

# INVITATION TO BID



**cogta**

Department:  
Co-operative Governance and Traditional Affairs  
**PROVINCE OF KWAZULU-NATAL**

**DESCRIPTION: APPOINTMENT OF SERVICE PROVIDERS TO UNDERTAKE THE DRAFTING OF THE PROVINCIAL SPATIAL DEVELOPMENT FRAMEWORK (PSDF)**

**Bid No: ZNT 1959/2018 LG**

COMPANY NAME : \_\_\_\_\_

**Type of Bidder (Tick One Box)**

One-person Business/Sole Trader	
Close corporation	
PTY (Ltd)	
Private Company	
Partnership	
Consortium/Joint Venture	
Co-operative	

**Participation Capacity (Tick One Box)**

Prime Contractor	
Supplier/Sub-Contractor	

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## RETURN OF PROPOSAL

Proposal must be deposited in the **Bid box situated at Department of Co-operative Governance and Traditional Affairs, Lift Area, 13th floor, North Tower, Natalia Building. 330 Langalibalele Street, Pietermaritzburg, 3201** or received by post to The Senior Manager: Supply Chain Management, Private Bag X 9078, Pietermaritzburg, 3200 Tel: (033) 395 3134 before **11h00 on 10 MAY 2019**

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## PART A INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)**

BID NUMBER:	<b>ZNT 1959/2018 LG</b>	CLOSING DATE:	<b>10 MAY 2019</b>	CLOSING TIME:	<b>11:00</b>
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DESCRIPTION	<b>APPOINTMENT OF SERVICE PROVIDERS TO UNDERTAKE THE DRAFTING OF THE PROVINCIAL SPATIAL DEVELOPMENT FRAMEWORK (PSDF)</b>
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**THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

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

(STREET ADDRESS)

**330 LANGALIBALELE STREET**

**13TH FLOOR LIFT AREA NORTH TOWER**

**NATALIA BUILDING**

**PIETERMARITZBURG**

### 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			
	TCS PIN:		OR CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]	<input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	<input type="checkbox"/> Yes <input type="checkbox"/> No
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?			
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX	<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)	
	<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)	
	<input type="checkbox"/>	A REGISTERED AUDITOR	
		NAME:	

**[A10/ B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT (FOR EMEs & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]**

ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No  [IF YES ANSWER PART B:3 BELOW]
SIGNATURE OF BIDDER	.....	DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)			
TOTAL NUMBER OF ITEMS OFFERED		TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL INFORMATION MAY BE DIRECTED TO:	
DEPARTMENT/ PUBLIC ENTITY	Department of COGTA	CONTACT PERSON	Mr Ivan Scholtz

CONTACT PERSON	Ms Lindiwe Madlala	TELEPHONE NUMBER	033 355 6550
TELEPHONE NUMBER	033 395 2174	FACSIMILE NUMBER	N/A
FACSIMILE NUMBER		E-MAIL ADDRESS	ivan.scholtz@kzncogta.gov.za
E-MAIL ADDRESS	<a href="mailto:Lindiwe.madlala@kazncogta.gov.za">Lindiwe.madlala@kazncogta.gov.za</a>		

## PART B

### TERMS AND CONDITIONS FOR BIDDING

<b>1. BID SUBMISSION:</b>								
<p>1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.</p> <p>1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR ONLINE</p> <p>1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.</p> <p>1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.</p>								
<b>2. TAX COMPLIANCE REQUIREMENTS</b>								
<p>2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.</p> <p>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.</p> <p>2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) 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 <a href="http://WWW.SARS.GOV.ZA">WWW.SARS.GOV.ZA</a>.</p> <p>2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.</p> <p>2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.</p> <p>2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.</p>								
<b>3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>								
<table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?</td> <td style="width: 30%; text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> <tr> <td>3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?</td> <td style="text-align: right;"><input type="checkbox"/> YES <input type="checkbox"/> NO</td> </tr> </table> <p>IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.</p>	3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO	3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							
3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO							

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**

**SBD 1**  
**STANDARD BID DOCUMENTATION**

**SECTION A**  
**INVITATION TO BID**

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF  
THE DEPARTMENT OF CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

BID NUMBER: **ZNT 1959/2018 LG**CLOSING DATE: **10/05/2019**CLOSING TIME: **11:00**

**DESCRIPTION: APPOINTMENT OF SERVICE PROVIDERS TO UNDERTAKE THE DRAFTING OF THE PROVINCIAL SPATIAL DEVELOPMENT FRAMEWORK (PSDF)**

CONTRACT PERIOD: **ONCE-OFF**VALIDITY PERIOD: **120 DAYS**

**The successful bidder will be required to fill in and sign a written Contract Form (SBD 13.2)**

**BID DOCUMENTS MAY BE POSTED TO:**

The Head SCM Unit,  
Department Co-operative Governance and Traditional Affairs,  
Private Bag X9078,  
Pietermaritzburg, 3200

**NOTE: THE POST IS CLEARED FROM THE  
PIETERMARITZBURG POST OFFICE BEFORE  
10:00 ON DUE DATE**

OR

**BID DOCUMENTS DELIVERED BY HAND MUST BE DEPOSITED IN THE BID BOX SITUATED AT:**

Department of Co-operative Governance and Traditional Affairs,  
Lift Area, 13<sup>th</sup> floor, North Tower,  
Natalia Building,  
330 Langalibalele Street,  
Pietermaritzburg

**THE BID BOX IS AVAILABLE ON THE FOLLOWING DAYS AND TIME:**

**MONDAY TO FRIDAY (EXCLUDING PUBLIC  
HOLIDAYS)  
08:00 TO 16:00**

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

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

**THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.**

THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)

NAME OF BIDDER.....

PROVINCIAL SUPPLIER DATABASE REGISTRATION NO: .....

POSTAL ADDRESS.....

STREET ADDRESS.....

TELEPHONE NUMBER CODE.....NUMBER.....

CELLPHONE NUMBER.....

FACSIMILE NUMBER CODE.....NUMBER.....

E-MAIL ADDRESS.....

VAT REGISTRATION NUMBER.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (Section B) YES ☐ NO ☐

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (Section F) YES ☐ NO ☐

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

**[TICK APPLICABLE BOX]**

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

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

A REGISTERED AUDITOR .....

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

ARE YOU THE ACCREDITED REPRESENTATIVE  
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED? YES ☐ NO ☐

**[IF YES ENCLOSE PROOF]**

SIGNATURE OF BIDDER .....

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

TOTAL BID PRICE: R.....

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

**Department:** Co-operative Governance and Traditional Affairs

**Contact Person:** Ms Lindiwe Madlala

**Tel:** 033 395 2174

**Fax:** 086 642 8873/ 033 342 8830

**Email:** [lindiwe.madlala@kzncogta.gov.za](mailto:lindiwe.madlala@kzncogta.gov.za)

**ANY ENQUIRIES REGARDING SPECIFICATION INFORMATION MAY BE DIRECTED TO:**

**Contact Person:** Mr Ivan Scholtz

**Unit:** Spatial Planning

**Tel:** 033 355 6550

**Cel:** N/A

**Email:** [ivan.scholtz@kzncogta.gov.za](mailto:ivan.scholtz@kzncogta.gov.za)

**SECTION B (SBD 2****TAX CLEARANCE CERTIFICATE REQUIREMENTS**

**It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.**

1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.

2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.

3 The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.

4 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.

5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).

6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

Jeyrel:\Mdk416-SBD2 tax clearance

**I HAVE READ, UNDERSTOOD AND COMPLY WITH THE SPECIAL INSTRUCTIONS ABOVE:**

.....  
**SURNAME AND INITIALS OF COMPANY REPRESENTATIVE**

.....  
**DATE**

.....  
**SIGNATURE**

COMPANY OFFICIAL STAMP



**SECTION C (SBD 3)****SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION OF BIDDING FORMS**

PLEASE NOTE THAT THIS BID IS SUBJECT TO TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1991, THE KWAZULU-NATAL SUPPLY CHAIN MANAGEMENT POLICY FRAMEWORK AND THE GENERAL CONDITIONS OF CONTRACT.

1. Unless inconsistent with or expressly indicated otherwise by the context, the singular shall include the plural and visa versa and with words importing the masculine gender shall include the feminine and the neuter.
2. Under no circumstances whatsoever may the bid forms be retyped or redrafted. Photocopies of the original bid documentation may be used, but an original signature must appear on such photocopies.
3. The bidder is advised to check the number of pages and to satisfy himself that none are missing or duplicated.
4. Bids submitted must be complete in all respects.
5. Bids shall be lodged at the address indicated not later than the closing time specified for their receipt, and in accordance with the directives in the bid documents.
6. Each bid shall be addressed in accordance with the directives in the bid documents and shall be lodged in a separate sealed envelope, with the name and address of the bidder, the bid number and closing date indicated on the envelope. The envelope shall not contain documents relating to any bid other than that shown on the envelope. If this provision is not complied with, such bids may be rejected as being invalid.
7. All bids received in sealed envelopes with the relevant bid numbers on the envelopes are kept unopened in safe custody until the closing time of the bids. Where, however, a bid is received open, it shall be sealed. If it is received without a bid number on the envelope, it shall be opened, the bid number ascertained, the envelope sealed and the bid number written on the envelope.
8. A specific box is provided for the receipt of bids, and no bid found in any other box or elsewhere subsequent to the closing date and time of bid will be considered.
9. No bid sent through the post will be considered if it is received after the closing date and time stipulated in the bid documentation, and proof of posting will not be accepted as proof of delivery.
10. No bid submitted by telefax, telegraphic or other electronic means will be considered.
11. Bidding documents must not be included in packages containing samples. Such bids may be rejected as being invalid.
12. Any alteration made by the bidder must be initialed.
13. Use of correcting fluid is prohibited
14. Bids will be opened in public as soon as practicable after the closing time of bid.
15. Where practical, prices are made public at the time of opening bids.
16. If it is desired to make more than one offer against any individual item, such offers should be given on a photocopy of the page in question. Clear indication thereof must be stated on the schedules attached.

