 5 10 years=10
Registered Professional of all team members including project manager (Total score divided by Number of team members with experience)	10	5 points per Registered Planner
Experience in SEA/Environmental matters of all team members including project manager (Total score divided by Number of team members with experience)	5	Less than 1 year= 0 1-3 years = 3 4-9 years = 5 10 years=10
Experience in human settlements analysis of all team members including project manager (Total score divided by Number of team members with experience)	10	Less than 1 year= 0 1-3 years = 3 4-9 years = 5 10 years=10
Experience in land rights and development audits of all team members including project	10	Less than 1 year= 0 1-3 years = 3 4-9 years = 5

manager (Total score divided by Number of team members with experience)		10 years=10
Experience in skills transfer of all team members including project manager (Total score divided by Number of team members with experience)	5	Less than 1 year= 0 1-3 years = 3 4-9 years = 5 10 years=10
GIS Specialist Experience of all team members including project manager (Total score divided by Number of team members with experience)	5	Less than 6 year= 0 6 – 9 years = 3 10 years = 5
Understanding of Method and approach which is required by the Municipality. <i>All direct repetition of TOR without demonstrated core understanding will be limited to a score of</i> Poor = 1	10	Poor = 1 Acceptable = 2 Good = 3 Very good = 4, Excellent = 5
Total scores		

DECLARATION OF INTEREST (MBD 4)

No bid will be accepted from persons in the service of the state*.

Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest.

In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Full Name:

Identity Number:

Company Registration Number:

Tax Reference Number:

VAT Registration Number:

Are you presently in the service of the state* YES / NO

If so, furnish particulars.

* MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or

.....
.....

Have you been in the service of the state for the past twelve months? YES / NO

If so, furnish particulars

23.1.13 Do you have any relationship (family, friend, other) with **YES**
/ NO persons in the service of the state and who may be
Involved with the evaluation and or adjudication of this bid?

23.1.14 If so, furnish particulars.

.....
.....

1.1.15 Are you aware of any relationship (family, friend, other)
YES / NO
between a bidder and any persons in the service of the
State who may be involved with the evaluation and or
adjudication of this bid?

23.1.16 If so, furnish particulars

.....
.....

1.1.17 Are any of the company's directors, managers, principle
YES / NO
shareholders or stakeholders in service of the state?

23.1.18 If so, furnish particulars.

.....
.....

Are any spouse, child or parent of the company's directors, **YES / NO**
managers, principle shareholders or stakeholders in service of the state?

23.1.20 If so, furnish particulars.

.....

constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or
(f) an employee of Parliament or a provincial legislature.

CERTIFICATION

I, THE UNDERSIGNED (NAME)

.....
...

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS CORRECT.

I ACCEPT THAT THE MUNICIPALITY MAY ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

.....
Signature

.....
Date

.....

.....
Position

.....
Name of Bidder

Form 6

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

This Municipal Bidding Document must form part of all bids invited.

It serves as a declaration to be used by municipalities and municipal entities 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.

The bid of any bidder may be rejected if that bidder or any of its directors have:

- a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
- b. been convicted for fraud or corruption during the past five years;
- c. wilfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
- d. been listed in the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No. 12 of 2004).

In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
24.5.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24.5.2	If so, furnish particulars:		
24.5.3	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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 326 5445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24.5.4	If so, furnish particulars:		
24.5.5	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

24.5.6	If so, furnish particulars:		
Item	Question	Yes	No
24.6	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24.7	If so, furnish particulars:		
24.8	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
24.9	If so, furnish particulars:		

CERTIFICATION

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

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

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

.....
.....
Signature **Date**

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

COMPANY REGISTRATION CERTIFICATE

The bidder is to affix to this page a certified copy of Company Registration Certificate.

Form 8

SCHEDULE OF TENDERER'S RELEVANT EXPERIENCE

Notes to Tenderer:

The tenderer shall list below all relevant contracts successfully completed during past seven years

In the event of a joint venture enterprise details of all the members of the joint venture shall similarly be attached to this form.

