

Elias Motsoaledi Local
Municipality

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Supply Chain Unit
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Our Ref:
Ons Verw: 03-07/09/15

Correspond with the Municipal Manager
Korrespondeer met die Munisipale Bestuurder

08 SEPTEMBER 2015
Enq. MR WALTER PHALA
Tel: 013 262 3056

ENQUIRIES: ANNAH MOTHA
[TEL: 0132623056](tel:0132623056)

INVITATION TO QUOTE

Service providers are hereby requested to furnish us with a written quotation for the supply of the following items.

The price must indicate vat as well as delivery (where applicable).

In terms of Section 19 (b) of Elias Motsoaledi Local Municipality's Supply Chain policy

SITE DEMARCATION AT MAGAGAMATALA

NO	SPECIFICATION	
	PLEASE FIND THE ATTACHED DETAILED SPECIFICATION. Annexure " A"	COMPULSORY BRIEFING SESSION DATE : 14 SEPTEMBER 2015 TIME : 10:00am VENUE : MUNICIPAL CHAMBER 2 ND GROBLER AVENUE GROBLERSDAL 0470

MINIMUM REQUIREMENTS

1. Written quotations should be deposited in a quotation box next to the switch board clearly marked SITE DEMARCATION AT MAGAGAMATALA, not later than **18 SEPTEMBER 2015 @10:00.**
2. Original of Valid Tax Certificate must be attached
3. Certified Copy of Company registration document must be attached.
4. Company Profile
5. Certified copy of accreditation with relevant professional body.
6. Certified Copy of BBBEE Certificate or EME Letter from Accountants or Auditors must be attached(**Failer to submit BBB-EE or EME letter No points will be allocated, but evaluated further**)
7. Fully Completed MBD 4,8 and 9 Forms
8. Proof of municipal rates and taxes or municipal services charges not owed by your company or any of the directors not in arrears for more than three months. Provide proof of residence where applicable.

GENERAL NOTES

The council is not bound to accept the lowest or any quotation and the council reserves the right to appoint partially or wholly or not to appoint at all.

**Elias Motsoaledi
Local Municipality**


08 SEP 2015

**R.M MAREDI
MUNICIPAL MANAGER**

Municipal Manager

SITES DEMARCATIONS AT MAGAGAMATALA

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Project Objective

The objective of this project is to appoint a professional consultant to demarcate **100 sites** at Magagamatala within the Elias Motsoaledi Local Municipality.

1. Background

The demarcated sites will be mostly of a residential character with an average erf size of 1000m². Other land uses should also be provided as necessary e.g. business and institutional (place of worship and education), but this will also be determined by the community needs. It will be expected of the consultant to obtain all relevant information to ensure that the layout links well to the existing settlements.

2. Project requirements

Survey

In order to assist the municipality with the demarcation of sites, the following actions will be required from a consultant in respect of the proposed demarcation of the sites:

2.1. Undertaking preparatory work, e.g.;

- Reviewing existing relevant documentation/information if any,
- Visiting the site
- Liaising with the municipality on a continuous basis throughout the duration of the project (progress reports).
- Provide a schedule of actions and a time frame.

- Produce a detailed Topographical plan indicating permanent, semi-permanent structures, pipelines, power lines, servitudes, and all other features that will enhance proper planning.

- Verify field checks and append signature on layout plan to confirm the correctness of the implementation of the survey.
- Prepare a General Plan in accordance with the approved Layout plan.
- Peg the area according to the prepared general plan and whitewash the beacons.
- Submit the surveyed General plan and all relevant documents/survey records to the Surveyor- General's office for examination and approval.

After the approval of the General plan, submit the following to the Municipality: -

- Small scale diagram indicating boundaries of the proposed area.
- Reduced size (A3) copies of the approved General plan.
- A sepia copy (A0) of the approved General plan.
- A DXF file of a General Plan/s on the CD (Compact Disk).

3. Core Minimum Requirements for suitable Service Provider

- Professional training.
- Knowledge of and involvement in the area as identified.
- Capacity to produce product within the given time-frame
- Extensive knowledge of the Municipal environment;

4. Qualities and Content of Proposals

It is expected that the suitable service provider(s) will outline a comprehensive approach to the assignment, preferred methodology to comply with the full scope of undertaking this tender within the stipulated timeframe.

5. Financial

A budget breakdown is required. Service providers are required to provide information indicative of the potential budget requirements for the implementation of the project.

6. Timeline for delivery

The duration of this project will be for the period of three (3) months, when a final evaluation of the deliverables will be undertaken. The service provider(s) will also be required to submit monthly progress reports to the Director Development Planning of EMLM.

7. Evaluation Criteria

Professional Service Providers will be appointed on the basis of having specialized knowledge and capabilities to provide specific knowledge based services.

EVALUATION CRITERIA (80/20) preference point system will be applicable to this invitation)

All proposals received will be evaluated by panel on the basis of 80 points for pricing, 20 points for BBBEE status.

PRICING

Only fixed prices for all deliverables will be accepted. The price should be inclusive of VAT

EVALUATION CRITERIA

FUNCTIONALITY

<u>CRITERIA</u>	<u>MAXIMUM POINTS</u>	<u>WEIGHT</u>	<u>TOTAL POINTS</u>
1. Proven Track Record in Land Surveying or Town Planning (appointment or completion letter)	Maximum of 4 projects in these areas. <ul style="list-style-type: none">• Surveying (20 points)• Site demarcations, (20 points)	Max 40	
2. Team to have any of these professions; 2.1 Land Surveyor (registered with South African Council for Professional and Technical Surveyors (PLATO). (10 points) 2.2 Town Planner (registered with South African Council for Planners (SACPLAN). (10 points)	20 Points	Max of 20	

NB: Bidders that score less than 40 points for functionality will be deemed non-compliant with the bid specification