

LA 1.2

PSSCLP-0086-2023/2024

APPOINTMENT OF SERVICE PROVIDER TO DEVELOP A MUNICIPAL GEOGRAPHIC INFORMATION SERVICE(GIS) IMPLEMENTATION PLAN FOR EACH OF THE TWO MUNICIPALITIES (MODIMOLLE-MOOKGOPHONG AND LEPELLE NKUMPI) FOR A PERIOD OF SIX(6)MONTHS

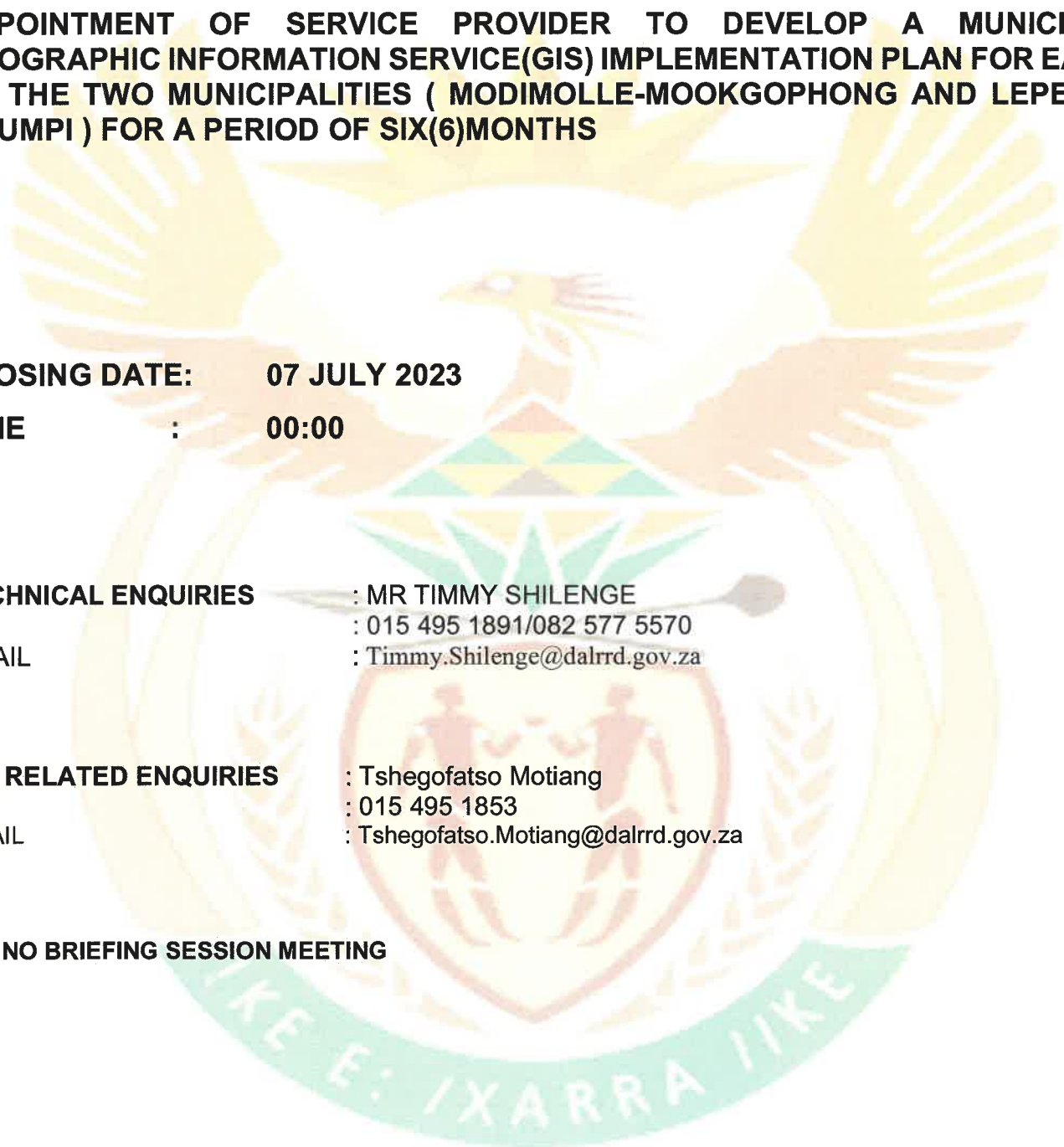
CLOSING DATE: 07 JULY 2023

TIME : 00:00

TECHNICAL ENQUIRIES : MR TIMMY SHILENGE
TEL : 015 495 1891/082 577 5570
EMAIL : Timmy.Shilenge@dalrrd.gov.za

BID RELATED ENQUIRIES : Tshegofatso Motiang
TEL : 015 495 1853
EMAIL : Tshegofatso.Motiang@dalrrd.gov.za