EMPLOYER : CONTACT PERSON AND TELEPHONE NUMBER	NATURE OF WORK	VALUE OF WORK (INCL VAT)	MONTH & YEAR COMPLETED OR TO BE COMPLETED

Note: Tenderers are to submit letters from previous clients confirming completion of projects.

SIGNATURE: **DATE:**
(of person authorised to sign on behalf of the bidder)

Form 9

RATES AND MUNICIPAL SERVICES CLEARANCE CERTIFICATE

This serves to confirm that my municipal rates and taxes are paid up to date and the following is attached:

1. An original/certified copy of the most recent municipal certificate, indicating the status of payment of all municipal accounts and taxes: Electricity, water, refuse, rates and levies, from the Municipality in which jurisdiction the business is situated.
2. In the case where the tenderer does not own property/is a tenant for the purpose of its business establishment, the tenderer is to provide an original/certified copy of certificate from its landlord certifying that all the tenants payments in respect of all municipal accounts and taxes i.e. electricity, water, refuse, rates and levies are paid up to date.
3. In the case where it is not possible for a tenderer to obtain the certificate in (2) above from its landlord, the tenderer is required to submit an original/certified copy of the lease agreement for the premises where its business is situated.

CERTIFICATE OF INDEPENDENT BID DETERMINATION

- 1 This Municipal Bidding Document (MBD) must form part of all bids¹ 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).² Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a Supply Chain Management Policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD 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 (MBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² 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 Municipality / Municipal Entity)

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 authorised 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 authorised 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 organisation, 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 consortium³ 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.
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

PREFERENTIAL PROCUREMENT SCHEDULES AND AFFIDAVIT THAT WILL BE INCORPORATED INTO THE CONTRACT

PREFERENTIAL PROCUREMENT DECLARATION AFFIDAVIT

IMPORTANT NOTES:

1. Tenderers with annual total revenue of R5 Million or less qualify as Exempted Micro Enterprises (EMEs) in terms of the Broad-Based Black Economic Empowerment Act, and must submit a certificate issued by a registered Auditor, Accounting Officer (as contemplated in Section 60(4) of the Close Corporation Act, 1984 (Act No. 69 of 1984)) or an accredited verification agency.
2. Tenderers other than Exempted Micro Enterprises must submit an Original or certified copy of a Valid B-BBEE status level verification certificate substantiating their B-BBEE rating.
3. Submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
4. These certificates must be submitted by each Tenderer and, in the case of a Consortium or Joint Venture, by every member of the Consortium or Joint Venture. Any subcontractor(s) nominated for participation in the contract must also submit these certificates.
5. False documents and/or information will invalidate the tender.
6. The B-BBEE status level attained by the tenderer must be used to determine the number of points contemplated in the table below.
7. The said certificates are essential and vital for the evaluation of the tender, and failure to submit these certificates will prejudice the tender and may invalidate it at the discretion of the Employer.
8. The information for registration as in the possession of the ULUNDI LOCAL MUNICIPALITY will apply.
9. It is the Tenderer's responsibility to ensure that the details as submitted to the Municipality are correct.

Form 11
B-BBEE STATUS VERIFICATION CERTIFICATE

The bidder is to affix to this page a certified copy of B-BBEE status level verification

Form 12

SCHEDULE OF KEY PERSONNEL AND CV'S

Notes to Tenderer:

- 1. The tenderer shall list below all the key personnel and relevant information who will be engaged on the project;**
- 2. Attach CV's of the key personnel with the proposal; and**
- 3. Attach copies of relevant SACPLAN Certificates with the CV's.**

CATEGORY OF EMPLOYEE	KEY PERSONNEL, PART OF THE CONTRACTOR'S ORGANISATION	NUMBER
Project Managers		
Professional Planners		
Technical Planners		
Others:

