

**COGHSTA**Co-operative Governance  
Human Settlement & Traditional Affairs

## Tender Info : NC/10/2022

Tender month	NOVEMBER 2022
Tender date:	11/11/2022
Tender Number	NC/10/2022
Title of Tender	TO APPOINT A PANEL OF EXPERIENCED AND SUITABLY QUALIFIED VALUERS FOR THE COMPILATION AND MAINTENANCE OF VALUATION ROLLS AND SUPPLEMENTARY VALUATION ROLLS AS WELL AS THE SUPPLY OF OTHER VALUATION-RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MU
Description	TO APPOINT A PANEL OF EXPERIENCED AND SUITABLY QUALIFIED VALUERS FOR THE COMPILATION AND MAINTENANCE OF VALUATION ROLLS AND SUPPLEMENTARY VALUATION ROLLS AS WELL AS THE SUPPLY OF OTHER VALUATION-RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MU
Employer	DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE (COGHSTA)
<b>Employer</b>	<b>COGHSTA</b>
<b>Employer email</b>	<a href="mailto:bslenkoe@ncpg.gov.za">bslenkoe@ncpg.gov.za</a>
Postal Address	PRIVATE BAG X5005
Town/City	KIMBERLEY
Code	8300
Physical Address1	Larry Moleko Louw Building
Physical Address2	9 CECIL SUSSMAN ROAD
Physical Address4	8301
<b>Employer's Agent: Name</b>	<b>MR. P. SEANE</b>
Company	COGHSTA
Postal Address	PRIVATE BAG X5005
Town/City	KIMBERLEY, 8300
Physical 1	LARRY MOLEKO LOUW
Physical 2	9 CECIL SUSSMAN ROAD
Tel:	083 390 3086
Fax:	(053) 831 4308
E-mail:	<a href="mailto:PSEANE@NCPG.GOV.ZA">PSEANE@NCPG.GOV.ZA</a>
Advert Date	<b>FRIDAY, 11 NOVEMBER 2022</b>
Briefing Date	A NON-COMPULSORY briefing session will be held on TUESDAY 15 NOVEMBER 2022 at 09H00 at the Main Boardroom, Larry Moleko Louw Building, 9 Cecil Sussman Road, Kimberley
Tender Documents available at	<a href="http://www.etenders.gov.za">Tender E-Portal - http://www.etenders.gov.za</a> and <a href="http://www.coghsta.ncpg.gov.za">www.coghsta.ncpg.gov.za</a>
Closure Date	02 DECEMBER 2022
Closure Time	11H00
Tender Box Location	COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8301.
General Enquiries Contact Person	KAREL VISAGIE of CoGHSTA, Tel: (053) 807-9723, e-mail: <a href="mailto:KVisagie@ncpg.gov.za">KVisagie@ncpg.gov.za</a>
Technical Enquiries Contact Person	Mr. PHILLIP SEANE of CoGHSTA, Tel: 053-8072843, e-mail: <a href="mailto:PSEANE@NCPG.GOV.ZA">PSEANE@NCPG.GOV.ZA</a>
Procurement Policy	<b>Preferential Procurement Regulations, 2017 (Government Gazette No. 10684)</b>
Functionality	A functionality criterion will be applied at evaluation. Bidders must achieve a minimum score of 70 points to move to the financial bid evaluation.
PPFA	The bid will be evaluated on the 80:20 preference point system for all the bids that meet the minimum functionality score.

**DEPARTMENT OF COOPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
TRADITIONAL AFFAIRS**

**TENDER NR.: NC/10/2022**

**APPOINT A PANEL OF EXPERIENCED AND SUITABLY QUALIFIED VALUERS FOR THE  
COMPILATION AND MAINTENANCE OF VALUATION ROLLS AND SUPPLEMENTARY  
VALUATION ROLLS AS WELL AS THE SUPPLY OF OTHER VALUATION-RELATED  
SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MU**

<b>CLOSING DATE: 02 DECEMBER 2022</b>	<b>CLOSING TIME: 11H00</b>
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**NAME OF BIDDER\*** .....

**CONTACT PERSON\*** .....

**ADDRESS\*** .....

.....

.....

.....

**TEL NO\*** .....

**FAX NO\*** .....

**E-MAIL ADDRESS\*** .....

**B-BBEE LEVEL\***

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS  
OF THE NORTHERN CAPE

## TENDER NO. NC/10/2022

**TO APPOINT A PANEL OF EXPERIENCED AND SUITABLY QUALIFIED VALUERS FOR THE COMPILATION AND MAINTENANCE OF VALUATION ROLLS AND SUPPLEMENTARY VALUATION ROLLS AS WELL AS THE SUPPLY OF OTHER VALUATION-RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MU**

### GENERAL TENDER INFORMATION:

TENDER ADVERTISED

FRIDAY, 11 NOVEMBER 2022

**NON-COMPULSORY BRIEFING SESSION ON TUESDAY 15 NOVEMBER 2022 AT 09H00:  
9 CECIL SUSSMAN ROAD, LARRY MOLEKO LOUW, KIMBERLEY**

*(This is a non-compulsory briefing session. Bidders who do not attend, will not be disqualified)*

CLOSING DATE

Friday, 02 DECEMBER 2022

CLOSING TIME

11H00

CLOSING VENUE

Tender Box at **COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8301.**

The bid Documents completed in all respects, plus any additional supporting documentation required, must be submitted in a sealed envelope with the name and address of the Tenderer, the Tender No. and title and the closing date indicated on the envelope. The sealed envelope must be handed in at the Tender Box at the **COGHSTA KIMBERLEY** Offices. Bids will **NOT** be opened directly after closing. No late bids will be accepted

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
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SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MU**

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**COGHSTA**

Co-operative Governance  
Human Settlement & Traditional Affairs

***1.1: TENDER NOTICE  
AND  
INVITATION TO TENDER***

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
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COGHSTA hereby invites bidders TO APPOINT A PANEL OF EXPERIENCED AND SUITABLY QUALIFIED VALUERS FOR THE COMPILATION AND MAINTENANCE OF VALUATION ROLLS AND SUPPLEMENTARY VALUATION ROLLS AS WELL AS THE SUPPLY OF OTHER VALUATION-RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MU

Only service providers that are CSD registered will be considered.

A non-compulsory briefing session will be held on TUESDAY 15<sup>TH</sup> NOVEMBER 2022 at 09h00 at THE MAIN BOARDROOM, LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD, KIMBERLEY

1. Tender documents are available at Tender E-Portal - <http://www.etenders.gov.za> and [www.coghsta.ncpg.gov.za](http://www.coghsta.ncpg.gov.za)
2. Closing of Tender at 11H00 on Friday, 02 DECEMBER 2022 at COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8301.
6. General enquiries relating to this bid should be addressed to KAREL VISAGIE of CoGHSTA, Tel: (053) 807–9723, e-mail: and technical enquiries to Mr. P. SEANE of CoGHSTA, Tel: (053) 8072843, e-mail: [PSEANE@NCPG.GOV.ZA](mailto:PSEANE@NCPG.GOV.ZA)
7. Please note:
  - Preference will be given to companies who are owned by Women, Youth & Persons with Disabilities.
  - Documents to be submitted with the bid document: An original valid Tax Clearance Certificate or certified copy inclusive of verification PIN, Copy of CSD Registration summary report, B-BBEE Status Level Certificates or certified copies thereof. Exempted Micro Enterprises must in terms of B-BBEE Act, submit a certificate issued by an Accounting Officer as contemplated in the Close Corporation Act or Verification Agency accredited by SANAS or Registered Auditor.



- **Functionality will apply. Based on functionality the tenderer should score 70 points or more to be further evaluated:**

Criteria	Minimum requirement	Points	Maximum Points
<b>Experience of bidder</b>  Relevant Municipal written reference letters from clients on the institution's letterhead. <b>Reference letters should include:</b>  a) Description of work delivered;  b) Size of project;  c) Contact details of the Client; and  d) Value of the Project. Provide Detailed company profile indicating your understanding of General Municipal Valuation and Acceptable Valuation approaches/practice	Companies demonstrates competency in Municipal Property Valuation and has a successful track record with >10 years of experience (with well-resourced personnel), Proposal demonstrates the types of municipal Projects, Handling of objections of values, and a successful track record, also company demonstrates the use of best practices and systems (40)	<b>40</b>	<b>40</b>
	Company has sufficient success stories of Municipal Property Valuation, > 5 years experience. Proposal demonstrates the types of municipal projects (30)	<b>30</b>	
	Company Proposal that demonstrates Municipal Property Valuation but has < 5 years experience (20)	<b>20</b>	
	No Experience in Municipal Property Valuation but proposal has demonstrated understanding of what is required (5)	<b>5</b>	
<b>Professional Membership</b>	South African Council for the Property Valuers Profession	No professional membership <b>(0)</b>  Professional membership <b>(20)</b>	<b>20</b>
<b>Project staff experience:</b>  Expertise and professional experience of team members assigned to work on the project (Minimum of 5 years experience)  (Quality of the Resources and their skills needs to be indicated)	1 -less than 5 years' experience in Municipal Property Valuations <b>(0)</b>  2 - less than 10 years but greater than 5 years in Municipal Property Valuations <b>(10)</b>  3 - Less than 15 years' experience but greater than 10 years' experience in Municipal Property Valuations <b>(20)</b>	<b>20</b>	<b>20</b>
<b>Woman ownership</b>  <b>(Scoring a max of 5)</b>	Companies that are 100% owned by Women.	<b>5</b>	<b>5</b>
	Companies that are between 50% and 100% owned by Women.	<b>4</b>	



	Companies that are between 25% and 50% owned by Women.	<b>2</b>	
	Companies that are less than 25% owned by Women.	<b>0</b>	
<b>Youth ownership</b>	Companies that are 100% owned by Youth.	<b>5</b>	<b>5</b>
<b>(Scoring a max of 5)</b>	Companies that are between 50% and 100% owned by Youth.	<b>4</b>	
	Companies that are less than 25% and 50% owned by Youth.	<b>2</b>	
	Companies that are less than 25% owned by Youth.	<b>0</b>	
<b>People with disability ownership</b>	Companies that are 100% owned by people with disability.	<b>5</b>	<b>5</b>
<b>(Scoring a maximum of 5)</b>	Companies that are between 50% and 100% owned by people with disability.	<b>4</b>	
	Companies that are less than 25% and 50% owned by people with disabilities.	<b>2</b>	
	Companies who are less than 25% owned by people with disabilities.	<b>0</b>	
<b>Locality</b>	Companies who are based in the Northern Cape Province.	<b>5</b>	<b>5</b>
<b>(Scoring a max of 10)</b>	Companies who are based outside the Northern Cape Province	<b>0</b>	
<b>Total</b>			<b>100</b>

- The requirements of the Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017 (Government Gazette No. 10684) shall also apply, together with all other requirements as set out in the Tender Data.
- Failure to comply with above requirements will result in automatic disqualification of the bidder.
- CoGHSTA reserves the right to withdraw any invitation to tender and/or re-advertise or to reject any tender or to accept a part of it. The lowest bidder is not necessarily the winning bidder



## **1.2:** ***TENDER DATA***

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
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**1.2: TENDER DATA**

The following are the Conditions of Tender as set out in the Tender Data below shall apply to this tender:

**1.2.1 Communication and Employer's Agent**

Attention is drawn to the fact that verbal information, given by the Employer's Agent during site visits / clarification meetings or at any other time prior to the award of the Contract, will not be regarded as binding on the Employer. Only information issued formally by the Employer's Agent in writing to Tenderers will be regarded as amending the Tender Document.

The Employer's Agent is:

Name: Mr. P. SEANE

Director – DEVELOPMENT AND PLANNING

PRIVATE BAG X5005

KIMBERLEY, 8300

Tel.: 053-8072843

E-mail: [PSEANE@NCPG.GOV.ZA](mailto:PSEANE@NCPG.GOV.ZA)

**1.2.2 Competitive Negotiation Procedures**

Consortiums are eligible to submit tenders.

**1.2.3 Insurance**

The Employer will provide **no** insurance.

The Tenderer should provide proof of Professional Indemnity Insurance.

**1.2.4 Delivery of tender Documents**

The Employer's Agent's address for delivery of Tender Offers and identification details to be shown on each tender offer package are:

**Location of tender closure:** Tender Box, COGHSTA HEAD OFFICE, LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD, KIMBERLEY, 8301.

