P.O. Box 60, Sasolburg, 1947
Tel : 016 973 8300/1
Fax : 016 973 2191
Website : www.metsimaholo.gov.za

Metsimaholo Municipality

Local Municipality
Plaaslike Munisipaliteit
Lekgotla La Motse

Bid No: SCM 19/2022/23

Supply Chain enquiries: 016 973 8740/44

Date: 11 November 2022

Request for formal Written Quotation

Kindly furnish Metsimaholo Municipality with a written quotation for the services as detailed on the below schedule.

APPOINTMENT OF PROFESSIONAL TOWN PLANNING SERVICE PROVIDER FOR SUBDIVISION AND REZONING OF ERVEN 21820,21819,21910,21941 IN ZAMDELA EXTENTION 16

Detailed Specification, returnable forms MBD and General Conditions of Contract(GCC) are obtainable from supply chain Management unit finance building, Sasolburg 1947 at **R20.00**

The quotation must be placed on the letterhead of your business and must be delivered not later than the **18 November 2022 before 11H00** in the tender box located at Metsimaholo Local Municipality, Ground floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report.**
- **Bidder must submit a Tertiary qualification in Town Planning.**
- **Bidder must be registered as Professional Planner with South African Council of Planners (SACPLAN) registration certificates must be attached.**
- **Bidder must submit (one) appointment letter with a corresponding reference letter, for previous work in either land development planning especially Consolidation, Subdivision or Rezoning Applications.**

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FROM THE MUNICIPALITY FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER.

This quotation will be evaluated in terms of 80/20 of points system as prescribed in the Preferential Procurement Policy Framework Act 5 of 2000 for this purpose the bidders are required to submit their BBBEE Certificate to claim BBBEE points.

General Conditions are available on the Municipal website for your information.

Failure to comply with the above conditions may invalidate your offer.

Adv. LMA Mofokeng
Municipal Manager

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SPECIFICATION

FOR THE APPOINTMENT OF PROFESSIONAL TOWN PLANNING SERVICE PROVIDER FOR REZONING AND SUBDIVISION OF ERVEN 21820, 21819, 21910 AND 21941 IN ZAMDELA EXTENSION 16

EXECUTIVE SAMMURY

The purpose of this Terms of Reference is to obtain the services of suitably qualified Professional Town Planning service providers to assist the municipality with rezoning and subdivision of the subject sites.

BACKGROUND OF THE PROJECT

In addressing the pressing challenges of housing backlog, increasing land invasion, population growth, bulk infrastructure provision the municipality is in the process of re-planning the existing townships through subdivisions and rezoning of non-undeveloped erven for additional erven creation.
Aurecon South Africa (Pty) conducted a feasibility study Ltd appointed by the Municipality to determine land that is suitable for human settlements projects in Zamdela Township, the study revealed some properties that were suitable for human settlements purposes on properties zoned public open space, place of instruction and community facility amongst other.

OBJECTIVES OF THE PROJECT

The Metsimaholo Local Municipality intends to strengthen its mandate of providing housing to its communities through the creation of additional erven for residential purposes.
To execute the above task and finalize its development plans by:

- Subdivision and rezoning
- Conducting the Land Survey and Pegging
- Obtain approved Surveyor General Diagram.

SCOPE OF WORK AND KEY MILESTONES

The appointed service provider shall attend to all the material requirements specified below.

- **Application compilation and municipal submission of complete subdivision and rezoning application**
- **Diagrams:** Framing, submission, and approval of the Surveyor General Diagram
- **Pegging:** Erection and Pointing of Beacons/pegs on site

PROJECT OUTCOMES AND DELIVERABLES

- Detailed project plan and progress report on every project Milestone completed
- Municipal Town Planning approval accompanied by Approved layout and subdivisional Plan
- Approved Surveyor General Plan in PDF, word, and shapefiles/DWG format
- Beacons/pegs Erected

SUPPORT

The successful service provider should contact the Department Local economic development and Planning, to obtain relevant information required for the project execution.
It must be noted that the responsibility of collecting information necessary for the successful execution of the project remains entirely with the service provider.

REQUIRED COMPETENCIES

The execution of the project will require a competent and well experienced town planning firm. The following minimum requirements should be met:

The following certificates must be submitted with the quotation:
Bidder must submit 1 project leader evidencing the following experience:

- Project leader – a tertiary qualification in Town Planning and be registered as Professional Planner with South African Council of Planners (SACPLAN) registration certificates must be attached.
  The following documents must be submitted as part of the company's experience:
- One appointment Letter with a corresponding reference letter for previous work in land development planning especially Consolidation, Subdivision or Rezoning Applications.

PROJECT TIME-FRAME AND BUDGET

The project is expected to be completed in 6 months effectively from the date of appointment.
The target dates for each milestone (as well as the associated deliverable) and the amount of financial compensation for the work done is indicated on the table below.
Service providers must present a proposed work plan and budget consistent with the amount of work as specified in the "scope of work."

PROJECT DURATION AND TIMEFRAME

PHASES	MILESTONE	Budget
Submission of Process Plan	Process Plan Report	0%
Application compilation and submission of complete land use application	Proof of submission to Municipality	30%
Municipal Town Planning approval accompanied by Approved layout and subdivisional Plan	Proof of Municipal Town Planning approval accompanied by Approved layout and subdivisional Plan	40%
Approved General plan by surveyor General office Erection of Beacons/Pegs	Approved general Plan by surveyor general	20%
Erection of Beacons/Pegs	Erected Pegs on site	10%

Reporting and Accountability

- The service provider must submit the progress reports monthly and attend correspondences as and when required from time to time or as agreed with the Director Local Economic Development and Planning.

- All information captured and or used to generate the outputs of the project remains the property of the Municipality and must be made available as and when required.