NB: NO BRIEFING SESSION MEETING



LA 1.1



YOU ARE HEREBY INVITED TO BID TO THE DEPARTMENT OF AGRICULTURE RURAL,
LAND REFORM & RURAL DEVELOPMENT

BID NUMBER: PSSCLP-0086-2023/2024
CLOSING TIME: 00H00

CLOSING DATE: 07 JULY 2023

BIDS RECEIVED AFTER THE CLOSING TIME AND DATE AS A RULE WILL NOT BE
ACCEPTED FOR CONSIDERATION

1. Kindly furnish us with a bid for services shown on the attached forms.
2. Attached please find the General Contract Conditions (GCC), Authority to sign the Standard Bidding Documents (SBD) on behalf of an entity, Authority of Signatory, SBD1, SBD 3.3, SBD4, SBD6.1, SBD 8, Credit Instruction forms, terms of reference.
3. If you are a sole agent or sole supplier you should indicate your market price after discount to your other clients or if that is not possible your percentage net profit before tax, in order to decide whether the price quoted is fair and reasonable.
4. The attached forms must be completed in detail and returned with your bid. Bid document must be submitted in a sealed envelope stipulating the following information: Name and Address of the bidder, Bid number and closing date of bid. **(failure to comply will disqualify your proposal)**

Yours faithfully

SIGNED
BIDS MANAGEMENT:MS TSHEGOFATSO MOTIANG
DATE: 2023/06/28

LA 1.3

MAP TO BIDDER BOX (B BOX)

PSSCLP-0086- (2023/2024) CLOSING DATE: 07/07/2023 AT 00:00

YOU ARE HEREBY INVITED TO BID TO THE GOVERNMENT OF THE REPUBLIC OF SOUTH AFRICA (DEPARTMENT OF AGRICULTURE , LAND REFORM AND RURAL DEVELOPMENT)

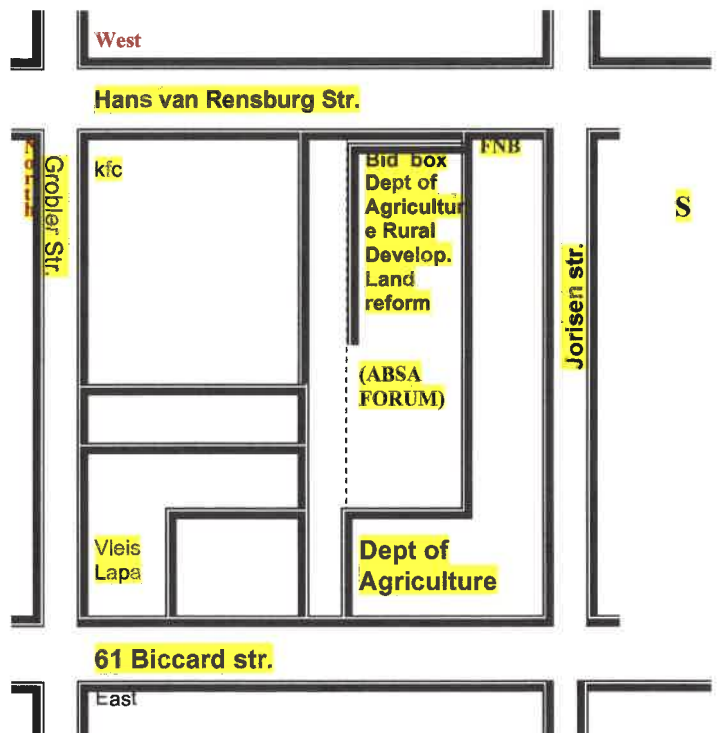
BIDS RECEIVED AFTER THE CLOSING TIME AND DATE ARE LATE AND WILL AS A RULE NOT BE ACCEPTED FOR CONSIDERATION.

THE SBD 1 FORM MUST BE SIGNED IN THE ORIGINAL AND WITH BLACK INK

SUBMIT ALL BIDS ON THE OFFICIAL FORMS – DO NOT RETYPE.

The Bid documents must be deposited in the Bid box which is identified as the “Bid/tender box.”

**The Department of Agriculture, Land Reform and Rural Development
70 Hans van rensburg Street,
Polokwane,
0700**



THE BID BOX OF THE OFFICE OF THE DEPARTMENT OF RURAL DEVELOPMENT & LAND REFORM IS OPEN 24HOURS, 7 DAYS A WEEK. THE BID BOX WILL BE CLOSED AT 00H00 WHICH IS THE CLOSING TIME OF BIDS.

BIDDERS SHOULD ENSURE THAT BIDS ARE DELIVERED TIMEOUSLY TO THE CORRECT ADDRESS

SUBMIT YOUR BID IN A SEALED ENVELOPE

PART A INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (AGRICULTURE RUAL DEVELOPMENT AND LAND REFORM)					
REFERENCE NUMBER	LIMQUO6813	CLOSING DATE: 07/07/2023	VALIDITY PERIOD:60 DAYS	CLOSING TIME:	00H00
DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A MUNICIPAL GIS IMPLEMENTATION PLAN FOR EACH OF THE TWO MUNICIPALITIES (MODIMOLLE-MOOKGOPHONG AND LEPELLE NKUMPI)FOR A PERIOD OF SIX(6)MONTHS				
BID RESPONSE DOCUMENTS MUST BE SEND VIA EMAIL(email address)					
Limpopo.quotations@dalrrd.gov.za					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO			TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON			CONTACT PERSON		
TELEPHONE NUMBER			TELEPHONE NUMBER		
FACSIMILE NUMBER			FACSIMILE NUMBER		
E-MAIL ADDRESS			E-MAIL ADDRESS		
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		OR	CENTRAL SUPPLIER DATABASE No:	MAAA
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS					
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A BRANCH IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?				<input type="checkbox"/> YES <input type="checkbox"/> NO	
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.					

