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ADDENDUM FOR
SERVICE PROVIDER TO REVIEW BULWER PRECINCT PLAN
DTPS-B059/25/26

Date: 20/04/2026

This addendum serves to correct the following information in the document:

- Specification is for the Land Use Scheme instead of Bulwer Precinct Plan on the document.

NB: See attached corrected information.

DESCRIPTION	BID NO	CLOSING DATE	CLOSING DATE
SERVICE PROVIDER TO REVIEW BULWER PRECINCT PLAN	DTPS-B059/25/26	24 April 2026 @2026	28 April 2026 @12:00pm

RECOMMENDED BY:

MISS N. HOLIWE
SCM MANAGER

APPROVED BY:

MR. J. SONDEZI
ACTING MUNICIPAL MANAGER

I acknowledge receipt of this Addendum No.1

Name:.....

Signature:.....

Date:.....

REQUEST FOR PROPOSAL: REVIEW OF THE BULWER PRECINCT PLAN



Dr Nkosazana Dlamini Zuma Local Municipality

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Department: Development & Town Planning Services

2. INTRODUCTION

The Dr Nkosazana Dlamini Zuma Local Municipality (Dr NDZ LM) invites suitably qualified and experienced service providers to submit proposals for the review and update of the Bulwer Precinct Plan, that was originally developed in 2013.

3. BACKGROUND

In the recently adopted Municipal Spatial Development Framework (MSDF), Bulwer is identified as a Municipal Development node (Primary node), alongside Underberg. Due to its central location, proximity to major routes (R617 and R612), availability of publicly owned land, and untapped tourism and eco-tourism potential, Bulwer is strategically positioned for catalytic growth.

The Municipality aims to facilitate the accommodation of anticipated growth and development requirements within the area while ensuring alignment with the MSDF and addressing the evolving needs of the community and the broader municipal area. The plan should strike a balance between addressing shared challenges and opportunities of the Bulwer town.

The review must produce a precinct plan that is responsive to current realities, aligns with the MSDF and SPLUMA, incorporates strong urban design principles, and provides implementable spatial solutions to unlock Bulwer's development potential.

4. PROBLEM STATEMENT

Bulwer is located in Ward 10 and functions as a service and administrative centre within the Dr NDZ LM. The town is situated at the crossroads of R617 (linking the N3 to Sani Pass and Lesotho) and R612 (connecting to Ixopo and the N2). The existing services in Bulwer range from government, to commercial and retail. The Government services made up of South African Police Service, Home Affairs, Municipal Community Service Centre (which comprises of the Post Office currently closed), community hall, Art Centre, Local Emergency Centre, public library, primary and high schools, Bank (currently closed), taxi rank, and unplanned informal trading. This is in addition to several commercial and retail facilities such as supermarkets, accommodation facilities and a petrol filling station. Some of the key characteristics of the town include, it is surrounded by villages, forming a significant threshold population for economic activities, known for the Mahaqwa (Bulwer) Mountain, Marutswa Forest, eco-tourism, and adventure sports such as paragliding; Hosts several heritage and religious sites, including the historic Yellowwood Church; and features publicly owned land suitable for structured development

Despite its strategic advantages, Bulwer continues to experience challenges that hinder its growth, including Decaying infrastructure and derelict buildings; lack of coordinated investment due to outdated planning tools; unregulated informal trading and traffic congestion; illegal occupation of municipal land; and limited economic diversification, resulting in outflow of economic activity to nearby surrounding urban centres such as Pietermaritzburg, Ixopo and Kokstad.

These challenges are exacerbated by socio-economic shocks such as the national economic downturn, COVID-19, and the 2021 civil unrest. The outdated 2013 precinct plan is misaligned with the municipality's MSDF, IDP and Land Use Scheme, weakening its effectiveness in guiding investment and development.

The revised precinct plan must respond to these issues with clear spatial strategies, urban design interventions, and development management tools that promote inclusive and sustainable urban transformation.