## SECTION D

### REGISTRATION ON THE CENTRAL SUPPLIERS DATABASE

1. In terms of the KwaZulu-Natal Supply Chain Management Policy Framework, all suppliers of goods and services to the Province of KwaZulu-Natal are required to register on the Central Suppliers Database.
2. If you wish to apply for registration, forms may be downloaded from the website, <http://www.kzntreasury.gov.za> (click on "Document Library" and then choose "Forms") or obtained by phoning the toll free number **0800 201 049**. This number is also available for general enquiries relating to Provincial supply chain management issues.
3. If a business is registered on the Database and it is found subsequently that false or incorrect information has been supplied, then the Department may, without prejudice to any other legal rights or remedies it may have;
  - 3.1 de-register the supplier from the Database,
  - 3.2 cancel a bid or a contract awarded to such supplier, and the supplier would become liable for any damages if a less favourable bid is accepted or less favourable arrangements are made.
4. **The same principles as set out in paragraph 3 above are applicable should the supplier fail to request updating of its information on the Suppliers Database, relating to changed particulars or circumstances.**

### DECLARATION THAT INFORMATION ON CENTRAL SUPPLIER DATABASE IS CORRECT AND UP TO DATE

(To be completed by bidder)

THIS IS TO CERTIFY THAT I (name of bidder/authorized representative)

.....

WHO REPRESENTS (state name of bidder).....

AM AWARE OF THE CONTENTS OF THE KWAZULU-NATAL SUPPLIER DATABASE WITH RESPECT TO THE BIDDER'S DETAILS AND REGISTRATION INFORMATION, AND THAT THE SAID INFORMATION IS CORRECT AND UP TO DATE AS ON THE DATE OF SUBMITTING THIS BID.

AND I AM AWARE THAT INCORRECT OR OUTDATED INFORMATION MAY BE A CAUSE FOR DISQUALIFICATION OF THIS BID FROM THE BIDDING PROCESS, AND/OR POSSIBLE CANCELLATION OF THE CONTRACT THAT MAY BE AWARDED ON THE BASIS OF THIS BID.

CENTRAL SUPPLIER DATABASE NO.....

.....  
SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE

DATE : .....

## SECTION E (SBD 4) DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-
- the bidder is employed by the state; and/or
  - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.
2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
- 2.1 Full Name of bidder or his or her representative: .....
- 2.2 Identity Number:.....
- 2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>, member): .....
- 2.4 Registration number of company, enterprise, close corporation, partnership agreement or trust: .....
- 2.5 Tax Reference Number: .....
- 2.6 VAT Registration Number: .....
- 2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / PERSAL numbers must be indicated in paragraph 3 below.

<sup>1</sup>"State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1991 (Act No. 1 of 1991);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>"Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.

- 2.7 Are you or any person connected with the bidder presently employed by the state? YES ☐ NO ☐

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars: .....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? YES ☐ NO ☐

2.7.2.1 If yes, did you attach proof of such authority to the bid document? YES ☐ NO ☐  
(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:  
 .....  
 .....  
 .....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? YES ☐ NO ☐

2.8.1 If so, furnish particulars:  
 .....  
 .....  
 .....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid? YES ☐ NO ☐

2.9.1 If so, furnish particulars.  
 .....  
 .....  
 .....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid? YES ☐ NO ☐

2.10.1 If so, furnish particulars.  
 .....  
 .....  
 .....

2.11 Do you or any of the directors / trustees / shareholders / members of the company have any interest in any other related companies whether or not they are bidding for this contract? YES ☐ NO ☐

2.11.1 If so, furnish particulars:  
 .....  
 .....  
 .....

**3 Full details of directors / trustees / members / shareholders.**

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

**4 DECLARATION**

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## SECTION F

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

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

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

## 1. GENERAL CONDITIONS

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

- the 80/20 system for requirements with a Rand value of up to R50 000 000.00 (all applicable taxes included); and

1.2

a) The value of this bid is estimated to **not exceed** R50 000 000.00 (all applicable taxes included) and therefore the **(80/20)** preference point system shall be applicable; or

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

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

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

1.7

## 2. DEFINITIONS

- (a) **"B-BBEE"** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **"B-BBEE status level of contributor"** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **"bid"** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **"Broad-Based Black Economic Empowerment Act"** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);

- (e) “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**prices**” includes all applicable taxes less all unconditional discounts;
- (h) “**proof of B-BBEE status level of contributor**” means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

### 3. POINTS AWARDED FOR PRICE

#### 3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

**80/20**

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

Where

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

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

### 4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**5. BID DECLARATION**

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

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES		NO	
-----	--	----	--

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES		NO	
-----	--	----	--

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME ✓	QSE ✓
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

8.4 TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium

One person business/sole propriety

Close corporation

Company



(Pty) Limited  
[TICK APPLICABLE BOX]

## 8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

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

## 8.6 COMPANY CLASSIFICATION

Manufacturer  
Supplier  
Professional service provider  
Other service providers, e.g. transporter, etc.  
[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:.....

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

### WITNESSES

1. ....
2. ....

.....  
SIGNATURE(S) OF BIDDERS(S)

DATE: .....

ADDRESS .....

.....  
.....

[illegible]

## SECTION G

### CONDITIONS OF BID

1. I/We hereby bid to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to the KwaZulu-Natal Provincial Administration (hereinafter called the "Province") on the terms and conditions and be in accordance with the specifications stipulated in the bid documents (and which shall be taken as part of and be incorporated into this bid) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/we agree that:
  - (a) the offer herein shall remain binding upon me and open for acceptance by the Province during the validity period indicated and calculated from the closing time of the bid;
  - (b) this bid and its acceptance shall be subject to Treasury Regulations 16A issued in terms of the Public Finance Management Act, 1991, the KwaZulu-Natal Supply Chain Management Policy Framework, the Provincial Treasury issued Practice Notes, and the KwaZulu-Natal General Conditions of Contract, with which I/we am fully acquainted;
  - (c) if I/we withdraw my bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, the Province may, without prejudice to its other rights, agree to the withdrawal of my bid or cancel the contract that may have been entered into between me and the Province. I/we will then pay to the Province any additional expenses incurred by the Province having either to accept any less favourable bid or, if fresh bids have to be invited, the additional expenditure incurred by the invitation of fresh bids and by the subsequent acceptance of any less favourable bid. The Province shall have the right to recover such additional expenditure by set-off against monies which may be due to me under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me or on my behalf for the due fulfilment of this or any other bid or contract and pending the ascertainment of the amount of such additional expenditure to retain such monies, guarantee or deposit as security for any loss the Province may sustain by reason of my default;
  - (d) if my bid is accepted, the acceptance may be communicated to me by registered post, and that the South African Post Office Limited shall be treated as delivery agent to me;
  - (e) the law of the Republic of South Africa shall govern the contract created by the acceptance of my bid and I choose *domicilium citandi et executandi* in the Republic at (full physical address)

.....

.....
3. I/we furthermore confirm that I/we have satisfied myself as to the correctness and validity of my bid: that the price(s), rate(s) and preference bid cover all of the work/item(s) and my obligations under a resulting contract, and I accept that any mistakes regarding the price(s) and calculations will be at my risk.
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement, as the Principal(s) liable for the due fulfilment of this contract.
5. I/we agree that any action arising from this contract may in all respects be instituted against me and I/we hereby undertake to satisfy fully any sentence or judgement which may be pronounced against me as a result of such action.
5. I/we confirm that I/we have declared all and any interest that I or any persons related to my business has with regard to this bid or any related bids by completion of the Declaration of Interest Section.

**SECTION H**  
**PRICING PAGE – FIRM PRICES**  
**(GOODS)**

N.B.: This form must be completed in detail, signed by the Bidder and bear the signature of a witness. Failure to comply with these requirements may result in the bid being disregarded.

**CLOSING DATE AND TIME: 10/05/2019 @ 11:00 VALIDITY PERIOD: 120 DAYS**

<b>BID NO: ZNT 1959/2018 LG</b>		<b>PERIOD : ONCE-OFF</b>	
Item description:  <b>APPOINTMENT OF SERVICE PROVIDERS TO UNDERTAKE THE DRAFTING OF THE PROVINCIAL SPATIAL DEVELOPMENT FRAMEWORK (PSDF)</b>		NAME AND ADDRESS OF BIDDER(FIRM)  ..... ..... ..... TEL:..... FAX:.....	
DOES OFFER COMPLY WITH THE SPECIFICATION? <i>If not, furnish details of deviation in space provided for "Remarks"</i>		YES / NO <i>(Delete which is not applicable)</i>	
TOTAL BID PRICE ** (ALL APPLICABLE TAXES INCLUDED)		<b>R</b>	
BID PRICE IN WORDS ** (ALL APPLICABLE TAXES INCLUDED)			
REMARKS (If any):		..... (Signature of Bidder)	
		DATE: .....	
		..... (Signature of Witness)	
		DATE:.....	