**PART B
TERMS AND CONDITIONS FOR BIDDING**

1. BID SUBMISSION:	
1.1.	BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2.	ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.
1.3.	THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
1.4.	THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).
2. TAX COMPLIANCE REQUIREMENTS	
2.1	BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2	BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3	APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4	BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
2.5	IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
2.6	WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
2.7	NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

CAPACITY UNDER WHICH THIS BID IS SIGNED:
(Proof of authority must be submitted e.g. company resolution)

DATE:



Limpopo Provincial Shared Service Centre

Directorate: Spatial Planning and Land Use Management Services

Private Bag X954, Pretoria, 0001; (015) 297 5165; 106 Hans van Rensburg, Empire Place

Suite 6, Polokwane, Website: www.dalrrd.gov.za

TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO DEVELOP A MUNICIPAL GIS IMPLEMENTATION PLAN FOR EACH OF THE TWO MUNICIPALITIES (MODIMOLLE-MOOKGOPHONG AND LEPELLE-NKUMPI) FOR A PERIOD OF SIX (6) MONTHS

1. PURPOSE

1.1 The Directorate: Spatial Planning and Land Use Management Services, within the Limpopo Provincial Shared Service Centre requests to procure the services of a service provider to develop implementation plans for the establishment of a Corporate Geographic Information System (CGIS) for Modimolle-Mookgophong and Lepelle-Nkumpi Municipalities.

2. BACKGROUND AND DISCUSSION

2.1 Local municipalities in South Africa are currently in the process of Spatial Planning and Land Use Management Act (SPLUMA) implementations. SPLUMA aims amongst other things, to establish a standard, effective and complete system of spatial planning and land use management in South Africa.

2.2 SPLUMA places the spatial planning and land use management functions in the hands of local governments, with traditional authorities as consulted participants in planning, development, and land use management decision making. Under SPLUMA Chapter 5, Section 24, a single land use scheme shall be adopted for the entire area and land management and regulations shall be introduced in areas which have traditional leaders and rural communities, informal settlements, slums, and areas not previously covered by the land-use scheme.



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- 2.3 Previously, town planning schemes were only applicable in formally proclaimed municipal areas while land use in rural or communal areas remained poorly regulated. As a result, most municipalities (e.g. Lepelle-Nkumpi and Modimolle-Mookgopong) in Limpopo Province have recently reviewed their land use schemes in alignment with SPLUMA regulations.
- 2.4 GIS has been identified as a critical tool for the effective implementation of SPLUMA, successful and swift review of land use schemes as well as effective land use management. Most of municipalities in the province have begun with the implementation of SPLUMA without a functional GIS. Currently, land use decisions and zoning certificates in these municipalities (e.g. Lepelle-Nkumpi and Modimolle-Mookgopong) are processed manually and stored in hardcopy registers and this makes land use management tedious, time consuming, laborious, and ineffective. There are no records in as far as land use management activities in most parts of their area of jurisdiction particularly in rural areas.

3. PROBLEM STATEMENT

The two identified municipalities namely: Lepelle-Nkumpi and Modimolle-Mookgopong Municipalities in Limpopo Province are without a GIS unit and have a non-functional GIS unit respectively. The lack of a GIS or functional GIS unit is due to lack of resources i.e., funding from municipal councils for the human resources, GIS tools etc. As a results, land use regulators from the subject municipalities are finding it difficult to effectively implement SPLUMA and manage other cooperate GIS functions in these municipalities.

4. THE SCOPE OF PROJECT

4.1 Objectives

- 4.1.1 The Directorate: Spatial Planning and Land Use Management Services, within the Limpopo Provincial Shared Service Centre requires a service provider to develop a plan to facilitate the implementation of Cooperate GIS for each of the two subject municipalities. The initiative is aimed at facilitating effective spatial planning and land use management and execution of any other relevant municipal functions to improve service delivery. Each implementation plan should provide innovative solutions and at least comprehensively address the provisions of the scope of the project. Proposals are hereby



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requested from suitably qualified and experienced service providers detailing what should be in the implementation plans and the process involved in the development of such plans.

4.1.2 The process for the development of the implementation plans shall include following:

- A **baseline report detailing** “as-is” GIS environment of each municipality. The report should cover all components of GIS (People, Hardware, Software, Methods and Data); and the relevant needs.
- A **detailed list of GIS application areas** in a local municipality that is urban and rural in nature. The list compiled must be separate for the two municipalities.
- A **proposed GIS computing environment** detailing the necessary technology needed to achieve the plan. This should take into consideration the nature of the municipalities and directed toward achieving principles such as, interoperability, security, scalability, robustness, maintenance, and cost effectiveness.
- **Identification of key geospatial data** set that the municipality is the custodian of and those required to achieve the objectives of the plan.
- A **proposed organisational structure**. This should take into consideration the Municipal Staffing Regulations as published.
- An **estimated costing** of the implementation plan. This should include a project plan and a phased process for successful roll-out of the plan.