**Identification details:** TENDER NUMBER: **NC/10/2022**

**TITLE OF TENDER: TO APPOINT A PANEL OF EXPERIENCED AND SUITABLY QUALIFIED VALUERS FOR THE COMPILATION AND MAINTENANCE OF VALUATION ROLLS AND SUPPLEMENTARY VALUATION ROLLS AS WELL AS THE SUPPLY OF OTHER VALUATION-RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MU**

Sealed tenders with the Tenderer's name and address and the endorsement:

**“TENDER NUMBER: NC/10/2022 TO APPOINT A PANEL OF EXPERIENCED AND SUITABLY QUALIFIED VALUERS FOR THE COMPILATION AND MAINTENANCE OF VALUATION ROLLS AND SUPPLEMENTARY VALUATION ROLLS AS WELL AS THE SUPPLY OF OTHER VALUATION-RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MU”**

on the envelope, must be placed in the appropriate official Tender Box at the abovementioned address.

**1.2.5 Closing Time**

The closing time for submission of Tender Offers is as stated in the Tender Notice and Invitation to Tender.

**1.2.6 Tender Offer Validity**

The tender offer validity period is **120 (hundred and twenty)** days from the closing date.

**1.2.7 Clarification of Tender Offer after Submission**

A tender will be rejected as non-responsive if the Tenderer fails to provide any clarification requested by the Employer within the time for submission stated in the Employer's written request for such clarification.

**1.2.8 Financial Statements**

The bidder must provide where the tendered amount exclusive of VAT **exceeds R 8, 771, 929.8310 (Eight Million, Seven Hundred Seventy-One Thousand Nine Hundred Twenty-Nine Rand and Eighty-Three Cents):**

- i) audited annual financial statement for 3 (three) years, or for the period since establishment if established during the last 3 (three) years, if required by law to prepare annual financial statements for auditing;
- ii) a certificate signed by the Tenderer certifying that the Tenderer has no undisputed commitments for municipal services towards a municipality or other service provider in respect of which payment is overdue for more than 30 (thirty) days;
- iii) particulars of any contracts awarded to the Tenderer by an organ of state during the past 5 (five) years, including particulars of any material non-compliance or dispute concerning the execution of such contract;
- iv) a statement indicating whether any portion of the goods or services are expected to be sourced from outside the Republic, and, if so, what portion and whether any portion of payment from the municipality or municipal entity is expected to be transferred out of the Republic.

Each party to a Consortium shall submit separate certificates/statements in the above regard.

**1.2.9 Tax Clearance Certificate**

Tenderers shall be registered and in good standing with the South African Revenue Service (SARS) and shall submit documentary evidence in the form of an original valid Tax Clearance (or PIN) issued by SARS or proof that he or she has made arrangements with SARS to meet his or her outstanding tax obligations.

Each party to a Consortium shall submit a separate Tax Clearance Certificate, or proof that he or she has made the necessary arrangements with SARS.

Each party to a Consortium shall submit separate certificates in the above regard.

**1.2.10 Broad-Based Black Economic Empowerment Status Level Certificates**

In order to qualify for preference points, it is the responsibility of the Tenderer to submit the relevant certificate(s) (either an original valid B-BBEE status level verification certificate or an Exempted Micro Enterprise certificate, or certified copies thereof) in terms of the Preferential Procurement Regulations, 2017.

A B-BBEE status level for the Consortium/Joint Venture will have to be obtained in order to qualify for preference points, provided that the entity submits the relevant certificate/scorecard in terms of the Preferential Procurement Regulations, 2017.

**1.2.11 The Employer's Undertakings Issue Addenda**

Notwithstanding any requests for confirmation of receipt of Addenda issued, the Tenderer shall be deemed to have received such addenda if the Employer can show proof of transmission thereof (or a notice in respect thereof) via electronic mail, facsimile or registered post.

**1.2.12 Opening of Tender Submissions**

The tenders will not be opened immediately after the closing time.

**1.2.13 Test for Responsiveness**

Tenders will be considered non-responsive if, inter alia:

- a) The Tender is not in compliance with the required returnable documents;
- b) the Tender is not Tax compliant;
- c) The Tenderer has failed to clarify or submit any supporting documentation within the time for submission stated in the employers written request.
- d) The tenderer is not registered on the central suppliers database (CSD)

**1.2.14 Evaluation of Tender Offers**

**Functionality will be scored and a minimum of 70 out of the possible 100 is required to be evaluated any further.**

Criteria	Minimum requirement	Points	Maximum Points
<b>Experience of bidder</b>  Relevant Municipal written reference letters from clients on the institution's letterhead. <b>Reference letters should include:</b>  a) Description of work delivered;  b) Size of project;  c) Contact details of the Client; and  d) Value of the Project. Provide Detailed company profile indicating your understanding of General Municipal Valuation and	Companies demonstrates competency in Municipal Property Valuation and has a successful track record with >10 years of experience (with well-resourced personnel), Proposal demonstrates the types of municipal Projects, Handling of objections of values, and a successful track record, also company demonstrates the use of best practices and systems (40)	<b>40</b>	<b>40</b>
	Company has sufficient success stories of Municipal Property Valuation, > 5 years experience. Proposal	<b>30</b>	



Acceptable Valuation approaches/practice	demonstrates the types of municipal projects (30)		
	Company Proposal that demonstrates Municipal Property Valuation but has < 5 years experience (20)	<b>20</b>	
	No Experience in Municipal Property Valuation but proposal has demonstrated understanding of what is required (5)	<b>5</b>	
<b>Professional Membership</b>	South African Council for the Property Valuers Profession	No professional membership ( <b>0</b> )  Professional membership ( <b>20</b> )	<b>20</b>
<b>Project staff experience:</b>  Expertise and professional experience of team members assigned to work on the project (Minimum of 5 years experience)  (Quality of the Resources and their skills needs to be indicated)	1 -less than 5 years' experience in Municipal Property Valuations ( <b>0</b> )  2 - less than 10 years but greater than 5 years in Municipal Property Valuations ( <b>10</b> )  3 - Less than 15 years' experience but greater than 10 years' experience in Municipal Property Valuations ( <b>20</b> )	<b>20</b>	<b>20</b>
<b>Woman ownership</b>  (Scoring a max of 5)	Companies that are 100% owned by Women.	<b>5</b>	<b>5</b>
	Companies that are between 50% and 100% owned by Women.	<b>4</b>	
	Companies that are between 25% and 50% owned by Women.	<b>2</b>	
	Companies that are less than 25% owned by Women.	<b>0</b>	
<b>Youth ownership</b>  (Scoring a max of 5)	Companies that are 100% owned by Youth.	<b>5</b>	<b>5</b>
	Companies that are between 50% and 100% owned by Youth.	<b>4</b>	



	Companies that are less than 25% and 50% owned by Youth.	<b>2</b>	
	Companies that are less than 25% owned by Youth.	<b>0</b>	
<b>People with disability ownership</b>  <b>(Scoring a maximum of 5)</b>	Companies that are 100% owned by people with disability.	<b>5</b>	<b>5</b>
	Companies that are between 50% and 100% owned by people with disability.	<b>4</b>	
	Companies that are less than 25% and 50% owned by people with disabilities.	<b>2</b>	
	Companies who are less than 25% owned by people with disabilities.	<b>0</b>	
<b>Locality</b>  <b>(Scoring a max of 10)</b>	Companies who are based in the Northern Cape Province.	<b>5</b>	<b>5</b>
	Companies who are based outside the Northern Cape Province	<b>0</b>	
<b>Total</b>			<b>100</b>

A minimum score of 70% and full compliance to returnable documents will qualify a bidder for further evaluation.

#### 1.2.17 **Points for Preference**

A maximum of 20 (twenty) tender evaluation points will be awarded for preference to Tenderers with responsive tenders, who are eligible for such preference, in accordance with the criteria listed below.

#### 1.2.18 **Exempted Micro Enterprise or B-BBEE Status Level of Contributor**

The Tenderer shall indicate on Schedule 20 NCP 6.1 his or her company/firm/entity's B-BBEE status level of contributor, in accordance with one of the following:

- Enterprises with an annual turnover less than R10 million qualify as an Exempted Micro Enterprise (EME) and are exempted from being measured on a BEE scorecard.
- Verified B-BBEE status level of contributor in terms of the new B-BBEE Codes of Good Practice 2013 (published in Government Gazette of 11 NOVEMBER 2013)
- Non-compliant contributor
- Up to 10 (ten) tender evaluation points (Np) will be awarded for the level of B-BBEE contribution, in accordance with the tables below:

**Exempted Micro Enterprises (EME's)**

<b>Black Ownership</b>	<b>Deemed B-BBEE Status Level of Contributor</b>	<b>Number of Points (Np)</b>
100%	1	10
≥51%	2	8
<51%	4	5

  

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points (Nn)</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor <sup>1)</sup>	0

**1.2.19 Risk Analysis**

Notwithstanding compliance with regards to CSD registration or any other requirements of the tender, the employer will perform a risk analysis in respect of the following:

- a) the Tenderer's ability to fulfil its obligations in terms of the tender document, that is, that the Tenderer can demonstrate that he/she possesses the necessary professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience, reputation, personnel to perform the contract, etc.
- b) three years (3) audited financial statements will be verified and analysed for accuracy and completeness.

**1.2.20 Acceptance of bid**

The Employer reserves the right to with draw any invitation to tender and/or to re-advertise or to reject any tender or to accept a part of it. The Employer does not bind itself to accepting any bids.

Tender offers will only be accepted if:

- (a) the Tenderer is registered and in good standing with the South African Revenue Service (SARS) and has submitted evidence in the form of an original valid Tax Clearance Certificate (for tender) issued by SARS or proof that he or she has made arrangements with SARS to meet his or her outstanding tax obligations;
- (b) the Tenderer or any of its Directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- (c) the Tenderer has not:
  - (i) abused the Employer's Supply Chain Management System; or

- (ii) failed to pay municipal rates and taxes or service charges as applicable at the Tenderer's Head Office Municipality and such rates, taxes and charges are in arrears for more than three months;
- (d) the Tenderer has no conflicts of interest which may impact on the Tenderer's ability to perform the contract in the best interests of the Employer or potentially compromise the tender process.

**1.2.21 Claims arising after submission of tender**

No claim for any extras arising out of any doubt or obscurity as to the true intent will be admitted by the Employer after the submission of any tender and the Tenderer shall be deemed to have:

- (a) Read and fully understood the Conditions of Contract;
- (b) Before submission of any tender, the Tenderer should check the number of pages, and if any are found to be missing or duplicated, or the figures or writing indistinct, the Tenderer must apply to the Employer's agent at once to have the same rectified, as no liability will be admitted by the Employer in respect of errors in any tender due to the foregoing.

**1.2.22 Invalid tenders**

Tenders shall be considered invalid and shall be endorsed and recorded as such in the tender opening record, by the responsible official who opened the tender, in the following circumstances:

- (a) If the tender is not completed in non-erasable black ink;
- (b) If the name of the Tenderer is not stated or is indecipherable.

**1.2.23 Requests for contract documents, or parts thereof, in electronic format**

The Employer shall not formally issue tender documents in electronic format and shall only issue tender documents in hard-copy. An electronic version of the issued tender documents may be made available to the Tenderer, upon written request in terms of this clause, subject to the following:

- (a) electronic copies of the contract document, or parts thereof, will only be provided to Tenderers who have been issued with the tender documents in hardcopy;
- (b) the electronic version shall not be regarded as a substitute for the issued tender documents;
- (c) the Employer shall not accept tenders submitted in electronic format. Tenderers may not complete and submit a printed copy of the electronic version of the tender document or part thereof. Only those tenders that have been completed on the issued hard copy tender document shall be considered;
- (d) the Employer accepts no responsibility or liability arising from any reliance on or use of the electronic version provided in terms of this clause. The Employer further does not guarantee that the electronic version corresponds with the issued tender documents in all respects. Tenderers are alerted to the fact that electronic versions of the tender documents may not reflect any notice or addenda that amend the tender document;
- (e) any non-compliance with these provisions, including effecting any unauthorized alterations to the tender document, shall render the tender invalid. The Employer reserves the right to take any action against such Tenderer allowed in law including, in circumstances where the tender had already been awarded, the right to cancel the contract.
- (f) In requesting the electronic version of the tender document or parts thereof, the Tenderer is deemed to have read, understood and accepted all of the above conditions.

