



NTABANKULU LOCAL MUNICIPALITY

Tel: (039) 258 0056

Fax: (039) 258 0173

Email: info@ntabankulu.gov.za

Web: www.ntabankulu.gov.za

ERF 85, Main Street, Ntabankulu, 5130

P.O. Box 234, Ntabankulu, 5130

REQUEST FOR QUOTATION (RFQ): APPOINTMENT OF SERVICE PROVIDER FOR REZONING AND SUBDIVISION ON PORTION OF ERF 87 AND REMAINDER OF ERF 824

NTABANKULU LOCAL MUNICIPALITY is calling upon service providers to bid for the

APPOINTMENT OF SERVICE PROVIDER FOR REZONING AND SUBDIVISION ON PORTION OF ERF 87 AND REMAINDER OF ERF 824

Please furnish all information as requested and return your quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

ADVERTISEMENT DATE	14 January 2021
RFQ NUMBER	NLM/DP/ASPRS/2020/2021
DESCRIPTION OF GOODS/SERVICE	APPOINTMENT OF SERVICE PROVIDER FOR REZONING AND SUBDIVISION ON PORTION OF ERF 87 AND REMAINDER OF ERF 824
CLOSING DATE AND TIME:	22 January 2021 AT 12H00
ENQUIRIES	066 470 3954/ mtengwanes@ntabankulu.gov.za – Ms. S Mtengwane Technical Enquiries or 082 786 0772- O. Mdudi-SCM Related

Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) & the Ntabankulu Local Municipality's Supply Chain Management Policies and Procedure

TERMS OF REFERENCE MAY BE COLLECTED AT THE SUPPLY CHAIN MANAGEMENT OFFICE OR MAY BE ACCESSED ON THE MUNICIPALITY WEBSITE.

PLEASE USE THE CHECKLIST TO CONFIRM THAT ALL COMPULSORY DOCUMENTS HAVE BEEN ATTACHED.

Original Tax Clearance Certificate and SARS Pin number certificate	
MBD 4: Declaration of Interest	
MBD 9: Certificate of Independent Bid Determination	
MBD 8: Declaration of Bidders Past Supply Chain Management Practice	
Certified Copy of BBBEE certificate	
Certified ID Copy/s of company directors	
A trust, consortium or joint venture must submit a consolidated B-BBEE status level verification certificate for every separate bid and a joint venture agreement.	
Signed Quotation	
Submit copy of rate and refuse account (proof that the service provider does not have any outstanding debt to any Municipality) / signed lease agreement/ A proof stating that company does not own property within urban area.	
All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of state in the Republic of South Africa at https://secured.csd.gov.za . Suppliers are required to submit a CSD report. Non submission will be non-responsive and be disqualified from bid.	

NB: No quotations will be considered from persons in the service of the state

PLEASE NOTE THAT NOT SUBMITTING THE COMPULSORY DOCUMENTS MAY LEAD TO DISQUALIFICATION ON COMPULSORY REQUIREMENTS.

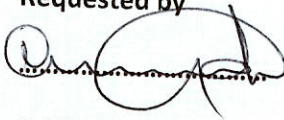
CONDITIONS

1. All goods or services purchased will be subject to Ntabankulu Local Municipality SCM Policy and Procedures. A copy of said conditions is available from the SCMU office.
2. All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder.
3. To participate in the Ntabankulu Local Municipality Quotation process for the procurement of goods and/or services, vendors are advised to be accredited and registered on the Ntabankulu Local Municipality Supplier Database. Supplier registration forms are available from the Supply Chain Management Unit.
4. All prices quoted must be inclusive of Value Added Tax (VAT). Suppliers who are not registered for VAT will be treated as Non VAT Vendors.

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5. Prices quoted must include delivery charges and goods must be delivered to the address indicated on the quotation page.
6. All prices submitted must be firm. "Firm" prices are deemed to be fixed prices.
7. Quantities are given in good faith and without commitment to the Ntabankulu Local Municipality. The Municipality reserves the right to increase or reduce the quantity to be in line with the set threshold for quotations prescribed in the SCM Policy.
8. Submission of a Quotation can be dropped in a box clearly marked **"Appointment of Service Provider for rezoning and subdivision of Erf 87 and remainder of Erf 824"** at the reception at Ntabankulu Local Municipality, in Ntabankulu.
9. THE NTABANKULU LOCAL MUNICIPALITY DOES NOT TAKE RESPONSIBILITY FOR ANY QUOTATIONS DEPOSITED IN THE WRONG BOX.

Requested by



O. Mdudi

SCM Manager

Recommended by



X.N. Venn

CFO

Approved by



L Nonyongo

Municipal Manager



DEVELOPMENT PLANNING DIRECTORATE

TERMS OF REFERENCE FOR LAND SUBDIVISION AND REZONING OF PORTION OF ERF 87 AND RE-824

1. SCOPE OF WORK

The scope of the assignment consists of the following:

- Survey of the existing structures on the Portion of Erf 87 and RE-824 that are currently being used for office purposes
- Lodge a rezoning and subdivision application to the relevant authority in terms of the applicable legislation
- Secure approval for the rezoning and subdivision of the property with the relevant authority
- Pegging on the subdivided erven
- Secure approval of the sub-divisional diagram with the Surveyor General Office, secure registration of the subdivided erven with the Deeds Office.

2. DELIVERABLES, OUTPUT

In accordance with the relevant and procedures for professional practice, and contracted scope of work, the professional service provider will submit the following outputs and deliverables to the municipality.

- 2.1. Inception Report: The report must outline the agreed scope of methodology, process plan, expected outputs, deliverables and milestone/timeframes, including detailed description of the content and of each of the work outputs/deliverables of task section to the municipality. An inception report from the client is required.
- 2.2. Submission of the application which includes all the relevant supporting documents to the municipality.
 - 2.2.1. Submission of the subdivision and rezoning application to the municipality to approval
 - 2.2.2. Placing of site and Newspaper adverts of the applications
 - 2.2.3. Circulation to various interested and affected stakeholders for comment and or approval where necessary
 - 2.2.4. Registration of the subdivided erven with Surveyor General and the Deeds Office.



3. PROPOSED MILESTONES

Milestones	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6
Inception report and project plan						
Preparation of a land use plan, regional locality plan, and a rezoning plan. Preparation of the report.						
Advertising attending to comments/objections						
Submitting final rezoning and subdivision application to the municipality. Lodging the approved subdivision with Surveyor General Office for approval.						
Registration of the approved SG Plan with Deeds Office and completing power of attorney for the transfer of the property to the Local Municipality						



4. DURATION

The duration of the project shall be 6 months from the signing of the tender acceptance letter from the service provider.

5. TEAM COMPOSITION

The service provider (Town Planner) is expected to assemble a team with the following expertise: Land Surveyor, Conveyancer. The above suggested professional staff composition is the minimum team requirement as stipulated by the municipality for the successful completion of the project, however, the consultants are advised to propose their own team composition based on the scope of work as defined in section 2 above.

6. RELEVANT SKILLS AND EXPERIENCE

Below is a summary of mandatory requirements: The Project Leader must hold a tertiary qualification in Urban Planning which is recognized for registration in the category of Professional Planner by the South African Council for Planners (SACPLAN) in terms of the Planning Profession Act, 2002. A copy of valid registration certificate is to be attached to the proposal. Skills and abilities required in the team to execute the project include the following: Town and Regional Planning/LUMS; Land Surveying (Professional registration with SAGC) (PLATO) Conveyancer (Professionally admitted), Sound Participatory Planning experience; Project Management; Facilitation and translation skills.