4.2 Critical Milestones and Deliverables

4.2.1 The successful bidder shall be required to develop the plan in line with the following proposed milestones. Clear deliverables expected for each milestone.



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Item	Milestones	Timeframe	Payment %
1	Inception Report	2 weeks	10%
2	Report on GIS best practice of two municipalities, one urban and one rural in nature.	1 months	15%
2A	Identification and approval of case studies municipalities.		
2B	Tour to the Municipalities. The tour shall comprise of 15 delegates chosen by the Department. Note: The cost for the tour shall be borne by the successful bidder.		
3	Functional Requirement Documentations Report for each municipality.	3 months	25%
4	Implementation Plan for each municipality.	1 months	35%
5	Retention: Finalisation and Adoption	2 weeks	15%
Total			100%

Table 1: Proposed phases of implementation

4.3 At the completion of the project, the services provider must submit:

4.3.1 Final digital and unencrypted approved reports of each phase as proposed in table 1 above.

4.3.2 Final 30 (15 for each municipality) high quality and well-designed copies of the GIS implementation plan.

4.3.3 A digital and unencrypted summary report of the implementation plan for each municipality.

5. OUTCOMES

5.1 The plan will be a guide to the DALRRD and the relevant municipalities in rolling out GIS implementation for the purpose of implementation spatial planning and land use management. This will go a long way in improving



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sustainable service delivery in municipalities.

- 5.2 GIS implementation in municipalities will ensure better coordination and alignment of planning systems for the internal municipal departments as well as the three spheres of government. It further acts as a vehicle to facilitate structured implementation of different programmes and projects, as well as being an effective decision-making instrument to ensure well-coordinated service delivery programmes that will result in the improvement of land use management within a municipal area of jurisdiction.

6. PROJECT DURATION

- 6.1 The project for the GIS implementation plan for Modimolle-Mookgophong and Lepelle-Nkumpi Municipalities in Limpopo Province should, singularly or collectively, be completed within a period of Six (6) months effective from the date of appointment.
- 6.2 Due to the urgency of the project, it is critical that timeframes must be adhered to, failure of which will result in financial penalties being imposed for any delay or non-compliance with time and quality requirements.
- 6.3 The tender/quote amount should be inclusive of all disbursements, such as consultation processes and traveling per milestone/phases listed above.

7. RELEVANT SKILLS AND EXPERIENCE

- 7.1 It is important that the proposed team of experts cover a range of disciplines and experience including town planning, system infrastructure planning, GIS and project management.
- 7.2 The successful service provider will also be expected to have an understanding of, and experience in, the various applicable spatial planning legislation for the area. The service provider should be well versed and have the ability to interact with a variety of stakeholders as well as good research, report writing and presentation skills.
- 7.3 As a Mandatory Requirement, the Project Team leader must be registered with South African Geomatics Council (SAGC) as a Professional GISc Practitioner/Geomatics Professional: GISc in terms of the relevant Act (a copy



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of valid registration certificate on closing date of the Bid and we reserve the right to verify the registration status with SAGC).

- 7.4 The successful service provider will be expected to enter into a service level agreement with the DALRRD in respect of the deliverables of the project.
- 7.5 The following is a list of selection criteria for service providers/consortiums:
- Proven technical competence in the fields of town and regional planning, and municipal sector specific competencies.
 - Expertise in the development of a GIS implementation plans, and system designs.
 - Proven GIS expertise and experience at municipal level.
 - Ability to read, understand and analyse a variety of spatial information.
 - Expertise in managing and coordinating a multi-disciplinary project (project management skills).
 - Quality of presentation of the proposal:
 - Methodology or approach;
 - Understanding of project purpose;
 - Outline of expected outputs;
 - Indicators and means of verifying progress.
- 7.6 It is recommended that the service provider submit a list of people who will be directly involved in the project containing, among other things, names, qualifications and their experience. This should clearly indicate what roles each team member will play.
- 7.7 The team leader and selected team members shall stay the same for the duration of the project and cannot be changed without prior discussions with and approval from the DALRRD. It is expected that the team leader will be available for all meetings and engagements where he or she will present in detail, the deliverables.

8. CAPACITY AND SKILL TRANSFER

- 8.1 The DALRRD considers skills development as an integral part of the outsourcing process. The process should ensure that skills development and transfer is provided to the relevant DALRRD and municipal personnel. Proposals should indicate how skills development and transfer will be achieved



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in the DALRRD and the municipalities through these projects.

9. INFORMATION GATHERING

9.1 The responsibility for collecting information necessary for the successful execution of the project lies entirely with the service provider appointed for the project.

10. TERMS AND CONDITIONS

10.1 General

10.1.1 The awarding of the bid will be subject to the Service Provider's express acceptance of the DALRRD Supply Chain Management general contract conditions.

10.1.2 The DALRRD and service provider will sign a Services Level Agreement upon appointment.

10.1.3 Staffing requirements will be identified at the onset of the project and shall remain unchanged for the duration of the project, unless prior written consent has been granted by the DALRRD.