**1.2.24 Issue Addenda**

If necessary, issue addenda that may amend or amplify the tender documents to each Tenderer during the period from the date that tender documents are available until **3 (three) days** before the tender

closing time stated in the Tender Data. If, as a result a Tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify all Tenderers who drew documents.

1.2.25 **Non-disclosure**

Not disclose to Tenderers, or to any other person not officially concerned with such processes, information relating to the evaluation and comparison of tender offers, the final evaluation price and recommendations for the award of a contract, until after the award of the contract to the successful Tenderer.

1.2.26 **Grounds for rejection and disqualification**

Determine whether there has been any effort by a Tenderer to influence the processing of tender offers and instantly disqualify a Tenderer (and his tender offer) if it is established that he engaged in corrupt or fraudulent practices.

1.2.27 **Test for responsiveness**

Determine, after opening and before detailed evaluation, whether each tender offer properly received

- a) complies with the requirements of these Conditions of Tender,
- b) has been properly and fully completed and signed, and
- c) is responsive to the other requirements of the tender documents.

A responsive tender is one that conforms to all the terms and conditions of the Tender documents without material deviation or qualification. A material deviation or qualification is one which, in the Employer's opinion, would:

- a) detrimentally affect the quality, services or supply identified,
- b) significantly change the Employer's or the Tenderer's risks and responsibilities under the contract, or
- c) affect the competitive position of the other Tenderers presenting responsive tenders, if it were to be rectified.

Reject a non-responsive tender offer and not allow it to be subsequently made responsive by correction or withdrawal of the non-conforming deviation or reservation.

1.2.28 **Arithmetical errors, omissions and discrepancies**

Check responsive tenders for discrepancies between amounts in words and amounts in figures. Where there is a discrepancy between the amounts in figures and the amount in words, the amount in words shall govern.

Check the highest ranked tender or Tenderer with the highest number of tender evaluation points after the evaluation of tender offers in accordance with F.3.11 for:

- a) the gross misplacement of the decimal point in any unit rate;
- b) omissions made in completing the Pricing Schedule or Bills of Quantities; or
- c) arithmetic errors in:
  - i) line item totals resulting from the product of a unit rate and a quantity in Bills of Quantities or Schedules of Prices; or
  - ii) the summation of the prices.

1.2.29 Notify the Tenderer of all errors or omissions that are identified in the tender offer and either confirm the tender offer as tendered or accept the corrected total of prices.

1.2.30 Where the Tenderer elects to confirm the tender offer as tendered, correct the errors as follows:

- a) If Bills of Quantities or Pricing Schedules apply and there is an error in the line item total resulting from the product of the unit rate and the quantity, the line item total shall govern and the rate shall be corrected. Where there is an obviously gross misplacement of the decimal point in the unit rate, the line item total as quoted shall govern, and the unit rate shall be corrected.
- b) Where there is an error in the total of the prices either as a result of other corrections required by this checking process or in the Tenderer's addition of prices, the total of the prices shall govern and the Tenderer will be asked to revise selected unit prices (and their rates if Bills of Quantities apply) to achieve the tendered total of the prices.

1.2.31 **Clarification of a tender offer**

Obtain clarification from a Tenderer on any matter that could give rise to ambiguity in a contract arising from the tender offer.

1.2.32 **Evaluation of tender offers**

1.2.33 **General**

Appoint an evaluation panel of not less than 3 (three) persons. Reduce each responsive tender offer to a comparative offer and evaluate them using the tender evaluation methods and associated evaluation criteria and weightings that are specified in the Tender Data.

1.2.33.1 **Method 1: Financial offer**

In the case of a financial offer:

- a) Rank tender offers from the most favourable to the least favourable comparative offer.
- b) Recommend the highest ranked Tenderer for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- c) Re-rank all Tenderers should there be compelling and justifiable reasons not to recommend the highest ranked Tenderer and recommend the highest ranked Tenderer, unless there are compelling and justifiable reasons not to do so and the process set out in this sub clause is repeated.

1.2.33.2 **Methods 2: Financial offer and preference**

In the case of a financial offer and preferences:

- a) Score each tender in respect of the financial offer made and preferences claimed, if any, in accordance with the provisions of F.3.11. 7 and F.3.11.8.
- b) Calculate the total number of tender evaluation points ( $T_{EV}$ ) in accordance with the following formula:

$$T_{EV} = N_{FO} + N_P$$

where:  $N_{FO}$  is the number of tender evaluation points awarded for the financial offer made in accordance with F.3.11.7;

$N_P$  is the number of tender evaluation points awarded for preferences claimed in accordance with F.3.11.8.

- c) Rank tender offers from the highest number of tender evaluation points to the lowest.
- d) Recommend the Tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.

- e) Rescore and re-rank all Tenderers should there be compelling and justifiable reasons not to recommend the Tenderer with the highest number of tender evaluation points, and recommends the Tenderer with the highest number of tender evaluation points, unless there is compelling and justifiable reason not to do so and the process set out in this sub clause is repeated.

#### 1.2.33.3 **Method 3: Financial offer and quality**

In the case of a financial offer and quality:

- a) Score each tender in respect of the financial offer made and the quality offered in accordance with the provisions of F.3.11.7 and F.3.11.9, rejecting all tender offers that fail to score the minimum number of points for quality stated in the Tender Data, if any.
- b) Calculate the total number of tender evaluation points ( $T_{EV}$ ) in accordance with the following formula:

$$T_{EV} = N_{FO} + N_Q$$

where:  $N_{FO}$  is the number of tender evaluation points awarded for the financial offer made in accordance with F.3.11.7;

$N_Q$  is the number of tender evaluation points awarded for quality offered in accordance with F.3.11.9.

- c) Rank tender offers from the highest number of tender evaluation points to the lowest.
- d) Recommend the Tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- e) Rescore and re-rank all Tenderers should there be compelling and justifiable reasons not to recommend the Tenderer with the highest number of tender evaluation points and recommend the Tenderer with the highest number of tender evaluation points, unless there are compelling and justifiable reasons not to do so and the process set out in this sub clause is repeated.

#### 1.2.33.5 **Method 4: Financial offer, quality and preferences**

In the case of a financial offer, quality and preferences:

- a) Score each tender in respect of the financial offer made, preference claimed, if any, and the quality offered in accordance with the provisions of F.3.11.7 to F.3.11.9, rejecting all tender offers that fail to score the minimum number of points for quality stated in the Tender Data, if any.
- b) Calculate the total number of tender evaluation points ( $T_{EV}$ ) in accordance with the following formula, unless otherwise stated in the Tender Data:

$$T_{EV} = N_{FO} + N_P + N_Q$$

where:  $N_{FO}$  is the number of tender evaluation points awarded for the financial offer made in accordance with F.3.11. 7;

$N_P$  is the number of tender evaluation points awarded for preferences claimed in accordance with F.3.11.8.

$N_Q$  is the number of tender evaluation points awarded for quality offered in accordance with F.3.11.9.

- c) Rank tender offers from the highest number of tender evaluation points to the lowest.
- d) Recommend the Tenderer with the highest number of tender evaluation points for the award of the contract, unless there are compelling and justifiable reasons not to do so.
- e) Rescore and re-rank all Tenderers should there be compelling and justifiable reasons not to recommend the Tenderer with the highest number of tender evaluation points and recommend the Tenderer with the highest number of tender evaluation points, unless there are compelling and justifiable reasons not to do so and the process set out in this sub clause is repeated.

1.2.33.6 **Decimal places**

Score financial offers, preferences and quality, as relevant. To 2 (two) decimal places.

1.2.33.7 **Scoring Financial Offers**

Score the financial offers of remaining responsive tender offers using the following formula:

$$N_{FO} = W_1 \times A$$

where: **N<sub>FO</sub>** is the number of tender evaluation points awarded for the financial offer.

**W<sub>1</sub>** is the maximum possible number of tender evaluation points awarded for the financial offer as stated in the Tender Data.

**A** is a number calculated using the formula and option described in Table F.1 as stated in the Tender Data.

Formula	Comparison aimed at achieving	Option 1 <sup>a</sup>	Option 2 <sup>a</sup>
1	Highest price or discount	$A = (1 + \frac{P - P_m}{P_m})$	$A = P / P_m$
2	Lowest price or percentage commission / fee	$A = (1 - \frac{P - P_m}{P_m})$	$A = P_m / P$

<sup>a</sup> P<sub>m</sub> is the comparative offer of the most favourable comparative offer.

P is the comparative offer of the tender offer under consideration

**Table F.1: Formulae for calculating the value of A**

1.2.33.8 **Scoring preferences**

Confirm that Tenderers are eligible for the preferences claimed in accordance with the provisions of the Tender Data and reject all claims for preferences where Tenderers are not eligible for such preferences. Calculate the total number of tender evaluation points for preferences claimed in accordance with the provisions of the Tender Data.

1.2.33.9 **Scoring quality**

Score each of the criteria and sub criteria for quality in accordance with the provisions of the Tender Data.

Calculate the total number of tender evaluation points for quality using the following formula:

$$N_Q = W_2 \times S_O / M_S$$

where: **S<sub>O</sub>** is the score for quality allocated to the submission under consideration;

**M<sub>S</sub>** is the maximum possible score for quality in respect of a submission; and

**W<sub>2</sub>** is the maximum possible number of tender evaluation points awarded for the quality as stated in the Tender Data;

1.2.34 **Insurance provided by the Employer**

If requested by the proposed successful Tenderer, submit for the Tenderer's information the policies and / or certificates of insurance which the Conditions of Contract identified in the Contract Data, require the Employer to provide.

1.2.35 **Acceptance of Tender Offer**

Accept the Tender Offer if, in the opinion of the Employer, it does not present any unacceptable commercial risk and only if the Tenderer:

- a) is not under restrictions, or has principals who are under restrictions, preventing participating in the Employer's procurement,
- b) can, as necessary and in relation to the proposed contract, demonstrate that he or she possesses the professional and technical qualifications, professional and technical competence, financial resources, equipment and other physical facilities, managerial capability, reliability, experience and reputation, expertise and the personnel, to perform the contract,
- c) has the legal capacity to enter into the contract,
- d) is not insolvent, in receivership, bankrupt or being wound up, has his affairs administered by a court or a judicial officer, has suspended his business activities, or is subject to legal proceedings in respect of any of the foregoing,
- e) complies with the legal requirements, if any, stated in the Tender Data, and
- f) is able, in the opinion of the Employer, to perform the contract free of conflicts of interest.

1.2.36 **Prepare contract documents**

If necessary, revise documents that shall form part of the contract and that were issued by the Employer as part of the tender documents to take account of:

- a) addenda issued during the tender period,
- b) inclusion of some of the returnable documents, and
- c) other revisions agreed between the Employer and the successful Tenderer.

1.2.37 Complete the Schedule of Deviations attached to the Form of Offer and Acceptance, if any.

1.2.38 **Complete adjudicator's contract**

Unless alternative arrangements have been agreed or otherwise provided for in the contract, arrange for both parties to complete formalities for appointing the selected adjudicator at the same time as the main contract is signed.

1.2.39 **Notice to unsuccessful Tenderers**

Notify the successful Tenderer of the Employer's acceptance of his tender offer by completing and returning one copy of the form of offer and acceptance before the expiry of the validity period stated in the Tender Data or agreed additional period.

1.2.40 After the successful Tenderer has been notified of the Employer's acceptance of the tender, notify other Tenderers that their tender offers have not been accepted.

1.2.41 **Provide copies of the contracts**

Provide to the successful Tenderer the number of copies stated in the Tender Data of the signed copy of the contract as soon as possible after completion and signing of the form of offer and acceptance.

1.2.42 **Provide written reasons for actions taken**

Provide upon request written reasons to Tenderers for any action that is taken in applying these conditions of tender but withhold information which is not in the public interest to be divulged, which is considered to prejudice the legitimate commercial interests of Tenderers or might prejudice fair competition between Tenderers.

