

# MUSINA LOCAL MUNICIPALITY



## **NOTICE** **REQUEST FOR FORMAL QUOTATION**

Formal quotations are hereby invited to supply the following:

- **Procurement of professional service provider to prepare a simultaneous land use application on ERF 5691 and ERF 5697 in Messina Nancefield Extension 14**

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

The formal quotation form will be provided on request from N R Siko at 015 534 6118, to be collected at office no 17, Civic Centre, Irwin Street, Musina or on our website, [www.musina.gov.za](http://www.musina.gov.za).

Please submit your (i) CIPC documents indicating share ownership or directorship of the company or a comprehensive CSD report which must indicate the names or the owner, their, gender, race, age, whether there is a person living with disability (Medical certificate will be used to verify the disability states of the bidders) or not and the address of company preferred address on CSD in order to claim the preferential procurement points. (ii) Complete attached MBD Forms (iii) Municipal Account (for both company and for the directors) not older than 90 days and written formal quotation provided on or before 17 April 2026 @ 11h00 to room no: 17 Civic Centre, Irwin Street, Musina or fax to 086 274 8332 or email to [rfq@musina.gov.za](mailto:rfq@musina.gov.za). Please make sure that the documents to be submitted by email does not exceed 3MB.

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

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

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

**P M MUDAU**  
**ACTING: MUNICIPAL MANAGER**  
**MUSINA LOCAL MUNICIPAL**

**Notice Number: RFQ55/2025-26**  
**08 APRIL 2026**

**MBD 4**

**DECLARATION OF INTEREST**

No bid will be accepted from persons in the service of the state<sup>1</sup>.

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

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

**3.1 Full Name of bidder or his or her**

**3.2 Identity Number:**

representative:.....

.....

**3.3 Position occupied in the Company (director, trustee, hareholder<sup>2</sup>):.....**

**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. ....**

.....

<sup>1</sup>MSCM Regulations: “in the service of the state” means to be –

a member of –

any municipal council;

any provincial legislature; or

the national Assembly or the national Council of provinces;

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

<sup>2</sup> 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.**

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee Number</b>

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidders**

MBD 8

**DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

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

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.

The bid of any bidder may be rejected if that bidder, or any of its directors have:

- abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
- been convicted for fraud or corruption during the past five years;
- willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
- 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).

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? (Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).  <b>The Database of Restricted Suppliers now resides on the National Treasury’s website(<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b>	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)? <b>The Register for Tender Defaulters can be accessed on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	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:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
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**

**MBD 9**  
**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

1. This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.

4. This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging. In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

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

**MBD 9**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_

(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_

(Name of Municipality / Municipal Entity)

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

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

I have read and I understand the contents of this Certificate;

I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;

I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;

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;

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

**MBD 9**

The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.

In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:

prices;

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.

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.

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.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

## MBD 9

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

Js9141w 4

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

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

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

**1. GENERAL CONDITIONS**

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

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

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

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

- a) The applicable preference point system for this tender is the **80/20** preference point system.

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:

	<b>POINTS</b>
<b>PRICE</b>	80
<b>SPECIFIC GOALS</b>	20
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

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:

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right) \text{ or } Ps = 90 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

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:

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

Where

- Ps = Points scored for price of tender under consideration  
Pt = Price of tender under consideration  
Pmax = Price of highest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

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

**Note to 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)
Points for HDI status(at least 51% black owned)	10	
Points for 51% women equity	4	
Points for black person with disability	3	
Points for 51% owned youth firm	3	
Form not completed or submitted	0	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

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

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

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

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the

company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....	
<b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	.....
	.....
	.....
	.....

**Musina Local Municipality**  
**Formal Quotation**



**Notice no:** RFQ55-Procurement of professional service provider to prepare a simultaneous land use application on ERF5691 and ERF 5697 in Messina Nancefield Extension14

**Submission Details**

**Closing Date:** 17 April 2026  
**Closing Time:** 11H 00  
**End User:** M Makalule: 082 613 6332

**Contact Person:** Mary Siziba  
**Email Address:** [rfq@musina.gov.za](mailto:rfq@musina.gov.za)  
**Hand Delivery:** Office no17

Quantity	Description	Unit Price	VAT	Total Price
	Procurement of professional service provider to prepare a simultaneous land use application on ERF5691 and ERF5697 in Messina Nancefield Extension 14			
	NB: See attached document for specification			
		Total		
	(NB: Please note that payment will be made within 30 days of invoicing) (NB: Goods and Services should be delivered within 7days from the date appointment)	VAT		
			Grand Total	
<b>Comp. Name:</b>				
<b>Contact person and number:</b>				
<b>E-mail Address:</b>				
<b>CSD Supplier No:</b>				

**CSD Unique Registration Reference:**

**Vat Registration Number:**

Company  
Stamp here



## **TERMS OF REFERENCE**

### **PROCUREMENT OF PROFESSIONAL SERVICES OF A PROFESSIONAL TOWN & REGIONAL PLANNER TO PREPARE A SIMULTANEOUS LAND USE APPLICATION (PUBLIC OPEN SPACES/PARK CLOSURE, REZONING AND SUBDIVISIONS) ON ERF 5691 AND ERF 5697 MUSINA NANCEFIELD EXTENSION 14 ON BEHALF OF THE MUSINA LOCAL MUNICIPALITY**

#### **1. PURPOSE AND SCOPE**

Musina Local Municipality hereby invites Professional Town & Regional Planning service providers to submit quotations for the preparation of a **SIMULTANEOUS LAND USE APPLICATION (A PUBLIC OPEN SPACES/PARK CLOSURE, REZONING AND SUBDIVISIONS) ON ERF 5691 AND ERF 5697 MESSINA NANCEFIELD EXTENSION 14** on behalf of the Municipality. The Municipality identified Erf 5691 and Erf 5697 to be prepared for disaster incidents.

Messina Nancefield Extension 14 Township was established in 2011 as per General Plan number 29/2011. The township was developed for the purpose of low cost housing with 508 erven comprising of “Residential 1” zoned stands, 7 Parks and streets. The township is developed and comprises of low cost housing. There are 13 vacant stands that are not yet developed and fall under the ownership of Musina Local Municipality. Within those thirteen (13) stands, ten (10) of the stands are “Residential 1” zoned, and three (3) selected/compromised stands are zoned as “Public Open Space”. All 13 stands were considered by Municipal Council as stands that should be earmarked for disaster incidents and/or families affected by disasters. There are two (2) stands (**erf 5691 and erf 5697**) which

are zoned “Public Open Space” that require simultaneous land use applications (a public open space/park closer, rezoning and subdivision) before they can be allocated for disaster incidents and vulnerable families.

## **2. Queries and Contact Information**

All queries regarding the bid must be submitted in writing by email, which will in turn be recorded. A written response will then be emailed to all bidders. No telephonic queries will be answered. Contact details for queries are:

### Technical Specifications:

Masindi Makaulule

Manager: Human Settlement

[Masindim@musina.gov.za](mailto:Masindim@musina.gov.za)

### Supply Chain Requirements:

Mary Siziba

SCM Manager

[Marys@musina.gov.za](mailto:Marys@musina.gov.za)

## **3. Project/Bid objectives**

The project objectives are to ensure that the municipality allocates stands for disaster incidents and vulnerable families. Properties that should be allocated for disaster incidents and vulnerable families should be ready to accommodate residential dwelling units (RDP unit).

## **4. Project duration**

The afore-mentioned land use application will commence during the 2025/26 financial year. The project is for a period of 12 months, commencing from the appointment date.

## **5. Scope of work – methodology**

**The Municipal Council has resolved to designate Erf 5691 and Erf 5697, Messina – Nancefield Extension 14 for the purpose of disaster incidences and vulnerable families. Therefore, prospective Service Providers are hereby invited to submit quotations for the following:**

- a) Preparation of a simultaneous land use applications of a Public Open Spaces/Park Closer, rezoning, and subdivisions on Erf 5691 and Erf 5697 in Messina Nancefield Extension 14;
- b) Rezoning and Park Closure of erf 5691 and erf 5697 from 'Public Open Space' to 'Residential 1';
- c) Subdivision (2577 square meters) of erf 5691;
- d) Subdivision (2344 square meters) of erf 5697;
- e) Fulfilling sus-pensive conditions by preparing and put promulgation notices to Limpopo Provincial Gazette;
- f) Part of the simultaneous land use applications should include a high-level check which includes the legal and policy framework governing what is permissible.
- g) Part of the submission of the simultaneous Land Use applications should take into consideration the existence of the Municipal Spatial Development Framework, SPLUMA By-law, Land Use Management Scheme, Disaster By-law and Building By-law.
- h) Part of the submission should include a high-level check and alignment of the Housing Chapter and the Municipal IDP.

## **6. Deliverables**

### **The project is envisaged to be phased as follows:**

#### **Phase 1: Inception**

Confirm Section 59, 68, 71, 73 & 74 compliance of SPLUM By-law Confirm project process & participation milestones.

- Deliverable: Inception Meeting/ Consultative meeting Town planning

#### **Phase 2: Draft Application Document**

By-law compliance; Discussion sessions with relevant Departments within the municipality; Draft application document for comments

- Draft application and public participation

#### **Phase 3: Submission to MPT for final approval**

Preparation of Town planning report by the Department Planning & Development Address all comments and representations that could be received during the public participation period.

- Deliverable: Draft Planning report to the MPT for approval

#### **Phase 4: Implementation of MPT decision**

Obtain adoption of application by the MPT; Notice of approval to the Land Surveyor to submit subdivision plans for approval to the Surveyor General. Notified the Surveyor-general of closure of “public open space”. Final amendment – incorporate submissions.

- Deliverable: Municipal Planning Tribunal approval, approved Land Surveyor

## **7. ROLES OF THE SERVICE PROVIDER**

The service provider (SP) provides the required expertise, services and documentation as set out in this Terms of Reference and the contract to be signed. It is a requirement of the Musina Local Municipality that the service provider is a qualified town and regional planner, who is registered with SACPLAN. The Service Provider is to draft all necessary invitations, info letters, communication for participation, advertisements, publications, memorandums, attendance registers, agendas, concept papers, items for the relevant municipal structures, etc.

### **8. Mandatory bid requirements/Bidders Capability to execute the bid**

The bidder must ensure that their bid includes the following:

- 8.1. Certificate of Personnel with a SACPLAN accredited degree/b-tech in Town and Regional Planning (NQF Level 7 or higher)
- 8.2. Certificate of Registered as a Professional Planner in line with (SACPLAN)

### **9. Project Implementation plan**

- 9.1. The bidder must submit a project implementation plan
- 9.2. The plan must clearly outline the applicable time frames from inception to completion of the project, indicating how long it will take to obtain the approvals from various relevant authorities.

### **10. Reporting and Monitoring**

10.1. Provide Reports signed off which will be required to form part of the invoice submission (Report on review Notes).

10.2. Progress reports should be submitted at the completion of each agreed phase of the project

10.3. Reports should be submitted to Musina Local Municipality, Economic and Development Planning Department.

### **11. Monitoring and Evaluation**

Musina Local Municipality Human Settlement Section under Economic Development and Planning Department would monitor & evaluate the completion of each phase of the land use rights applications project.

### **12. Intellectual Property**

12.1. No part of any application report issued with this bid may be copied, photographed or repeated in any manner or by any process without the written consent of the Municipal Manager. Copyright is reserved on all, designs, specifications, patents and patentable documents, maps and systems and processes contained in the documents.

12.2. Public Open Spaces\Park Closer approval Letters, Rezoning Approval Letters, Subdivision Approval Letters and SG Diagrams hard copies and scanned electronic copies of the final endorsed document should be submitted to the Economic Development and Planning Department of Musina Local Municipality within the agreed and specified timeframe.

### **13. Bid evaluation**

#### **1<sup>st</sup> stage: Administrative compliance and mandatory requirements**

Bids received will be evaluated based on administrative compliance (Supply Chain Management requirements) and other mandatory requirements

#### **2<sup>nd</sup> Stage: Price and specific goals**

Bids received will be evaluated for Price and Specific goals points scoring system on the 80/20 preference point system, where 80 points is for Price and 20 points is for specific goals.