10.1.4 No material or information derived from the provision of the services under the contract may be used for any other purposes except for those of the DALRRD, except where duly authorised to do so in writing by the DALRRD.

10.1.5 Copyright in respect of all documents and data prepared or developed for the purpose of the project by the service provider shall be vested in DALRRD.

10.1.6 The successful service provider agrees to keep all records and information of, or related to the project confidential and to not disclose such records or information to any third party without the prior written consent of DALRRD.

10.1.7 The department reserves the right to terminate the contract in the event that there is clear evidence of non-performance and non-compliance with the contract.

10.1.8 The short-listed service providers may be required to do a presentation in person to the department; at their own cost should it be deemed necessary to do so.

10.2 Format of Proposal

10.2.1 All proposals are to respond to the requirements as per the Terms of Reference.



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10.2.2 All proposals should be clearly indexed and easy to read.

11. PAYMENTS AND FINANCIAL PENALTIES

11.1. Financial penalties shall be imposed for agreed upon milestones, targets, and deadlines not met without providing:

- Timely notification of such delays.
- Valid reasons for the delays.
- Supporting evidence that the delays were outside of the influence of the service provider.

11.2. Payments will be made only for work performed to the satisfaction of the Department of Rural Development and Land Reform. The Project Steering Committee will need to take a resolution concerning the work undertaken by the service provider. This resolution will then be reflected in the minutes of the meeting. The minutes will be submitted as part of the documentation required in order to process payment.

11.3. Financial penalties will be imposed if the outputs produced do not meet the agreed upon deliverables criteria as stipulated in the General Conditions of Contract.

11.4. Original signed copies of invoices to substantiate all costs must be provided. The service provider's invoices should include the Department's order number that will be provided to the selected service provider upon acceptance of the bid. Invoices must clearly indicate the number of hours spent on the project, for what purpose those hours was spent and to what extent the objectives were achieved. No copied, faxed or e-mailed invoices from the service provider will be processed.

11.5. Official telephone and fax calls, including cell phone calls (an itemized billing will be required as proof of official or work related calls).

11.6. A pricing schedule, submitted on a separate sheet from the technical proposal for ease of evaluation. The pricing schedule should include the following:



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- The names of the persons nominated to be used on the project;
- The number of hours allocated to each nominated person for the duration of the project;
- The hourly tariff applicable to each nominated person;
- All monetary amounts must be in South African Rand;
- Disbursements must be indicated separately and inclusive; and
- VAT must be included.

12. UNDUE DELAY REMEDIES

12.1. Should it be found that the delay of the project in terms of the agreed time period is unreasonable, then for every five (5) days or other stipulated time frame there shall be a penalty in terms of percentages which will be deducted from the payment as indicated below:

Milestone	% Payment	5 days overdue	10 days overdue	15 days overdue	30 days overdue	More than 30 days overdue
PHASE 1 Project plan and Inception report	10%	10%	25%	50%	75%	00%
PHASE 2 Municipal GIS Best Practice Report	15%	10%	25%	50%	75%	00%
PHASE 3 Functional Requirement for each municipality	25%	10%	25%	50%	75%	00%
PHASE 4 Implementation Plan for each municipality	35%	20%	40%	60%	80%	00%
PHASE 5 Retention: Finalisation and Approval	15%	10%	25%	50%	75%	00%
Total	100%					

Table 2: Undue delay remedies



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13. RETENTION

13.1. The DALRRD shall retain the 15% of the total project cost until such time proof of adoption by the relevant authorities has been received from the service provider.

13.1. The successful bidder may apply to the DALRRD for an extension on the delivery date on any milestone provided that the service provider gives valid reason(s) to the sole satisfaction of the DALRRD.

14. EXTRA WORK

14.1. Any costs for extra work by the service provider, incurred over and above this bid which, in the sole opinion of the Director: Spatial Planning and Land Use Management (SPLUM) are due to reasons attributable to the service provider during any phase of the project shall be borne by the service provider.

15. REPORTING AND ACCOUNTABILITY

15.1. During the execution of the project, the service provider must submit regular progress reports (monthly) and attend meetings at intervals as determined by the project team or steering committee managing the service provider.

15.2. All information captured and or used to generate the outputs of the project remains the property of DALRRD, and must be handed over in its totality when the project is closed. DALRRD will retain copyright and all associated intellectual rights thereof. This document together with all agreements to be reached during the course of the project becomes part of the contract. The information must be captured and provided in a digital format as agreed (in writing) between the service provider and DALRRD. This agreement must be reached and signed off together with the project plan before the project commences.

15.3. The project will be signed off by the Director: SPLUM when:

- all the end products (section 8) have been delivered and (all deliverables per phase to be approved by the Project Steering Committee),
- a formal presentation has been made to the Steering Committee, and



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- The Director: SPLUM is satisfied that all requirements have been met.
- A project team should be established to deal with day-to-day operations and challenges with respect to this project.

16. EVALUATION PROCEDURE

16.1. This bid shall be evaluated in two stages. For the first stage, bids will be evaluated on functionality and second stage in accordance with 80/20 preference points system as stipulated below.

16.2. The 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA) will be applied to evaluate this bid. The lowest acceptable bid will score 80 points for price and maximum of 20 points Specific goals.

First Stage - Evaluation of Functionality

16.3. The evaluation of the functionality will be done individually by members of the Bid Evaluation Committee in accordance with the following functionality criteria and values.

16.4. All service providers who scored less than 60 out of 100 points for functionality will not be considered further/disqualifies.

The applicable values that will be utilized when scoring each criteria ranges from **0 being inadequate, 1 being poor, 2 being average, 3 being good, 4 being very good and 5 being excellent.**



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Consultant's technical score will be calculated as follows:

CRITERIA	GUIDELINES FOR APPLICATION	WEIGHT
TEAM LEADER	A Team Leader must hold a formal tertiary qualification with a minimum of 10 years post-registration experience and expertise in managing and coordinating a multi-disciplinary project (Project management skills within the spatial planning environment). The Team leader must be registered with South African Geomatics Council (SAGC) as a Professional GISc Practitioner/Geomatics Professional: GISc. (Attach certified copies of qualifications and a CV indicating a detailed profile of previous work experience.)	10
	Score 0	No submission
	Poor (score 1)	CV attached with a relevant formal tertiary qualification with less than 5 years post-registration experience and expertise in managing and coordinating a multidisciplinary project and registered with SAGC as a Geomatics Professional: GISc.
	Average (score 2)	CV attached with a relevant formal tertiary qualification with more than 5 but less than 10 years post-registration experience and expertise in managing and coordinating a multidisciplinary project and registered with SAGC as a Geomatics Professional: GISc.
	Good (score 3)	CV attached with a relevant formal tertiary qualification with 10 years post-registration experience and expertise in managing and coordinating a multidisciplinary project and registered with SAGC as a Geomatics Professional: GISc.
	Very Good (score 4)	CV attached with a relevant formal tertiary qualification with more 10 years but less than 15 years post-registration experience and expertise in managing and coordinating a multidisciplinary project and registered with SAGC as a Geomatics Professional: GISc.



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TERMS OF REFERENCE FOR THE APPOINTMENT OF SERVICE PROVIDER TO DEVELOP A MUNICIPAL GIS IMPLEMENTATION PLAN FOR MODIMOLLE-MOOKGOPHONG AND LEPELLE-NKUMPI MUNICIPALITIES FOR A PERIOD OF SIX (6) MONTHS

CRITERIA	GUIDELINES FOR APPLICATION		WEIGHT
	Excellent (score 5)	CV attached with a relevant formal tertiary qualification with 15 years post-registration experience and expertise in managing and coordinating a multidisciplinary project and registered with SAGC as a Geomatics Professional: GISc.	
EXPERTISE AND EXPERIENCE OF A TEAM LEADER	Team leader must have experience in GIS system development and municipal GIS Implementation processes. (Attach certified copies of qualifications and a CV indicating a detailed profile of previous work experience.)		20
	Score 0	No submission	
	Poor (score 1)	CV attached with less than 5 years experience in User requirements documentation, GIS system development for the municipalities and municipal GIS Implementation processes.	
	Average (score 2)	CV attached with a relevant formal tertiary qualification with more than 5 but less than 10 years post-registration experience in User requirements documentation, GIS system development for the municipalities and municipal GIS Implementation processes.	
	Good (score 3)	CV attached with a relevant formal tertiary qualification with 10 years post-registration experience in User requirements documentation, GIS system development for the municipalities and municipal GIS Implementation processes.	
	Very Good (score 4)	CV attached with a relevant formal tertiary qualification with more 10 years but less than 15 years post-registration experience and expertise in User requirements documentation, GIS system development for the municipalities and municipal GIS Implementation processes.	



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CRITERIA	GUIDELINES FOR APPLICATION		WEIGHT
	Excellent (score 5)	CV attached with a relevant formal tertiary qualification with 15 years post-registration experience and expertise in User requirements documentation, GIS system development for the municipalities and municipal GIS Implementation processes.	
TEAM MEMBERS	A Town and Regional Planner must hold a formal tertiary qualification with a minimum of 5 years experience in a municipal environment. (Attach certified copies of qualifications and a CV indicating a detailed profile of previous work experience.)		5
	Score 0	No submission	
	Poor (score 1)	CV attached with a relevant formal tertiary qualification with less than 2 years experience in municipal planning.	
	Average (score 2)	CV attached with a relevant formal tertiary qualification with 2 years but less than 5 years experience in municipal planning.	
	Good (score 3)	CV attached with a relevant formal tertiary qualification with 5 years experience in municipal planning.	
	Very Good (score 4)	CV attached with a relevant formal tertiary qualification with 6 - 10 years experience in municipal planning.	
	Excellent (score 5)	CV attached with a relevant formal tertiary qualification with over 10 years experience in municipal planning.	
	A GISc Professional and/or Technologist must hold a formal tertiary qualification with a minimum of 5 years experience in a municipal GIS implementation. (Attach certified copies of qualifications and a CV indicating a detailed profile of previous work experience.)		5
	Score 0	No submission	
	Poor (score 1)	CV attached with a relevant formal tertiary qualification with less than 2 years post-registration experience in municipal GIS implementation.	



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CRITERIA	GUIDELINES FOR APPLICATION		WEIGHT
	Average (score 2)	CV attached with a relevant formal tertiary qualification with 2 years but less than 5 years post-registration experience in municipal GIS implementation.	
	Good (score 3)	CV attached with a relevant formal tertiary qualification with 5 years post-registration experience in municipal GIS implementation.	
	Very Good (score 4)	CV attached with a relevant formal tertiary qualification with 6 - 10 years post-registration experience in municipal GIS implementation.	
	Excellent (score 5)	CV attached with a relevant formal tertiary qualification with over 10 years post-registration experience in municipal GIS implementation.	
	<p>A Business Analyst must hold a formal tertiary qualification in Business Management, IT, Computer Science, or relevant with 5 years business analysis experience.</p> <p>(Attach certified copies of qualifications and a CV indicating a detailed profile of previous work experience.)</p>		5
	Score 0	No submission	
	Poor (score 1)	CV attached with a relevant formal tertiary qualification with less than 2 years experience in business analysis.	
	Average (score 2)	CV attached with a relevant formal tertiary qualification with 2 years experience in business analysis.	
	Good (score 3)	CV attached with a relevant formal tertiary qualification with 5 years experience in business analysis.	
	Very Good (score 4)	CV attached with a relevant formal tertiary qualification with 6 - 10 years experience in business analysis and exposure in GISc.	
	Excellent (score 5)	CV attached with a relevant formal tertiary qualification with over 10 years experience in business analysis and exposure in GISc.	



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CRITERIA	GUIDELINES FOR APPLICATION	WEIGHT	
CAPABILITY OF COMPANY	The service provider must have successfully completed a minimum of 3 similar projects. (Attach a Portfolio of evidence: a minimum of three completion certificates/letters of previous successful work performed by the service provider, the certificates/letters must be on their Clients' official letterheads with contact details and it must be duly signed.)	20	
	Score 0		No submission
	Poor (score 1)		Duly signed reference letters/testimonials on the clients' letterheads indicating that the service provider has done 1 project clearly indicating methodology, outcomes, resources and timelines.
	Average (score 2)		Duly signed reference letters/testimonials on the clients' letterheads indicating that the service provider has done 2 projects clearly indicating methodology, outcomes, resources and timelines.
	Good (score 3)		Duly signed reference letters/testimonials on the clients' letterheads indicating that the service provider has done 3 projects clearly indicating methodology, outcomes, resources and timelines.
	Very Good (score 4)		Duly signed reference letters/testimonials on the clients' letterheads indicating that the service provider has done 4 projects clearly indicating methodology, outcomes, resources and timelines.
	Excellent (score 5)		Duly signed reference letters/testimonials on the client letterhead indicating that the service provider has done 5 or more projects clearly indicating methodology, outcomes, resources and timelines.



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CRITERIA	GUIDELINES FOR APPLICATION	WEIGHT
METHODOLOGY AND PROJECT MANAGEMENT	A broad overview of approaches and methodologies that may be employed to execute the project, as per the scope of work. <ul style="list-style-type: none"> • Appropriateness of proposed approach and methodology; • The degree to which the methodology proposed is sound, professional, realistic, logical and adequately resourced; • Method and clarity regarding the presentation of the final outputs of the project; • Program with clear timelines and output; • Indicators and means of verifying progress; • Quality assurance steps indicated; • Clear reporting mechanisms. 	35
	Score 0	No submission
	Poor (score 1)	The methodology and the proposed plan do not outline the requirements as specified in the ToR.
	Average (score 2)	The methodology and proposed plan inadequately address the requirements in the ToR.
	Good (score 3)	The methodology and proposed plan adequately address the requirements in the ToR.
	Very Good (score 4)	The methodology and proposed plan exceed the requirements in the ToR.
	Excellent (score 5)	The methodology and proposed plan substantially exceed the requirements in the ToR.

SECOND STAGE – Evaluation in terms of 80/20 Preference Point System.

16.5. The 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA) will be applied to evaluate this bid, as indicated in the table below (next page). The lowest acceptable bid will score 80 points for price and maximum of 20 points to Specific goals.



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	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

16.6. Bidders who wish to claim points in terms of SDB 6.1 need to provide proof for each point claimed as guided below:

- Who had no franchise in national elections before the 1983 and 1993 Constitution – **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
- Who is female- **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
- Who has a disability – **attach doctor’s letter confirming the disability**
- Who is youth - **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**

Specific goals for the tender and points claimed are indicated per the table below.

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no franchise in national elections before the 1983 and 1993 Constitution	10		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	3		



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17. ENQUIRIES

Query	Name	Contact Details
Technical	Mr Timmy Shilenge	(015) 495 1891 or 082 577 5570 Timmy.Shilenge@dalrrd.gov.za
Bid related	Mr. Tshegofatso Motiang	(015) 230 5089 Tshegofatso.Motiang@dalrrd.gov.za

18. PUBLICATION

- CSD
- Departmental Website

19. APPROVAL

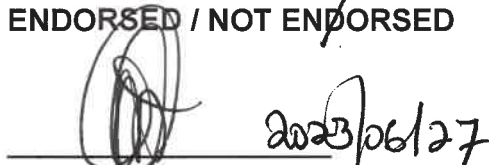
Terms of Reference have been approved as follows:
APPROVED/ NOT APPROVED



MR S.T. SHILENGE
BSC: CHAIRPERSON
DATE: 22/06/2023

20. ENDORSEMENT

Terms of Reference have been endorsed as follows:
ENDORSED / NOT ENDORSED



MR L. MAHLOROMELA
DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT



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DATE:



PRICING SCHEDULE



(Professional Services)

NAME OF BIDDER:	BID NO.:
CLOSING TIME 11:00	CLOSING DATE

OFFER TO BE VALID FORDAYS FROM THE CLOSING DATE OF BID.

ITEM NO	DESCRIPTION	BID PRICE IN RSA CURRENCY **(ALL APPLICABLE TAXES INCLUDED)
---------	-------------	--

1. The accompanying information must be used for the formulation of proposals.
2. Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of all applicable taxes for the project.

R.....

MILESTONE	TIME-FRAME	RATE PER DAY	RATE PER MONTH
PHASE 1 PROJECT PLAN AND INCEPTION REPORT	2 WEEKS		
PHASES 2 MUNICIPAL GIS BEST PRACTICE REPORT	1 MONTH		
PHASES 3 FUNCTIONAL REQUIREMENTS FOR EACH MUNICIPALITY	3 MONTHS		
PHASES 4 IMPLEMENTATION PLAN FOR EACH MUNICIPALITY	1 MONTH		
PHASES 5 RETENTION :FINALISATION AND ADOPTION	2 WEEKS		

TOTAL: R.....

Name of Bidder:

**** "all applicable taxes" includes value- added tax, pay as you earn, income tax, unemployment insurance contributions and skills development levies.**

5.2 Other expenses, for example accommodation (specify, eg. Three star hotel, bed and breakfast, telephone cost, reproduction cost, etc.). On basis of these particulars, certified invoices will be checked for correctness. Proof of the expenses must accompany invoices.

DESCRIPTION OF EXPENSE TO BE INCURRED	RATE	QUANTITY	AMOUNT
.....	R.....
.....	R.....
.....	R.....
.....	R.....

TOTAL: R.....

6. Period required for commencement with project after acceptance of bid
.....

7. Estimated man-days for completion of project **6 MONTHS.....**

8. Are the rates quoted firm for the full period of contract? ***YES/NO**

9. If not firm for the full period, provide details of the basis on which adjustments will be applied for, for example consumer price index.
.....
.....
.....

***[DELETE IF NOT APPLICABLE]**

Any enquiries regarding bidding procedures may be directed to the –

(DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT AND LAND REFORM, 70 HANS VAN RENSBURG)

Tel: 015 495 2450

Or for technical information –

(TIMMY SHILENGE)

Tel:015 495 1891

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

3 DECLARATION

I, _____ the _____ undersigned, _____ (name)...

In submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature Date

..... Position
Name of bidder

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill, and knowledge in an activity for the execution of a contract.

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2022**

PRICE QUOTATION PROCESS (UP TO R 1 MILLION)

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

1.7 Bidders who wish to claim points in terms of table 4.2 below need to provide proof for each point claimed as guided below:

- Who had no franchise in national elections before the 1983 and 1993 Constitution – **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
- Who is female- **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**
- Who has a disability – **attach doctor’s letter confirming the disability**
- Who is youth - **attach certified copy of identity document (ID) and company registration document / CSD report to show/ substantiate percentage ownership equity.**

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20 or 90/10

$$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right) \text{ or } P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right) \text{ or } P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where

P_s = Points scored for price of tender under consideration

P_t = Price of tender under consideration

P_{max} = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Percentage ownership equity (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
I. Who had no franchise in national elections before the 1983 and 1993 Constitution	10		
II. Who is female	5		
III. Who has a disability	2		
IV. Specific goal: Who is youth	3		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;

- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

.....
SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

.....

.....

.....

.....

CONTRACT FORM - PURCHASE OF GOODS/WORKS

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE BIDDER)

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution)..... in accordance with the requirements and specifications stipulated in bid number..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid;
 - Tax clearance certificate;
 - Pricing schedule(s);
 - Technical Specification(s);
 - Preference claims for Broad Based Black Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations 2011;
 - Declaration of interest;
 - Declaration of bidder’s past SCM practices;
 - Certificate of Independent Bid Determination
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2.
DATE:	

CONTRACT FORM - PURCHASE OF GOODS/WORKS

PART 2 (TO BE FILLED IN BY THE PURCHASER)

1. I..... in my capacity as..... accept your bid under reference numberdated.....for the supply of goods/works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED)	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON.....

NAME (PRINT)

SIGNATURE

OFFICIAL STAMP

WITNESSES

1.

2.

DATE

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website(www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		



4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

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CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME).....
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION
FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION
PROVE TO BE FALSE.**

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

Js365bW