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**DR NKOSAZANA DLAMINI ZUMA
MUNICIPALITY
ADVERT
SERVICE PROVIDER TO REVIEW THE DR
NKOSAZANA DLAMINI ZUMA LOCAL MUNICIPALITY
LAND USE SCHEME IN COURSE OF PREPARATION
BID NO: DTPS-B051/25/26**

Name of bidder	
Telephone/Cellphone No.:	
Fax No:	
Address:	
Tender sum in Rands:	
Tender sum in words:	

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ADVERT
SERVICE PROVIDER TO REVIEW THE DR NKOSAZANA DLAMINI ZUMA LOCAL
MUNICIPALITY LAND USE SCHEME IN COURSE OF PREPARATION

BID NO: DTPS-B051/25/26

1. REQUEST FOR BIDS: MUNICIPALITY

Dr Nkosazana Dlamini Zuma Municipality is requesting quotes from suitably qualified and experienced service provider to review the Dr Nkosazana Dlamini Zuma local municipality land use scheme in course of preparation.

This bid will be evaluated in terms of the 80/20 Preferential Procurement Point system and the points will be allocated as follows. **80 – Price, 20 –SPECIFIC GOALS.**

Specific Goals:

	POINTS	SUPPORTING DOCUMENTS
PRICE	80	
SPECIFIC GOALS	(20)	
Company operating within the Jurisdiction Dr NDZ LM	10	CIPC Document reflecting NDZ company physical Address
Company operating within the jurisdiction of Harry Gwala District Municipality	5	CIPC Document reflecting Harry Gwala District Municipality company physical Address
Company operating within the jurisdiction of KwaZulu-Natal Province	2	CIPC Document reflecting KwaZulu-Natal Province company physical Address
Company operating outside of KwaZulu Natal Province	0	CIPC Document reflecting outside of KwaZulu Natal Province company physical Address
Company 100% owned by black South African	2.5	Summary of CSD reflecting Race and Identity document or Drivers Licence
Company 60% owned by black South African women	2.5	1.Summary of CSD reflecting 60% company owned by black (Women) Gender and Identity document or Drivers Licence
Company 100% owned by black South African youth	2.5	1.Summary of CSD reflecting 100% company owned by black (youth) Gender and Identity document or

		Drivers Licence.
Company 50% owned by South African with disability	2.5	2.Summary of CSD reflecting 50% owned by a black South African with (Disability), a proof of medical certificate and an Identity document or Drivers Licence
Total points for Price and SPECIFIC GOALS	100	

2. There is a compulsory briefing session as per table below and time 10:00AM, All SUPPLIERS are expected to join the meeting by 10:00am after 10:15 am **NO SUPPLIER** Will be allowed to join the meeting after 10:15 am. Venue will be at Dr Nkosazana Dlamini Zuma Local Municipality office in Creighton.

N.B All Bidders who require printed documents from the municipality must pre-order them as specified on the table below. (Proof of payment must be emailed to dlaminip@ndz.gov.za before the cut-off-date and time)

Dr Nkosazana Dlamini Zuma Local Municipality Banking details:

Bank name: First National Bank

Account no: 62026224999

Reference no: Please use company name and contract number of the project

Brach code: 250655

BID NAME	BID NO.	EVALUATION CRITERIA	CIDB GRADING	COMPLUSORY BRIEFING	ABILITY AND CAPACITY CRITERIA TO QUALIFY	PRE-ORDER DOCUMENTS DATE	CLOSING DATE
SERVICE PROVIDER TO REVIEW THE DR NKOSAZANA DLAMINI ZUMA LOCAL MUNICIPALITY LAND USE SCHEME IN COURSE OF PREPARATION	DTPS-B051/25/26	Mandatory documents, ability and capability and 80/20 (Price and specific goals)	N/A	24 November 2025 @ 10h00 in Dr Nkosazana Dlamini Zuma Municipal Offices at Creighton	60%	From 14th November 2025 to 20th November 2025 by 15h00	05th December 2025 @ 12h00

3. Bid Documents will be made available as indicated in the above table at Creighton Offices; the cost of bid document will be **R476-00 per document** which is **non-refundable**. All electronic copies will be made available on our website: www.ndz.gov.za and e-tenders portal <https://www.etenders.gov.za> / for FREE on the 24th October 2025 @ 16:00pm.

N.B: All bidders must have printed copies on the briefing date before the briefing session commence.

4. THE FOLLOWING ARE MANDATORY

- Valid tax clearance certificate or Tax Compliance Status PIN
- Submit proof that the bidders and its directors do not owe municipal services.
- Copy of a certificate of Company Registration with the Registrar of Companies and CC's (CK).
- Specific Goals supporting documents
- Certified copies of ID's.
- Form of offer
- MDB 1, 4, 6.1, 8 and 9 fully completed
- Registration with CSD

5. BID ENQUIRIES

N.B: All enquiries must be in writing and be directed to the following emails:

holiwen@ndz.gov.za – SCM Manager (SCM related enquiries)

mazibukoj@ndz.gov.za –PWBS- Projects (Technical Enquiries)

Dr Nkosazana Dlamini Zuma Municipality Tel No: (039) 833 1038
P O Box 62 Fax No.: (039) 833 1179
Creighton
3263

6. CLOSING DATE

The closing date for the bid is as indicated on the table above. Bids must be enclosed in **SEALED ENVELOPES** and addressed to the Municipal Manager, Dr Nkosazana Dlamini Zuma Municipality with the following information clearly marked on the outside of each envelope.

Bids must be deposited in the Bid box at the offices of Dr Nkosazana Dlamini Zuma Municipality in Creighton before the closing date and time. Late tenders will **NOT** be considered.

NB: The offers must remain valid for 90 days from the closing date for submission of bids.

Dr Nkosazana Dlamini Zuma Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or any part of the Bid.


Mr. N.C. Vezi
MUNICIPAL MANAGER

ENTERED 14 NOV 2025

MBD 1
**PART A
INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)					
BID NUMBER:	DTPS-B051/25/26	CLOSING DATE:	05 December 2025	CLOSING TIME:	12:00
DESCRIPTION	SERVICE PROVIDER TO REVIEW THE DR NKOSAZANA DLAMINI ZUMA LOCAL MUNICIPALITY LAND USE SCHEME IN COURSE OF PREPARATION				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS					
Main Street					
Creighton					
3263					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	TCS PIN:		OR	CSD No:	
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		Yes No		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	
				Yes No	
TOTAL NUMBER OF ITEMS OFFERED				TOTAL BID PRICE	
				R	
SIGNATURE OF BIDDER		DATE			
CAPACITY UNDER WHICH THIS BID IS SIGNED					
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT	BTO		CONTACT PERSON	Mr J Mazibuko	
CONTACT PERSON	Miss N Holiwe		TELEPHONE NUMBER	(039) 833 1038	
TELEPHONE NUMBER	039 833 1039		FACSIMILE NUMBER		
FACSIMILE NUMBER	086 583 235		E-MAIL ADDRESS	mazibukoj@ndz.gov.za	
E-MAIL ADDRESS	holiwen@ndz.gov.za				

PART B

TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:	
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.	
1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE	
1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.	
2. TAX COMPLIANCE REQUIREMENTS	
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.	
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.	
2.3 APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA .	
2.4 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.	
2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.	
2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.	
2.7 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.	
3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS	
3.1. IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA? NO	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.	

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

DATE:

.....

SPECIFICATION

The Dr. Nkosazana Dlamini-Zuma Municipality hereby requests quotations from suitably qualified and experienced service provider to review the Dr Nkosazana Dlamini Zuma Local Municipality land use scheme in course of preparation as per the following specification:



Dr Nkosazana Dlamini Zuma Local Municipality

Address: Main Street,
Creighton,
3263

Phone: +27 39 833 1038

Fax: +27 39 833 1179

Visit: www.ndz.gov.za

Department: Development & Town Planning Services

Contact Person: Mr J Mazibuko

Contact Number: +27 39 833 1038

Email: mazibukoj@ndz.gov.za

1. PROJECT TITLE

Review of the Dr Nkosazana Dlamini Zuma Local Municipality Land Use Scheme in course of preparation.

2. INTRODUCTION

The Dr Nkosazana Dlamini Zuma Local Municipality seeks to appoint a qualified and experienced service provider to review its Land Use Scheme (LUS).

3. BACKGROUND

The Dr Nkosazana Dlamini Zuma Local Municipality (Dr NDZ LM) adopted a single Land Use Scheme (LUS) in 2020 in line with the Spatial Planning and Land Use Management Act (SPLUMA), Act No. 16 of 2013. The approach to the preparation of the current Dr NDZ Land Use Scheme involved the consolidation of three town planning schemes and incorporating previously excluded areas into the single land use scheme. However, over the past few years, emerging development trends, spatial dynamics, and the introduction of new strategic frameworks necessitate a review and amendment of the current LUS.

4. PROBLEM STATEMENT

The Dr Nkosazana Dlamini Zuma (Dr NDZ) Local Municipality adopted a single Land Use Scheme (LUS) in 2020 in accordance with the Spatial Planning and Land Use Management Act (SPLUMA), consolidating the Underberg, Himeville, and Ingwe planning schemes into one uniform legal instrument. The purpose of this scheme was to ensure consistent land use management across the municipality's urban and rural areas.

However, with the LUS now under implementation, several challenges have emerged. Firstly, there is a growing demand for land for residential, commercial, and industrial use in the main towns of Underberg, Himeville, Bulwer, Donnybrook and Creighton. These pressures expose gaps in the current zoning provisions and the absence of strategic zones that support economic diversification; The current scheme does not adequately incorporate development trends, such as new mixed-use nodes, tourism-related activities, or small-scale and home-based enterprises; With the growing importance of the Smart City concept and new development agenda, there is a need to revisit land use and development management strategies—particularly where agricultural and environmentally sensitive areas are concerned. These concepts require that land use zones are adaptable to innovation, sustainability, and inclusive economic growth; Updates to the LUS following Council approvals of land use applications have not been incorporated in the base scheme; Lastly, the current definitions, zoning categories, and development controls do not fully accommodate emerging land uses, especially in rural and peri-urban areas.

The challenge therefore lies in reviewing the scheme to ensure it supports spatial justice, spatial efficiency, sustainability, and good administration, while also enabling local economic

development, sustainable settlement patterns, and integrated infrastructure provision. This review is critical to ensuring that the Land Use Scheme is responsive, proactive, and aligned with current and future development trajectories. The review of the LUS is also necessary to ensure alignment with the current Municipal Spatial Development Framework (MSDF), respond to policy and legislative updates, reflect changing development patterns, and improve the efficiency of land use administration.

5. LEGISLATIVE CONTEXT

5.1. *Municipal Systems Act No. 32 of 2000*

5.1.1. In terms of the Local Government: Municipal Systems Act No. 32 of 2000 (hereafter referred to as the MSA) all Municipalities are required 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 (hereafter noted as SDFs) as an essential aspect of their IDP's. A key component of the SDF is a set of municipal wide guidelines that inform a Scheme development process.

5.1.2. The MSA also stipulates that central to an SDF is a Strategic Environmental Assessment (SEA) which is developed in order to ensure that an SDF is based on sound empirical analysis and is economically, socially, ecologically and institutionally sustainable.

5.2. *Spatial Planning and Land Use Management Act No. 16 of 2013*

5.2.1. The Spatial Planning and Land Use Management Act 16 of 2013 (hereafter referred to as SPLUMA) notes that as per Section 24 (1), *"a Municipality must, after public consultation, adopt and approve a single land use scheme for its entire area within five years from the commencement of this Act"*. The Dr Nkosazana Dlamini Zuma LUS was adopted by Council and came into operation on 1 July 2020.

5.2.2. In terms of Section 24 (2) A land use scheme adopted in terms of subsection (1) must—

(a) include appropriate categories of land use zoning and regulations for the entire municipal area, including areas not previously subject to a land use scheme;

(b) take cognisance of any environmental management instrument adopted by the relevant environmental management authority, and must comply with environmental legislation;

- (c) include provisions that permit the incremental introduction of land use management and regulation in areas under traditional leadership, rural areas, informal settlements, slums and areas not previously subject to a land use scheme;
- (d) include provisions to promote the inclusion of affordable housing in residential land development;
- (e) include land use and development incentives to promote the effective implementation of the spatial development framework and other development policies;
- (f) include land use and development provisions specifically to promote the effective implementation of national and provincial policies; and
- (g) give effect to municipal spatial development frameworks and integrated development plans.

5.3. DR NKOSAZANA DLAMINI ZUMA MUNICIPALITY PLANNING AND LAND USE MANAGEMENT BY-LAW

- 5.3.1. Section 45 (1) of the Dr Nkosazana Dlamini Zuma Planning and Land Use Management Bylaw requires that the *"Municipality must review the land use scheme within six months after it has adopted an Integrated Development Plan for its elected term in terms of section 25 of the Municipal Systems Act"*.
- 5.3.2. Section 45 (2) states that *"the process for the amendment of the land use scheme must be followed to update the land use scheme in accordance with the Municipality's recommendations."*
- 5.3.3. Section 22 (d) (7) outlines that *an application for municipal planning approval that must be decided by a Municipal Council may not be decided by any other person or body.*
- 5.3.4. Section 54 (2) (b) indicates that *if the Municipal Planning Approval Authority is the Municipal Council –it must consider the Tribunal's recommendation on the application in addition to the matters in Schedule 8 of the Dr Nkosazana Dlamini Zuma Planning and Land Use Management Bylaw.*
- 5.3.5. Section 4 (b) of Schedule 2 stipulates that *an application for amendment to wording of land use scheme, including development controls contained in it; must be decided by a Municipal Council for municipal planning approval.*

5.4. OTHER LEGISLATIONS

- 5.4.1. Other legislation includes, but not limited to, the Subdivision of Agricultural Land Act, 1970 (Act 70 of 1970), National Building Regulations and Building Standards Act 103 of 1977, Kwazulu-Natal Ingonyama Trust Act No. 3KZ of 1994, National Environmental Management Act, Act No. 107 of 1998 and Environmental Impact Assessment Regulations National Land Transport Act, Act No. 5 of 2009, Communal Land Rights Act, Act No.11 of 2004.

- 5.4.2. Land Use Schemes are tools used by municipalities to guide and manage development and building use and land use in accordance with the vision, objectives and broad strategic focus of the IDP, SDF and its associated Strategic Environmental Assessment (SEA).

6. PROJECT OBJECTIVES

6.1. *The Main objective*

- 6.1.1. To review and update the Dr Nkosazana Dlamini Zuma Land Use Scheme to ensure it is responsive to current development trends, legally sound, spatially aligned with the MSDF, and administratively effective in managing land use and development across both urban and rural areas of the municipality.

6.2. *Sub-Objectives*

- 6.2.1. To assess and update zoning and land use controls to reflect emerging trends, especially in rapidly developing towns.
- 6.2.2. To introduce new land use zones and development parameters in response to economic, social, and environmental imperatives.
- 6.2.3. To ensure the LUS aligns with the current 2022–2027 MSDF and sectoral policies.
- 6.2.4. To update the scheme maps and town planning register with current land use approvals and rezonings.
- 6.2.5. To refine land use definitions, general definitions, and building regulations for clarity and administrative efficiency.
- 6.2.6. To propose shortened and simplified land use application procedures for rural areas in compliance with SPLUMA.
- 6.2.7. To identify and incorporate amendments in areas along the municipal boundary where future ward delimitation may affect spatial management.
- 6.2.8. To enhance coordination with the Harry Gwala District Municipality, especially in relation to bulk services and infrastructure alignment.
- 6.2.9. A continuum of detail is to be used within the Land Use Scheme Management Policy to accommodate for variations within the municipal area. Whichever aspects of the continuum are adopted, a collaborative usage of the Guidelines for the Preparation of Schemes for Municipalities (2011) and the Spatial Planning in Rural Kwa-Zulu Natal Toolkit need to be taken into consideration.

7. LOCATION OF THE PROJECT

7.1. Regional and District context

7.1.1. *The Dr Nkosazana Dlamini Zuma Local Municipality is situated in the southern part of KwaZulu-Natal within the Harry Gwala District, which borders the Eastern Cape and Lesotho. It is a category B municipality and the largest municipality of four in the district, accounting for just over a third of its geographical area which is approximately 3,602 square kilometres.*

7.1.2. *The municipality is located in the southern part of Harry Gwala District Municipality and is approximately 80 kilometres South-Western part of Pietermaritzburg, the capital city of the Province. It is bordered by Impendle Municipality to the north, Richmond Municipality to the north-east, Ubuhlebezwe Municipality to the south-east, Greater Kokstad Municipality to the south and Kingdom of Lesotho to the west.*

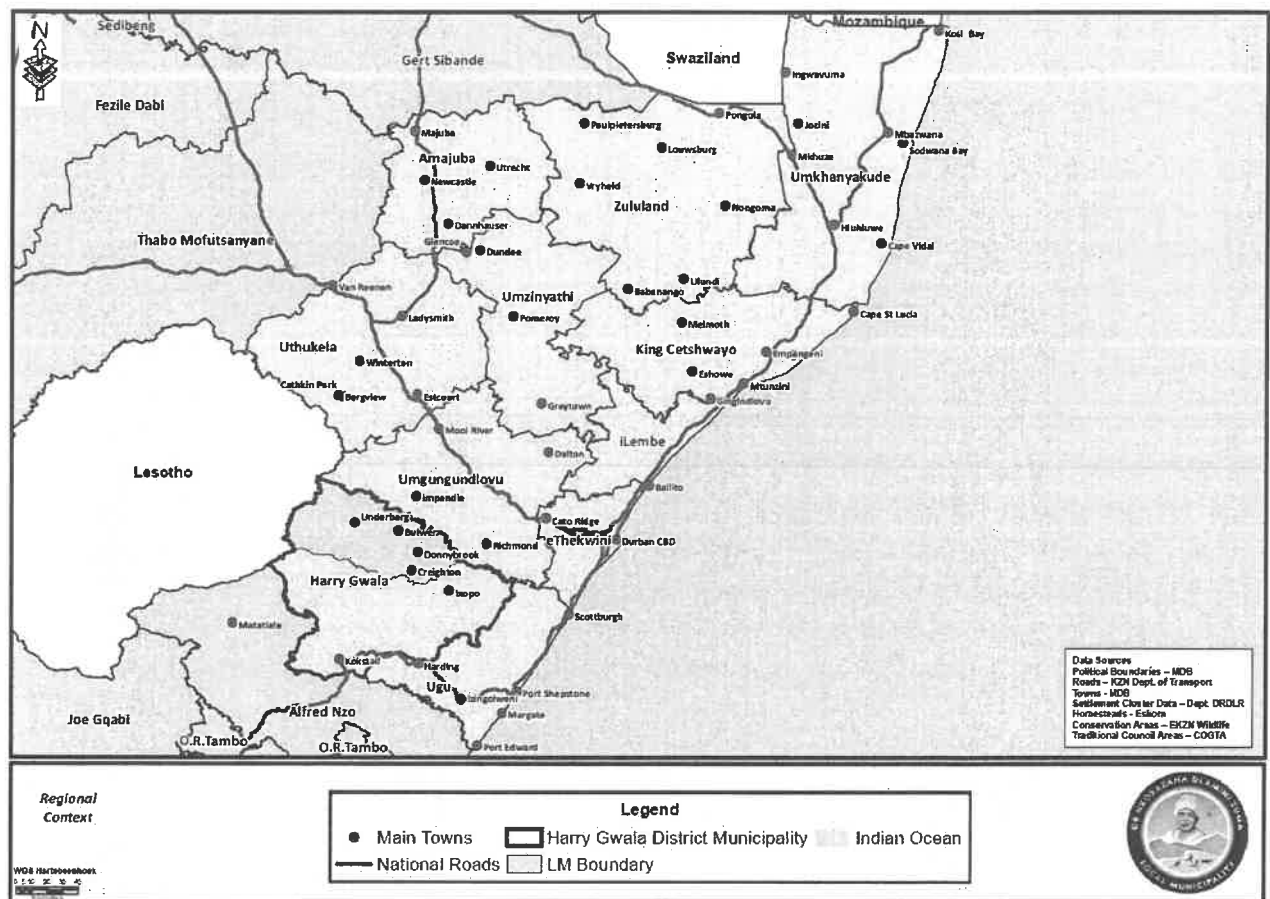


Figure 1: Regional and district context

8. SCOPE OF WORK

8.1. Project Boundary

8.1.1. The municipality was established after the 2016 municipal elections by merging the former Ingwe and Kwa Sani local municipalities. The municipality fulfils the role of being the administrative and commercial centre for the district. The rest of the municipal area consists of tribal lands, which dominate the area. The municipality has 15 wards and 11 traditional authorities namely Amakuze TC, Amangwane TC, Batloka TC, Bhidla TC, Isbonelo Esihle TC, Macala Gwala TC, Madzikane TC, Maguzwana TC, Sizanani TC, Vezakuhle TC, and Zashuke TC.

8.1.2. The municipality's primary economic sectors are agriculture and tourism. It features five key economic nodes: Underberg, Bulwer, Creighton, Donnybrook, and Himeville. Additionally, the municipality is well-known for the Ukhahlamba Drakensberg World Heritage Site (UDWHS) which is a major tourist attraction.

8.1.3. Detailed plans have been completed for all economic nodes, with the Underberg and Himeville Precincts currently under review and Donnybrook the only precinct that has

not been reviewed since 2013. Furthermore, the municipality has in place a Nodal Plan, which identifies a hierarchy of plans for settlement edges as outlined in the SDF. These settlements have been grouped into clusters and include Amakhuze, Bazini, Donnybrook_Memela, Esharp, Gqumeni_Gala, Greater Centacow, Greater Mnyamane, Greater Nkumba, Greater Nkwezela, Kilmun, Mngundekweni, Ngwagwana, Qulashe, Sandanezwe, and Stepmore_Mqatsheni. So far, only the Kilmun Precinct plan has been completed.

8.1.4. The current LUS covers all the areas that fall within the municipal boundary which is approximately 3602m². The municipal boundary is therefore the project boundary.

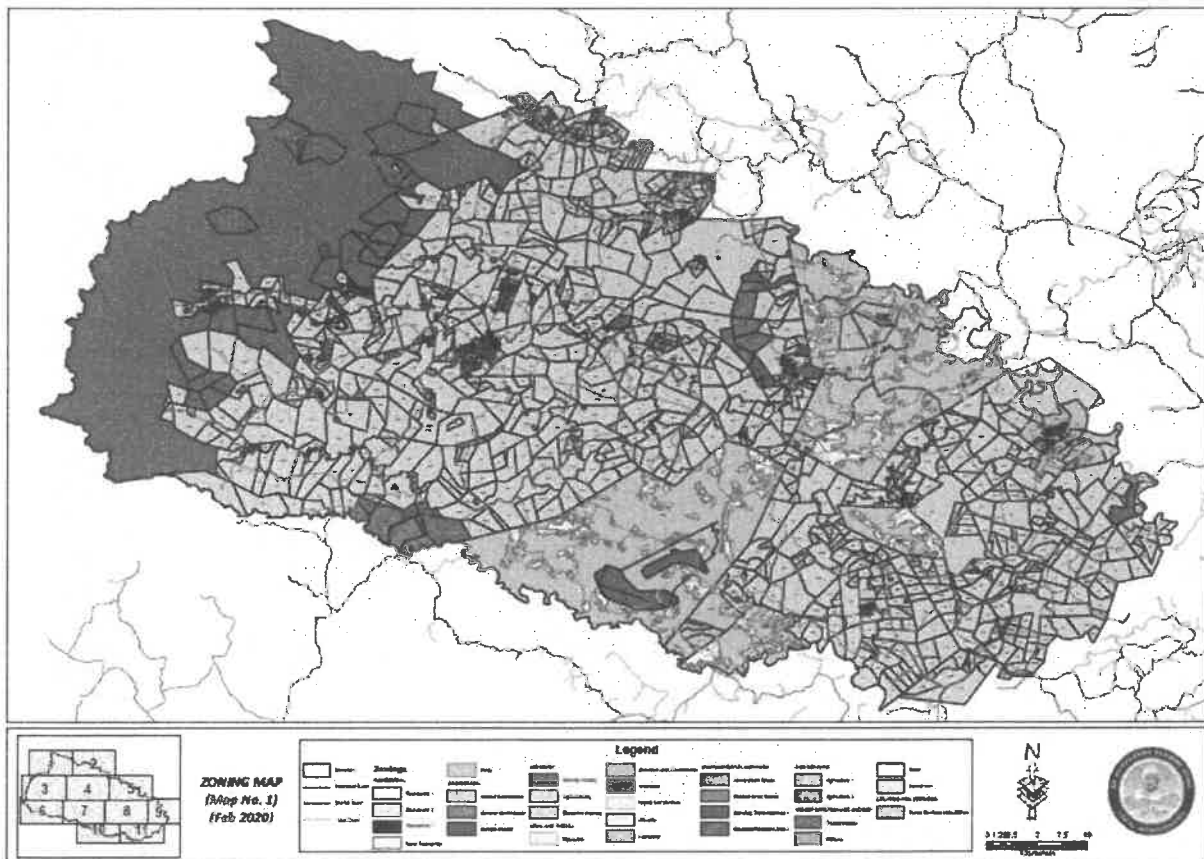


Figure 2: Dr NDZ LM LUS

8.2. Project scope

- 8.2.1. Review and analyse the current Land Use Scheme, zoning map and register.
- 8.2.2. Ensure alignment with the Municipal Spatial Development Framework (MSDF) and any relevant SDFs including the Provincial, Regional and District SDFs.
- 8.2.3. Identify the gaps in the current zoning framework.
- 8.2.4. Identify and propose new zoning categories where necessary (e.g., mixed-use, eco-tourism, rural enterprise).
- 8.2.5. Revise development controls (e.g., coverage, FAR, height, parking) of existing zones where necessary.

- 8.2.6. Audit and incorporate all rezoning and development applications approved since the adoption of the current LUS.
- 8.2.7. Update and digitise the LUS maps and support GIS data.
- 8.2.8. Update the Town Planning Register.
- 8.2.9. Amend and update general and specific land use definitions.
- 8.2.10. Standardise terminology and improve clarity and usability of the scheme.
- 8.2.11. Introduce shortened procedures for land development in rural areas as per Section 26 of SPLUMA.
- 8.2.12. Conduct consultation with internal and sector departments primarily as well as Amakhosi, Ward councillors, ward committees, and broader communities.
- 8.2.13. Review the impact of bulk infrastructure and engage the Harry Gwala District Municipality to align land use with infrastructure capabilities.
- 8.2.14. Incorporate development and land use trends influenced by Smart City principles, sustainable settlements and climate change resilience.
- 8.2.15. Review land use patterns around municipal boundaries, particularly where new ward delimitation may affect zoning.
- 8.2.16. Present the reviewed scheme to the Portfolio Committee, EXCO, and Council for consideration and adoption.
- 8.2.17. Undertake advertisement process of the revised Land Use Scheme.

9. CRITICAL MILESTONES AND DELIVERABLES

The following table illustrates the the proposed phases, milestones and deliverables of the project:

Phase	Milestone	Description	Duration	Deliverables
1	Inception Report	Confirm understanding of the project, refine methodology, finalise work plan, and schedule.	Month 1	Inception Report and Refined Project Plan
2	Status Quo Assessment	Conduct situational analysis: existing land uses, zoning, infrastructure, institutional arrangements, demographics, MSDF alignment.	Month 1 – 3	Status Quo Report with GIS Data and Maps
3	Stakeholder Engagement	Initial consultations with key stakeholders including traditional	Month 2 – 4	Stakeholder Engagement Report and Issues Matrix

		leaders, sector departments, councillors, developers, and district municipality.		
4	Draft Land Use Scheme	Prepare Draft LUS including written provisions, zoning map, definitions, and overlays.	Month 4 – 7	Draft Land Use Scheme and Zoning Maps
5	Internal Review	Present to municipal technical team and internal departments for input and alignment.	Month 8	Internal Review Comments Report
	Public Participation	Host community workshops, invite public submissions, respond to comments.	Month 9 – 10	Public Participation Report, Advertisements, Attendance Registers
6	Final Draft LUS	Incorporate stakeholder and public comments, finalise the Land Use Scheme.	Month 11 – 12	Final Draft LUS, Submission for Council Consideration
7	Approval and Council Adoption Process	Facilitate approval through Portfolio Committee, Executive Committee, and Council. Undertake advert process according to legislative requirements.	Month 13 – 14	Council Adoption Resolution, Advertisement
8	Project Close-Out and Brochure	Submit Close-Out Report and prepare user-friendly information brochure for community distribution.	Month 15	Close-Out Report, LUS Summary Brochure

10. PUBLIC PARTICIPATION AND STAKEHOLDER CONSULTATION

Public participation will be conducted in accordance with the provisions of the Spatial Planning and Land Use Management Act (SPLUMA) and the Municipal Systems Act (MSA). The process will include the publication of notices in local newspapers to inform communities of key developments. Public meetings will be held in each of the main towns

and rural nodes to ensure inclusive engagement. Where feasible, online surveys and digital platforms will be utilised to broaden participation and accommodate those who may not attend in-person sessions. Stakeholders, including interested and affected parties, will be invited to submit written inputs. Comprehensive reports will be compiled to reflect the input received, including clear indications of how these contributions were considered and incorporated into the draft and final Land Use Scheme.

Stakeholders to be consulted include but not limited to:

- KwaZulu-Natal AMAFA and Research Institute
- KwaZulu-Natal Department of Cooperative Governance and Traditional Affairs (CoGTA)
- KwaZulu-Natal Department of Agriculture and Rural Development
- KwaZulu Natal Department of Economic Development, Tourism and Environmental Affairs
- Department of Human Settlements
- Department of Transport
- Department of Education
- Department of Health
- Department of Public Works
- Ezemvelo KZN Wildlife
- Harry Gwala District Municipality (Engineering, Planning, and Infrastructure Units)
- Municipal departments: Development and Town Planning (namely Town Planning, Local Economic Development, Tourism, Building Control and Local Economic Development), Public Works and Basic Services Department (namely Technical Services, Housing, Environmental and Waste Management, Sports and Recreation, Parks and Cemeteries), Community Services Department (namely Disaster Management, Traffic Management, Fire Services).
- Traditional Leadership Structures
- Ward Committees and Councillors, Portfolio Committee, EXCO and Council
- Private Sector (developers, estate agents, planning consultants, architects and business forums)
- Community-Based Organisations (CBOs), NGOs, and Resident Associations

11. DELIVERABLES

The following deliverables must be provided:

- An **Inception Report** that includes, amongst other elements, a detailed outline of the project approach, work plan, team roles, schedule of deliverables, stakeholder engagement plan, and confirmation of data requirements. This report must demonstrate the service provider's understanding of the project and is expected to outline the methodology for delivering the final product. The inception phase will also

include the introduction of the scheme project and team to key municipal and sector stakeholders. One hard copy and one electronic copy must be submitted.

- A **Stakeholder Engagement Plan** detailing how various stakeholders—including internal municipal departments, the Harry Gwala District Municipality, sector departments, landowners, traditional leadership, and other role players—will be engaged throughout the process. This plan should include timelines, methods of engagement, and responsibilities.
- **Updated GIS-Based Scheme Maps** reflecting revised zones, overlays, environmental sensitivities, urban edges, and other spatial layers. The maps must be submitted in digital (GIS) format, including shapefiles and metadata, and compatible with the municipality's GIS systems.
- A comprehensive set of **Revised Land Use Tables and Definitions**, incorporating new land use categories, updates to current definitions, development controls, and enabling compatibility with the municipal Spatial Development Framework and broader planning legislation. These should differentiate clearly between urban and rural land uses.
- An updated **Town Planning Register** capturing amendments to the scheme during its implementation, new development applications, approvals, and zoning changes since the adoption of the 2020 scheme. The register must be delivered in both hard copy and database format (Excel spreadsheet), with cross-referencing to scheme maps and land parcels.
- A consolidated **Public Participation Report**, demonstrating compliance with SPLUMA and MSA provisions. This must include newspaper notices, records of public meetings across the municipality (urban and rural), summaries of written submissions received, digital engagement methods used (e.g. surveys), and how community input was incorporated into the draft and final LUS documents.
- A **Final Land Use Scheme Document**, comprising the zoning clauses, definitions, zoning tables, land use conditions, scheme maps, and companion documents. This must be provided in both digital and printed formats (2 hard copies and 1 electronic copy in USB), including editable word processing formats and all GIS layers.
- A **Close-Out Report**, reflecting on project implementation, lessons learned, challenges experienced, and recommendations for future updates. Furthermore, it must also include a record of all deliverables, the SPLUMA process status, a list of reference material, a schedule of GIS datasets submitted, and the certified Council resolution of adoption. An executive summary of all the work done must be included in a form of a **Brochure**. One hard copy and 1 electronic copy of the Close Out report and Brochure must be submitted.

12. PROJECT DURATION AND BUDGET ALLOCATION

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

Table 1: Budget allocation

Phase	% Payable	Time Frame	Submission / Output
Phase 1: Inception	10%	Within 2 weeks from date of appointment	Inception Report
Phase 2: Spatial Challenges and Opportunities	35%	Month 1 – 3	Spatial Challenges and Opportunities Report
Phase 3: Spatial Proposals and Draft Precinct Plan	25%	Month 4 – 6	Spatial Proposals and Draft Precinct Plan Report
Phase 4: Public Consultation and Consolidation of Comments	10%	Month 7 – 9	Public Consultation Report
Phase 5: Implementation Framework, Monitoring and Evaluation	10%	Month 10 – 12	Implementation Framework and Monitoring & Evaluation Plan
Phase 6: Approval of Final Precinct Plan	5%	Month 13 – 14	Final Precinct Plan
Phase 7: Project Close-Out	5%	Month 15	Close-Out Report and Brochure / Pamphlet
Total	100%	15 Months	

13. STANDARDS AND METHODS TO BE APPLIED

- 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.
- 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 at the conclusion of the project.
- 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.
- All mapping notations will align with the standards already established in the Scheme Guidelines (COGTA 2011) and in accordance with the collaborative processes undertaken throughout the project. 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 finals 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 (Inception Report, Interim Report, Draft Scheme Reports, Final Scheme Reports and Close-out report) 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. All spatial information collected should be submitted in GIS capable file format (shape-files, mxd files) for replication and use in a GIS environment. The shape-files must have clear attribute information that differentiates each informant and Scheme construct and its purpose.

14. 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.

Interested service providers must outline:

- A clear **methodology** aligned to the phases and scope
- Time management strategies across the 15-month project
- Proposed approach to stakeholder engagement and public participation
- Qualifications and experience of the project team
- 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
 - indigenous and local knowledge systems and practices
 - 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.

15. PROJECT MANAGEMENT

The service provider will report to the Municipality's Department of Development and Town Planning Services. Monthly progress reports and milestone reviews will be compulsory. The Project Management Team to 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 Local and District Municipality
- Representation from CoGTA; and
- Representation from service provider (Project leader).

16. INSTITUTIONAL ARRANGEMENTS

The following institutional arrangements will facilitate the process to be followed for this project:

- 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 during councillor and stakeholder meetings and feedback sessions within the project. Genuine, hands-on planning work is an essential aspect of this project. The service provider must include a component for **training municipal officials**, particularly in updating the scheme internally; processing land use applications; and using the GIS mapping and planning register tools

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

The following will be the responsibilities of the appointed service provider 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 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 TOWN PLANNING



MR N C VEZI
MUNICIPAL MANAGER

CERTIFICATE OF ACKNOWLEDGEMENT

This is to certify that I _____

Representing _____

In the company of a representative of Dr Nkosazana Dlamini Zuma Municipality I carefully examined the document and have made myself familiar with all the requirements.

I further certify that I am satisfied with all the descriptions for the appointment of service provider to review the Dr Nkosazana Dlamini Zuma Local Municipality land use scheme in course of preparation for Dr Nkosazana Dlamini Zuma Municipality by the said representative.

BIDDERS SIGNATURE

REPRESENTATIVE OF THE MUNICIPALITY

**OFFICIAL DR
NKOSAZANA
DLAMINI ZUMA
MUNICIPALITY
STAMP**

REQUEST FOR BID: SERVICE PROVIDER TO REVIEW THE DR NKOSAZANA DLAMINI ZUMA LOCAL MUNICIPALITY LAND USE SCHEME IN COURSE OF PREPARATION

CERTIFICATES OF GOOD STANDING

The bidder shall attach to this page the following:

COMPULSORY DOCUMENTS	TICK
a) Proof of registration with CSD- starting with (MAAA)	
b) Joint Venture Agreement (if necessary) N.B : Service provider to attach all company details documents is compulsory and MBD 1,4,8 and 9 must be fully completed	
c) Form of offer fully completed	
d) MBD 1,4, 8 and 9 must be fully completed	
e) Proof of signing briefing register.	
f) Signed certificate of acknowledgement (NDZ stamped and signed by both service provider and municipal official)	

NB: Failed to submit the above documents your tender will be disqualified

DOCUMENTS TO BE SUBMITTED	TICK
a) Copies of CK Documents / Sole proprietary	
b) Valid Tax clearance certificate (with your pin number print and attach on the document Tax Clearance Certificate)	
c) Registration with Dr Nkosazana Dlamini Zuma Local Municipality Database N.B: Forms are obtained from our website : www.ndz.gov.za under SCM section must be fully completed and emailed to scmdatabase@ndz.gov.za	
d)	
e) MBD6.1 Fully completed	
f) Submit proof that the bidder (Company) and its (directors) do not owe municipal services. -Attach updated municipal rates, water or electricity statement not in arrears for more than 90 days Or - Attach a valid lease agreement if the director is leasing offices and residential Property with a confirmation letter from the landlord confirming that the municipal rates and services are in order. Or - Attach exemption letter from the relevant municipality Or	

<ul style="list-style-type: none"> - Attach affidavit if the Municipal Account is under your parents or siblings and they are responsible for paying municipal rates (if the address is the same as yours) and attach the copy of the Municipal rates and services for the above mentioned. <p>Or</p> <ul style="list-style-type: none"> - Attach copy of a marriage certificate or affidavit and municipal account statement for rates and services, if Municipal account is under your spouse. 		
g) Certified copies of Identification documents of all members/directors of the entity		
h) Specific Goals supporting documents:		
Company operating within the Jurisdiction Dr NDZ LM	CIPC Document reflecting NDZ company physical Address	
Company 100% owned by black South African	Summary of CSD reflecting Race and Identity document or Drivers Licence	
Company 60% owned by black South African women or company 100% owned by a Black South African youth or company 50% owned by black South African with disability or company outside of Dr NDZ LM but within Harry Gwala District	<p>1. Summary of CSD reflecting 60% company owned by black (Women) Gender or company 100% owned by black South African youth and Identity document or Drivers Licence</p> <p>OR</p> <p>2. Summary of CSD reflecting 50% owned by a black South African with (Disability) , a proof of medical certificate and Identity document or Drivers Licence</p> <p>OR</p> <p>3. CIPC document reflecting physical address of a company outside of Dr NDZ LM but within Harry Gwala District</p>	

INDIVIDUAL SHAREHOLDERS TAX NUMBERS

NAME OF SHAREHOLDER	TAX NUMBER

FORM A: RELEVANT EXPERIENCE

The Bidder shall enter in the spaces provided below a list of relevant experience with similar projects.

NB: Failure to provide the necessary information will compromise the proposal.

Employer (Name, Tel. No. or Fax No.)	Details of Project	Value of Work (fees)	Year
Client:..... Person:..... Tel.:..... Fax:.....			
Client:..... Person:..... Tel.:..... Fax:.....			
Client:..... Person:..... Tel.:..... Fax:.....			
Client:..... Person:..... Tel.:..... Fax:.....			

**REQUEST FOR BID: SERVICE PROVIDER TO REVIEW THE DR NKOSAZANA
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PREPARATION**

FORM B: KEY PERSONNEL

Consultants shall enter in the table below information in respect of the key personnel who will be engaged on the project. Abbreviated Curricula Vitae, which specifically address the questions posed in the Point Scoring Check for Functionality, including the relevant certificates, to support the stated information must be included in the proposal together with a copy of this form.

Designation	Name	Qualification	Years' Experience	Registration Number with relevant body
Town and Regional Planners (Project Manager)				
GIS Practitioner				
Environmental Specialists				

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Price, Ability & Capability and Preference

- | | |
|------------------|-------------------------|
| • Price | 80 points |
| • Specific Goals | <u>20 points</u> |
| • Total | 100 points |

EVALUATION: Ability and Capability

The criteria to be used to evaluate the proposals for ability and capability (stage 1) will be as follows:

Company experience	= 30
Experience of Key Personnel	= 50
Methodology	= 20
Total Points	= 100

KEY ASPECT OF CRITERION	BASIS FOR POINTS ALLOCATION	MAX POINTS	VERIFICATION METHOD
Relevant Experience of the service provider	5 x completed similar project work Town Planning Projects.	30	Letter of appointment or order and Letter of reference
	4 x completed similar work in Town Planning Projects.	20	Letter of appointment or order and Letter of reference
	3 x completed similar work in (Town Planning)	10	Letter of appointment or order and Letter of reference
	2 x completed similar work in (Town planning) Projects.	5	Letter of appointment or order and Letter of reference
Total		30	
Professional Planner (Project Manager)	If PM has 5 to 10 years' experience or above and has completed a minimum of 2 similar projects and with Qualification NQF 7 or ABOVE in Town Planning.	20	Certified copy of Qualification to be attached with detailed CV's and proof of registration with SACPLAN
	If PM has 3 to 5 years' experience and has completed a minimum of 2 similar projects and with Qualification NQF 7 or ABOVE in Town Planning	10	Certified copy of Qualification to be attached with detailed CV's and proof of registration with SACPLAN
Total		20	
GIS Practitioner	If GIS Practitioner has 5 to 10 years' experience or above and has completed a minimum of 2 similar projects and with Qualification Diploma or ABOVE in GIS	10	Certified copy of Qualification to be attached with detailed CV's and proof of registration with SAGC

	If GIS Practitioner has 3 to 5 years' experience and has completed a minimum of 2 similar projects and with Qualification Diploma or ABOVE in GIS	5	Certified copy of Qualification to be attached with detailed CV's and proof of registration with SAGC
Total		10	
Environmentalist	If the Environmentalist has 5 to 10 years' experience or above and has completed a minimum of 2 similar projects and with Qualification Degree or above in Environmentalist.	20	Certified copy of Qualification to be attached with detailed CV's
	If the Environmentalist has 3 to 5 years' experience and has completed a minimum of 2 similar projects and with Qualification Degree or above in Environmentalist	10	Certified copy of Qualification to be attached with detailed CV's
Total		20	
Total		20	
Execution Method Statement relevant to the project	Inception	5	Detailed Method statement to cover the key aspect of project Inception
	Execution	10	Detailed Method statement to cover the key aspect of project Execution
	Monitoring, Evaluation and Closure	5	Detailed Method statement to cover the key aspect of project Monitoring, Evaluation and Closure.
Total points		100	

Only tenderers who will achieve a score of more than 60% of the total available points will qualify for stage two of the evaluation.

SERVICE PROVIDER TO REVIEW THE DR NKOSAZANA DLAMINI ZUMA LOCAL MUNICIPALITY LAND USE SCHEME IN COURSE OF PREPARATION

MBD 3 – PRICING SCHEDULE

ITEM	DESCRIPTION	UNIT (Hourly rate)	TOTAL
1	Professional Planner (Project Manager)		
2	GIS Practitioner		
3	Environmentalalist		
	Sub Total		
	Vat @15%		
	Total		

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

3.1 Full Name of bidder or his or her representative.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number.....

3.6 VAT Registration Number:

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

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

3.8.1 If yes, furnish particulars.....

.....

¹MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the

management of the company or business and exercises control over the company.

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

3.9.1 If yes, furnish particulars.....

.....

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

3.10.1 If yes, furnish particulars.

.....

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

3.11.1 If yes, furnish particulars

.....

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

3.12.1 If yes, furnish particulars.

.....

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

3.13.1 If yes, furnish particulars.

.....

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

3.14.1 If yes, furnish particulars:

.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

MBD 6.1

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

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

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

1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) the 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS	SUPPORTING DOCUMENTS
PRICE	80	
SPECIFIC GOALS	(20)	
Company operating within the Jurisdiction Dr NDZ LM	10	CIPC Document reflecting NDZ company physical Address
Company operating within the jurisdiction of Harry Gwala District Municipality	5	CIPC Document reflecting Harry Gwala District Municipality company physical

		Address
Company operating within the jurisdiction of KwaZulu-Natal Province	2	CIPC Document reflecting KwaZulu-Natal Province company physical Address
Company operating outside of KwaZulu Natal Province	0	CIPC Document reflecting outside of KwaZulu Natal Province company physical Address
Company 60% owned by black South African women	2.5	Summary of CSD reflecting Race and Identity document or Drivers Licence
Company 100% owned by black South African youth	2.5	1.Summary of CSD reflecting 60% company owned by black (Women) Gender and Identity document or Drivers Licence
Company 100% owned by black South African	2.5	1.Summary of CSD reflecting 100% company owned by black (youth) Gender and Identity document or Drivers Licence.
Company 50% owned by South African with disability	2.5	2.Summary of CSD reflecting 50% owned by a black South African with (Disability), a proof of medical certificate and an Identity document or Drivers Licence
Total points for Price and SPECIFIC GOALS	100	

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

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

80/20	or	90/10
$Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right) \text{ or } Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)$		

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

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

80/20	or	90/10
$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$		

Where

- Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—

(a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or

(b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Company operating within the Jurisdiction Dr NDZ LM	10	
Company operating within the jurisdiction of Harry Gwala District Municipality	5	
Company operating within the jurisdiction of KwaZulu-Natal Province	2	

Company operating outside of KwaZulu Natal Province	0	
Company 100% owned by black South African	2.5	
Company 60% owned by black South African women	2.5	
Company 100% owned by black South African youth	2.5	
Company 50% owned by South African with disability	2.5	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as

a result of having to make less favourable arrangements due to such cancellation;

- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution, if deemed necessary.

 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all quotations invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

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

I _____ certify, _____ on _____ behalf
of: _____ that:

(Name of Bidder)

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

collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to quotations and contracts, quotations that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Position

.....
Name of bidder

.....
Date

AGREEMENTS AND CONTRACT DATA

Form of Offer and Acceptance

A: Offer

The Employer, identified in the Acceptance signature block, has solicited offers to enter into a Contract for the procurement of:

BID NO: DTPS-B051/25/26 SERVICE PROVIDER TO REVIEW THE DR NKOSAZANA DLAMINI ZUMA LOCAL MUNICIPALITY LAND USE SCHEME IN COURSE OF PREPARATION

The Tenderer, identified in the Offer signature block, has examined the documents listed in the Tender Data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of tender.

By the representative of the tenderer, deemed to be duly authorized, signing this apart 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 PRICE INCLUSIVE OF VALUE ADDED TAX (VAT) IS

.....

.....

.....Rand (in words);

R (in figures),

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:

Name: (in capitals).....

Capacity of Signatory:

Name of Tenderer (organisation):

Address:

.....

Tel: Fax:

Witness:

Signature: Name:

Date:

Failure to complete and sign this form will invalid your bid

B: 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

- Pricing data

Deviations from and amendments to the documents listed in the tender data and any addenda thereto as 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.

The tenderer shall within 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. 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 one fully completed original copy of this document***, including the schedule of deviations (if any). Unless the tenderer within five working 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:

Name: (in capitals).....

Capacity:

Name of Employer (organization):.....

Address:

.....

.....

Witness:

Signature: **Name:**

Date:

CONDITIONS OF CONTRACT

Contract No. _____

Name of Contract: _____

entered into between

Name of Institution

herein represented by _____

in his/her capacity as _____

and

Name of Vendor

Registration Number

herein represented by _____

in his/her capacity as _____

and duly authorized by resolution dated _____

a copy of which is annexed hereto marked _____

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Section A

General Conditions of Contract

1. Definitions

The following terms shall be interpreted as indicated:

- 1.1 **“Closing time”** means the date and hour specified in the bidding documents for the receipt of quotations.
- 1.2 **“Contract”** means the written agreement entered into between the Purchaser and the Vendor, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 **“Contract price”** means the price payable to the Vendor under the contract for the full and proper performance of his contractual obligations.
- 1.4 **“Corrupt practice”** means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 **“Countervailing duties”** are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 **“Country of origin”** means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 **“Day”** means calendar day.
- 1.8 **“Delivery”** means delivery in compliance with the conditions of the contract or order.

- 1.9 **"Delivery ex stock"** means immediate delivery directly from stock actually on hand.
- 1.10 **"Delivery into consignee's store or to his site"** means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the Vendor bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 **"Dumping"** occurs when a private enterprise abroad markets its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 **"Force majeure"** means an event beyond the control of the Vendor and not involving the Vendor's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
- 1.13 **"Fraudulent practice"** means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 **"GCC"** means the General Conditions of Contract.
- 1.15 **"Goods"** means all of the equipment, machinery, and/or other materials that the Vendor is required to supply to the Purchaser under the contract.
- 1.16 **"Imported content"** means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the Vendor or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and

handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.

- 1.17 **“Local content”** means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 **“Manufacture”** means the production of products in a factory using labour, materials, components and machinery and includes other related value-adding activities.
- 1.19 **“Order”** means an official written order issued for the supply of goods/works or the rendering of a service.
- 1.20 **“Project site”** where applicable, means the place indicated in bidding documents.
- 1.21 **“Purchaser”** means the Institution purchasing the goods/works and/or service.
- 1.22 **“Republic”** means the Republic of South Africa.
- 1.23 **“SCC”** means the Special Conditions of Contract.
- 1.24 **“Services”** means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the Vendor covered under the contract.
- 1.25 **“Written” or “in writing”** means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all quotations, contracts and orders including quotations for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but **excluding immovable property**, unless otherwise indicated in the bidding documents.

- 2.2 Where applicable, Special Conditions of Contract are also laid down to cover specific Vendors, services or works.
- 2.3 Where such Special Conditions of Contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the Purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.
- 3.2 With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za.

4. Standards

- 4.1 The goods/works and/or service supplied shall conform to the standards mentioned in the bidding documents and specifications.

5. Use of Contract Document and Information; Inspection

- 5.1 The Vendor shall not, without the Purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Vendor in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 5.2 The Vendor shall not, without the Purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract.

- 5.3 Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the Purchaser and shall be returned (all copies) to the Purchaser on completion of the Vendor's performance under the contract if so required by the Purchaser.
- 5.4 The Vendor shall permit the Purchaser to inspect the Vendor's records relating to the performance of the Vendor and to have them audited by auditors appointed by the Purchaser, if so required by the Purchaser.
- 5.5 The Vendor shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the Purchaser.

6. Patent Rights

- 6.1 The Vendor shall indemnify the Purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the Purchaser.

7. Performance Security

- 7.1 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Vendor's failure to complete his obligations under the contract.
- 7.2 The performance security shall be denominated in the currency of the contract, or in a freely convertible currency acceptable to the Purchaser and shall be in one of the following forms:
- a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the Purchaser's country or abroad, acceptable to the Purchaser, in the form provided in the bidding documents or another form acceptable to the Purchaser; or
 - b) a cashier's or certified cheque.
- 7.3 The performance security will be discharged by the Purchaser and returned to the Vendor not later than thirty (30) days following the date of completion of the Vendor's performance

obligations under the contract, including any warranty obligations, unless otherwise specified in SCC.

8. Inspection, Tests and Analysis

- 8.1 All pre-bidding testing will be for the account of the bidder.
- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Institution or an organization acting on behalf of the Institution.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the Purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the Purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the Vendor.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the Vendor who shall, when called upon,

remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the Vendor's cost and risk. Should the Vendor fail to provide the substitute supplies forthwith, the Purchaser may, without giving the Vendor further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the Vendor.

- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the Purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.

9. Packaging

- 9.1 The Vendor shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the Purchaser.

10. Delivery and Documents

- 10.1 Delivery of the goods shall be made by the Vendor in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the Vendor are specified in SCC.
- 10.2 Documents to be submitted by the Vendor are specified in SCC.

11. Insurance

- 11.1 The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC.

12. Transportation

- 12.1 Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC.

13. Incidental Services

- 13.1 The Vendor may be required to provide any or all of the following services, including additional services, if any, specified in SCC:
- a) performance or supervision of on-site assembly and/or commissioning of the supplied goods;
 - b) furnishing of tools required for assembly and/or maintenance of the supplied goods;
 - c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods;
 - d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the Vendor of any warranty obligations under this contract;
 - e) training of the Purchaser's personnel, at the Vendor's plant; and /or
 - f) on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied goods.

- 13.2 Prices charged by the Vendor for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Vendor for similar services.

14. Spare Parts

- 14.1 Specified in SCC, the Vendor may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Vendor:
- a) such spare parts as the Purchaser may elect to purchase from the Vendor, provided that this election shall not relieve the Vendor of any warranty obligations under the contract; and
 - b) in the event of termination of production of the spare parts:
 - i. Advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings, and specifications of the spare parts, if requested.

15. Warranty

- 15.1 The Vendor warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The Vendor further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the Purchaser's specifications) or from any act or omission of the Vendor, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the

port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.

- 15.3 The Purchaser shall promptly notify the Vendor in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the Vendor shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the Purchaser.
- 15.5 If the Vendor, having been notified, fails to remedy the defect(s) within the period specified in SCC, the Purchaser may proceed to take such remedial action as may be necessary, at the Vendor's risk and expense and without prejudice to any other rights which the Purchaser may have against the Vendor under the contract.

16. Payment

- 16.1 The method and conditions of payment to be made to the Vendor under this contract shall be specified in SCC.
- 16.2 The Vendor shall furnish the Purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the Purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the Vendor.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC.

17. Prices

- 17.1 Prices charged by the Vendor for goods/works delivered and/or services rendered under the contract shall not vary from prices quoted by the Vendor in this bid, with an exception of any price adjustments authorized in SCC or Purchaser's request for bid validity extension, as the case may be.

18. Contract Amendments

- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.

19. Assignment

- 19.1 The Vendor shall not assign, in whole or in part, its obligations to perform under the contract, except with the Purchaser's prior written consent.

20. Subcontractors

- 20.1 The Vendor shall notify the Purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the Vendor from any liability or obligation under the contract.

21. Delay in Vendor's Performance

- 21.1 Delivery of the goods/works and/or performance of services shall be made by the Vendor in accordance with the time schedule prescribed by the Purchaser in the contract.
- 21.2 If at any time during performance of the contract, the Vendor or its subcontractor(s) should encounter conditions impeding timely delivery of the goods/works and/or performance of services, the Vendor shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Vendor's notice, the Purchaser shall evaluate the situation and may at his discretion extend the Vendor's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

- 21.4 The right is reserved to procure outside of the contract small quantities or to have essential services executed if an emergency arises, the Vendor's point of supply is not situated at or near the place the supplies are required or the Vendor's supplies or goods are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the Vendor in the performance of its delivery obligations shall render the Vendor liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the Purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the Vendor's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the Vendor.

22. Penalties

- 22.1 Subject to GCC Clause 25, if the Vendor fails to deliver any or all of the goods/works and/or to perform the services within the period(s) specified in the contract, the Purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods/works and/or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The Purchaser may also consider termination of the contract pursuant to GCC Clause 23.

23. Termination for Default

- 23.1 The Purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Vendor, may terminate this contract in whole or in part:
- a) if the Vendor fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 21.2;

- b) if the Vendor fails to perform any other obligation(s) under the contract; or
 - c) if the Vendor, in the judgment of the Purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the Purchaser terminates the contract in whole or in part, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, goods/works and/or services similar to those undelivered, and the Vendor shall be liable to the Purchaser for any excess costs for such similar goods/works and/or services. However, the Vendor shall continue performance of the contract to the extent not terminated.
- 23.3 Where the Purchaser terminates the contract in whole or in part, the Purchaser may decide to impose a restriction penalty on the Vendor by prohibiting such Vendor from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a Purchaser intends imposing a restriction on a Vendor or any person associated with the Vendor, the Vendor will be allowed a time period of not more than fourteen (14) days to provide reasons why the envisaged restriction should not be imposed. Should the Vendor fail to respond within the stipulated fourteen (14) days the Purchaser may regard the intended penalty as not objected against and may impose it on the Vendor.
- 23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.
- 23.6 If a restriction is imposed, the Purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:
- (i) the name and address of the Vendor and / or person restricted by the Purchaser;
 - (ii) the date of commencement of the restriction
 - (iii) the period of restriction; and

- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of Vendors or persons prohibited from doing business with the public sector.

- 23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-Dumping and Countervailing Duties and Rights

- 24.1 When, after the date of bid, provisional payments are required, or antidumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favorable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

- 25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the vendor shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract as a result of an event of Force Majeure.

- 25.2 If a force majeure situation arises, the Vendor shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Vendor shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event.

26. Termination on Insolvency

- 26.1 The Purchaser may at any time terminate the contract by giving written notice to the Vendor if the Vendor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Vendor, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

27. Settlement of Disputes

- 27.1 If any dispute or difference of any kind whatsoever arises between the Purchaser and the Vendor in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 27.2 If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Vendor may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party.
- 27.3 Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law.
- 27.4 Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.
- 27.5 Notwithstanding any reference to mediation and/or court proceedings herein,
- (a) the parties shall continue to perform their respective obligations under the contract

unless they otherwise agree; and

(b) the Purchaser shall pay the Vendor any monies due the Vendor.

28. Limitation of Liability

28.1 Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6;

a) the Vendor shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Vendor to pay penalties and/or damages to the Purchaser; and

b) the aggregate liability of the Vendor to the Purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment.

29. Governing Language

29.1 The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English.

30. Applicable Law

30.1 The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC.

31. Notices

31.1 Every written acceptance of a bid shall be posted to the Vendor concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice

- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.

32. Taxes and Duties

- 32.1 A foreign Vendor shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Purchaser's country.
- 32.2 A local Vendor shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the Purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.

33. National Industrial Participation Programme

- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.

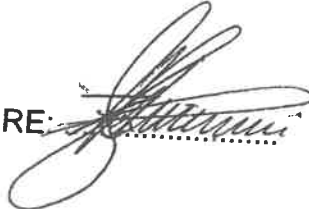
34. Prohibition of Restrictive Practices

- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the Purchaser, has / have engaged in the restrictive practice referred to above, the Purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.

34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the Purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

This is to certify that I have read and checked this document and it is in line with National and Provincial Treasury Requirements/Regulations.

Prepared by:

CHAIRPERSON OF BSC: Z. D. Amiri SIGNATURE: 

DATE:

MANAGER SUPPLY CHAIN MANAGEMENT: SIGNATURE:

DATE: