



Lesedi Local Municipality
1 HF Verwoerd Street
Civic Centre Building, Heidelberg
PO Box 201, Heidelberg, Gauteng, 1438
Tel: +27 16 492 0018
Fax: +27 86 601 5221
Email: cfo@lesedi.gov.za
www.lesedilm.co.za

Office of the Chief Financial Officer

09 JANUARY 2018

QUOTATIONS/TENDERS ARE HEREBY REQUESTED IN ACCORDANCE WITH THE SCM REGULATIONS SECTION 18 OF THE LOCAL GOVERNMENT MUNICIPAL FINANCE MANAGEMENT ACT 56 OF 2003, FOR THE PURCHASE OF ITEM/S THAT COULD BE ABOVE R30 000.00 FOR REGISTERED TOWN PLANNING COMPANIES TO ASSIST WITH PROCLAMATION AND REGISTRATION OF OBED "MTHOMBENI" NKOSI EXTENSION 1.

QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED "QUOTATIONS FOR THE PROCLAMATION AND REGISTRATION OF OBED "MTHOMBENI NKOSI EXTENSION 1" TO THE QUOTATION BOX SITUATED AT: SUPPLY CHAIN MANAGEMENT OFFICE (LESEDI OFFICES)
C/O LOUW AND HF VERWORD STREET
HEIDELBERG
1441

ALL ENQUIRIES SHOULD BE REFERRED TO MR JABU MARWA @016 392 0024 OR SIBULELO NXATHI @016 492 0202 WITH REGARDS TO THE BIDDING PROCEDURE.

DEPARTMENT: LED AND PLANNING

DATE: 16 JANUARY 2018@12H00

WORK DESCRIPTION: PROCLAMATION AND REGISTRATION OF OBED "MTHOMBENI" NKOSI EXTENSION 1

The scope of work for the assignment consists of the following:

- a) Perusal and alignment of Conditions of Establishment
- b) Opening of a Township Register of Obed Nkosi "Mthombeni" Extension 1 with the Deeds office
- c) Registration of any servitudes constructed in Obed Nkosi "Mthombeni" Extension 1 with the Deeds office
- d) Proclamation of the Township in the Government Gazette

1. DELIVERABLES & OUTPUTS

In accordance with the relevant standards and procedures for professional practice and contracted scope of work, the professional service provider will submit and make oral presentation on the following outputs and deliverables:

- a) Inception Report
- b) Recommendations on the Township Establishment Conditions
- c) Proof of Registration of servitudes with the Deeds Office
- d) Township title deed
- e) Proclamation Notice

2. DURATION

The anticipated timeframes for the completion of this project is a period of 3 months

3. TEAM COMPOSITION

The service provider (Conveyancer) is expected to appoint a Professional Town Planner for the activities that will require an expertise of a Professional Town Planner if necessary.

The above professional staff composition is the client's minimum requirement. The service provider (Conveyancer) is advised to propose their own team composition based on the scope of work as defined in section 1.

4. FUNCTIONALITY CRITERIA

CRITERIA	SUB-CRITERIA	WEIGHTING/POINTS
Company Profile and individual team members (CVs)	Qualifications <ul style="list-style-type: none"> Registered with the Law Society of South Africa (Proof must be attached) 	10
	Capacity level of company experience(Proof must be attached)	20
	<ul style="list-style-type: none"> Less than 5 years 5-10 years 10 years and more 	0 10 20
	Town Planner must be registered with SACPLAN (South African Council for Planner) with a minimum of 5 years as a Professional Planner(Proof must be attached)Or any other	10

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	recognise governing body/Institute	
	<ul style="list-style-type: none"> • Less than 5 years experience • 5 years experience • Above 5 years 	0 5 10
	Previous work on registration/transfer of properties(Proof of previous similar projects must be attached)	30
	<ul style="list-style-type: none"> • Previously completed less than 5 projects • Previously completed 5-10 projects • Previously completed more than 10 projects 	10 20 30
Approach and methodology	<ul style="list-style-type: none"> • Demonstration of clear understanding of the requirements, timeframes and time schedules must be provided. • Must provide a clear method of project approach. 	15 15
Total		100

NB: Failure to provide proof will result in 0 point allocation. Only bidders who score 60 points or more will be further evaluated on price and BBEEE.



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Name of Company: _____ Contact Person _____

Telephone No : _____ Fax/E-mail _____

The following documents must be submitted with the quotation, failure in submitting these documents will result in a quotation being disqualified:

- Original tax clearance certificate/Pin Provided by SARS
- MBD Forms listed below (Evaluation Criteria)
- Latest municipal account / Clearance Certificate for Water and Lights)
- CSD Registration report

EVALUATION CRITERIA: 80/20 Preference point system as presented in the preferential procurement policy framework Act no 5 of 2000, for this purpose the MBD 2, MBD4, MBD 6.1 MBD 8 MBD 9 and the Clearance Certificate for Water & lights can be downloaded from our website on the following link: www.lesedilm.gov.za/key/scm MBD forms should be scrutinized, completed and submitted together with your quotation. All objections and complaints must be lodged within 14 days and in writing to the municipal manager's office.

Bidders who did not submit an original or certified copy of their BBBEE Certificate will not be allocated preference points and will only be evaluated on price.

NB: All bidders must ensure that they are registered on the National Treasury Central Supplier Database via the following link: business.support@csd.gov.za. No business will be conducted with any person who is not registered on this database.

ANY BIDDER WHO IS INTERESTED IN ATTENDING THE OPENING IS WELCOME TO DO SO