5. LEGISLATIVE AND POLICY FRAMEWORK

The Local Government: Municipal Systems Act No. 32 of 2000 (MSA) requires all Municipalities to prepare an Integrated Development Plan (IDP) for their area of jurisdiction. Section 26 (e) of the MSA stipulates that all municipalities are required to compile Spatial Development Frameworks (SDFs) as a component of their IDP's.

Furthermore, the Spatial Planning and Land Use Management Act 16 of 2013 (SPLUMA) prescribes that in terms of Part E, Section 21 (1): "*A municipal spatial development framework must "identify the designation of areas in which - (i) more detailed local plans must be developed..."*". Local Area Plans (LAPs) are thus informed by the recommendations of both the Municipal IDP and SDF by translating the intentions of these broader plans into a greater level of detail and thereby informing the preparation of Precinct Plans.

The aim of a Precinct Plan is to provide a detailed framework for coordinating and informing both public and private investment as well as directing the physical development and management of all initiatives to create a well-integrated, accessible, safe and attractive environment for residents, visitors, tourists and investors.

6. PROJECT OBJECTIVES

The Dr Nkosazana Dlamini Zuma Municipality intends to appoint a service provider to review the Bulwer Precinct Plan

The following are the sub-objectives:

- Create a credible, legally compliant and sustainable Precinct Plan in line with the manual published in 2017 by the National Department of Rural Development and Land Reform (DRDLR) on the preparation of SDFs titled "SDF Guidelines: Guidelines for the Development of Provincial, Regional and Municipal Spatial Development Frameworks and Precinct Plans";
-
- Give effect to the development principles contained within SPLUMA, which include:
 - Spatial Justice;
 - Spatial Sustainability;
 - Efficiency;
 - Spatial Resilience; and
 - Good Administration
- Outline the spatial directives emanating from the national, provincial and municipal spatial policy review that is relevant to the precinct;
- Clearly define the role of the precinct within the biophysical context and identify key issues and challenges;
- Create an enabling environment for the mixture of convenient land usage, efficient movement processes and promote economic development;
- Identify planning challenges faced in the precinct, including the limitations of existing infrastructure (bulk and social), backlogs and capacities;
- Identify environmentally sensitive and potential risk areas as well the necessary mitigation measures required for resultant issues;
- Identify and protect natural, cultural and religious resources, tourism opportunities, unique areas, eco-system services, areas of archaeological and historical significance and land with agricultural potential;
- Derive potential land uses by identifying suitable areas for commercial, industrial, residential and mixed use zones;

local spatial knowledge;

- Develop a strategy to address development needs in the area;
- Develop a phased implementation plan in line with infrastructure roll-out;
- Integrate urban design guidelines, economic development strategies, and land use planning tools.

7. LOCATION OF THE PROJECT

The study area is located in the Dr Nkosazana Dlamini Zuma Municipality and encompass Bulwer town. The Dr Nkosazana Dlamini Zuma Municipality is one of four local Municipalities in the Harry Gwala District Municipality. The District Family of municipalities are Johannes Phumani Phungula previously known as uBuhlebezwe, Dr Nkosazana Dlamini Zuma, uMzimkhulu and Greater Kokstad. The following diagram illustrates:

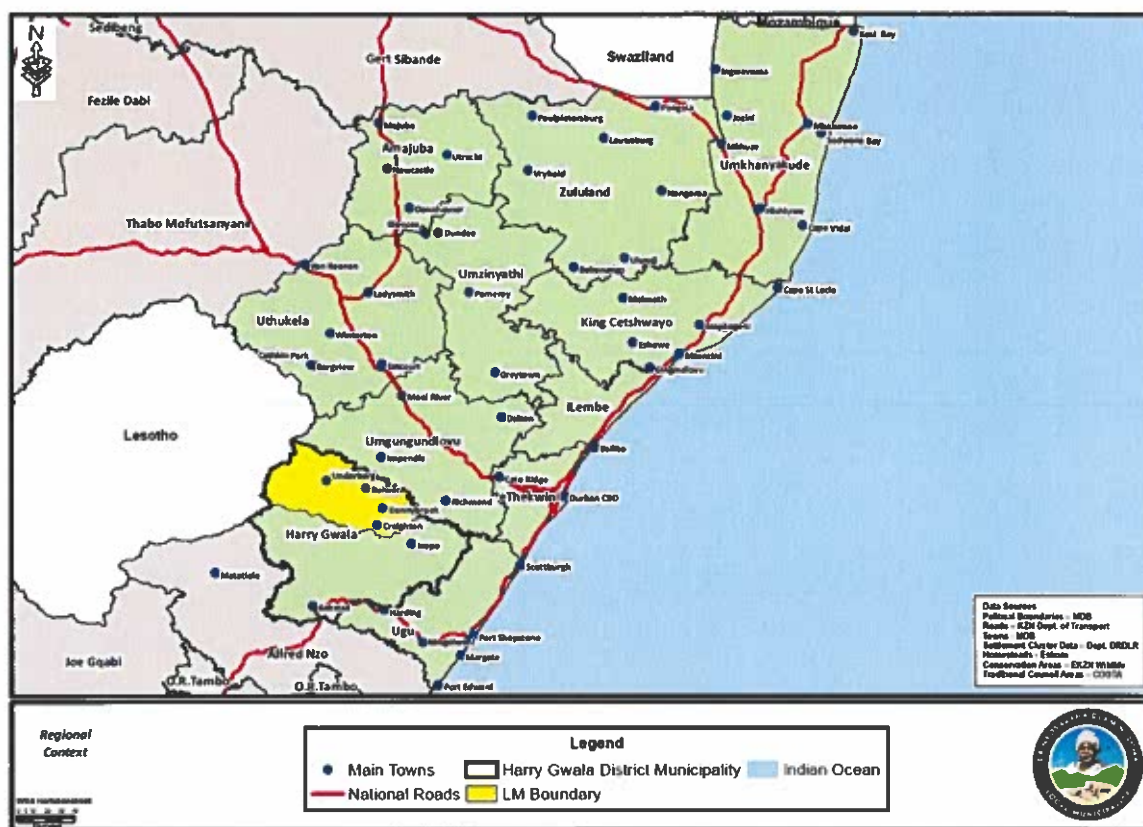


Figure 1: Regional context

The extent of the study area includes Bulwer town; however, the primary focus of this project is to identify areas within this study area that hold potential for the future expansion of this town, strategic zones for growth and development while considering factors such as current growth trends, infrastructure readiness, environmental sustainability, and community needs. The following map illustrates the extent of the study area:



Figure 2: Project Study Area (Bulwer)

8. CRITICAL MILESTONES/DELIVERABLES

It is proposed that the project will comprise of 6 phases, each with specific tasks. The phases include:

- Phase 1 – Project Inception
- Phase 2 – Status Quo / Spatial Challenges and Opportunities
- Phase 3 – Spatial Proposals / Draft Precinct Plan
- Phase 4 – Public Participation
- Phase 5 – Implementation Plan, Monitoring and Evaluation
- Phase 6 – Finalization and Approval of Precinct Plan
- Phase 7 – Close out report

The service provider must provide a clear indication of the methodology proposed in terms of the above phases and include a clear public participation plan.

9. PUBLIC PARTICIPATION PROCESS

Public participation process must form an integral part of the project in order to achieve a practical approach for the provision of people's needs. In order to achieve the review of the Precinct Plan, extensive consultative and public participation process must be undertaken, which must include consultation with relevant stakeholders:

- Provincial and National Departments.
- Parastatals
- Non-Governmental Organizations (NGO's),
- Community Based Organizations (CBO's),
- Civil society structures;
- Internal Municipal Departments; and

10. PROJECT STEERING COMMITTEE

The project will be managed via a Project Steering Committee (PSC) which will be appointed by the Municipality. The PSC will comprise representatives of stakeholder and service organizations and will be chaired by the Municipality's appointed representative. The project will be managed in accordance with the Inception Report, to be compiled by the Service Provider. The inception report will contain a Gantt chart which shall specify milestones and associated reports/ products in terms of which, and upon satisfactory performance of which, payment is to be made. The final amount shall be released after the Project Management Team/ PSC are satisfied that the Terms of Reference have been met. The PSC is expected to meet a maximum of 5 times during the course of the project. These meetings will be held within the municipal area or virtually as may be determined convenient and appropriate. It is envisaged that the Project Steering Committee will comprise of the following:

- Representation from the Municipality:
 - Dr NDZ Municipality internal departments:
 - * Traffic;
 - * Technical services;
 - * Environmental services;
 - * Human Settlements;
 - * Local Economic Development;
 - * Disaster Management;
 - * Community services;
 - * Fire;
 - * Sports.
- Representation from the Harry Gwala District Municipality.
- Representation from Government Sector Departments
 - Department of Cooperative Governance and Traditional Affairs (COGTA);
 - Department of Rural Development & Traditional Affairs (DRDLR);
 - Department of Economic Development and Environmental Affairs (EDTEA);
 - Other
- Representation from KZN Ezemvelo Wildlife
- Other relevant stakeholders

11. SCOPE OF WORK

This scope of work outlines the key tasks and activities to be undertaken in each phase of the project, from its inception through to the final approval and closeout stages, providing a clear roadmap for the planning and expansion of Bulwer.

Table 1: Scope of work

Phase	Key Activities	Duration	Output
Phase 1 – Project Inception	<ul style="list-style-type: none"> • Establish project team and roles. • Define project objectives, scope, and deliverables. • Identify key stakeholders and establish communication channels. • Develop a project schedule and budget. • Set up project documentation and reporting procedures. 	1 month after appointment	Inception Report

Spatial Challenges and Opportunities	<ul style="list-style-type: none"> of Bulwer. Identify spatial challenges (infrastructure, environment, land use). Explore development opportunities. Engage with communities and stakeholders. 		
Phase 3 – Spatial Proposals / Draft Precinct Plan	<ul style="list-style-type: none"> Develop spatial proposals and options for Bulwer's expansion. Draft Precinct Plan with zoning, infrastructure, and environmental components. Host public meetings/workshops for feedback. Refine plan based on input. 	3 months	Draft Precinct Plan Report
Phase 4 – Public Consultation	<ul style="list-style-type: none"> Conduct stakeholder engagements. Consolidate outcomes/comments from stakeholders. 	3 months	Public Consultation Report
Phase 5 – Implementation Plan, Monitoring and Evaluation	<ul style="list-style-type: none"> Develop detailed implementation plan. Create monitoring and evaluation framework. Establish KPIs. Identify funding sources. Set up reporting system. 	2 months	Implementation, M&E Plan
Phase 6 – Finalization and Approval of Precinct Plan	<ul style="list-style-type: none"> Finalize the plan based on public feedback. Address concerns or objections. Obtain formal approval from the PSC. Present to Municipality for Council adoption. 	2 months	Final Precinct Plan
Phase 7 – Close Out Report	<ul style="list-style-type: none"> Prepare comprehensive project summary. Document lessons learned. Provide recommendations for ongoing monitoring. Handover documentation to Municipality. Create Executive summary of the project in the form of a brochure 	1 month	Close Out Report, Brochure or Pamphlet

12. RELEVANT SKILLS AND EXPERIENCE

The Project leader must hold a *tertiary qualification in Town and Regional Planning* which is recognised for registration in the category of Professional Planner by the South African Council for Planners (SACPLAN) in terms of the Planning Profession Act 2002 **and must be registered** with SACPLAN as a Professional Planner. A Copy of valid registration certificate is to be attached to the proposal and proof of payment of SACPLAN fees for 2025/2026 letter of good standing from SACPLAN.

- Skills and abilities required to execute the project include the following:
 - Town/Urban/Regional Development Planning experience;
 - Planning Policy experience;
 - Rural Planning experience;
- Sound experience in working with Traditional Authorities;
- Sound Participatory Planning experience;
- Sound local/indigenous knowledge land use practices research experience;
- Thorough understanding of IDP, SDF, SEA, Scheme Development, strategic planning process, and Design;
- Analysing Census Data and Infographic design;
- Proven Spatial Development Framework skills;
- Sound experience in scheme development;
- Sound experience in the compilation of regional plans, framework plans, local area and precinct plans;
- Sound experience in Integrated Development Planning and strategic planning skills;
- Skills in sector specific analysis as is required for planning outputs which encompass sector specific bodies of knowledge such as:
 - development regulations
 - design criteria and regulation
 - geo-technical matters

- land legal matters
- social issues and impact analysis
- local and macro-economic development
- transport and logistics matters
- agricultural matters
- social development and
- environmental matters
- Land surveying;
- Sound GIS proficiency and analytic skills;
- Facilitation and translation skills;
- Research, analytical, writing and communication skills;
- Ability to think strategically;
- Land/legal experience as well as ability to draft and proof-read legal planning documents and schemes; and
- Use of Development Communication Media and innovative approaches to land management in local contexts.

It is recommended that the Service Provider ensure that people with relevant skills are part of the project.

13. STANDARDS AND METHODS TO BE APPLIED

The following standards and methods are to be applied for this project:

- All maps and overlays generated in this project will be produced by the Service Provider and their information captured in ArcView GIS capable file format, for use in the GIS environments of the Municipality, the district and the Department. An appropriate "standard scale" (e.g., 1: 1250/ 2500/ 5000/ 7500/ 10000 etc.) is to be used. Mapping included within the document to be at an A4 size to ensure legibility.
- All metadata, MXD files and data layers used as well as shapefiles that are created by the Service Providers to produce the maps are to be provided to the Department and municipality on conclusion of the project (handover).
- The mapping (informant maps/plans) and text need to be done in a logical progression (systematic step by step process) showing the build-up of arguments and information that is easily followed and culminates in a sound conclusion.
- Technical details of the datasets must be specified in the inception report.
- All contact sessions and resolutions with interested and affected parties (public, Departments, organisations, parastatals) need to be recorded (who, what, when, why and how) and these minutes and recommendations need to be included in a participation and consultation report for each of the critical milestones (interim report, Draft reports and final reports).
- Critical milestone products (interim, draft and final reports) are to be submitted a week before the scheduled meeting for discussion and formal comments to be provided after the scheduled meeting at an agreed upon deadline date.
- Submissions and the reports should be in the form of both hard and electronic versions. Text is to be in Ms Word and PDF format. Maps are to be in PDF and Shapefile format. The maps (informants and Scheme maps) are to be in digital format and hard copy format and are to be in both A4 and A3 size while the Scheme maps should be AO. However, if the data is such that AO size plans are necessary for presentation purposes, then the Service Provider must accommodate for this.
- The document and communication media should be prepared well in advance of the stakeholder engagement process and should be to the satisfaction of the Project Steering Committee. Innovation and the use of isiZulu where appropriate will be encouraged during stakeholder engagements.

14. PROJECT DURATION AND BUDGET

It is expected that the project be completed in 15 months effective from the date of appointment. Target dates budget percentages are set out below.

PHASES	% PAYABLE	TIME FRAMES	SUBMISSION/ OUTPUT
Phase 1: Inception	10%	1 month from date of appointment	Inception Report
Phase 2: Spatial Challenges and Opportunities	35%	3 months	Spatial Challenges and Opportunities Report
Phase 3: Spatial Proposals and Draft Precinct Plan	25%	3 months	Spatial Proposals and Draft Precinct Plan Report
Phase 4: Public consultation and Consolidation of comments	10	3 months	Public consultation report
Phase 5: Implementation Framework, Monitoring and Evaluation	10	2 months	Implementation, and Monitoring Plan
Phase 6: Approval of Final Precinct Plan	5%	2 months	Final Precinct Plan
Phase 7: Close Out	5%	1 month	Close Out Report, Brochure/Pamphlet
Total	100%	15 Months	

15. PROJECT MANAGEMENT TEAM

The Project Management Team meet on a regular basis (bi-monthly) for the purpose of project management, monitoring progress and financial reporting requirements. The Service Provider to meet when required by the Project Management Team. The Project Management Team shall comprise of the following:

- Representation from the Municipality
- Representation from CoGTA; and
- Representation from service provider (Project leader).

