



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

02 OCTOBER 2017

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 RENSURG EXTENSION 4.

QUOTATIONS MUST BE SUBMITTED IN SEALED ENVELOPES CLEARLY MARKED "QUOTATIONS FOR THE PROCLAMATION AND REGISTRATION OF HEIDELBERG EXTENSION 4"

TO THE QUOTATION BOX SITUATED AT: RATES AND TAXES HALL (LESEDI OFFICES)

C/O LOUW AND HF VERWORD STREET

HEIDELBERG

1438

ALL ENQUIRIES SHOULD BE REFERRED TO MR JABU MARWA @016 392 0024 OR SIBULELO NXATHI @016 492 0202

DEPARTMENT: DEVELOPMENT AND PLANNING

CLOSING DATE: 10 OCTOBER 2017@12H00

WORK DESCRIPTION: PROCLAMATION AND REGISTRATION OF HEIDELBERG EXTENSION 4

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 Rensburg Extension 4 with the Deeds office
- c) Registration of any servitudes constructed in Rensburg Extension 4 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	10

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	attached)Or any other 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

Bidders who score less than 70 points for functionality will be regarded non-responsive and will not be further evaluated.



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- **NB: Failure to provide proof will result in 0 point allocation.**

Name of Company: _____ Contact Person _____

Telephone No : _____ Fax/E-mail _____

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

- Original tax clearance certificate/Tax pin
- Forms listed below (MBD2, MBD 4, MBD 6.1, MBD 8, MBD 9, Clearance Certificate for Water & Lights)
- Latest Municipal Account
- 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 MBD 2, MBD 4, MBD 6.1 MBD 8, MBD 9 and the Clearance certificate for water & lights can be downloaded on 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's manager's office.

Bidders who did not submit an original or certified copy of their BBEE 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