## **RETURNABLE DOCUMENTS**

**2.1 List of Returnable Documents**

**2.2 Returnable Schedules**



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**2.1:**

***LIST OF RETURNABLE DOCUMENTS***



## **2.1: LIST OF RETURNABLE DOCUMENTS:**

**NB: TENDERERS MUST COMPLETE THESE SCHEDULES / DATA SHEETS / FORMS IN BLACK INK**

### **1. Returnable Schedules required for Tender Evaluation Purposes:**

- Schedule 1: Certificate of Briefing Session Attendance
- Schedule 2: Compulsory Enterprise Questionnaire
- Schedule 3: Certificate of Independent Tender Determination
- Schedule 4: Certificate of Authority for Joint Ventures
- Schedule 5: Declaration in terms of the Public Finance Management Act.
- Schedule 6: Bargaining Council Certificate And Declaration In Respect Of Minimum Salaries
- Schedule 7: Schedule of Work Experience
- Schedule 8: Proposed Amendments and Qualifications by Tenderer
- Schedule 9: Pricing schedule
- Schedule 10: Professional Indemnity Insurance
- Schedule 11: Tax Clearance Certificate
- Schedule 12: Day works Schedule
- Schedule 13: Detail of Proposal by the Tenderer
- Schedule 14: Audited Financial Statements for the last 3 years
- Schedule 15:: Record of Addenda to Tender Documents

### **2. Other documents required for Tender Evaluation Purposes:**

- 2.1. Joint Venture Agreement (if applicable) - append to Schedule 4.
- 2.2. A certified copy of the Bargaining Council Certificate (where applicable) - append to Schedule 7.
- 2.3. An original valid Tax Clearance Certificate issued by the South African Revenue Services - append to Schedule 15.
- 2.4. A certified copy of the COID - appended to Schedule 16

### **3. Returnable Schedules that will be incorporated into the Contract:**

- Schedule 21: Record of Addenda to Tender Documents
- Schedule 22: NCP Schedules: NCP 1; NCP 2; NCP 4; NCP 6.1; NCP 7.1;

**4. The offer portion of the C1.1 Form of Offer and Acceptance**

**5. Contract Data (Part 2)**

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
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**TENDER NO. NC/10/2022**

**TO APPOINT A PANEL OF EXPERIENCED AND SUITABLY QUALIFIED VALUERS FOR  
THE COMPILATION AND MAINTENANCE OF VALUATION ROLLS AND SUPPLEMENTARY  
VALUATION ROLLS AS WELL AS THE SUPPLY OF OTHER VALUATION-RELATED  
SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MU**

**SCHEDULE 1**

**CERTIFICATE OF BRIEFING SESSION ATTENDANCE**

This is to certify that I / we .....

of (Tenderer) .....

of (Address) .....

Telephone Number .....

Fax Number .....

on (Date) .....

have examined the Site of Works and its surroundings for which I/we am/are submitting this tender and have, so far as is practicable, familiarized myself/ourselves with all the information, risks, contingencies and other circumstances which may influence or affect my/our tender.

**SIGNED ON BEHALF OF THE TENDERER:** .....

**SIGNED ON BEHALF OF THE CONSULTANT:** .....

**DATE:** .....

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**SCHEDULE 2**

**COMPULSORY ENTERPRISE QUESTIONNAIRE**

The following particulars must be furnished. In the case of a Joint Venture, separate questionnaires in respect of each partner must be completed and submitted.

**SECTION 1:**

Name of Enterprise: .....

Address of Enterprise: .....

.....

.....

**SECTION 2:**

VAT Registration Number, if any: .....



**SECTION 3:**

Particulars of Sole Proprietors and Partners in partnerships:

NAME*	IDENTITY NUMBER *	PERSONAL INCOME TAX NUMBER*

\* Complete only if Sole Proprietors or Partnership and attach separate page if more than 5 (five) partners.

**SECTION 4: Particulars of Companies and Close Corporations:**

Company Registration Number: .....

Close Corporation Number: .....

Tax Reference Number: .....

**SECTION 5: Record of service of the State:**

Indicate by marking the relevant boxes with a cross, if any Sole Proprietor, partner in partnership or Director, Manager, Principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 (twelve) months in the service of any of the following:

- A member of any Municipal Council;
- A member of any Provincial Legislature;
- A member of the National Assembly or the National Council for Provinces;
- A member of the Board of Directors of any Municipal entity;
- An official of any Municipality or Municipal entity;
- An employee of any Provincial Department, National or Provincial public entity or Constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 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.

If any of the above boxes are marked, disclose the following:

Name of Sole Proprietor, Partner, Director, Manager, Principal shareholder or Stakeholder	Identity Number	Name of Institution, Public Office, Board or Organ of State and position held	Status of service (tick appropriate column)	
			Current	Within last 12 months

\* **Insert** separate page if necessary.

**SECTION 6: Record of spouses, children and parents in the service of the State:**

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a Sole Proprietor, Partner in a partnership or Director, Manager, Principal shareholder or Stakeholder in a company or close corporation is currently or has been within the last 12 (twelve) months been in the service of any of the following:

- A member of any Municipal Council;
- A member of any Provincial Legislature;



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- A member of the National Assembly or the National Council for Provinces;
- A member of the Board of Directors of any Municipal entity;
- An official of any Municipality or Municipal entity;
- An employee of any Provincial Department, National or Provincial public entity or Constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 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.



Name of Sole Proprietor, Partner, Director, Manager, Principal shareholder or Stakeholder	Identity Number	Name of Institution, Public Office, Board or Organ of State and position held	Status of service (tick appropriate column)	
			Current	Within last 12 months

\* **Insert** separate page if necessary.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the enterprise:

- i) Authorizes the Employer to obtain a Tax Clearance Certificate from the South African Revenue Service that my/our tax matters are in order;
- ii) Confirms that neither the name of the enterprise or the name of any Partner, Manager, Director or other person, who, wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulter established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) Confirms that no Partner, Member, Director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last 5 (five) years been convicted of fraud or corruption;
- iv) Confirms that I/we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the Tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- v) Confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

**SIGNED ON BEHALF OF THE TENDERER:** .....

**DATE:** .....

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
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**TENDER NO. NC/10/2022**

**TO APPOINT A PANEL OF EXPERIENCED AND SUITABLY QUALIFIED VALUERS FOR  
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SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MU**

**SCHEDULE 3**

**CERTIFICATE OF INDEPENDENT TENDER DETERMINATION**

**I, the undersigned, in submitting this tender for**

**TENDER NO. NC/10/2022 in response to the invitation to tender made by the DEPARTMENT OF CO-  
OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN  
CAPE, do hereby make the following statements that I certify to be true and complete in every respect:**

I certify, on behalf of (Name of Tenderer) ..... that

1. I have read and understand the contents of this Certificate;
2. I understand that this tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorised by the Tenderer to sign this Certificate, and to submit this tender on behalf of the Tenderer;
4. Each person whose signature appears on this tender has been authorised by the Tenderer to determine terms of, and to sign, the tender on behalf of the Tenderer;
5. For the purposes of this Certificate and this tender, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer whether or not affiliated with the Tenderer;
  - (a) has been requested to submit a tender in response to this invitation to tender;
  - (b) could potentially submit a tender in response to this invitation to tender, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the Tenderer and/or is in the same line of business as the Tenderer;
6. The Tenderer has arrived at this tender independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communicating between partners in a Joint Venture or Consortium<sup>1</sup> will not be construed as collusive tendering;

7. In particular, without limiting the generality of Paragraph 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 tender;
- (e) the submission of a tender which does not meet the specifications and conditions of the tender; or
- (f) tendering with the intention not to win the tender.

<sup>1</sup> 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.

- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this invitation to tender relates.
- 9. The terms of this tender have not been, and will not be, disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening or of the awarding of the contract.
- 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to tenders and contracts, tenders 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 1989 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 10 (ten) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or another applicable legislation.

.....  
**SIGNATURE**

.....  
**DATE**

.....  
**POSITION**

.....  
**NAME OF TENDERER**

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
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**SCHEDULE 4**

**CERTIFICATE OF AUTHORITY FOR JOINT VENTURES**

**This returnable schedule is to be completed by Joint Ventures.**

**YES NO (PLEASE INDICATE IF THIS IS A JV OR NOT. IF YES, FILL IN THE DETAILS BELOW.**

**ALSO ATTACH A SIGNED COPY OF AGREEMENT BETWEEN PARTIES)**

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorize

Mr/Mrs ....., authorised signatory of the

Company, Close Corporation or Partnership ....., acting in  
the capacity of Lead Partner, to sign all documents in connection with the tender offer and any contract resulting from  
it on our behalf.



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NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
Lead Partner:		Signature: ..... Name: ..... Designation: .....
		Signature: ..... Name: ..... Designation: .....
		Signature: ..... Name: ..... Designation: .....

**Note:** A copy of the Joint Venture Agreement shall be appended to this Schedule.

**SIGNED ON BEHALF OF THE TENDERER:** .....

**DATE:** .....

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
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**SCHEDULE 5**

**DECLARATION IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT  
(No. 29 of 1999)**

ITEM	QUESTION	YES	NO
1.1	Is the Tenderer or any of its Directors listed on the National Treasury's database as a company or person prohibited from doing business with the Public Sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied)</b>		
1.1.1	If so, furnish particulars:		
1.2	Is the Tenderer or any of its Directors listed on the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combatting of Corrupt Activities Act (No. 12 of 2004)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to Facsimile Number 012-326 5445).</b>		
1.2.1	If so, furnish particulars:		
1.3	Was the Tenderer 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 5 (five) years?		
1.3.1	If so, furnish particulars:		
1.4	Does the Tenderer 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 3 (three) months?		
1.4.1	If so, furnish particulars:		
1.5	Was any contract between the Tenderer and the Department / entity or any other Organ of State terminated during the past 5 (five) years on account of failure to perform on or comply with the contract?		
1.5.1	If so, furnish particulars:		



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**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 TENDERER**

**\* Where the entity tendering is a Joint Venture, each party to the Joint Venture must sign a declaration in terms of the Public Finance Management Act and attach it to this Schedule.**

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

**TENDER NO. NC/10/2022**

**TO APPOINT A PANEL OF EXPERIENCED AND SUITABLY QUALIFIED VALUERS FOR  
THE COMPILATION AND MAINTENANCE OF VALUATION ROLLS AND SUPPLEMENTARY  
VALUATION ROLLS AS WELL AS THE SUPPLY OF OTHER VALUATION-RELATED  
SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MU**

**SCHEDULE 6**

**BARGAINING COUNCIL CERTIFICATE AND DECLARATION IN RESPECT OF MINIMUM SALARIES**

Tenderers should be registered with a relevant Bargaining Council (if such be in place) and must attach to this Schedule the applicable Certificate of Compliance (Letter of Good Standing in terms of the relevant Government Gazette).

Each party to a Consortium / Joint Venture shall attach separate certificates in the above regard.

**SIGNED ON BEHALF OF THE TENDERER:** .....

**DATE:** .....

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
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**SCHEDULE 7**

**SCHEDULE OF WORK EXPERIENCE**

The Tenderer shall insert in the spaces provided below a list of similar completed contracts awarded to him and those currently being undertaken.

<b>EMPLOYER (NAME, TEL. NO. AND FAX NO.)</b>	<b>PRINCIPAL AGENT (NAME, TEL. NO. AND FAX NO.)</b>	<b>NATURE OF WORK</b>	<b>VALUE OF WORK R (m)</b>	<b>COMPLETION DATE</b>
<b>COMPLETED PROJECTS (attach additional pages if needed. Maximum of 5 contracts not older than 5 years)</b>				
<b>CURRENT PROJECTS (attach additional pages if needed.)</b>				



**COGHSTA**

Co-operative Governance  
Human Settlement & Traditional Affairs

--	--	--	--	--

**Number of sheets appended by the Tenderer to this Schedule: .....** (If nil, enter NIL)

**SIGNED ON BEHALF OF THE TENDERER: .....**

**DATE: .....**

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
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**SCHEDULE 8**

**PROPOSED AMENDMENTS AND QUALIFICATIONS BY TENDERER**

The Tenderer should record any proposed deviations or qualifications he may wish to make to the tender documents in this Returnable Schedule. Alternatively, a Tenderer may state such proposed deviations and qualifications in a covering letter attached to his tender and reference such letter in this Schedule.

The Tenderer's attention is drawn to Clause F.3.8 of the Standard Conditions of Tender referenced in the Tender Data regarding the employer's handling of material deviations and qualifications.

If no deviations or modifications are desired, the Schedule hereunder is to be marked **NIL** and signed by the Tenderer.

PAGE	CLAUSE OR ITEM	PROPOSAL

**Number of sheets, appended by the Tenderer to this Schedule: ..... (If nil, enter NIL)**

**SIGNED ON BEHALF OF THE TENDERER: .....**

**DATE: .....**

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
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**TENDER NO. NC/10/2022**

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SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MU**

**SCHEDULE 9**

**PRICING SCHEDULE**

(Attach Proof)

**SIGNED ON BEHALF OF THE TENDERER: .....**

**DATE: .....**

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
TRADITIONAL AFFAIRS OF THE NORTHERN CAPE**

**TENDER NO. NC/10/2022**

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SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MU**

**SCHEDULE 10**

**PROFESSIONAL INDEMNITY INSURANCE**

(Attach Proof)

**SIGNED ON BEHALF OF THE TENDERER: .....**

**DATE: .....**

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
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**TENDER NO. NC/10/2022**

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VALUATION ROLLS AS WELL AS THE SUPPLY OF OTHER VALUATION-RELATED  
SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MU**

**SCHEDULE 11**

**TAX CLEARANCE CERTIFICATE**

An original valid Tax Clearance Certificate from the South African Revenue Service (SARS) or a tax pin shall be attached to this Schedule, or proof that the Tenderer has made arrangements with SARS to meet his or her outstanding tax obligations. A current CSD report that clearly shows the tax status will be acceptable.

Each party to a Consortium / Joint Venture shall submit a separate Tax Clearance Certificate, or proof that he or she has made the necessary arrangements with SARS.

**SIGNED ON BEHALF OF THE TENDERER:** .....

**DATE:** .....

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
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**TENDER NO. NC/10/2022**

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**SCHEDULE 12**

**DAY WORKS SCHEDULE**

This day work statement shall be used according to the opinion of the Department of Co-operative Governance, Human Settlements and Traditional Affairs, manager or delegated official for the assessment of value of additional work which cannot be assessed easily according to the tendered Re-measurable.

The rates for labour and material should not include overhead costs and profit, Site Supervision of personnel, insurance, paid vacation, the use and maintenance of small hand equipment and non-mechanical equipment, travel allowance, other payments and allowance. Provision is being made for this by including the percentages covering all these items with the item "Up costs". The rate which should be used for the assessment of value of additional work is the basic rate plus the percentage "UP costs".

The item "Up costs" is left out in the case of equipment. The rate then has to include all of the above "Up costs" mentioned as well as Operator's costs, user's goods, maintenance, etc.

The Tenderer has to fill in all of the items listed underneath, otherwise his tender can be considered as incomplete.

**A. LABOUR**

- 1) ..... per hour plus ..... % "Up cost"
- 2) ..... per hour plus ..... % "Up cost"
- 3) ..... per hour plus ..... % "Up cost"
- 4) ..... per hour plus ..... % "Up cost"
- 4) ..... per hour plus ..... % "Up cost"

**B. EQUIPMENT**

DESCRIPTION	RATE PER HOUR	
	In Work	Standing
Motor Vehicle less than 2000m <sup>3</sup>	.....	.....
Double Cab	.....	.....



**C. MATERIAL**

Here, the Tenderer has to provide the “Up Costs” which ought to be added to the basic price:

..... %

**SIGNED ON BEHALF OF THE TENDERER:** .....

**DATE:** .....

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**TENDER NO. NC/10/2022**

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**SCHEDULE 13**

**DETAIL OF THE PROPOSAL BY THE TENDERER**

The proposal must be done for Professional Services.

The proposal is to be done in such a manner as to allow the department to evaluate the specific criteria provided by the tenderer.

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
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**SCHEDULE 14**

**AUDITED FINANCIAL STATEMENTS FOR THE PAST 3 FINANCIAL YEARS TO BE ATTACHED TO THIS PAGE**

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
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**TENDER NO. NC/10/2022**

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**SCHEDULE 15**

**RECORD OF ADDENDA TO TENDER DOCUMENTS**

We confirm that the following communications received from the Employer before the submission of this tender offer, amending the tender documents, have been taken into account in this tender offer:		
	<b>DATE</b>	<b>TITLE OR DETAILS</b>
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

Attach additional pages if more space is required.

.....  
**SIGNATURE**

.....  
**DATE**

.....  
**POSITION**

.....  
**NAME OF TENDERER**

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND  
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SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MU**

**NCP SCHEDULES**

**LIST OF NCP FORMS**

1. NCP 1
2. NCP 2
3. NCP 4
4. NCP 6.1
5. NCP 7.1

### INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF COGHSTA

**TENDER NO.: NC/10/2022 CLOSING DATE: FRIDAY, 02 DECEMBER 2022 CLOSING TIME:11H00**

**DESCRIPTION: BIDS ARE INVITED BY THE DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE FOR THE TO APPOINT A PANEL OF EXPERIENCED AND SUITABLY QUALIFIED VALUERS FOR THE COMPILATION AND MAINTENANCE OF VALUATION ROLLS AND SUPPLEMENTARY VALUATION ROLLS AS WELL AS THE SUPPLY OF OTHER VALUATION-RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MU**

**The successful Bidder will be required to fill in and sign a written contract Form (NCP 7)**

BID DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT:

**LARRY MOLEKO LOUW BUILDING  
9 CECIL SUSSMAN ROAD  
KIMBERLEY 8301**

**A NON-COMPULSORY MEETING WILL BE HELD ON TUESDAY 15 NOVEMBER 2022 AT 09H00 AT THE LARRY MOLEKO LOUW BUILDING, 9 CECIL SUSSMAN ROAD, KIMBERLEY 8301**

**Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.**

The bid box is generally open 24 (twenty-four) hours a day, 7 (seven) days a week.

ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS (NOT TO BE RE-TYPED)

THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE Preferential Procurement Regulations, 2017 (Government Gazette No. 10684), THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.

**THE FOLLOWING PARTICULARS MUST BE FURNISHED.**

NAME OF BIDDER: .....  
POSTAL ADDRESS: .....  
STREET ADDRESS: .....  
TELEPHONE NUMBER: .....  
CELLPHONE NUMBER: .....  
FACIMILE NUMBER: .....  
E-MAIL ADDRESS: .....  
VAT REGISTRATION NUMBER: .....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (NCP 2)

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? **YES NO**

(NCP 6.1) **YES NO**

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) .....

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);

.....

OR

A REGISTERED AUDITOR .....

(Tick the applicable box)

**A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?

**YES NO**

IF YES, ENCLOSE PROOF

.....  
**SIGNATURE OF BIDDER**

.....  
**DATE**

.....  
**CAPACITY UNDER WHICH THIS BID IS SIGNED**

.....  
**TOTAL BID PRICE**

.....  
**TOTAL NUMBER OF ITEMS OFFERED**

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

**Contact Person:** KAREL VISAGIE of CoGHSTA, Tel: (053) 807-9723, e-mail:

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Mr. P. SEANE of CoGHSTA, Tel: 053-8072843 E-MAIL [PSEANE@NCPG.GOV.ZA](mailto:PSEANE@NCPG.GOV.ZA)

**TAX CLEARANCE REQUIREMENTS**

IT IS A CONDITION OF BIDDING THAT:

1. The taxes of the successful Bidder **must** be in order, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her tax obligations.
2. The form "Application for Tax Clearance Certificate (in respect of Bidders)", must be completed in all respects and submitted to the Receiver of Revenue where the Bidder is registered for tax purposes. The Receiver of Revenue will then furnish the Bidder with a Tax Clearance Certificate that will be valid for a period of 6 (six) months from the date of issue. This Tax Clearance Certificate must be submitted in the original (or PIN), together with the bid and attached to Schedule 15. Failure to submit the **original** and valid Tax Clearance Certificate **will** invalidate the bid.
3. In bids where Consortia / Joint Ventures / Sub-Contractors are involved; each party must submit a separate Tax Clearance Certificate. Copies of the "Application for Tax Clearance Certificates" are available at any Receiver's Office.

**BIDDER'S DISCLOSURE**

**1. PURPOSE OF THE FORM**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

---

<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 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<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 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.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices

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<sup>2</sup> 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.

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.

**I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.**

**I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....

.....

**Signature**

**Date**

.....

.....

**Position**

**Name of bidder**

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE Preferential Procurement Regulations, 2017  
(Government Gazette No. 10684)**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution.

**NB. BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017 (GOVERNMENT GAZETTE NO. 10684)**

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to all Bids:

- the 80/20 system for requirements with a Rand value of equal to or above R50 000 million and more (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 million (all applicable taxes included).

1.2 The value of this bid is not expected to exceed R50 000 000 (all applicable taxes included), and therefore the **80/20** system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (i) Price; and
- (ii) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

	<b>POINTS</b>
1.3.1.1 <b>PRICE</b>	80
1.3.1.2 <b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	MAXIMUM OF 20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.4 **Failure** on the part of a Bidder to fill in and/or to sign this form **and submit a valid original or a valid certified copy of a B-BBEE Verification Certificate** from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution **are not claimed**.

1.5 The purchaser reserves the right to require of a Bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;

- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“Bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of State for the provision of services, works or goods, through price quotations, advertised competitive bid processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“Comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilised have been taken into consideration.
- 2.7 **“Consortium or Joint Venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skills and knowledge in an activity for the execution of a contract.
- 2.8 **“Contract”** means the agreement that results from the acceptance of a bid by an organ of State.
- 2.9 **“EME”** means any enterprise with annual total revenue of R5 million or less;
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition or abolition of customs or excise duty and any other duty, levy or tax which, in terms of the law or regulation, is binding on the Contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“Functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a Bidder;
- 2.12 **“Non-firm prices”** means all prices other than “firm” prices;
- 2.13 **“Person”** includes a juristic person;
- 2.14 **“Rand value”** means the total estimated value of a contract in South African currency, calculated at the time of the bid invitations and includes all applicable taxes and excise duties;
- 2.15 **“Sub-contract”** means the primary Contractor’s assigning, leasing, making out work to, or employing another person to support such primary Contractor in the execution of part of a project in terms of the contract;
- 2.16 **“Total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of Section 9 (1) of the Broad- Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“Trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“Trustee”** means any person, including the founder of the trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The Bidder obtaining the highest number of total points will be awarded the contract.

- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts.
- 3.3 Points scored must be rounded off to the nearest 2 (two) decimal places.
- 3.4 In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preferential points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects; the award shall be decided by the drawing of lots.

**4. POINTS AWARDED FOR PRICE**

**4.1 THE 80/20 OR 90/10 PREFERENCE SYSTEMS**

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20**

**90/10**

$$P_s = 80 \left( 1 - \frac{(P_t - P_{min})}{P_{min}} \right)$$

$$P_s = 90 \left( 1 - \frac{(P_t - P_{min})}{P_{min}} \right)$$

Where

$P_s$  = Points scored for comparative price of bid under consideration

$P_t$  = Comparative price of bid under consideration

$P_{min}$  = Comparative price of lowest acceptable bid

**1. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTION**

- 1.1 In terms of Regulation 5(2) and 6(2) of the Preferential Procurement Regulations, preference points must be awarded to a Bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

<b>B-BBEE Status Level of Contributor</b>	<b>Number of Points (80/20 system)</b>	<b>Number of points (90/10 system)</b>
1	20	10
2	18	9
3	14	6
4	12	5
5	8	4
6	6	3

7	4	2
8	2	1
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA’s approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A Trust, Consortium or Joint Venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 5.5 A Trust, Consortium or Joint Venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a Bidder intends sub-contracting more than 25 (twenty-five) % of the value of the contract to any other enterprise that does not qualify for at least the points that such a Bidder qualifies for, unless the intended Sub-Contractor is an EME that has the capacity and ability to execute the sub-contract.
- 5.8 A person awarded a contract may not sub-contract more than 25 (twenty-five) % of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute the sub-contract.

**6. BID DECLARATION:**

- 6.1 Bidders who claim points in respect of B-BBEE Status Level of Contributions must complete the following:

**7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1**

- 7.1 B-BBEE Status Level of Contribution: ..... = ..... (maximum of 20)

**(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).**

**8. SUB-CONTRACTING**

8.1 Will any portion of the contract be sub-contracted? (Delete which is not applicable)

**YES NO**

8.1.1 If yes, indicate:

(i) what percentage of the contract will be sub-contracted ..... %

(ii) the name of the Sub-Contractor.....

(iii) the B-BBEE status level of the Sub-Contractor .....

(iv) whether the Sub-Contractor is an EME

**YES NO**

**9. DECLARATION WITH REGARD TO COMPANY / FIRM:**

9.1 Name of firm: .....

9.2 VAT registration number: .....

9.3 Company registration number: .....

**9.4 TYPE OF COMPANY / FIRM**

- Partnership/Joint Venture/Consortium
- One-person business/sole propriety
- Close Corporation
- Company
- (Pty) Limited

*(Tick applicable box)*

**9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
.....

**9.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier

- Professional service provider
- Other service providers, e.g. transporter, etc.

