



**BID NOTICE AND INVITATION TO BID**  
**BID NO : NLM/ BTO/PPVIP/2021/2022**

**PROVISION OF PHYSICAL VERIFICATION AND VALUATION OF INVESTMENT PROPERTY  
FOR NTABANKULU LOCAL MUNICIPALITY**

Ntabankulu Local Municipality is calling upon proposals from experienced, competent and qualified service providers to perform **PHYSICAL VERIFICATION AND VALUATION OF ITS INVESTMENT PROPERTY USING FAIR VALUE METHOD** for a period of three (3) years.

The minimum specifications are detailed in the Bid document.

Bid documents may be obtained from the Ntabankulu Local Municipality offices at ERF 85, Main Street, Ntabankulu, 5130, **during office hours 08H00 to 16H30 (Monday to Thursday), and 08H00 to 15H30 on Fridays . Bid documents will be available immediately after the briefing session.** A non-refundable cash payment of **R500.00** or bank guaranteed cheque made out in favour of Ntabankulu Local Municipality is required upon collection of the tender document.

EFT payments can also be made to the Municipality on the following details:

- **Account Name:** Ntabankulu Local Municipality
- **Cheque Account Number:** 62233334250
- **Branch Code:** 250035
- **Reference:** PVPVIP and Company Name

A compulsory briefing meeting has been scheduled for **08<sup>th</sup> February 2022 at 11:30 in the Ntabankulu Municipal Main Boardroom.**

Bids are to be completed in accordance with the conditions attached to the Bid document and must be sealed and endorsed with the relevant bid number and must be deposited in the official bid box clearly marked **"PROVISION OF PHYSICAL VERIFICATION AND VALUATION OF INVESTMENT PROPERTY FOR NTABANKULU LOCAL MUNICIPALITY: BID NO : NLM/ BTO/PPVIP/2021/2022** in the main entrance of the Ntabankulu Municipality at ERF 85, Main Street, Ntabankulu, 5130 not later than **12h00 on 15 February 2022**, at which time bids will be opened in public. Bids shall be valid for a period of 90 days after the closing date of the submission of bids. **Under no circumstances will late tenders be accepted.**

Service Providers are requested to attach these required mandatory documents in their tenders on the pages indicated in the Tender document:

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- Valid Tax SARS compliance pin.
- Completed and signed Municipal Bidding Documents (MBD 3.1; 4; 6.2; 8; & 9) **NB. All MBD forms must be signed after the date of the advert.**
- Proof of company registration.
- Original Certified ID copies for the entity owner/s (Not older than 3 months prior to the date of tender closure).
- Valid original or certified copy of BBBEE Verification Certificate to claim Preferential points.
- Proof of municipal rates clearance or a signed lease agreement by both parties or confirmation that there is no billing where the entity is based.
- 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.
- All prospective service providers are required to apply on Central Supplier Database in order to do business with all organs of the State in the Republic of South Africa at <https://secured.csd.gov.za>. Non registration will be regarded as non-responsive and be disqualified from the bid.
- **NB.** All bidding documents must be submitted in their original format, **no copies** of bidding documents will be accepted.

**NB. Failure to submit the mandatory documents will deem the tender non-responsive and it will not be evaluated further.**

**Functionality will be evaluated based on the following criteria and tenderers who fail to score a minimum functionally assessment of 70 points will be considered non-responsive and will not be evaluated further:**

Area of evaluation	Points allocated
Business entity establishment (Company profile with clear business address and contact details)	<b>20 points</b>
Appointment letters and proof of project completion/closeout report for each relevant project (Physical verification, condition assessment and assigning of Fair Values to immovable assets) completed. <b>NB. Must have verified and assigned Fair Values to immovable assets for the MUNICIPALITIES.</b>	<b>20 points</b>
<ul style="list-style-type: none"> <li>• Four Appointment letters and proof of project completion/closeout report and above = <b>20 points</b></li> <li>• Three Appointment letters and proof of project completion/closeout report = <b>15 points</b></li> <li>• Two Appointment letters and proof of project completion/closeout report = <b>10 points</b></li> <li>• One Appointment letter and proof of project completion/closeout report = <b>05 points</b></li> <li>• No traceable reference submitted = <b>00 points</b></li> </ul>	
<b>Methodology</b>	<b>20 points</b>
A detailed and comprehensive proposal clearly stating how the project will be executed, with	

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clear deliverables and time frames.	
<b>Project team</b> Personnel that will be performing verification, condition assessment and assigning Fair Values to the properties with their CV's and certified copies of academic certificates.	<b>10 points</b>
<b>Expertise:</b> Certified copy of registration with relevant professional bodies:  <ul style="list-style-type: none"> <li>• Proof of registration with the South African Council for the Property Valuers Profession (SACPVP)</li> </ul>	<b>30 points</b>
<b>TOTAL</b>	<b>100 points</b>

The primary criteria in selection will be cost and BBBEE status level of contribution. 80/20 Preference Points System will be used as per NTABANKULU LOCAL MUNICIPALITY Supply Chain Management policy. 80 points shall be for Financial Offer and 20 points for the BBBEE level contributor which will be evaluated as follows:

B-BBEE STATUS LEVEL CONTRIBUTOR	NUMBER OF POINTS
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non compliant	0

NTABANKULU LOCAL MUNICIPALITY reserves the right not to accept the lowest tender or any tender. Late, incomplete, telegraphic, or facsimile tenders will not be considered. The Council is not bound to accept the lowest or any proposal and reserves the right to accept the whole or part of the proposal any tender or to furnish reasons for its decisions.

Further technical enquiries should be directed to **Ms N. Mdutyana** at [nomaafricamdutyana@gmail.com](mailto:nomaafricamdutyana@gmail.com) or **039 258 2449/082 882 0676** and procurement or SCM enquiries should be directed to **Mr. O. Mdudi** at [mdudio@ntabankulu.gov.za](mailto:mdudio@ntabankulu.gov.za) or **039 258 0314/082 786 0772** during office hours i.e. between 08h00 and 16h30.

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**Requested by**



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**N. Mdutyana**  
**Bid Specification Chairperson**

**Recommended by**



.....  
**X.N.Venn**  
**CFO**

**Approved by**



.....  
**L. Norxongo**  
**Municipal Manager**