



UMZIMVUBU

LOCAL MUNICIPALITY

Person dealing with this matter: Mr. Lwana

Date: 06 MARCH 2014

Request for Quotation

The Umzimvubu Local Municipality invites interested service providers to provide us with quotations **TO CONDUCT SURVEY FOR THE PURPOSE OF ESTABLISHING A SITE FOR PHUTHI LOCAL CARRIDOR AS PER THE TERMS OF REFERENCE.**

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT OF 2011 WILL APPLY AS FOLLOWS:

PRICE : 80

BBB-EE : 20

Closing Date for submissions is 14/03/2014 @12:00.

For any enquiries & specification, please contact Supply Chain Management Office @ tell: 039 255 8555.

NB: NO QUOTATION(S) WILL BE CONSIDERED FROM PERSON(S) IN THE SERVICE OF THE STATE. AND SUBMISSION ARE TO BE MADE AT SCM OFFICE, BBBEE VERIFICATION CERTIFICATE MUST BE ATTACHED AND A VALID TAX CLEARANCE CERTIFICATE. FURTHER MORE, NO QUOTATION(S) WILL BE CONSIDERED FROM COMPAN(Y)IES NOT REGISTERED IN THE ULM SUPPLIER DATABASE.



Mr. GPT Nota

Municipal Manager

813 Main Street, Mount Frere
P/Bag 9020, Mt Frere, 5090
T. 039 255 0166| F. 039 255 0167
www.umzimvubu.gov.za

UPHULISO KUMNTU WONKE





UMZIMVUBU

LOCAL MUNICIPALITY

TERMS OF REFERENCE

PROPOSED SURVEY FOR THE PURPOSES OF ESTABLISHING A SITE FOR PHUTI LOCAL ECONOMIC CARRIDOR.

Contract No: **UMZ/2013-14/INFRA/045**

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 State land in Mount Ayliff for the purposes of establishing a Phuthi Local Economic Corridor (Business Facilities).

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 site.
- To compile General Plan (for submission to Umzimvubu Local Municipality only)

- To identify contraventions with the N2 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 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 Ayliff for the purposes of establishing a Phuthi Local Economic Corridor (Business Facilities) which will encompass, but not limited to the following.

- Installation of Peg's & SG diagram
- Calculation of General Plans.
- Show Registered Road Reserve of the N2.
- 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 (Business Plan)

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
- BBBEE 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 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 BBBEE firm.

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

5.2.5. 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.

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

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

5.2.8. Successful bidder will be required to submit monthly progress reports.

5.2.9. 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.

5.4. **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 and contract number.

5.5. Where to Submit:

All submissions must be clearly marked:

Proposed Site Survey on portion of a State Land in Mount Ayliff for the Purposes of Establishing Phuthi Local Economic Corridor (Business Facilities). **Contract No: UMZ/2013-14/INFRA/045**

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 in the tender box situated in the reception area at 813 Main Street, Mount Frere.

Due date for the submission of proposal is 28 2014 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED.

6. CLOSING DATE

The proposals will be opened in public at Umzimvubu Local Municipal offices in Mount Frere after closing on the 28th August 2013 at 12H00 pm. The ULM reserves the right to short list candidates, notify and invite those candidates to present their proposals to the ULM. The compulsory tender briefing will be on the 14 August 2013 @ 14H00, 813 Main Street, Mount Frere.

7. INFORMATION AND QUERIES

7.1. TECHNICAL QUERIES

To the attention of Mr. SIYANDA .M. NTSHIKILANA – Senior Town Planner
Phone: +2739 255 8559
Fax : +2739 255 0167
Mobile: +2772 520 9475
Email: Ntshikilana.Siyanda@umzimvubu.gov.za

7.2. OTHER QUERIES

Any other queries related to the bid must be addressed to the attention of Mr. G.P.T. Nota - Municipal Manager
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Private Bag X 9020
MOUNT FRERE

5090

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