



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERT DATE: 17 February 2016

REQUEST FOR QUOTATION

LAND SURVEYING CONSULTANTS : UMZ/Q/003

Bidders are hereby invited to submit quotation for Land Survey and Terms of reference will be available on the municipal website www.umzimvubu.gov.za and SCM office for free.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate, certified copy of company Registration/Founding Statement/CIPC Document. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. **No couriered, faxed, e-mailed and late tenders will be accepted after closing date.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All tenders must be deposited in the tender box situated at **Umzimvubu Local Municipality Offices at 813 Main Street, Mt Frere** not later than **12h00 noon on 01 March 2016**, where they will be opened in public. All tenders must be clearly marked "Name of the project and Reference number indicated above"

Enquiries:

All technical enquiries may be directed to Mr. T. Funani 0392558568 SCM Mr T Mbukushe 0392558555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T. Nota
813 Main Street or P/Bag X9020
MT FRERE
5090
Tel: (039) 255 -8500
Fax: (039) 255- 0167

GPT NOTA
MUNICIPAL MANAGER



UMZIMVUBU
LOCAL MUNICIPALITY

MEMORANDUM

PERSON DEALING WITH THE MATTER: S. NTSHIKILANA

TO : Assistant Manager Supply Chain
FROM : Senior Town Planner
DATE : 09 February 2016
FILE NO. : 15/06
SUBJECT : Request for Quotations from Surveying Firms.
Vote No : 300335

Dear Sir

This is a request for Quotations from Land surveying Consultants as per the following terms of reference.

The purpose of these Terms of Reference is to clearly state and guide the service providers when developing proposals for the project.

Outline the service that would be required for a proposed site on portion of State land in Mount Frere (Ntenetyane Dam) for the purposes of establishing a Tourism Centre and leisure Centre.

The municipality accordingly invites interested parties to submit proposals, in order to be considered for the appointment as service provider.

1. BACKGROUND INFORMATION.

Beneficiary : Community of Umzimvubu Local Municipality

Contracting Authority : Umzimvubu Local Municipality

1.1. Purpose of the Project

- To have a properly planned and pegged site.
- To compile General Plan as per the Permission to occupy PTO (for submission to Umzimvubu Local Municipality only)
- To identify contraventions with the nearby land portions if any arise.
- Calculation, Survey, Marking and pointing out of the Outside Figure Beacons (i.e. in terms of approved application).
- Framing of the Outside Figure diagram.
- Submission and Approval of the Outside Figure Diagram, Site General Plan and all associated survey records including a detailed turkey survey.

2. CONTRACT OBJECTIVES.

- 2.1. The service provider appointed to undertake the project will demonstrate sound project and programme management skills to ensure effective delivery and timeous outcomes.

3. SCOPE OF WORK.

Based on the proposal submission a successful service provider will be appointed. The project duration will be Two (2) Months after the date of appointment. The successful service provider will be required to undertake the proposed site survey on portion of a State Land/communal land in Mount Frere for the purposes of establishing a tourism site which will encompass, but not limited to the following.

- Installation of Peg's & SG diagram
- Calculation of General Plans.
- Show location of the Dam in relation to the site
- Submit to ULM.

4.5. Written Report

- A detailed written report for every project milestones shall be submitted to ULM on a monthly basis.

4.6. Policies

Documents and correspondences

All documents submitted to external bodies must be made available to the ULM, in both hard copy and electronic format.

All existing ULM policies can be accessed through Town Planning Section in Mount Frere Offices.

4. PROPOSAL SUBMISSION REQUIREMENTS

4.1. List of Contents

All proposals must cover the following aspects of importance:

4.1.1. Brief Company CV

Including brief history, field of expertise, staff resources, where the main office is based as well as any other offices and a list of recently completed projects.

4.1.2. Proposed Methodology

Service provider should come up with a sound and workable methods for the development of the above.

4.1.3. Proposed Cost Structure (Business Plan)

Detailed Breakdown of Proposed Fee Structure

4.1.4. Expertise Required:

Due to the urgency of delivery, the scope requires a service provider to drive this project, in conjunction with necessary stakeholders and all other relevant interested and affected groups.

All the required professional team should be involved from the beginning.

4.2. Compulsory Terms and Conditions

A proposal will not be considered unless the service provider furnishes the ULM with the duly completed documents mentioned below. In the event that a proposal is submitted by a consortium/joint venture, each party, consultant and or sub-contractor of such consortium/joint venture must complete each of the documents mentioned below.

Proof of:

- Ownership.
- Registration with Plato or South African Council of Professional and Technical Surveyors.
- Consumer Account Declaration
- MBD forms 4, 8 and 9
- Original tax Certificate
- Certificate BBBEE Certificate.
- Rates certificate for confirming that suppliers do not have any disputes with municipality for more than 30 days.

4.2.1. The consortium submitting the proposal must declare any conflict of interests that it may have.

4.2.2. The ULM reserve the rights, not to accept any proposals in part or in whole

4.2.3. The ULM reserve the rights to suggest partnerships or joint venture to be formed between bidders, or that the assignment must be awarded to an exclusive BBBEE firm.

4.2.4. The awarding of proposals will be valid for 90 days after the closing date.

4.2.5. The ULM reserve the rights to amend any conditions, validity period, etc. in the event of material changes to the procedures, all parties will be duly notified and be dealt with transparently and equitable.

4.2.6. Successful bidders will need to be prepared to commence work within 14 working days of being informed of the awarding of the order.

4.2.7. Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.

4.2.8. Successful bidder will be required to submit weekly or monthly progress reports.

4.2.9. The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

4.3. EVALUATION CRITERIA

4.3.1. The 80/20 Preference Point System will be used as per the MFMA and ULM SCM policy.

4.4. **Submission Format**

All proposals must be in the form of an A4 bound documents, which is sealed in an envelope, clearly marked with the project name.

4.5. **Where to Submit:**

All submissions must be clearly marked:

Proposed Site Survey on portion of a State Land in Mount Frere for the Ntenetyane Dam.

And be addressed for the attention of Mr. G.P.T. Nota.

Submissions must be hand delivered to the Municipal Offices in Mount Frere and deposited to Supply chain area at 813 Main Street, Mount Frere.

Due date for the submission of proposal is 22 February 2016 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED.

5. INFORMATION AND QUERIES

5.1. **TECHNICAL QUERIES**

5.2.

To the attention of Mr. SIYANDA .M. NTSHIKILANA – Senior Town Planner

Phone : +2739 255 8546

Fax : +2739 255 0167

Mobile : +2772 520 9475

Email: Ntshikilana.Siyanda@umzimbvubu.gov.za

SCM ENQUIRIES

All SCM enquiries must be addressed to SCM Manager at 039 2558555 email : Mbukushe.Themba@umzimbvubu.gov.za.

5.3. OTHER QUERIES

Any other queries related to the bid must be addressed to the attention of Mr. G.P.T. Nota -
Municipal Manager

813 Main Street

Private Bag X 9020

MOUNT FRERE

5090

Phone : +2739 255 8500

Fax : +2739 255 0167

Please note that your quotation should be as per project as indicated above.

I hope the above meets your satisfaction, however should you further request any information pertaining the above, please don't hesitate to contact the enquire.

Yours in service delivery



MR S. NTSHIKILANA

INFRA & PLANNING: SENIOR TOWN PLANNER