Note: Certified copies of qualifications and registrations are to be attached

SIGNATURE:
 (of person authorised to sign on behalf of the bidder)

DATE:

Form 13
DECLARATION OF INTEREST

1. Any legal person, including persons employed by the principal, or persons having a kinship with persons employed by the principal, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the principal, 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 and/or take an oath declaring his/her interest, where-

- the bidder is employed by the principal; 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 declaring 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 Are you or any person connected with the bidder, employed by the principal?..... **YES/NO**

2.1.2 If so, state particulars.

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

2.2.1 If so, state particulars.

2.1 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the principal who may be involved with the evaluation and or adjudication of this bid?..... **YES/NO**

2.3.1 If so, state particulars.

.....

DECLARATION

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

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.3.1 ABOVE IS CORRECT. I ACCEPT THAT THE PRINCIPAL MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

Form 14
CERTIFICATE OF AUTHORITY FOR SIGNATORY

Notes to Bidder:

1) The signatory for the bidder shall confirm his/her authority thereto by attaching a duly signed and dated copy of the relevant resolution of the board of directors/partners. Alternatively, this form may be used directly. It is deemed that whoever authorises the signatory has the capacity to commit the tenderer to enter into contracts.

2) In the event that the tenderer is a joint venture, a certificate of authority for signatory is required from all members of the joint venture and the designated lead member shall be clearly identified.

By resolution of the board of directors passed at a meeting held on.....

Mr/Ms, whose signature appears below, has been duly authorised to sign all documents in connection with the bid for Contract No.: Request for Proposal to develop Ulundi Local Municipality's Human Settlement Plan (HSP)

and any contract which may arise there from on behalf of (block capitals)

.....

SIGNED ON BEHALF OF THE
COMPANY:

IN HIS/HER CAPACITY
AS:

DATE:

SIGNATURE OF SIGNATORY:

WITNESS:

.....

SIGNATURE

SIGNATURE

.....

NAME (PRINT)

NAME (PRINT)

Form 15
PROOF OF PROFESSIONAL INDEMNITY COVER

- 1. The bidder shall attach to this page, proof of his Professional Indemnity Cover (Minimum R 2.0 million)**
- 2. In the event of the bidder being a joint venture/consortium the details of the individual members must also be provided.**

SIGNED ON BEHALF OF THE TENDERER:

Form 16
APPROACH & METHODOLOGY (BIDDERS PROPOSAL)

Notes to Tenderer:

- 1. Attach Methodology the Tenderer wishes to apply for this contract.**

SIGNED ON BEHALF OF THE TENDERER:

Form 17
CERTIFICATE OF BID COMPLIANCE

Note to Tenderer:

- 1. This form has been created as an aid to ensure a bidder's compliance with the completion of the returnable forms and schedules**

FORM NO	FORM DESCRIPTION	TICK IF COMPLETED
1	INVITATION TO BID	
2	PROPOSAL AND CERTIFICATE OF TAX CLEARANCE	
3	RECORD OF ADDENDA TO BID DOCUMENTS	
4	CERTIFICATE OF AUTHORITY	
5	PREFERENCE OF POINT CLAIM FORM	
6	DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES	
7	SCHEDULE OF TENDERER'S RELEVANT EXPERIENCE	
8	SCHEDULE OF KEY PERSONNEL & CV'S	
9	DECLARATION OF INTEREST	
10	CERTIFICATE OF ATTENDANCE AT PRE-BID SITE VISIT AND CLARRIFICATION MEETING	N/A
11	CERTIFICATE OF AUTHORITY FOR SIGNATORY	
12	PROOF OF PROFESSIONAL INDEMNITY COVER	
13	APPROACH & METHODOLOGY (BIDDER'S PROPOSAL)	
14	PROOF OF EXPERIENCE (APPOINTMENT AND COMPLETION CERTIFICATES)	

SIGNED ON BEHALF OF THE TENDERER: