MUSINA LOCAL MUNICIPALITY

MUSINA
LOCAL MUNICIPALITY

NOTICE
REQUEST FOR FORMAL QUOTATION

Formal quotations are hereby invited to supply the following:

- **Appointment of Services Provider for the Closure of Park, Rezoning and Subdivision on ERF 1348 into 3 portions Messina Extension 6; and**
- **Subdivision of Portion 39 of the Farm Messina 4MT**

A formal quotation form must be completed and submitted as your quotation. No other form of quotation will be accepted.

The formal quotation form will be provided on request from J Borrie at 015 534 6127/6118, to be collected at office no 17, Civic Centre, Irwin Street, Musina or on our website, www.musina.gov.za.

Please submit your **(i) A comprehensive CSD report which must indicate the names of the owners, their gender, race, age, whether there is a person living with disability or not in order to claim the preferential procurement points; (ii) Complete attached MBD Forms; (iii) Municipal Account for both company (preferred address on CSD) and for the directors not older than 90days** and written formal quotation provided on or before 02 November 2023@11h00 to room no: 17 Civic Centre, Irwin Street, Musina or fax to 086 274 8332 or email to **rfq@musina.gov.za. Please make sure that the documents to be submitted by email does not exceed 3MB.**

Please ensure that you use the prescribed document, no other form of quote will be considered.

The municipality does not bind themselves to accept the lowest or any quotation.

NB: All Bidders are required to be registered on the Central Supplier Database.

TSHIWANAMMBI T N
MUNICIPAL MANAGER
MUSINA LOCAL MUNICIPALITY

Notice Number:RFQ16/2023-2024
20 October 2023

MBD 4

DECLARATION OF INTEREST

No bid will be accepted from persons in the service of the state[1].

Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her

3.2 Identity Number:
representative:.....
.....

3.3 Position occupied in the Company (director, trustee, hareholder[2]):.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number:.....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? YES / NO

3.8.1 If yes, furnish particulars. .....

.....

[1]MSCM Regulations: "in the service of the state" means to be –
a member of –
any municipal council;
any provincial legislature; or
the national Assembly or the national Council of provinces;

a member of the board of directors of any municipal entity;
an official of any municipality or municipal entity;
an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
a member of the accounting authority of any national or provincial public entity; or
an employee of Parliament or a provincial legislature.

[2] Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? .....YES / NO

3.9.1 If yes, furnish particulars.....
.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? .....YES / NO

3.10.1 If yes, furnish particulars.
.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? YES / NO

3.11.1 If yes, furnish particulars
.....
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.12.1 If yes, furnish particulars.
.....
.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? YES / NO

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....

.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

....

Signature **Date**

....

Capacity **Name of Bidder**

MBD 8

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Municipal Bidding Document must form part of all bids invited.

2. It serves as a declaration to be used by municipalities and municipal entities 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 rejected if that bidder, or any of its directors have:

   a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
   b. been convicted for fraud or corruption during the past five years;
   c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
   d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).

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	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 *audi alteram partem* rule was applied). **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.**	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		
4.2	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.**	Yes ☐	No ☐

4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
Item	**Question**	**Yes**	**No**
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME) ……
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM 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**

Js367bW

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Municipal Bidding Document (MBD) must form part of all bids[1] invited.

2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).[2] Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.

3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:

   a. take all reasonable steps to prevent such abuse;

   b. reject the bid of any bidder if that bidder or any of its directors has abused the supply
   c chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and

   d. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid rigging.

5. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

[1] **Includes price quotations, advertised competitive bids, limited bids and proposals.**

[2] **Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.**

MBD 9

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____

(Bid Number and Description)

in response to the invitation for the bid made by:

_____

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:_____that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:

   (a) has been requested to submit a bid in response to this bid invitation;
   (b) could potentially submit a bid in response to this bid invitation, based on the qualifications, abilities or experience; and
   (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. 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 consortium[3] will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
   (a) prices;
   (b)geographical area where product or service will be rendered (market allocation)
   (c) methods, factors or formulas used to calculate prices;
   (d) the intention or decision to submit or not to submit, a bid;
   (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
   (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding quantity, specification and conditios or delivery particulars of the products or services to which this bid invitation relates.
9. 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] **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.**

10. 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.

.....	.....
Signature	Date
.....	.....
Position	Name of Bidder

Js9141w 4

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

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

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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
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

(*delete whichever is not applicable for this tender*).

a) The applicable preference point system for this tender is the 90/10 preference point system.

b) The applicable preference point system for this tender is the 80/20 preference point system.

c) Either the 90/10 or 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.

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**

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right) \quad \text{or} \quad Ps = 90\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = 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:

80/20 or **90/10**

$$Ps = 80\left(1 + \frac{Pt - P\,max}{P\,max}\right) \text{ or } \quad Ps = 90\left(1 + \frac{Pt - P\,max}{Pmax}\right)$$

Where

Ps	=	Points scored for price of tender under consideration
Pt	=	Price of tender under consideration
Pmax	=	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 (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Points for HDI status (at least 51% black owned)		10		
Points for 51%Women's Equity		4		
Points for black person with disability		3		
Points for 51% owned Youth firm		3		
Form not completed or submitted		0		

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: .....

.....

.....

.....

Musina Local Municipality
Formal Quotation

MUSINA

Notice no:	**RFQ16- Appointment of Service Provider for the Closure of Park, Rezoning and Subdivision on ERF 1348 Messina Extension 6 and Subdivision of Portion 39 of the Farm Messina 4MT**	**Submission Details**	
Closing Date:	**02 November 2023**	**Contact Person:**	**Mary Siziba**
Closing Time:	**11H 00**	**Email Address:**	**rfq@musina.gov.za**
End User:	**Makhumo Mothoa**	**Hand Delivery:**	**Office no17**

		Quantity	Description		Unit Price	VAT	Total Price
			Appointment of Service Provider for Closure of Park, Rezoning and subdivision on ERF 1348 Messina Extension 6 and Subdivision of Portion 39 of the farm Messina 4MT				
		6549m² and **35 Hectares**	**Appointment of Services Provider for the Closure of Park, Rezoning and Subdivision on Erf 1348 (into 3 portions) Messina Extension 6 and;** **Subdivision of Portion 39 of the Farm Messina 4MT (35 hectares needs to be subdivided from the farm)**				
			Scope of Work				
			Professional work will reflect:				

			Closure of Park, Rezoning and Subdivision of Park/Erven 1345				
			• Submission and approval by Local Athority of Park Closure				
			• Draft Sketch, Local Athority Approval and registration to Survey General of subdivided 3 ervens				
			• Amend prevailing Land Use Scheme by Rezoning of newly 3 subdivided portion to "Residential 1"				
			• Produce Map 3 and Annexures				
			• Promulgation of the new Scheme on Provincial Gazette in terms of the Act and bylaw				
			Deliverables				
			The key outputs of the project will be as follows:				
			• Approved Park Closure; rezoning and subdivision				
			• Approved Surveyor Diagram				
			• Pegging of the newly 3 subdivided ervens and Replacement of boundary beacon				
			• Map 3s and Annexure documents				
			• Promulgate the newly acquired Land Use rights on Provincial Gazette for implementation				
			Subdivision of Portion 39 of the Farm Messina 4MT				
			• Site identification/analysis				
			• Co-ordinate land survey work				

			• Compilation and Submission of a subdivision application				
			• Submission of Draft Subdivision Layout to Surveyor General for approval				
			Deliverables				
			• Approved Surveyor General Diagram				
			• Approved Subdivision Application				
			• Registration with Surveyor General and Pegging of the Subdivided Portion				
				Total			
(NB: Please note that payment will be made after 30 days of invoice; if not accepted please refrain from quoting) **(NB:** Goods and Services should be delivered within 7days from the date appointment)				VAT			
					Grand Total		

Comp. Name:

Contact person and number:

E-mail Address:

CSD Supplier No:

CSD Unique Registration Reference:

Vat Registration Number:

Company
Stamp here

TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER TO SUBDIVIDE A PORTION OF PORTION 39 OF THE FARM MESSINA 4MT SITUATED AT MUSINA LOCAL MUNICIPALITY.

1. Purpose

The purpose of this TOR exercise is to procure the services of a Town and Regional Planner to subdivide 35 hectares from a Portion of Portion 39 of the Farm Messina 4MT that was donated by the Department of Public Works, Roads and Infrastructure.

2. Background

(a) Due to unavailability of land for the construction of public transport Infrastructure in Musina Town, the Municipality has requested the Department of Public Works, Roads and Infrastructure to donate portion of their property for the establishment of an Intermodal Transport Facility that would house all transport modes in the Musina area.

(b) This is done in fulfilment of Section 155 of the Constitution of Republic of South Africa act read with schedule 4B mandated Local Municipality to carry out Municipal Public Transport function.

3. Objectives

(a) Economic Development and Planning department is responsible for acquiring the services of a professional Town and Regional Planners with extensive knowledge and experience in land development processes to meet the following objectives:

- Subdivision of a portion of Portion 39 of the Farm Messina 4MT to generate a portion measuring 35 hectares;
- The appointed Services Provider will be a Town and Regional Planner who would be required to get the services of a Land Surveyor in order for the full scope of work to be completed.

3.1. Scope of Work

TOWN PLANNING AND SURVEYOR
• Site identification/analysis
• Co-ordinate land survey work
• Compilation and submission of a subdivision application
• Submission of draft subdivision layout to Surveyor General for approval
• Advertisements of the process in the local newspaper, site, and the provincial gazette
• Lodging of documents with the Surveyor General for approval of General Plan
DELIVERABLES
• Approved surveyor general diagram
• Approved subdivision application
• Pegging of the subdivided area
• Promulgation notice

3.2. Expertise required (project team)

Spatial Planning and Land Survey	
The project will require a professional Town and Regional Planner (who will outsource the service of a Land Surveyor):	
☐	Town Planning Skills
☐	Project management skills
☐	Extensive knowledge in Town and Regional Planning
Requirements	
☐	Professional Planners (registered with SACPLAN)
☐	3 years previous land development applications relevant experience and proof thereof

3.3. Time frame and implementation

- It is envisaged that the project will start in September of the 2023/24 financial year and be completed in 12 months at minimum after date of appointment – or as stipulated in the contractual agreement between the Service Provider and the Municipality.
- The appointed Service provider will be required to attend compulsory progress assessment meetings as required by the Local Authority and the submission of reports on the progress of the project as well as challenges they encounter, if any. The progress report must be submitted in both hard copy and electronic format.

3.4. Contractual requirements

- The project should be completed within the time frame as stipulated in the contract or Services level agreement between the service provider and the Municipality or those which will be agreed upon with the service provider.
- The contractual agreements will not be altered and/or interfered with without the conscious knowledge of both parties (i.e., Musina Municipality and service provider).
- All products delivered by the service provider will be subject to scrutiny by the end use Department. The service provider may be required to make amendments and/or corrections as determined by the above-mentioned scrutiny. No payments will be made for work that is deemed not suitable.

4. Enquiries

All general enquiries relating to bid documents should be directed to:

Mr. Musiwalo Mphephu/ Ms Mary Siziba

Tel No: (015) 534 6100

E mail: musiwalom@musina.gov.za/marys@musina.gov.za

TERMS OF REFERENCE FOR APPOINTMENT OF A SERVICE PROVIDER FOR THE CLOSURE OF THE PARK, REZONING AND SUBDIVISION ON ERF 1348, MESSINA EXTENSION 6.

1. **Purpose**

The purpose of this TOR is to procure the services of a Town and Regional Planner provider to conduct the following application on erf 1348 in Messina Extension 6:

- Closure Public Park,
- Rezone and
- Subdivision

2. **Background**

(a) The Municipal council has resolved that the two parks (erven 1345 and 1348) in Messina Ext. 6 be subdivided to create Residential 1 Erven for the purpose of redressing the error that occurred during the sale of stands in Extension 6.
(b) The purchaser paid an amount for the purchase of Erf 1323 (measuring 2160 m²) Messina Extension 6 and it was again sold and transferred to a different purchaser. The aggrieved purchaser requests the municipality to replace the stand in the same township with similar size.
(c) Erf 1348 is 6549 in extent.
(d) Closure of the Park, Subdivision and rezoning of the erf 1348 will make it possible for the municipality to finalize sale of the properties as resolved by council.
(e) Erf 1348 can be subdivided in to 3 erven with extents of ± 2100 m².

3. **Objectives**

(a) Economic Development and Planning department is responsible to acquire services from professional Town and Regional Planners with extensive knowledge and experience in land development processes to meet the following objectives:
:

- Formal Park closure of erf 1348 Messina Extension 6;
- Subdivision of the afore-mentioned parks into 3 erven;
- Amendment of prevailing Land Use Scheme by rezoning of newly subdivided erven to accommodate "Residential 1" use zone;
- Produce Map 3s and Annexures of all produced "Residential 1" erven;
- Promulgation of the amendment Scheme on Provincial Gazette in terms of the Act and Musina by law.

(b) The appointed Service Provider will be a Town and Regional Planner who would be required to get the services of a Land Surveyor or any other professional services in order for the full scope of work to be completed.

3.1. Scope of Work

SPATIAL PLANNING WORK	LAND SURVEY WORK
• Public Park Closure	• Identification and replacement of boundary beacon
• Co-ordinate land survey work	• Conduct detail survey and Generate contour for in preparation for land development
• Determination of servitudes and restrictive conditions	• Pickup servitudes point and generate servitude diagrams
Preparation and submission of park closure, rezoning and subdivision application to Local Authority	• Assist the GIS unit in configuring cadastral data with the system
• Advertisements of the process in the local newspaper, site, and the provincial gazette	
• Lodging of documents with the Surveyor General for approval of General Plan	
DELIVERABLES	
• Approve Park Closure, Rezoning and Subdivision application	
• Approved surveyor diagram	• Land survey report
Map 3s and Annexure documents	• Approved servitudes diagrams
• Promulgation notices	• Replacement and identification of boundary beacons

3.2. Expertise required (project team)

Spatial Planning and Land surveying
The project will require a professional Town and Regional Planner (who will outsource the service of a Land Surveyor and any other required professional to execute the scope of work)
☐ Town Planning Skills
☐ Project management skills
☐ Extensive knowledge in Town and Regional Planning
☐ Good verbal and written communication including report writing skills and any other skills deemed necessary
Requirements
☐ Professional Planners (registered with SACPLAN)
☐ 3 years previous land development applications relevant experience and proof thereof

Submission of application for the bid for Closure Public Park, Rezone and Subdivide Erf1348 Messina Extension 6 requires:

- Well packaged and legible document

3.3. Time frame and implementation

- It is envisaged that the project will start in September of the 2023/24 financial year and be completed in 12 months at minimum after date of appointment – or as stipulated in the contractual agreement between the Service Provider and the Municipality.
- The appointed Service provider will be required to attend compulsory progress assessment meetings as required by the Local Authority and the submission of reports on the progress of the project as well as challenges they encounter, if any. The progress report must be submitted in both hard copy and electronic format.

3.4. Contractual requirements

- The project should be completed within the time frame as stipulated in the contract or Services level agreement between the service provider and the Municipality or those which will be agreed upon with the service provider.
- The contractual agreements will not be altered and/or interfered with without the conscious knowledge of both parties (i.e., Musina Municipality and service provider).
- All products delivered by the service provider will be subject to scrutiny by the end use Department. The service provider may be required to make amendments and/or corrections as determined by the above-mentioned scrutiny. No payments will be made for work that is deemed not suitable.

4. Enquiries

All general enquiries relating to bid documents should be directed to:

Mr. Musiwalo Mphephu/ Ms Mary Siziba

Tel No: (015) 534 6100

E-mail: musiwalom@musina.gov.za/marys@musina.gov.za