(Tick applicable box)

9.7 Total number of years the firm has been in business? .....years

9.8 I/We, the undersigned, who is/are duly authorised to do so on behalf of the company/firm, certify that points claimed, based on the B-BBEE Status Level of Contribution, indicated in paragraph 7 of the foregoing certificate, qualifies the company/firm for the preference(s) shown and I/we acknowledge that:

- (i) The information furnished is true and correct.
- (ii) The preference points claimed is 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 paragraph 7, the Contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct.
- (iv) If the B-BBEE Status Level of Contribution has been claimed or obtained on a fraudulent basis or any of the conditions of the contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding 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) restrict the Bidder or Contractor, its Shareholders and Directors, or only the Shareholders and Directors who acted on a fraudulent basis, 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.

**WITNESSES:**

1. ....

**SIGNATURE(S) OF BIDDER (S)**

2. ....

DATE: .....

ADDRESS: .....

.....

.....

.....

**CONTRACT FORM – PURCHASE OF GOODS / WORKS**

**THIS FORM MUST BE COMPLETED IN DUPLICATE BY BOTH THE SUCCESSFUL BIDDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SUCCESSFUL BIDDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS**

**PART 1 (TO BE COMPLETED BY THE BIDDER)**

1. I hereby undertake to supply all or any of the goods and/or works described in the attached bidding documents to (name of institution) ..... in accordance with the requirements and specifications stipulated in bid number ..... at the price/s quoted. My offer/s remain binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of bid.
  
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
  - (i) bidding documents, viz
    - Invitation to bid;
    - Tax Clearance Certificate
    - Pricing Schedule(s);
    - Technical Specification(s);
    - Preference claims for Broad Based Black
    - Economic Empowerment Status Level of Contribution in terms of the Preferential Procurement Regulations, 2017 (Government Gazette No. 10684);
    - Declaration of interest;
    - Declaration of Bidder's past SCM practices;
    - Certificate of Independent Bid Determination;
    - Special Conditions of Contract;
  
  - (ii) General Conditions of Contract; and
  
  - (iii) Other (specify)
  
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the tendered Remeasurable quoted cover all the goods and/or works specified in the bidding documents; that the tendered Remeasurable cover all my obligations and I accept that any mistakes regarding the tendered Remeasurable and calculations will be at my own risk.
  
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.

- 5. I declare that I have no participation in any collusive practices with any Bidder or any other person regarding this or any other bid.
- 6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT) .....

CAPACITY .....

SIGNATURE .....

NAME OF FIRM .....

DATE .....

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p> <p>DATE: .....</p>
---

**CONTRACT FORM – PURCHASE OF GOODS / WORKS**

**PART 2 (TO BE COMPLETED BY THE PURCHASER)**

1. I, ..... in my capacity as .....  
 accept your bid under Reference Number ..... dated .....  
 for the supply of goods / works indicated hereunder and/or further specified in the annexure(s).
2. An official order indicating delivery instructions is forthcoming.
3. I undertake to make payment for the goods/works delivered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice accompanied by the delivery note.

ITEM NO.	PRICE (ALL APPLICABLE TAXES INCLUDED), EXCL 14% VAT	BRAND	DELIVERY PERIOD	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT  (if applicable)

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

A large empty rectangular box intended for an official stamp.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p> <p>DATE: .....</p>
---

# **THE CONTRACT**

## **AGREEMENT AND CONTRACT DATA**

### **3.1 Form of Offer and Acceptance**

### **3.2 Contract Data**

***C 1.1:***  
***FORM OF OFFER AND ACCEPTANCE***  
***(AGREEMENT)***

## TENDER NO. NC/10/2022

TO APPOINT A PANEL OF EXPERIENCED AND SUITABLY QUALIFIED VALUERS FOR THE COMPILATION AND MAINTENANCE OF VALUATION ROLLS AND SUPPLEMENTARY VALUATION ROLLS AS WELL AS THE SUPPLY OF OTHER VALUATION-RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MU

### FORM OF OFFER AND ACCEPTANCE (AGREEMENT)

#### OFFER

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a contract in respect of the following works:

#### TENDER NO.NC/10/2022:

Criteria	Minimum requirement	Points	Maximum Points
<p><b>Experience of bidder</b></p> <p>Relevant Municipal written reference letters from clients on the institution's letterhead. <b>Reference letters should include:</b></p> <p>a) Description of work delivered;</p> <p>b) Size of project;</p> <p>c) Contact details of the Client; and</p> <p>d) Value of the Project.</p> <p>Provide Detailed company profile indicating your understanding of General Municipal Valuation and Acceptable Valuation approaches/practice</p>	<p>Companies demonstrates competency in Municipal Property Valuation and has a successful track record with &gt;10 years of experience (with well-resourced personnel), Proposal demonstrates the types of municipal Projects, Handling of objections of values, and a successful track record, also company demonstrates the use of best practices and systems (40)</p>	<b>40</b>	<b>40</b>
	<p>Company has sufficient success stories of Municipal Property Valuation, &gt; 5 years experience. Proposal demonstrates the types of municipal projects (30)</p>	<b>30</b>	
	<p>Company Proposal that demonstrates Municipal Property Valuation but has &lt; 5 years experience (20)</p>	<b>20</b>	
	<p>No Experience in Municipal Property Valuation but proposal has demonstrated</p>	<b>5</b>	

	understanding of what is required (5)		
<b>Professional Membership</b>	South African Council for the Property Valuers Profession	No professional membership <b>(0)</b>  Professional membership <b>(20)</b>	<b>20</b>
<b>Project staff experience:</b>  Expertise and professional experience of team members assigned to work on the project (Minimum of 5 years experience)  (Quality of the Resources and their skills needs to be indicated)	1 -less than 5 years' experience in Municipal Property Valuations <b>(0)</b>  2 - less than 10 years but greater than 5 years in Municipal Property Valuations <b>(10)</b>  3 - Less than 15 years' experience but greater than 10 years' experience in Municipal Property Valuations <b>(20)</b>	<b>20</b>	<b>20</b>
<b>Woman ownership</b>  <b>(Scoring a max of 5)</b>	Companies that are 100% owned by Women.	<b>5</b>	<b>5</b>
	Companies that are between 50% and 100% owned by Women.	<b>4</b>	
	Companies that are between 25% and 50% owned by Women.	<b>2</b>	
	Companies that are less than 25% owned by Women.	<b>0</b>	
<b>Youth ownership</b>  <b>(Scoring a max of 5)</b>	Companies that are 100% owned by Youth.	<b>5</b>	<b>5</b>
	Companies that are between 50% and 100% owned by Youth.	<b>4</b>	
	Companies that are less than 25% and 50% owned by Youth.	<b>2</b>	
	Companies that are less than 25% owned by Youth.	<b>0</b>	
<b>People with disability ownership</b>  <b>(Scoring a maximum of 5)</b>	Companies that are 100% owned by people with disability.	<b>5</b>	<b>5</b>

	Companies that are between 50% and 100% owned by people with disability.	<b>4</b>	
	Companies that are less than 25% and 50% owned by people with disabilities.	<b>2</b>	
	Companies who are less than 25% owned by people with disabilities.	<b>0</b>	
<b>Locality</b>  <b>(Scoring a max of 10)</b>	Companies who are based in the Northern Cape Province.	<b>5</b>	<b>5</b>
	Companies who are based outside the Northern Cape Province	<b>0</b>	
<b>Total</b>			<b>100</b>

The Tenderer, identified in the Offer signature block below, has examined the documents listed in the Tender Data and addenda thereto as listed in the Tender Schedules, and by submitting this Offer has accepted the Conditions of Tender.

By the representative of the Tenderer, deemed to be duly authorised, signing this part of this Form of Offer and Acceptance, the Tenderer offers to perform all of the obligations and liabilities of the Contractor under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

**THE OFFERED TOTAL OF THE TENDERED RE-MEASUREABLE CONTRACT EXCLUSIVE OF VALUE ADDED TAX IS:**

R..... (in figures);

.....

..... (in words).

This Offer may be accepted by the Employer by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Tenderer before the end of the period of validity stated in the Tender Data, whereupon the Tenderer becomes the party named as the Contractor in the Conditions of Contract identified in the Contract Data.

**Signature(s)** .....

**Name(s)**.....

**Capacity** .....

**For the**

**Tenderer** .....

**(Name and address of Organisation/Tenderer)**

**Name & signature**

**of Witness** ..... **Date** .....

**ACCEPTANCE**

By signing this part of this Form of Offer and Acceptance, the Employer identified below accepts the Tenderer's Offer. In consideration thereof, the Employer shall pay the Contractor the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Tenderer's offer shall form an agreement between the Employer and the Tenderer upon the terms and conditions contained in this Agreement and in the contract that is the subject of this Agreement.

The terms of the Contract are contained in:

Part C 1:Agreement and Contract Data, which includes this agreement

Part C 2:Pricing Data (Tendered Re-Measurable)

Part C 3:Scope of Work

and drawings and documents or parts thereof, which may be incorporated by reference into Parts C1 to C 3 above.

Deviations from and amendments to the documents listed in the Tender Data and any addenda thereto listed in the Tender Schedules as well as any changes to the terms of the Offer agreed by the Tenderer and the Employer during this process of offer and acceptance, are contained in the Schedule of Deviations attached to and forming part of this Agreement. No amendments to or deviations from said documents are valid unless contained in this Schedule, which must be duly signed by the authorised representative(s) of both parties.

The Tenderer shall within 2 (two) weeks after receiving a completed copy of this Agreement, including the Schedule of Deviations (if any), contact the Employer's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of Contract identified in the Contract Data at, or just after, the date this Agreement comes into effect. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Tenderer receives 1 (one) fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Tenderer (now Contractor) within 5 (five) days of the date of such receipt, notifies the Employer in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

**Signature(s)** .....

**Name(s)**.....

**Capacity** .....

**For the  
Employer**

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL  
AFFAIRS OF THE NORTHERN CAPE  
PRIVATE BAG X5005  
KIMBERLEY, 8300

**Name & signature**

**of Witness** ..... **Date** .....

**SCHEDULE OF DEVIATIONS**

**Notes:**

1. The extent of deviations from the tender documents issued by the Employer prior to the tender closing date is limited to those permitted in terms of the Conditions of Tender.
2. A Tenderer's covering letter shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here.
3. Any other matter arising from the process of offer and acceptance either as a confirmation, clarification or change to the tender documents and which it is agreed by the Parties becomes an obligation of the Contract shall also be recorded here.
4. Any change or addition to the tender documents arising from the above agreements and recorded here shall also be incorporated into the final draft of the Contract.

1. **Subject** .....

Details .....

2. **Subject** .....

Details .....

3. **Subject** .....

Details .....

4. **Subject** .....

Details .....

5. **Subject** .....

Details .....

6. **Subject** .....

Details .....

By the duly authorised representatives signing this Schedule of Deviations, the Employer and the Tenderer agree to and accept the foregoing Schedule of Deviations as the only deviations from and amendments to the documents listed in the Tender Data and addenda thereto as listed in the tender Schedules, as well as any confirmation, clarification or change to the terms of the offer agreed by the Tenderer and the Employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the tender documents and the receipt by the Tenderer of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

**AGREEMENT**

The Employer identified below has accepted a Tender Offer by the Company for the rendering of consulting services, completion and remedying of defects of the specified Works. Acceptance of the Supplier's Offer shall form an agreement between the Employer and the Consulting Agent upon the terms and conditions contained in the Agreement and in the Contract that is the subject of the Agreement.

**THESE AGREEMENT WITNESSES THAT:**

1. The following documents shall be deemed to form and be read and construed as part of this Agreement:
  - (a) Form of Offer and Acceptance, including Schedule of Deviations
  - (b) Addenda, Schedules
  - (c) Contract Data
  - (d) Tendered (Re-Measurable)
  - (e) Scope of Work (Specifications, drawings)
  - (f) Annexures (as applicable)
  
2. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor covenants with the Employer to execute and complete the Works and remedy any defects therein, in conformity with the provisions of the Contract.
  
3. The Employer hereby covenants to pay the Contractor, in consideration of the execution and completion of the Works and the remedying of defects therein, the tendered Contract at intervals predetermined in the service level agreement and in the manner prescribed by the Contract.

