



UMZIMVUBU

LOCAL MUNICIPALITY

ADVERT DATE: 29 September 2016 SURVEYING FOR THE PURPOSES OF ESTABLISHING EMAXESIBENI HAWKER STALLS AND MARKET AREA

Bidders are hereby invited to submit proposals for surveying of emaxesibeni hawker stalls and market area, Terms of Reference will be available on the website and scm office for free.

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

Umzimvubu Local Municipality with Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, 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 07th October 2016**. All tenders must be clearly marked "Name of the project and Reference number indicated above.

No Service provider will be considered if a person(s) working for the service of the State

Enquiries:

All technical enquiries may be directed to Mr.M. Matam 039 255 8569 SCM Mr T Mbukushu 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- 01673


GPT NOTA
MUNICIPAL MANAGER



UMZIMVUBU

LOCAL MUNICIPALITY

TERMS OF REFERENCE

PROPOSED SURVEY FOR THE PURPOSES OF ESTABLISHING MOUNT AYLIFF HAWKER STALLS AND MARKET AREA

1. INTRODUCTION.

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 Erf 188 Mount Ayliff for the purposes of establishing hawker stalls and a market area in Mount Ayliff.

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

2. BACKGROUND INFORMATION.

Beneficiary : Community of Umzimvubu Local Municipality

Contracting Authority : Umzimvubu Local Municipality

2.1. Purpose of the Project

- To have a properly planned and pegged sites (12 sites).
- To compile General Plan.
- To identify contraventions with the existing sites 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.

3. CONTRACT OBJECTIVES.

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

4. SCOPE OF WORK.

Based on the proposal submission a successful service provider will be appointed. The project duration will be one (1) Month after the date of appointment. The successful service provider will be required to undertake the proposed site survey on portion of erf 188 Mount Ayliff for the purposes of establishing a hawker stalls and market area which will encompass, but not limited to the following.

- Installation of Peg's & SG diagram
- Calculation of General Plans.
- Show Registered Road Reserve.
- Submit to ULM.
- Supply Approved Docs.
- Each peg to be clearly marked with wooden dropper.
- Provide Rate for:
 - Calculations.
 - Pegging
 - Pegging Changes.

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.

5. PROPOSAL SUBMISSION REQUIREMENTS

5.1. List of Contents

All proposals must cover the following aspects of importance:

5.1.1. 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.

5.1.2. Proposed Methodology

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

5.1.3. Proposed Cost Structure

Detailed Breakdown of Proposed Fee Structure

5.1.4. 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.

5.2. 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
- Consumer Account Declaration
- Declaration of Interests

- Tax Certificate

- 5.2.1. The consortium submitting the proposal must declare any conflict of interests that it may have.
- 5.2.2. The ULM reserve the rights, not to accept any proposals/quotations in part or in whole.
- 5.2.3. 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 BEE firm.
- 5.2.4. 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.
- 5.2.5. Successful bidders will need to be prepared to commence work within 7 working days of being informed of the awarding of the tender.
- 5.2.6. Failure to comply with these conditions will result in the invalidation of the proposal and subsequent expulsion/termination from the process.
- 5.2.7. Successful bidder will be required to submit monthly progress reports.
- 5.2.8. The guidelines contained in the Umzimvubu Local Municipality Supply Chain Management policy will apply.

5.3. Adjudication.

5.3.1. The 80/20 Preference Point System will be used as per the MFMA and ULM SCM policy where 40% of the 80 points will be for functionality and other 50% will be for price.

5.3.2. The points for this project are as follows:

| | | |
|----------|-----------------|-----------|
| 5.3.2.1. | Price | 50 Points |
| 5.3.2.2. | Functionality | 40 Points |
| 5.3.2.3. | BEE/HDI Content | 10 points |

5.4. Submission Format

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

5.5. Where to Submit:

5.5.1. All submissions must be clearly marked:

- 5.5.2. Proposed Survey for the purposes of establishing Mount Ayliff Hawker Stalls and Market Area.
- 5.5.3. And be addressed for the attention of Mr. G.P.T. Nota.
- 5.5.4. Submissions must be hand delivered to the Municipal Offices in Mount Frere and deposited to Supply Chain Management offices at 813 Main Street, Mount Frere.
- 5.5.5. **For Due date for the submission of proposal, Please refer to the attached Notice/Advert.**

6. TIME FRAMES

The ULM reserves the right to short list candidates, notify and invite those candidates to present their proposals to the ULM. Based on the proposal submission a successful service provider will be appointed. The project duration will be one (1) Month after the date of appointment.

7. INFORMATION AND QUERIES

7.1. QUERIES

To the attention of
Phone: +2739 255 8555
Fax : +2739 255 0167
Email : Mbukushe.Themba@umzimvubu.gov.za

7.2. TECHNICAL QUERIES

To the attention of
Phone: +2739 255 8546
Fax : +2739 255 0167
Email : Ntshikilana.Siyanda@Umzimvubu.gov.za

7.3. 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 0166

Fax : +2739 255 0167