16. INSTITUTIONAL ARRANGEMENTS

- The service provider must be accountable to the Senior Manager: Development and Town Planning Services or his/her nominee.
- The service provider must be under the direction of the Senior Manager: Development and Town Planning Services or his/her nominee.
- The Municipality will institute a steering committee to assist in the management of the project.

17. INFORMATION GATHERING, PROVINCIAL AND NATIONAL GUIDELINES

- The successful Service Provider will liaise with the Municipality in sourcing project-required information.
- The successful Service Provider is expected to make contact with all the relevant GIS, Planning and required officials and units within the local and other spheres of government and parastatals to obtain relevant information that is required for the project. Existing information on SDFs which are available within the municipality will be made available to the successful service provider.
- The current National and Provincial Planning Documents and Scheme Development Guidelines need to be obtained and localised, where appropriate.
- The Service Provider will be supplied with a letter from Municipality confirming appointment for it to use when requesting information. However, the responsibility for specifying and collecting the information necessary for the successful execution of the project remains entirely with the Service Provider.

18. MANDATORY CAPACITY BUILDING AND SKILLS TRANSFER

Skills development is an integral part of the project. The process should ensure that skills development and skills transfer occur within the project and is to be achieved with Municipal Planning staff. Proposals should indicate how skills development and transfer will be achieved, monitored and evaluated within each phase of the project. Skills transfer is not to be seen as that which might occur

hands-on planning work is an essential aspect of this project.

19. SERVICE PROVIDER: RESPONSIBILITIES IN TERMS OF ACTIVITIES, REPORTING AND COSTS

- At least one project management meeting is to be held bi-monthly.
- Once a month the Service Provider will submit a progress report to the Department.
- Payment is based on a product basis as per the Project Programme. Other costs which might arise must be built into the quoted price for items as set out in the Project Programme. Claims in respect of disbursements, data, acquisition, or recoverable and travelling costs must form part of that particular deliverable.
- The service provider will be responsible for all matters relating to the deliverables, including; acquisition and processing of data, meetings and workshops, all matters pertaining to the production and submission of the reports, project management and secretarial support.
- All secretarial services such as arranging meetings, setting of agenda and minute taking shall be the responsibility of the Service Provider.
- The service provider is to ensure all reports are clear and accessible and all data and datasets are compatible with the format used by the Municipality and the Department of Co-operative Governance and Traditional Affairs.
- No material or information derived from the provision of the services under the contract may be used for any other purposes except for those of the Municipality except where duly authorized to do so in writing by the Municipality.
- The successful Service Provider agrees to keep all records and information of, or related to the project confidential and not disclose such records or information to any third party without the prior written consent of the Municipality.
- The Municipality will not reimburse the successful tenderer for claims for costs associated with travel and related matters.
- All team members that will be directly involved in the project will be expected to attend all meetings as scheduled. The selected team members shall stay the same for the duration of the project and cannot be changed without prior discussions with and approval from the Department.
- The Team Leader, Spatial Planner, Land Legal Expert, Indigenous/Local Knowledge Team Member and the Team Secretary will be attending all the Steering Committee meetings. Relevant team members that are directly involved in the particular project phase are be expected to attend progress report meetings. The selected team members shall stay the same for the duration of the project and cannot be changed without prior discussions with and approval from the Project Steering Committee.



MR. J. Mazibuko
Manager DTSP



MR. J SONDEZI
ACTING MUNICIPAL MANAGER