**FOR THE CONTRACTOR (SUCCESSFUL TENDERER):**

**Signature(s)** .....

**Name(s)**.....

**Capacity** .....

**For the Contractor** .....

**(Name and address of organisation)**

**Name & signature**

**of Witness** .....

**Date**

**FOR THE EMPLOYER:**

**Signature(s)** .....

**Name(s)**.....

**Capacity** .....

**For the** DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF THE NORTHERN CAPE

**Employer** PRIVATE BAG X5005  
KIMBERLEY, 8300

**Name & signature**

**of Witness** .....

**CONFIRMATION OF RECEIPT**

The Tenderer, (now Contractor), identified in the Offer part of this Agreement hereby confirms receipt from the Employer, identified in the Acceptance part of this Agreement, of one fully completed original copy of this Agreement, including the Schedule of Deviations (if any) today:

At ..... (Place) on the ..... day of ..... (Month) 20 ..... (Year)

**FOR THE CONTRACTOR (SUCCESSFUL TENDERER):**

**Signature(s)** .....

**Name(s)**.....

**Capacity** .....

**For the Contractor** .....  
**(Name and address of organisation)**

**Name & signature of Witness** .....  
**Date**



**COGHSTA**

Co-operative Governance  
Human Settlement & Traditional Affairs

## ***CONTRACT DATA***



**COGHSTA**

Co-operative Governance  
Human Settlement & Traditional Affairs

# **PART 1: DATA PROVIDED BY THE EMPLOYER**

DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS OF  
THE NORTHERN CAPE

## **TENDER NO. NC/10/2022**

**TO APPOINT A PANEL OF EXPERIENCED AND SUITABLY QUALIFIED VALUERS  
FOR THE COMPILATION AND MAINTENANCE OF VALUATION ROLLS AND  
SUPPLEMENTARY VALUATION ROLLS AS WELL AS THE SUPPLY OF OTHER  
VALUATION-RELATED SERVICES IN COMPLIANCE WITH THE LOCAL  
GOVERNMENT: MU**

### **CONTRACT DATA**

#### **PART 1: DATA PROVIDED BY THE EMPLOYER**

##### **CONDITIONS OF CONTRACT**

##### **CONTRACT SPECIFIC DATA**

##### **Compulsory Data**

The name of the Employer is COGHSTA.

The name of the Employer's Agent is Mr. P. SEANE, Director DEVELOPMENT AND PLANNING, CoGHSTA

The Pricing Strategy is a Re-Measurable Contract.

The address of the Employer is:

Physical address: LARRY MOLEKO LOUW BUILDING  
9 CECIL SUSSMAN ROAD



KIMBERLEY

8301

Postal Address: PRIVATE BAG X5005

KIMBERLEY

8300

E-mail address: bslenkoe@ncpg.gov.za

The address of the Employer's Agent is:

Physical address: LARRY MOLEKO LOUW BUILDING

9 CECIL SUSSMAN ROAD

KIMBERLEY

8301

Postal address: PRIVATE BAG X5005

KIMBERLEY, 8300

E-mail address: [PSEANE@NCPG.GOV.ZA](mailto:PSEANE@NCPG.GOV.ZA)

The language of the Contract and of written communication shall be English as determined by the Employer and the Employer's Agent at the onset of the Contract.

The Employer's Agent shall retain copyright and property rights on his documentation, etc.

The Employer's Agent is required to obtain the specific approval of the Employer before executing any of the following functions or duties:

1. Nominating the Employer's Agent's Representative
2. Delegation of Employer's Agent's authority

**Details to be confidential**



The bidder shall treat the details of the work comprised in this Contract as private and confidential (save in so far as may be necessary for the purposes hereof) and shall not publish or disclose the same or any particulars thereof in any trade or technical paper elsewhere without prior written consent from the Department.



## **PART 2: DATA PROVIDED BY THE TENDERER**



**PART 2: DATA PROVIDED BY THE TENDERER**

**Clause 1.1.1.9:**

The name of the Tenderer is .....

**Clause 1.2.1.2:**

The address of the Tenderer is:

*Physical address:*

.....  
.....  
.....

*Postal address:* .....

*E-mail address:* .....

*Fax number:* .....

*Contact person:* .....

*Cell No.:* .....

**SIGNED ON BEHALF OF THE TENDERER** .....

**DATE:** .....



DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENTS AND TRADITIONAL AFFAIRS  
OF THE NORTHERN CAPE

## **TENDER NO. NC/10/2022**

**TO APPOINT A PANEL OF EXPERIENCED AND SUITABLY QUALIFIED  
VALUERS FOR THE COMPILATION AND MAINTENANCE OF VALUATION  
ROLLS AND SUPPLEMENTARY VALUATION ROLLS AS WELL AS THE  
SUPPLY OF OTHER VALUATION-RELATED SERVICES IN COMPLIANCE WITH  
THE LOCAL GOVERNMENT: MU**



# VALUATION TENDER

## TENDER NO: NC/10/2022

### DEPARTMENT OF COOPERATE GOVERNANCE, HUMAN SETTLEMENTS, AND TRADITIONAL AFFAIRS (CoGHSTA)

#### PURPOSE OF TENDER

**TO APPOINT A PANEL OF EXPERIENCED AND SUITABLY QUALIFIED VALUERS FOR THE COMPILATION AND MAINTENANCE OF VALUATION ROLLS AND SUPPLEMENTARY VALUATION ROLLS AS WELL AS THE SUPPLY OF OTHER VALUATION-RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT NO. 6 OF 2004), AS AMENDED, IN NORTHERN CAPE (NC) MUNICIPALITIES FOR FIVE YEARS (5), EFFECTIVE FROM 1 FEBRUARY 2023 (ON AN AS-AND-WHEN-REQUIRED BASIS).**

#### **Background:**

The Northern Cape Department of Cooperative Governance, Human Settlements, and Traditional Affairs (CoGHSTA) took a decision to assist municipalities in the NC to compile and maintain their valuation rolls as well as supplementary valuation rolls. It is for this reason that the CoGHSTA invites tenders from suitably qualified and experienced valuers in addition to the compilation and maintenance of municipal valuation rolls and supplementary valuation rolls and also provides ad-hoc valuation services when needed. This decision was taken to ensure municipalities in the Northern Cape are in compliance with the LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT NO. 6 OF 2004), AS AMENDED, after it was found many of these municipalities are not in compliance with the above-mentioned act.

#### **CLOSING DATE AND TIME AND PLACE:**

Closing Date: 02 DECEMBER 2022  
Closing Time: 11H00

The Tender Box is at the reception in the Larry Moleko Louw Building, 9 Cecil Sussman Road, Kimberley 8301. Tenders must be placed in the Tender Box, not later than the closing date and at the time advertised, at which time the tenders will be opened in public. To ensure that your tender is not exposed to invalidation, documents are to be completed in accordance with the conditions and tender rules contained in the tender documents. The tenders will be opened directly after closing and due to a two-stage tender evaluation process the tender prices will not be read out.

The lowest or any tender will not necessarily be accepted and CoGHSTA reserves the right not to consider any tender not suitably endorsed or comprehensively completed.

The following documents must be completed, signed and submitted as a complete set:

All enquiries can be directed to **Mr. Karel Visagie**

Telephone number: 053 8309400  
Cell number: 0786072075  
E-mail address: kvisagie@ncpg.gov.za



A non-compulsory briefing session will be held at the following physical address:-

Larry Moleko Louw Building  
9 Cecil Sussman Road  
Kimberley  
8301

on the 15 NOVEMBER 2022 at 09H00

**THE EMPLOYER:**

THE HEAD OF DEPARTMENT

NC DEPARTMENT OF COGHSTA

PRIVATE BAG X5005

KIMBERLEY

8300

**Definitions:**

“Act”	means the Local Government: Municipal Rates Act, 2004 (Act No. 6 of 2004), as amended, and any regulations made in terms of section 83 thereof;
“Assistant Municipal Valuer”	means a valuer as defined in terms of section 39 (2) of the Act;
“CoGHSTA”	means the Northern Cape Department of Cooperative Governance, Human Settlements, and Traditional Affairs
“HOD”	means Head of Department
“the Department”	means the Northern Cape Department of Cooperative Governance, Human Settlements, and Traditional Affairs
“Closing Date”	shall be ..... hours on the..... day of .....20___;
“Commencement Date”	shall mean the first day following the signature date;
“Good Standing”	means that the Tenderer and/or nominated person shall not be in any way lawfully indebted to the CoGHSTA, and/or that such indebtedness shall not be older than thirty (30) days and/or that the Tenderer and/or nominated person has concluded an agreement or compromise to settle the indebtedness and is not in breach of such agreement or compromise;
“Final Delivery Certificate”	means the document issued by the CoGHSTA confirming that all known errors and defects have been rectified and that the services and valuation rolls have been rendered in compliance with the Act together with all other terms and conditions of this tender;
“Letter of Acceptance”	means the written communication by the Municipality to the Tenderer recording the acceptance by the Municipality of the Tenderers tender subject to any further terms and conditions to be included in the tender by agreement between the Tenderer and the Municipality;
“Municipality”	shall mean the affected municipality that is allocated by CoGHSTA
“Municipal Valuer”	means a valuer as defined in terms of section 39 (1) of the Act;
“Nominated Person”	means a valuer nominated by the Tenderer who will comply with either the provisions of section 39 (1) or section 39 (2) of the Act;
“SDC”	means any Service Delivery Centre that forms part of the Municipality;
“Section”	means a section of the Local Government: Municipal Rates Act, 2004 (Act No. 6 of 2004), as amended, and any regulations made in terms of Section 83;
“Signature Date”	means the date of the signed letter of acceptance;
“Substitute Nominated Person”	means the person nominated to substitute the Municipal Valuer;
“Date of Valuation”	shall mean the Date of Valuation as determined by CoGHSTA in terms of the Act;
“Date of Draft Submission”	shall mean the date upon which CoGHSTA if so required by them requires the nominated person to submit data relevant to the valuation roll to enable the Municipality to use such data in the preparation of their rates policy and tariffs;
“Date of Final Submission”	shall mean the date upon which the certified roll/s are handed to CoGHSTA by the nominated persons;

*“Specialised Properties”*

Specialised Properties are all properties other than residential dwellings, agricultural farming units, typical income producing properties and include inter alia the following type of properties:

- Regional Shopping Centres
- Petrol Filling Stations
- Hotels
- Conference Centres
- Quarries
- Mines
- Grain Depots
- Private Hospitals
- Provincial and/or State buildings such as Civic Centres, Prisons etc.
- Airports, Harbours and Stations
- Manufacturers/factories

Tenderer shall be required by CoGHSTA to assist the Municipality to compile a register of Specialised Properties that will enable the Municipality to easily refer at any time to such properties. The register will reflect the property description and method of valuation applied. Where generally recognised methods of valuation are not appropriate in the determination of value, for properties of this nature, the nominated person will be required to obtain the written approval from CoGHSTA for the method of valuation or technique of valuation to be applied in the valuation of such properties;

*“Data and Information”*

includes valuations, calculations, spreadsheets, data bases, files, maps analysis and systems, whether electronic or hard copy, photographs, field sheets, aerial photographs and/or satellite imagery and/or copies thereof, GIS data, including cadastral and other spatial data, deeds records, sale and rental records and/or any other information that is obtained and used in the fulfilment of this tender

*“Data Ownership”*

“all data obtained, collected and/or utilised in the compilation and maintenance of the valuation roll and supplementary valuations rolls belongs to the Municipality;”

*“Data Transfer”*

all data utilised and/or collected by the tenderer including that of the data capturers, will be transferred to the Municipality via CoGHSTA on a monthly basis and in a format mutually agreed upon. Wherever possible, all data should be collected and transferred in a recognised electronic format

*“Property Master File”*

shall be defined as a property master file containing all property records of the Municipality relating to the valuation roll whether registered or not at date of valuation. Tenderer will be required to record changes and maintain the property master file on an ongoing basis after creation thereof. The purpose of the master file is to enable the public and officials of the Municipality to have easy access to all properties registered or unregistered, forming part of either the master file and/or the valuation rolls of the Municipality



## TENDER SPECIFICATIONS

### 1. INTRODUCTION

The Northern Cape Department of Cooperative Governance, Human Settlements, and Traditional Affairs (CoGHSTA) took a decision to assist municipalities in the NC to compile and maintain their valuation rolls as well as supplementary valuation rolls. It is for this reason that the Department of CoGHSTA invites tenders from suitably qualified and experienced valuers in addition to the compilation and maintenance of municipal valuation rolls and supplementary valuation rolls and also provides ad-hoc valuation services when needed. This decision was taken to ensure municipalities in the Northern Cape are in compliance with the LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT NO. 6 OF 2004), AS AMENDED, after it was found many of these municipalities are not in compliance with the above-mentioned act.

CoGHSTA is calling for bids from experienced and suitably qualified valuers for the compilation of a valuation roll and supplementary valuation rolls in terms of the Act, in Northern Cape municipalities on an as-required basis.

The property valuation and rating process generates a substantial percentage of a Municipality's income and therefore the Municipality could suffer significant detriment, if the valuation services provided are not accurate. There is also a significant customer service focus associated with the valuation process that impacts on the Municipality's image and therefore also on CoGHSTA's image.

The successful Tenderers must commit themselves to strict confidentiality both during and after the valuation task. Tenderers must ensure that no conflict of interest occurs during or after the valuation process and if any potential conflict arises, the Tenderer must advise CoGHSTA accordingly. Tenderers will be required to prepare a project plan and adhere to the time schedules detailed therein.

CoGHSTA via the relevant municipality will provide the Tenderer with available data required to complete the project. Any further data or information required to fulfil the requirements of the Act and the specific requirements of the Municipality shall be for the sole account and responsibility of the Tenderer.

### 2. QUALIFICATION OF MUNICIPAL VALUER AND/OR ASSISTANT MUNICIPAL VALUER

**In terms of Section 39(1)(a) only a person registered as a Professional Valuer or Professional Associated Valuer in terms of the Property Valuers Profession Act, 47 (Act No. 47 of 2000) may be designated as the Municipal Valuer.**

The Tenderer must nominate the person to be designated as the Municipal Valuer. In terms of Section 39(2)(a) where CoGHSTA requires the appointment of Assistant Municipal Valuers only, such Assistant Municipal Valuers must be nominated by the Tenderer. Where CoGHSTA requires the services of a Municipal Valuer, the Tenderer shall be entitled to nominate the Municipal Valuer to be appointed under his control and authority.

CoGHSTA reserves the right to:-

Fully investigate the qualifications, experience, and performance of the Tenderers nominated person/s by reference to:

- Other municipalities where valuation roll/s were compiled;
- previous valuation board hearings;
- appeal board hearings;
- arbitration and supreme courts;
- general standing of the nominated person/s within the valuation profession;
- CoGHSTA shall be entitled to obtain references from any professional body that the nominated person/s is associated with; and
- CoGHSTA reserves the right to interview the nominated person/s;

The Tenderers nominated person/s if appointed by the CoGHSTA as either the Municipal Valuer and/or Assistant Municipal Valuer may not cede or assign his appointment to any other valuer unless such cession and/or assignment has been approved in writing by the CoGHSTA. Should such person/s for any reason whatsoever no longer be associated or employed by Tenderer, CoGHSTA reserves the right to cancel this



agreement and hold the Tenderer and/or appointed Municipal Valuer liable for any damages it may suffer as a result thereof.

CoGHSTA shall not be obliged to approve any request for cession and/or assignment.

The nominated and designated Municipal Valuer and/or Assistant Municipal Valuer will be responsible for the full compliance of the functions and duties of the valuer as set out in the Act as well as fulfilling all the requirements of this tender.

The Municipal Valuer and/or Assistant Municipal Valuer do by their signature bind themselves jointly and severally with Tenderer to fulfil all terms and conditions of this Tender together with all schedules.

**3. Requirements from Tenderer's nominated person/s by CoGHSTA to assist Municipalities in:-**

- (1) The preparation and/review of the Rates Policy in terms of the Act in regard to valuation.
- (2) Community Participation and Public Awareness relating to the valuations and objections.
- (3) Attending to Valuation Enquiries on behalf of the Municipalities.

**The tenderer's nominated person/s will be required to undertake the following functions and/or services:-**

- (4) Valuation of different categories of properties in terms of Section 8.
- (5) Valuation of multiple purpose properties in terms of Section (9) and the review thereof, if so required by Municipalities.
- (6) Exemptions, reductions or rebates in terms of Section 15 and the reviews thereof, if required by Municipality.
- (7) Compile valuations in terms of Section 7(1) and subject to the provisions of Section 30(2), where applicable.
- (8) Compliance with the provisions of Section 30.
- (9) Compile the valuation rolls as at date of valuation in terms of Section 31.
- (10) Comply fully with Section 34 – Functions of Municipal Valuer.
- (11) Section 36 – Data Collectors. Assume responsibility for their performance.
- (12) Comply with Section 37 – Delegation where applicable and if necessary.
- (13) Comply with Section 39 – Qualifications of Municipal Valuers.
- (14) Comply with Section 40 – Prescribed Declarations.
- (15) Comply with Section 41 – Inspection of property within defined days and times.
- (16) Comply with Section 42 – Access to Information.
- (17) Comply with Section 43 – Conduct of Valuers.
- (18) Comply with Section 44 – Protection of Information.
- (19) Comply with Section 45 – Valuation methodology and Section 13 hereof.
- (20) Comply with Section 46 – General basis of valuation.
- (21) Comply with Section 47 – Sectional Title Schemes.
- (22) Comply with Section 48 – Content of valuation roll including any additional information that the Municipality may require in terms of this tender.
- (23) Comply with Section 51 – Processing of objections, if so required by Municipality.
- (24) Comply with Section 52(1)(3) – Compulsory review.



- (25) Comply with Section 53 – Notification.
- (26) Comply with Section 69 – Decisions affecting valuation rolls.
- (27) Comply with Section 78 – Supplementary valuations including annual reviews of multiple purpose properties in terms of Section 9 and properties affected in terms of Section 15 of the Act, if so required by Municipality.
- (28) Comply with Section 81 & 82 of the Act. Tenderers/Nominated Person(s) shall provide and make available all data and valuations for purposes of internal monitoring by the Municipality as well as monitoring by the MEC for local government in terms of Section 81(1) of the Act and the Minister in terms of Section 82(1) of the Act.  
Such data will be available in a format that is easy to read, understand and interpret.
- (29) Comply with Section 85 – Copyright of valuation rolls and other data.  
All data belongs to the municipality and the municipal manager must ensure that such data is received prior final payment to the service provider (valuer) and is adequately protected. The municipal valuer must submit all data including the valuation roll in a format wherein the municipality can easily copy and or extract information from such datasets (for example Excel, Access and Word). The pdf version where required must also be submitted. This is to enable the municipality easy use of such information for other purposes. These include assisting in rates tariff modelling when comparing the change in valuations between the two valuation rolls. These changes in valuations due to a new valuation roll impacts on changes in rates payable by property owners in each property category.

**GUIDELINES OF WHAT IS REQUIRED IN EACH STAGE:**

Accurate data collection is critical during the duration of the entire contract. Tenderers will have to ensure that data collected can be monitored and verified by CoGHSTA and the Municipality and. Critical data that has a direct effect on valuations i.e. size, zoning, values etc must be able to be fully audited by way of an acceptable audit trail.

Failure to meet the deadlines will result in a cumulative knock-on effect with regard to the submission of the certified roll and subsequent rendering of Municipal rates and taxes accounts.

Failure to meet the deadlines in regard to the submissions of draft and certified valuation rolls will result in delays in the finalisation of the annual rates policy, which will ultimately affect the determination of the rates structure of the municipality

Although stages may overlap each other it is critical that each stage be completed within the prescribed deadlines. Deadlines may only be changed with the written approval of the CoGHSTA.

Payments will be effected on a pro-rata basis payable either at the end of a stage or in progressive performance related payments during a stage

**4. FUNCTIONALITY EVALUATION**

Criteria	Minimum requirement	Points	Maximum Points
<b>Experience of bidder</b>  Relevant Municipal written reference letters from clients on the institution's letterhead. <b>Reference letters should include:</b>  a) Description of work delivered;  b) Size of project;	Companies demonstrates competency in Municipal Property Valuation and has a successful track record with >10 years of experience (with well-resourced personnel), Proposal demonstrates the types of municipal Projects, Handling of objections of values, and a successful track record, also company	<b>40</b>	<b>40</b>



<p>c) Contact details of the Client; and</p> <p>d) Value of the Project. Provide Detailed company profile indicating your understanding of General Municipal Valuation and Acceptable Valuation approaches/practice</p>	<p>demonstrates the use of best practices and systems (40)</p>		
	<p>Company has sufficient success stories of Municipal Property Valuation, &gt; 5 years experience. Proposal demonstrates the types of municipal projects (30)</p>	<b>30</b>	
	<p>Company Proposal that demonstrates Municipal Property Valuation but has &lt; 5 years experience (20)</p>	<b>20</b>	
	<p>No Experience in Municipal Property Valuation but proposal has demonstrated understanding of what is required (5)</p>	<b>5</b>	
<b>Professional Membership</b>	<p>South African Council for the Property Valuers Profession</p>	<p>No professional membership <b>(0)</b></p> <p>Professional membership <b>(20)</b></p>	<b>20</b>
<p><b>Project staff experience:</b></p> <p>Expertise and professional experience of team members assigned to work on the project (Minimum of 5 years experience)</p> <p>(Quality of the Resources and their skills needs to be indicated)</p>	<p>1 -less than 5 years' experience in Municipal Property Valuations <b>(0)</b></p> <p>2 - less than 10 years but greater than 5 years in Municipal Property Valuations <b>(10)</b></p> <p>3 - Less than 15 years' experience but greater than 10 years' experience in Municipal Property Valuations <b>(20)</b></p>	<b>20</b>	<b>20</b>
<p><b>Woman ownership</b></p> <p><b>(Scoring a max of 5)</b></p>	<p>Companies that are 100% owned by Women.</p>	<b>5</b>	<b>5</b>
	<p>Companies that are between 50% and 100% owned by Women.</p>	<b>4</b>	
	<p>Companies that are between 25% and 50% owned by Women.</p>	<b>2</b>	



	Companies that are less than 25% owned by Women.	<b>0</b>	
<b>Youth ownership</b>  <b>(Scoring a max of 5)</b>	Companies that are 100% owned by Youth.	<b>5</b>	<b>5</b>
	Companies that are between 50% and 100% owned by Youth.	<b>4</b>	
	Companies that are less than 25% and 50% owned by Youth.	<b>2</b>	
	Companies that are less than 25% owned by Youth.	<b>0</b>	
<b>People with disability ownership</b>  <b>(Scoring a maximum of 5)</b>	Companies that are 100% owned by people with disability.	<b>5</b>	<b>5</b>
	Companies that are between 50% and 100% owned by people with disability.	<b>4</b>	
	Companies that are less than 25% and 50% owned by people with disabilities.	<b>2</b>	
	Companies who are less than 25% owned by people with disabilities.	<b>0</b>	
<b>Locality</b>  <b>(Scoring a max of 10)</b>	Companies who are based in the Northern Cape Province.	<b>5</b>	<b>5</b>
	Companies who are based outside the Northern Cape Province	<b>0</b>	
<b>Total</b>			<b>100</b>

**5. Evaluation criteria**

- Preference will be given to companies owned by Women, Youth and People with Disabilities.
- Bidders will be disqualified from the bidding process for failing to achieve the minimum functionality score of 70% or more.
- **Project team personnel involved in the project:**
  - Registered with professional bodies
  - Experience of the project team

**Bidders are herewith informed that the above-mentioned are non-negotiable requirements for the project under consideration. If bidders do not have the aforementioned competency within their respective companies your bid proposal will be disqualified.**

**CONTACT PERSON FOR TECHNICAL ENQUIRIES**

All enquiries related to this bid call must be forwarded to:

**Technical Related Enquiries**

Attention: Mr. PHILLIP SEANE

Telephone: 053-8072843

Email: [PSEANE@NCPG.GOV.ZA](mailto:PSEANE@NCPG.GOV.ZA)

**Supply Chain Management Enquiries:**

All inquiries can be directed to **Mr. Karel Visagie**

Telephone number: 053 8309400

Cell number: 0833904043

E-mail address: [kvisagie@ncpg.gov.za](mailto:kvisagie@ncpg.gov.za)

**DEPARTMENT OF CO-OPERATIVE GOVERNANCE, HUMAN SETTLEMENT, AND TRADITIONAL AFFAIRS**