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**\*\*all applicable taxes\*\* includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies.**

**SECTION I (SBD 7)**  
**AUTHORITY TO SIGN A BID**

**A. COMPANIES**

If a Bidder is a company, a certified copy of the resolution by the board of directors, personally signed by the chairperson of the board, authorizing the person who signs this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the company must be submitted with this bid, that is before the closing time and date of the bid

**AUTHORITY BY BOARD OF DIRECTORS**

By resolution passed by the Board of Directors on ..... 20....., Mr/Mrs ..... whose signature appears below) has been duly authorized to sign all documents in connection with this bid on behalf of (Name of Company).....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF COMPANY:** .....  
 (PRINT NAME)

**SIGNATURE OF SIGNATORY:** ..... **DATE:** .....

**WITNESSES:** 1 .....

2 .....

---

**B. SOLE PROPRIETOR (ONE - PERSON BUSINESS)**

I, the undersigned..... hereby confirm that I am the sole owner of the business trading as .....

**SIGNATURE**.....

**DATE**.....

**C. PARTNERSHIP**

The following particulars in respect of every partner must be furnished and signed by every partner:

Full name of partner

Residential address

Signature

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

We, the undersigned partners in the business trading as.....  
 hereby authorize ..... to sign this bid as well as any contract  
 resulting from the bid and any other documents and correspondence in connection with this bid and /or  
 contract on behalf of (company name) .....

SIGNATURE

SIGNATURE

SIGNATURE

DATE

DATE

DATE

#### D. CLOSE CORPORATION

In the case of a close corporation submitting a bid, a certified copy of the Founding Statement of such corporation shall be included with the bid, together with the resolution by its members authorizing a member or other official of the corporation to sign the documents on their behalf.

By resolution of members at a meeting on ..... 20..... at.....

..... Mr/Ms....., whose signature appears below, has been authorized  
 to sign all documents in connection with this bid on behalf of (Name of Close Corporation)  
 .....

**SIGNED ON BEHALF OF CLOSE CORPORATION:** .....  
 (PRINT NAME)

**IN HIS/HER CAPACITY AS:** ..... **DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES:** 1..... **WITENSS:** 2.....

**E. CO-OPERATIVE**

A certified copy of the Constitution of the co-operative must be included with the bid, together with the resolution by its members authoring a member or other official of the co-operative to sign the bid documents on their behalf.

By resolution of members at a meeting on ..... 20..... at .....

Mr/Ms....., whose signature appears below, has been authorized to sign all documents in connection with this bid on behalf of (Name of cooperative)

**SIGNED ON BEHALF OF CO-OPERATIVE:**.....  
(PRINT NAME)

**IN HIS/HER CAPACITY AS:** ..... **DATE:**.....

**SIGNATURE OF AUTHORISED REPRESENTATIVE/SIGNATORY:** .....

**WITNESSES: 1** ..... **WITNESS:- 2** .....

**F. CONSORTIUM**

If a bidder is a consortium, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of concerned enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the consortium must be submitted with this bid, before the closing time and date of the bid.

**AUTHORITY TO SIGN ON BEHALF OF THE CONSORTIUM**

By resolution/agreement passed/reached by the consortium on ..... 20 .....

Mr/Mrs.....(whose signature appear below) have been duly authorised to sign all documents in connection with this bid on behalf of:

(Name of Consortium).....

**SIGNED ON BEHALF OF CLOSE CORPORATION:** .....  
 (PRINT NAME)

**IN HIS/HER CAPACITY AS** ..... **DATE:** .....

**SIGNATURE OF SIGNATORY:** .....

**WITNESSES: 1** ..... **WITNESS: - 2** .....

## G. JOINT VENTURE

If a bidder is a joint venture, a certified copy of the resolution/agreement passed/reached signed by the duly authorized representatives of the enterprises, authorizing the representatives who sign this bid to do so, as well as to sign any contract resulting from this bid and any other documents and correspondence in connection with this bid and/or contract on behalf of the joint venture must be submitted with this bid, before the closing time and date of the bid.

## AUTHORITY TO SIGN ON BEHALF OF THE JOINT VENTURE

By resolution/agreement passed/reached by the joint venture partners  
 on.....20.....

Mr/Mrs.....,Mr/Mrs.....

Mr/Mrs.....and Mr/Mrs.....

(whose signatures appear below) have been duly authorized to sign all documents in connection with this bid on behalf of:(Name of Joint Venture).....

**IN HIS/HER CAPACITY AS:** .....

**SIGNED ON BEHALF OF (COMPANY NAME):** .....  
 (PRINT NAME)

**SIGNATURE:** ..... **DATE:** .....

**IN HIS/HER CAPACITY**  
**AS:** .....

**SIGNED ON BEHALF OF (COMPANY NAME):** .....  
 (PRINT NAME)

**SIGNATURE:** ..... **DATE:** .....



IN HIS/HER CAPACITY  
AS:.....

SIGNED ON BEHALF OF (COMPANY NAME):

.....

(PRINT NAME)

SIGNATURE :..... DATE: .....

IN HIS/HER CAPACITY AS: .....

SIGNED ON BEHALF OF (COMPANY NAME): .....

(PRINT NAME)

SIGNATURE :..... DATE: .....

IN HIS/HER CAPACITY AS: .....

## SECTION J (SBD 8)

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

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
- 4 Abused the institution's supply chain management system; committed fraud or any other improper conduct in relation to such system; or failed to perform on any previous contract.
- 5 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 pg</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 outside of 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:.....		
4.4	Was any contract between the bidder and any 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"/>
4.4.1	If so, furnish particulars:.....		

**CERTIFICATION**

I, **THE** **UNDERSIGNED** **(FULL**  
**NAME)**.....

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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**

**SECTION K (SBD 9)**  
**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1991, 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 Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
- 4 This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 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.

I, the undersigned, in submitting the accompanying bid:

---

(Bid Number and Description)

in response to the invitation for the bid made by:

---

(Name of Institution)

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)

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

5. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
6. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
7. 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;
8. 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
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.
10. 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.
11. 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.
12. 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.
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 1991 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**  
.....

<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.

## SECTION L SPECIAL CONDITIONS OF CONTRACT

### SECTION 1: DEFINITION OF TERMS

#### 1.1 SERVICE

The consultancy services to be rendered by professional service providers must be rendered in terms of this contract.

#### 1.2 CONTRACTOR

The person or persons, partnership, close corporation, firm or company, whose bid for this service was accepted.

#### 1.3 AGREEMENT

This comprises the agreement signed by parties, the conditions of bid, the bid and the specifications.

#### 1.4 AGREEMENT PERIOD

The period during which the service is to be rendered and originally determined in the agreement, or as amended, extended or renewed in accordance with stipulations of the agreement.

#### 1.5 PARTIES

The parties to this contract are The Head of Co-operative Governance and Traditional Affairs in the KwaZulu-Natal Provincial Administration and Contractor.

#### 1.8 DEPARTMENT

KwaZulu-Natal department of Co-operative Governance and Traditional Affairs.

#### 1.9 CURTAILMENT OF SERVICE

The Department reserves the right to withdraw from the service any part/s of the contract as a whole, with one month's written notification to the contractor. In a case such as this, the contract sum will be adjusted *pro rata* from the date of withdrawal.

### SECTION 2: IMPORTANT INFORMATION TO NOTE

2.1 This bid is invited and will be awarded and administered in terms of the following:-

- 2.1 KwaZulu-Natal Supply Chain Management Policy Framework,
- 2.2 Section 217 of the Constitution,
- 2.3 The PFMA and its Regulations in general,
- 2.4 The Preferential Procurement Policy Framework Act,
- 2.5 National Treasury guidelines, and
- 2.6 Provincial Treasury's Supply Chain Management Practice Notes and guidelines

**2.2****REQUIRED COMPULSORY INFORMATION****2.2.1 The bidder shall ensure that all the required information is furnished; viz:-**

- 2.2.1 Declaration that information on Provincial Supplier Database is correct and up to date (SECTION D)
- 2.2.2 Declaration of interest (SECTION E)
- 2.2.3 Tax Clearance Certificate Requirements (SECTION B),
- 2.2.4 Compulsory Briefing Session (SECTION M )
- 2.2.5 Authority to sign a bid (SECTION I),
- 2.2.6 Conditions of Bid (SECTION G)
- 2.2.7 The original Tax Clearance Certificate(s) (and not a copy thereof) must be submitted together with the bid document.
- 2.2.8 Each party to a Consortium/Group of sub-contractors must obtain separate Tax Clearance Certificate(s) and also be registered on the Suppliers Database.
- 2.2.9 Should a supplier have submitted an original Tax Clearance Certificate within the last twelve (12) months to the Department, it will not be necessary to resubmit it, however, same must be indicated in the bid document.
- 2.2.10 A valid certified copy of B-BBEE Status Level Verification Certificate/ Letter from an auditor confirming EME status must be submitted with the proposal.

**NOTE: Failure to submit the required information may invalidate the entire proposal.****SECTION 3: SPECIAL CONDITIONS OF CONTRACT****3.1 ACCEPTANCE OF BID**

- 3.1.1 This bid has been invited, and will be adjudicated in terms of the KwaZulu-Natal Supply Chain Management Policy Framework and the KwaZulu-Natal Provincial Treasury's Practice Notes. Co-operative Governance and Traditional Affairs' Bid Adjudication Committee is under no obligation to accept the lowest or any bid.
- 3.1.2 The financial standing of bidders and their ability to manufacture or to supply goods or render services may be examined before their bids are considered for acceptance.

**3.2 APPEALS**

- 3.2.1 Entities aggrieved by a decision of a departmental Bid Adjudication Committee or a delegate of an accounting officer, may appeal to the Bid Appeals Tribunal in the prescribed manner by the Supply Chain Management Policy Framework

**3.3 AMENDMENT OF CONTRACT**

- 3.3.1 Any amendment to or renunciation of the provisions of the contract shall at all times be done in writing and shall be signed by both parties subject to the Legal Services screening the amendment before it is signed.

**3.4 CHANGE OF ADDRESS**

- 3.4.1 Bidders must advise the Department should their address (*domicilium citandi et executandi*) details change from the time of bidding to the expiry of the contract.

**3.5 COMMUNICATION**

- 3.5.1 All correspondence with regard to this bid must be addressed or hand delivered to the:

The Head SCM Unit,  
Department Co-operative Governance and Traditional Affairs,  
Private Bag X9078,  
Pietermaritzburg  
3200

ENQUIRIES: **Ms Lindiwe Madlala TEL.: 033-395 2174**

**3.6 COMPLETENESS OF BID**

- 3.6.1 Bids will only be considered if correctly completed and accompanied by all relevant certificates and other necessary applicable information.

**3.7 COMPLETION OF SPECIFICATION**

- 3.7.1 Where specifications are designed in such a way that responses would be required from bidders, these forms must be completed and submitted as part of the bid document.

**3.8 CONDITIONS OF BID**

- 3.8.1 The successful Contractor must be in a position to assume duty on the date stipulated in the letter of acceptance.
- 3.8.2 No bid received by telegram, telex, or facsimile will be considered.
- 3.8.3 It shall be noted that the Department is under no obligation to accept the lowest or any bid.
- 3.8.4 The offer shall be made strictly according to the specification. No alternative offers will be considered.
- 3.8.5 Bidders must provide the following particulars about themselves as part of the bid:
- 3.8.5.1 Where they have their Headquarters
- 3.8.5.2 Where they have their Regional Office.
- 3.8.5.3 Name, address and telephone number of bankers together with their bank account number.
- 3.8.5.4 The names, identity numbers and street addresses of all partners in cases where persons, a partnership, or a firm consists of a partnership.

**3.9** In cases where a person or persons, a partnership, close corporation, firm or company enters business for the very first time, the following particulars shall be provided:

- 3.9.1 By whom, or with whose assistance, was the business plan drafted?
- 3.9.2 By whom, or with whose assistance, were the bid prices calculated?
- 3.9.3 Whose advice is relied on?
- 3.9.4 Who will provide financial support?



- 3.10** A list of references must accompany this bid. Particulars shall be submitted regarding similar agreements completed successfully or of projects which the bidder is engaged in.

**3.11 CONFIDENTIALITY**

The contractor's staff that comes into contact with the Department's confidential information and documents may be required to sign confidentiality agreements so as to protect the Department's information.

**3.12 CONTRACT PERIOD**

3.12.1 The contract period shall remain in force for a period of once-off from date of signing of official contracts.

3.12.2 The Department of Co-operative Governance and Traditional Affairs reserves the right to terminate the contract with any contractor should the contractor fail to fulfil his/her contractual obligations in terms of the contract.

**3.13 DETAILS OF CURRENT CONTRACTS HELD BY THE BIDDER**

3.13.1 The bidder must furnish the following details of all current contracts:

- (i) Date of commencement of contract/s;
- (ii) Expiry date/s;
- (iii) Value per contract; and
- (iv) Contract details. That is, with whom held, phone number and address/s of the company.

**3.14 EQUAL BIDS**

3.14.1 In the event that two or more bids have equal total points, the successful bid will be the one scoring the highest number of preference points for specified goals. Should two or more bids be equal in all respects, the Adjudication shall be decided by the drawing of lots.

**3.15 EXECUTION CAPACITY**

3.15.1 The bidder will be required to provide an efficient and effective service. Therefore, the bidder is required to submit proof that he/she has the required capacity to execute the contract tendered for successfully. The bidder must supply references or state his/her experience as a company to undertake the contract. References of past experience of owners/employees of new entities must accompany the bid document.

**3.16 EXTENSION OF CONTRACT**

3.16.1 An extension of contract may be considered. It is the normal policy that contracts are not extended. However, circumstances may arise whereby a contract cannot be renewed in time. If this is found to be the case, the right is reserved to approach existing contractor(s) to extend the contract for such period agreed to.

**3.17 GENERAL EVALUATION CRITERIA**

The Bid Evaluation Committee will assess offers and adhere to the following basic guidelines when evaluating.

- a. Whether all the required information called for in the bid document has been submitted by the bidder.
- b. Has the bidder supplied references or stated his/her experience as a Company to undertake the contract. References of past experience must accompany the bid document.
- c. The financial standing of the bidder and ability to render a service may be examined before an award of bid take place.
- d. Preferences will be taken into consideration by the Department in terms of the B-BBEE Scorecard.
- e. Documented reports received from an institution/s pertaining to past bad performance by a company who is tendering, may be taken into consideration.
- f. Did the bidder attend the site inspection?
- g. Will the bidder be in a position to successfully execute the contract?
- h. The 80/20 Point System will apply in the evaluation of this bid.

### 3.18 IRREGULARITIES

- 2.18.1 Companies are encouraged to advise the Department timeously of any possible irregularities which might come to their notice in connection with this or other contracts.

### 3.19 JOINT VENTURES

- 3.19.1 In terms of the Supply Chain Management Policy Framework, a consortium or joint venture may, based on the percentage of the contract value managed or executed by respective members.
- 3.19.2 Should this bid be submitted by a joint venture, a certified copy of the joint venture agreement **must** accompany the bid document before the closing date and time of bid. The joint venture agreement must clearly specify the percentage of the contract to be undertaken by each company participating therein.
- 3.19.3 A trust, consortium or joint-venture must obtain and submit a **consolidated B-BBEE Status Level Verification Certificate**. The non-submission of a consolidated B-BBEE Certificate by a company will result in preference points not being allocated to such company. Failure to submit the joint venture Agreement will result in preference points not being allocated to all companies participating in the joint venture.

### 3.20 LATE BIDS

- 3.20.1 Bids are late if they are received at the address indicated in the bid documents after the closing date and time.
- 3.20.2 A late bid shall not be considered and, where practicable, shall be returned unopened to the Bidder, accompanied by an explanation.

### 3.21 NOTIFICATION OF ADJUDICATION OF BIDDER & ADVERTISING OF RESULTS

- 3.21.1 Notification of the Adjudication of bid shall be in writing by a duly authorized official of Co-operative Governance and Tradition Affairs' Supply Chain Management unit.

### 3.22 PRO RATA DECREASE OF COMPENSATION

- 3.22.1 Should the services not be rendered to the satisfaction of the Department and unsatisfactory items/ aspects/ events have already, in writing, been brought to the attention of the Contractor, the Department reserves the right in terms of

paragraph 3.27 hereunder, to retain payment to the Contractor for as long as the unsatisfactory service continues.

### **3.23 CENTRAL SUPPLIERS DATABASE**

- 2.23.1 A bidder submitting an offer must be registered on the Central Suppliers Database. A bidder who has submitted an offer and is not registered on the Central Suppliers Database will not be considered.
- 3.23.2 Each party to a Joint Venture/Consortium must be registered on the Central Suppliers Database at the time of submitting the bid.

### **3.24 SUBMISSIONS AND COMPLETION OF SBD 6.1**

- 3.24.1 Bidders are to complete SBD 6.1 document where applicable. Failure by the bidder to submit a valid B-BBEE status level verification certificate will result in the bidder not being considered for preference points allocation. If the information required is not applicable to the business, clearly insert the symbols "N/A" in the appropriate space. If the space provided is left blank, it will be regarded as information that is still outstanding and the SBD 6.1 will not be processed further.

### **3.25 TERMINATION OF SERVICES**

- 3.25.1 Should the Contractor fail to meet the conditions of this contract, or continue rendering unsatisfactory service, the Employer reserves the right to terminate the contract, after written notification has been served on the Contractor, with retention of the right to recover from the Contractor any losses which the Employer may suffer/ incur as a result of the failure, without prejudicing any other rights it may have.

### **3.26 TAX CLEARANCE CERTIFICATE**

- 3.26.1 The original Tax Clearance Certificate must be submitted with the bid before the closing date and time of the bid. Failure to submit a valid Tax Clearance Certificate will invalidate your bid unless a valid, as at the closing date of this bid, original Tax Clearance Certificate is already in the possession of the Departments Supply Chain Management Unit. In this regard, a clear reference must be provided e.g. bid number.
- 3.26.2 Each party to a Joint Venture/Consortium must submit an original valid Tax Clearance Certificate together with the bid before the closing date and time of bid.

### **3.27 UNSATISFACTORY PERFORMANCE**

- 3.27.1 Unsatisfactory performance occurs when performance is not in accordance with the contract conditions.
  - (i) Before any action is taken, the Department shall warn the contractor by registered/certified mail that action will be taken in accordance with the contract conditions unless the contractor complies with the contract conditions and delivers satisfactory supplies or services within a specified reasonable time (7 days minimum). If the contractor does not perform satisfactorily despite the warning the Department will:
    - (a) take action in terms of its delegated powers
    - (b) make a recommendation for cancellation of the contract concerned.

**3.28 VALIDITY PERIOD AND EXTENSION THEREOF**

3.28.1 The validity (binding) period for the bid must be **120** days from close of bid. However, circumstances may arise whereby this Department may request the bidders to extend the validity (binding) period. Should this occur, the Department will request bidders to extend the validity (binding) period under the same terms and conditions as originally tendered for by bidders. This request will be done before the expiry of the original validity (binding) period.

**3.29 VAT**

2.29.1 Bid prices must be inclusive of VAT.

2.29.2 A tax invoice shall be in the currency of the Republic of South Africa and shall contain the following particulars:

- (a) The name, address and registration number of the supplier;
- (b) the name and address of the recipient;
- (c) an individual serialized number and the date upon which the tax invoice is issued;
- (d) a description of the goods or services supplied;
- (e) the quantity or volume of the goods or services supplied;
- (f) either :–
  - (i) the value of the supply, the amount of tax charged and the consideration for the supply; **or**
  - (ii) where the amount of tax charged is calculated by applying the tax fraction to the consideration, the consideration for the supply and either the amount of the tax charged, or a statement that it includes a charge in respect of the tax and the rate at which the tax was charged.

**3.30 REGISTERED ADDRESS**

The Department provides the following:

Street address as it's *domicillium citandi et executandi* in respect of any lawsuit which might result from or bears relevance to this contract, as well as for purposes of notice to :  
The Head SCM Unit, KwaZulu-Natal Co-operative Governance and Traditional Affairs

14 <sup>th</sup> floor, South Tower, Natalia Building. 330 Langalibalele Street PIETERMARITZBURG 3200	Private Bag X9078, PIETERMARITZBURG 3200
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SECTION M

OFFICIAL BRIEFING SESSION/SITE INSPECTION CERTIFICATE

Site/building/institution involved: **330 LANGALIBALELE STREET, NATALIA BUILDING, 2<sup>ND</sup> FLOOR, ROOM 266, NORTH TOWER, PIETERMARITZBURG.**

Bid No: **ZNT 1959/2018 LG**

Service: **APPOINTMENT OF SERVICE PROVIDERS TO UNDERTAKE THE DRAFTING OF THE PROVINCIAL SPATIAL DEVELOPMENT FRAMEWORK (PSDF)**

\*\*\*\*\*

THIS IS TO CERTIFY THAT (NAME): .....

ON BEHALF OF: .....

ATTENDED THE BRIEFING SESSION ON: **24 APRIL 2019 at 11:30 am at 330 LANGALIBALELE STREET, NATALIA BUILDING, 2<sup>ND</sup> FLOOR, ROOM 266, NORTH TOWER, PIETERMARITZBURG.**

AND IS THEREFORE FAMILIAR WITH THE CIRCUMSTANCES AND THE SCOPE OF THE SERVICE TO BE RENDERED.

.....  
**SIGNATURE OF BIDDER OR AUTHORISED REPRESENTATIVE**  
(PRINT NAME)

**DATE:** .....

.....  
**SIGNATURE OF DEPARTMENTAL REPRESENTATIVE**  
(PRINT NAME)

.....  
**DEPARTMENTAL STAMP:**  
(COMPULSORY)

**DATE:** .....



**cogta**

**Department:  
Co-operative Governance and Traditional Affairs  
PROVINCE OF KWAZULU-NATAL**

**ZNT1959/2018LG**

**APPOINTMENT OF SERVICE  
PROVIDERS TO UNDERTAKE THE  
DRAFTING OF THE PROVINCIAL  
SPATIAL DEVELOPMENT  
FRAMEWORK (PSDF)**

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## **APPOINTMENT OF SERVICE PROVIDERS TO UNDERTAKE THE DRAFTING OF THE PROVINCIAL SPATIAL DEVELOPMENT FRAMEWORK (PSDF)**

### **1. OVERALL OBJECTIVE**

- 1.1 The KwaZulu-Natal Department of Co-operative Governance and Traditional Affairs (COGTA) intends to appoint service providers to assist the Department with the preparation of the provincial Spatial Development Framework (PSDF) that complies with the requirements of the Spatial Planning and Land Use Management Act (2013), and translates the Provincial Growth and Development Strategy (PGDS) Goal 7 into the provincial space.

### **2. BACKGROUND**

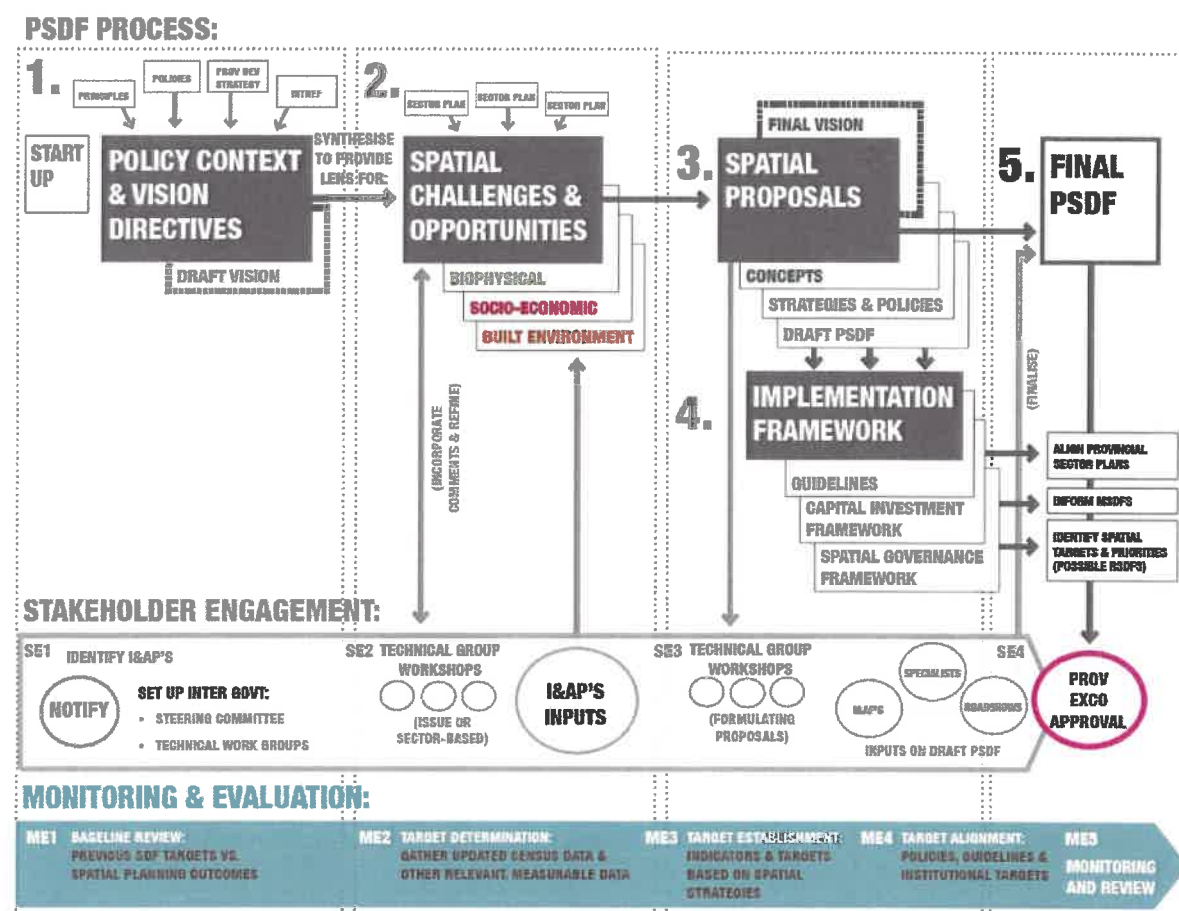
- 2.1 The Spatial Planning and Land Use Management Act (SPLUMA) (2013) clearly differentiates the powers and functions, in terms of spatial planning, for the three spheres of government in terms of preparing Spatial Development Frameworks (SDFs). The Act also provides clear guidance and prescripts as to the content and process of the plans for the preparation of such plans at all three levels.
- 2.2 The provincial SDF was prepared and adopted in 2016 by the Office of the Premier (OTP) but it was noted that the Plan was not fully SPLUMA compliant. The previous PSDF was aligned to the Provincial Growth and Development Strategy and Plan (PGDS/P) but lacked alignment with SPLUMA. It is also noted that at this stage, no national SDF had been adopted although one is in the process of being drafted.

The KwaZulu-Natal Provincial Executive Council tasked KZN COGTA with the preparation of the Provincial Spatial Development Framework at the August 2017 Lekgotla meeting.

- 2.3 The Department has commenced with some of the PSDF preparation and Spatial Equity activities in-house, due to delays in Supply Chain Management processes. This information will be provided to the successful consulting team.
- 2.4 Consortiums and Joint Ventures are allowed to tender.

### **3. DETAILED SCOPE OF WORK**

- 3.1 The following diagram summarises the methodology envisaged for this project and indicates the six phases of the project, key stakeholder engagements envisaged, linked to the key monitoring and evaluation processes. This is further explained in more detail below.

**DIAGRAM 1:** Provincial Spatial Development Framework (PSDF) methodology

### 3.2 TECHNICAL STANDARDS

The project is to be undertaken in accordance with the proposed consultation and research method that is detailed below. The proposed methods and any innovation or additional changes thereto must be clearly stated in the Project Proposal submitted. The Draft Inception Report must be finalised in accordance with the Department's comments and requirements and be included in the Final Inception Report.

## 4. DELIVERABLES

The following tables summarise the project phases with associated deliverables, and timeframes:



## Provincial SDF Methodology

REF NO.	STEP IN PROCESS	EXPLANATION	DELIVERABLES	TIME FRAMES
<b>P1. POLICY CONTEXT AND VISION DIRECTIVES</b>				
P1.1.	START UP	<ul style="list-style-type: none"> <li>Finalise scope of work requires (e.g. review of existing PSDF and/or compilation of new PSDF) in consultation with provincial stakeholders, with attention to identifying the pressing spatial issues that the PSDF needs to address including the core issues of Spatial Equity (PGDS Goal 7).</li> <li>Including this scope of work in a Service Level Agreement with the appointed service provider.</li> </ul>	Service Level Agreement	Months 1-2
P1.2.	REVIEW AND SYNTHESIS LEGISLATIVE & POLICY CONTEXT	<ul style="list-style-type: none"> <li>Reference the key PSDF provisions and founding spatial principles of both SPLUMA and provincial spatial planning legislation, and indicate how these will be applied (see DRDLR's Spatial Planning Outcomes Framework for guidance on the provincial application of SPLUMA's principles).</li> <li>Review national spatial policy (e.g. NDP, urban and rural development frameworks, DRDLR's Spatial Planning Outcomes Framework) that the PSDF needs to align with, noting their provincial applicability.</li> <li>Review provincial development strategies (e.g. Provincial Strategic Objectives), sector policy directives (e.g. fiscal, environmental, infrastructural, transport, human settlement, etc.) and other collaborative provincial development initiatives (e.g. between Provincial Government and organised labour/private sector/civil society forums).</li> <li>Review key policy issues emanating from municipal SDFs that the PSDF needs to address.</li> <li>Outline the spatial informants/directives emanating from the national, provincial and municipal spatial policy review, particularly the PGDS Goal 7.</li> </ul>	Legislative & Policy Synthesis	Months 2-3
P1.3.	FORMULATE OBJECTIVES & DRAFT SPATIAL VISION	<ul style="list-style-type: none"> <li>Frame SMART (i.e. specific, measurable, achievable, relevant and time bound) PSDF objectives.</li> <li>Building on the vision set out in the provincial development strategy (if available), formulate a draft of the spatial vision that the province aspires to.</li> <li>Outline the 'big-step' spatial changes (i.e. transitions) that need to take place to achieve the vision.</li> </ul>	PSDF objectives  Spatial vision and transitions statement	Months 2-3

REF NO.	STEP IN PROCESS	EXPLANATION	DELIVERABLES	TIME FRAMES
<b>SE1. INITIATE STAKEHOLDER ENGAGEMENT</b>				
SE1.1.	IDENTIFY INTERESTED & AFFECTED PARTIES	<ul style="list-style-type: none"> <li>Identify key national departments and state owned entities (e.g. Eskom, PRASA, SANRAL) that should provide input to the PSDF.</li> <li>Identify provincial departments that need to be involved.</li> <li>Identify an appropriate forum to involve municipalities in the PSDF's preparation</li> <li>Invite those interested in or affected by PSDF to register as participants as part of Notification process (see step SE1.2)</li> </ul>	PSDF stakeholder database	Months 1-2
SE1.2.	NOTIFICATION	<ul style="list-style-type: none"> <li>Give notice in Provincial Gazette and media that PSDF is to be prepared, and invite those interested or affected to register as participants in the process (discretionary, not obligatory requirement at start up stage).</li> </ul>	Notice in Gazette and media	Months 1-2
SE1.3.	SET UP PSDF PSC	<ul style="list-style-type: none"> <li>Invite key statutory stakeholders to nominate people to serve on PSDF PSC (a forum for inter-governmental relations with oversight responsibility for PSDF's preparation)</li> <li>Invite representatives from civil society groups, organised labour and private sector to nominate people to serve on PSC (optional to include non-governmental representation on PSC)</li> <li>Send out inaugural notice ( via e-mail or other) to PSDF PSC to introduce and explain process, programme and outcomes</li> </ul>	List of PSDF PSC members	Months 1-2
SE1.4.	SET UP PSDF TECHNICAL WORK GROUP/S	<ul style="list-style-type: none"> <li>For detailed investigation of key provincial spatial issues, Technical Work Groups should be established. These may be inter-disciplinary task teams dealing with specific themes (e.g. rural development), and/or they may be sector specific (e.g. a forum of municipal planners providing input into the PSDF). To get different perspectives it is advisable to involve specialists drawn from NGOs, academia, the private sector and government spheres on the Technical Work groups. The groups responsibilities include researching specific topics/themes and their implications, and recommending policy responses. The attendees and structure of these groups will need to be identified and agreed upon with the client during this inception phase.</li> </ul>	List of Proposed Technical Work Group members	Months 1-2
<b>MEL. MONITORING AND EVALUATION</b>				
ME1.1	BASELINE REVIEW	<ul style="list-style-type: none"> <li>Obtain and review baseline targets that were set in previous PSDF</li> <li>Review previous targets in terms of Spatial Planning Outcomes</li> </ul>	Database & Review of baseline/previous	Months 2-3

REF NO.	STEP IN PROCESS	EXPLANATION	DELIVERABLES	TIME FRAMES
<b>P2. SPATIAL CHALLENGES &amp; OPPORTUNITIES</b>				
P2.1.	SPATIAL CHALLENGES & OPPORTUNITIES	<ul style="list-style-type: none"> <li>The reference frame for identifying spatial challenges and opportunities is a province's growth and development strategy, as the PSDF needs to give spatial expression to this strategy.</li> <li>A PSDF needs to be informed by an analysis of the parts (i.e. legacy), current and likely future situation in a province, with specific attention to the spatial challenges and opportunities faced.</li> <li>Where possible a PSDF's situation analysis should be an interpretation of existing information, as opposed to carrying out extensive baseline research and including voluminous documentation of the findings in the PSDF.</li> <li>Where essential provincial information is not available, it needs to be collected as a separate exercise and documented as an annexure to the PSDF. In this regard it is preferable to synchronise a PSDF's preparation with the release of Census data every 10 years.</li> <li>Provincial sector plans (e.g. Environmental, Infrastructural, Human Settlement or Transport Frameworks) should also be reviewed as part of the identification of spatial challenges and opportunities.</li> <li>In addition to focusing on the particular province, spatial challenges and opportunities emanating from neighbouring provinces, as well as national and municipal planning also need to be identified in Step 2.</li> </ul>	targets against SPOs	Months 3-6, depending on availability of baseline information
P2.2.	ANALYSIS OF BIOPHYSICAL ENVIRONMENT	<ul style="list-style-type: none"> <li>Provincial state of the environment reporting, strategic environmental assessments and/or environmental management frameworks should be referenced in the analysis.</li> <li>SANBI's research and mapping of critical biodiversity areas should also be referenced</li> </ul>	Documentation and mapping of biophysical spatial challenges and opportunities	Months 3-6, depending on availability of baseline information
P2.3.	ANALYSIS OF SOCIO-ECONOMIC ENVIRONMENT	<ul style="list-style-type: none"> <li>Relevant provincial sector reports, plans and strategies that should be referenced include: Social Development/Welfare, Economic Development (all sectors), Health, Education, Public Safety and Security.</li> <li>Census data and other available socio-economic data should also be referenced</li> </ul>	Documentation and mapping of socio-economic spatial challenges and opportunities	
P2.4.	ANALYSIS OF BUILT ENVIRONMENT	<ul style="list-style-type: none"> <li>Relevant provincial and national sector reports, plans and strategies that should be referenced include: Public Works and Transport, Human</li> </ul>	Documentation and mapping of built	

REF NO.	STEP IN PROCESS	EXPLANATION	DELIVERABLES	TIME FRAMES
		Settlements, Water Affairs, Energy, Communications <ul style="list-style-type: none"> <li>Reports, plans and strategies of relevant state owned entities should also be referenced</li> </ul>	environment spatial challenges and opportunities	
<b>SE2. STAKEHOLDER ENGAGEMENT</b>				
SE2.1.	PSC INPUT	<ul style="list-style-type: none"> <li>The outcomes of Step 2 need to be presented to the PSDF PSC, and their inputs incorporated</li> </ul>	Presentation	Months 5-7
SE2.2.	TECHNICAL WORK GROUPS INPUT	<ul style="list-style-type: none"> <li>The PSDF's Technical Work Group will submit inputs to the identification of provincial spatial challenges and opportunities, and contribute to their refinement</li> </ul>	Technical Work Group submissions	Months 5-7
SE2.3.	I&AP INPUT	<ul style="list-style-type: none"> <li>The Provincial Planning Department may place documentation and mapping of spatial challenges and opportunities (inclusive of the information on which it is based) on its web site for comment by interested and affected parties (i.e. discretionary, not obligatory requirement).</li> </ul>	Record of I&AP comments on spatial challenges & opportunities and baseline research	Months 5-7
<b>ME2. MONITORING AND EVALUATION</b>				
ME2.1	TARGET DETERMINATION	<ul style="list-style-type: none"> <li>Gather updated census and other relevant measurable data in accordance to the spatial challenges and opportunities identified.</li> </ul>	Updated data/census information	Months 5-7
<b>P3. SPATIAL PROPOSALS</b>				
P3.1.	FINAL SPATIAL VISION	<ul style="list-style-type: none"> <li>Based on the outcomes of Step P2, as refined through stakeholder engagement, the draft provincial spatial vision developed in Step P1.3 needs to be finalised.</li> </ul>	Description and illustration / diagram of spatial vision	Months 8-9
P3.2.	SPATIAL DEVELOPMENT CONCEPT	<ul style="list-style-type: none"> <li>To move towards the vision aspired to, a conceptual framework for the spatial development of the province needs to be formulated.</li> </ul>	Description and illustration / diagrams of spatial concept	Months 8-9
P3.3.	SPATIAL STRATEGIES & POLICIES	<ul style="list-style-type: none"> <li>Spatial strategies and policies that redress/address/mitigate against the challenges and unlock the opportunities identified in Step P2 then need to be specified, inclusive of a strategy for the PSDF's implementation</li> </ul>	Description and illustration / diagram of spatial strategies and draft supporting policies	Months 9-10
P3.4.	DRAFT PSDF REPORT	<ul style="list-style-type: none"> <li>Incorporating the outputs of Steps P1 to P#, the draft PSDF report (inclusive of its associated maps) is then compiled in fulfilment of SPLUMA's content requirements (see Table 2.1).</li> <li>With the consent of the PSDF PSC the draft PSDF is eventually placed on the Department's web site, notice given in the Provincial Gazette and</li> </ul>	Draft PSDF report and support maps	Months 9-12

REF NO.	STEP IN PROCESS	EXPLANATION	DELIVERABLES	TIME FRAMES
		media of its availability and roadshows where it will be presented, and invitation made to interested and affected parties to submit written comments on its proposals within 60 days.		
<b>SE3. STAKEHOLDER ENGAGEMENT</b>				
SE3.1.	PSC INPUT	<ul style="list-style-type: none"> <li>In the course of Step P3 the PSC needs to contribute to the formulation of the PSDF's spatial concepts and strategies, and authorise advertising the draft PSDF report for public review.</li> </ul>	Minutes of PSC meetings	Months 9-12
SE3.2.	TECHNICAL WORK GROUPS INPUT	<ul style="list-style-type: none"> <li>Technical Work Groups also need to contribute to the formulation of the PSDF's spatial vision, concept and strategies.</li> </ul>	Record of Work Group Engagement and inputs	Months 9-12
SE3.3.	PROVINCIAL DEPARTEMENT INPUT	<ul style="list-style-type: none"> <li>One on one engagements with each provincial department must be arranged to incorporate their specific spatial requirements into the PSDF</li> </ul>	Record of Departmental engagements	Months 9-12
SE3.4.	I&AP INPUT	<ul style="list-style-type: none"> <li>A PSDF roadshow needs to be organised where proposals are presented in regional centres. Municipalities are the primary target audience of the roadshow.</li> <li>Interest and affected parties have 60 days within which to submit their comments in the draft PSDF.</li> </ul>	PSDF presentation, Record of PSDF comments	Months 13-14
<b>ME3. MONITORING AND EVALUATION</b>				
ME3.1	TARGET ESTABLISHMENT	<ul style="list-style-type: none"> <li>Establish clear, realistic relevant and measurable indicators and targets according to the spatial strategies.</li> <li>Development of Spatial Tools to monitor SDF implementation.</li> </ul>	Set of indicators and targets Conceptual models for Spatial Tools.	Months 13.-14
<b>P4. PSDF IMPLEMENTATION FRAMEWORK</b>				
P4.1.	SPATIAL POLICIES	<ul style="list-style-type: none"> <li>Based on feedback received on the draft PSDF, provincial spatial policies finalised</li> </ul>	Final provincial spatial policies	Months 14-15
P4.2.	SPATIAL GUIDELINES	<ul style="list-style-type: none"> <li>Towards adoption of the province's spatial agenda by all spheres of government, spatial development guidelines are finalised at this stage.</li> </ul>	Documented spatial development guidelines	Months 14-15
P4.3.	SPATIAL FRAMEWORK FOR CAPITAL INVESTMENT	<ul style="list-style-type: none"> <li>A spatial framework for public capital investment in the province's urban and rural areas is formulated, inclusive of the identification of spatial targets.</li> <li>Spatial Monitoring Tool Development.</li> </ul>	Documented and mapped capital investment framework Spatial Monitoring Tools	Months 14-15
P4.4.	SPATIAL GOVERNANCE FRAMEWORK	<ul style="list-style-type: none"> <li>Institutional arrangements for adoption of the PSDF as a transversal planning instrument serving all spheres of government need to be</li> </ul>	Documented institutional arrangements	Months 14-15



REF NO.	STEP IN PROCESS	EXPLANATION	DELIVERABLES	TIME FRAMES
		devised at this stage.		
<b>SE4. STAKEHOLDER ENGAGEMENT</b>				
SE4.1.	PROVINCIAL CABINET/EXCO INPUT	<ul style="list-style-type: none"> <li>The final draft of the PSDF, inclusive of its implementation framework (Step P4), is presented to the Provincial Cabinet to their inputs.</li> </ul>	Cabinet presentation Record of Engagement	Months 15-16
SE4.2.	PSC ENDORSEMENT	<ul style="list-style-type: none"> <li>The final draft of the PSDF, inclusive of its implementation framework (Step P4) and incorporation of Cabinet's inputs, is presented to the PSC for their final inputs and recommendation to the Provincial Executive that it be approved.</li> </ul>	PSDF final draft Record of Endorsement	Months 9-12
<b>ME4. MONITORING AND EVALUATION</b>				
ME4.1	TARGET MEASUREMENT ALIGNMENT	<ul style="list-style-type: none"> <li>Align the targets of the policies as set out in the implementation framework with the monitoring and evaluation targets.</li> <li>Align the targets of the guidelines as set out in the implantation framework with the monitoring and evaluation targets.</li> <li>Align the targets of the institutional requirements as set out in the implementation framework with the monitoring and evaluation targets.</li> </ul>	Policy targets Guideline targets Institutional targets	Months 15-16
<b>P5. FINAL PSDF</b>				
P5.1.	FINAL PSDF	<ul style="list-style-type: none"> <li>The PSDF report and mapping is finalised based on the outcomes of Steps P4 and SE4.</li> </ul>	PSDF report and mapping, presentation and Executive Summary	Months 17-18
P5.2.	EXECUTIVE APPROVAL & NOTIFICATION	<ul style="list-style-type: none"> <li>Cabinet endorses the Premier's or MEC's approval of the PSDF</li> <li>Notification of PSDF's approval in Provincial Gazette</li> <li>Placement of approved PSDF on Department's web site</li> </ul>	Notice in Provincial Gazette Approved PSDF on Department web site	Months 17-18
<b>ME5. MONITORING AND EVALUATION</b>				
ME5.1	MONITORING PROCESS SET UP	<ul style="list-style-type: none"> <li>Set up a monitoring and evaluation process that will ensure for the future evaluation and monitoring of the PSDF based on the established targets.</li> <li>Assign a department or person responsible for taking the monitoring and evaluation process forward.</li> </ul>	Monitoring and Evaluation system Person/department responsibilities and timeframes	Months 17-18



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 2016/2017/ letter of good standing from SACPLAN.

5.2 Skills and abilities required in the team to execute the project include the following:

- (i) Town and Regional/ Development Planning;
- (ii) Planning Policy formulation;
- (iii) Proven Spatial Development Framework (SDF) formulation experience at either the local, provincial (including regional planning) or national levels;
- (iv) Social and Physical Infrastructure norms and standards;
- (v) Sound Participatory Planning experience;
- (vi) Rural development planning experience;
- (vii) Sound local knowledge and research experience;
- (viii) Thorough understanding of National Development Plan (NDP), the Integrated Urban Development Framework (IUDF), the Provincial Growth and Development Strategy and Plan (PGDS/P), the Integrated Development Plan (IDP), and strategic planning process;
- (ix) Sound GIS proficiency;
- (x) Statistical modelling capabilities including market trends analysis both at a regional and provincial level;
- (xi) Project Management;
- (xii) Facilitation and translation skills, and secretarial services;
- (xiii) Research, analytical, writing and communication skills;
- (xiv) Ability to think strategically;
- (xv) Legal drafting; and
- (xvi) Use of Development Communication Media and innovative approaches to land management in local contexts.

5.3 It is recommended that the service provider ensures that a small, effective, team be established with relevant skills to execute the project to a high standard. The following is noted:

- a) All sub-consultants must be clearly specified in the bid documentation and approved in writing by the client;
- b) A comprehensive list detailing team members' names, qualifications (proof) and experience through traceable references must be submitted. The proposal should clearly indicate what role each team member will play in the project;
- c) The team leader, core team members and the team secretary should be attending all project meetings to be held with the Departmental Project Manager and staff members;
- d) The team leader and team members shall stay the same for the duration of the project and cannot be changed without a written request and approval from the Department;
- e) As part of the proposal, Consultants are required to demonstrate the following key competencies:
  - Be suitably qualified and experienced to respond to the Terms of Reference;
  - Proven track record (timely, effective, technically proficient and efficient delivery);
  - Sufficient sectoral knowledge and expertise;
  - Knowledge and understanding of the broad developmental issues particularly in relation to SPLUMA, Spatial Planning, land use management, land regulation guidelines, value chain based guidelines, infrastructure planning, is important;
  - Planning understanding demonstrated in respect of provincial and regional, urban and rural planning.



#### 5.4 INSTITUTIONAL ARRANGEMENTS

The service provider is accountable to the Director: Spatial Planning or her nominee, the Departmental Project manager.

#### 5.5 ROLES AND RESPONSIBILITIES

- (i) The service provider is responsible for the successful analysis, drafting, completion and submission of all reports as stipulated within this terms of reference;
- (ii) The service provider must ensure that all reports are guided by relevant policies, guidelines and legal compliance considerations and conceptual framework;
- (iii) All reports are to be compiled for readability, sound visual design and empirical verification based on the required documentation.

#### 5.6 MONITORING, REPORTING REQUIREMENTS AND PREFORMANCE MANAGEMENT

- (i) The proposal must contain a project management plan that includes a list of key stages, responsibilities, risk log and other elements as may be suggested by the service provider; and
- (ii) The service provider must submit a written progress reports on the project progress every month for the duration of the project.

### 6. A SUMMARY OF THE SCOPE OF WORK

6.1 The project shall follow the following phases:

PROJECT PHASES AND BUDGET ALLOCATION	BUDGET %	COMPLETION DEADLINE	MILESTONE
<b>P1. POLICY CONTEXT AND VISION DIRECTIVES</b>			
<b>START UP</b>	15	Months 1-2	<ul style="list-style-type: none"> <li>Finalise scope of work requires (e.g. review of existing PSDF and/or compilation of new PSDF) in consultation with provincial stakeholders, with attention to identifying the pressing spatial issues that the PSDF needs to address.</li> <li>Including this scope of work in a Service Level Agreement with the appointed service provider.</li> </ul>
<b>REVIEW AND SYNTHESISE LEGISLATIVE &amp; POLICY CONTEXT</b>		Months 2-3	<ul style="list-style-type: none"> <li>Reference the key PSDF provisions and founding spatial principles of both SPLUMA and provincial spatial planning legislation, and indicate how these will be applied (see DRDLR's Spatial Planning Outcomes Framework for guidance on the provincial application of SPLUMA's principles).</li> <li>Review national spatial policy (e.g. NDP, urban and rural development frameworks, DRDLR's Spatial Planning Outcomes Framework) that the PSDF needs to align with, noting their provincial applicability.</li> <li>Review provincial development strategies (e.g. Provincial Strategic Objectives), sector policy directives (e.g. fiscal, environmental, infrastructural, transport, human settlement, etc.) and other collaborative provincial development initiatives (e.g. between Provincial Government and organised labour/private sector/civil society forums).</li> <li>Analysis of Departmental Sector Plans and development of a status report on achievement of 65% capital expenditure within KZN spent in accordance with the</li> </ul>

PROJECT PHASES AND BUDGET ALLOCATION	BUDGET %	COMPLETION DEADLINE	MILESTONE
			PGDS/P. <ul style="list-style-type: none"> <li>Review key policy issues emanating from municipal SDFs that the PSDF needs to address.</li> <li>Outline the spatial informants/directives emanating from the national, provincial and municipal spatial policy review.</li> </ul>
<b>FORMULATE OBJECTIVES &amp; DRAFT SPATIAL VISION</b>		Months 2-3	<ul style="list-style-type: none"> <li>Frame SMART (i.e. specific, measurable, achievable, relevant and time bound) PSDF objectives.</li> <li>Building on the vision set out in the provincial development strategy, formulate a draft of the spatial vision that the province aspires to.</li> <li>Outline the 'big-step' spatial changes (i.e. transitions) that need to take place to achieve the vision.</li> </ul>
<b>SE1. INITIATE STAKEHOLDER ENGAGEMENT</b>			
<b>IDENTIFY INTERESTED &amp; AFFECTED PARTIES</b>		Months 1-2	<ul style="list-style-type: none"> <li>Identify key national departments and state owned entities (e.g. Eskom, PRASA, SANRAL) that should provide input to the PSDF.</li> <li>Identify provincial departments that need to be involved.</li> <li>Identify an appropriate forum to involve municipalities in the PSDF's preparation.</li> <li>Invite those interested in or affected by PSDF to register as participants as part of Notification process (see step SE1.2)</li> </ul>
<b>NOTIFICATION</b>		Months 1-2	<ul style="list-style-type: none"> <li>Give notice in Provincial Gazette and media that PSDF is to be prepared, and invite those interested or affected to register as participants in the process (discretionary, not obligatory requirement at start up stage).</li> </ul>
<b>SET UP PSDF PSC</b>		Months 1-2	<ul style="list-style-type: none"> <li>Invite key statutory stakeholders to nominate people to serve on PSDF PSC (a forum for inter-governmental relations with oversight responsibility for PSDF's preparation)</li> <li>Invite representatives from civil society groups, organised labour and private sector to nominate people to serve on PSC (optional to include non-governmental representation on PSC.</li> <li>Send out inaugural notice ( via e-mail or other) to PSDF PSC to introduce and explain process, programme and outcomes</li> </ul>
<b>SET UP PSDF TECHNICAL WORK GROUP/S</b>		Months 1-2	<ul style="list-style-type: none"> <li>For detailed investigation of key provincial spatial issues, Technical Work Groups should be established. These may be inter-disciplinary task teams dealing with specific themes (e.g. rural development), and/or they may be sector</li> </ul>

PROJECT PHASES AND BUDGET ALLOCATION	BUDGET %	COMPLETION DEADLINE	MILESTONE
			specific (e.g. a forum of municipal planners providing input into the PSDF). To get different perspectives it is advisable to involve specialists drawn from NGOs, academia, the private sector and government spheres on the Technical Work groups. The groups responsibilities include researching specific topics/themes and their implications, and recommending policy responses. The attendees and structure of these groups will need to be identified and agreed upon with the client during this inception phase.
<b>ME1. MONITORING AND EVALUATION</b>			
<b>BASELINE REVIEW</b>		Months 2-3	<ul style="list-style-type: none"> <li>Obtain and review baseline targets that were set in previous PSDF</li> <li>Review previous targets in terms of Spatial Planning Outcomes</li> </ul>
<b>P2. SPATIAL CHALLENGES &amp; OPPORTUNITIES</b>			
<b>SPATIAL CHALLENGES &amp; OPPORTUNITIES</b>	25	Months 3-6	<ul style="list-style-type: none"> <li>The reference frame for identifying spatial challenges and opportunities is a province's growth and development strategy, as the PSDF needs to give spatial expression to this strategy.</li> <li>A PSDF needs to be informed by an analysis of the parts (i.e. legacy), current and likely future situation in a province, with specific attention to the spatial challenges and opportunities faced.</li> <li>Where possible a PSDF's situation analysis should be an interpretation of existing information, as opposed to carrying out extensive baseline research and including voluminous documentation of the findings in the PSDF.</li> <li>Where essential provincial information is not available, it needs to be collected as a separate exercise and documented as an annexure to the PSDF. In this regard it is preferable to synchronise a PSDF's preparation with the release of Census data every 10 years.</li> <li>Provincial sector plans (e.g. Environmental, Infrastructural, Human Settlement or Transport Frameworks) should also be reviewed as part of the identification of spatial challenges and opportunities.</li> <li>In addition to focusing on the particular province, spatial challenges and opportunities emanating from neighbouring provinces, as well as national and municipal planning also need to be identified in Step 2.</li> </ul>
<b>ANALYSIS OF BIOPHYSICAL ENVIRONMENT</b>		Months 3-6	<ul style="list-style-type: none"> <li>Provincial state of the environment reporting, strategic environmental assessments and/or environmental management frameworks should be referenced in the analysis.</li> <li>SANBI's research and mapping of critical biodiversity areas should also be referenced</li> </ul>
<b>ANALYSIS OF SOCIO-ECONOMIC ENVIRONMENT</b>		Months 3-6	<ul style="list-style-type: none"> <li>Relevant provincial sector reports, plans and strategies that should be referenced include: Social Development/Welfare, Economic Development (all sectors), Health, Education, Public Safety and Security.</li> <li>Census data and other available socio-economic data should also be referenced</li> </ul>
<b>ANALYSIS OF BUILT ENVIRONMENT</b>		Months 3-6	<ul style="list-style-type: none"> <li>Relevant provincial and national sector reports, plans and strategies that should be referenced include: Public Works and Transport, Human Settlements, Water Affairs, Energy, Communications</li> <li>Reports, plans and strategies of relevant state owned</li> </ul>

PROJECT PHASES AND BUDGET ALLOCATION	BUDGET %	COMPLETION DEADLINE	MILESTONE
			entities should also be referenced
SE2. STAKEHOLDER ENGAGEMENT			
PSC INPUT		Months 5-7	<ul style="list-style-type: none"><li>The outcomes of Step 2 need to be presented to the PSDF PSC, and their inputs incorporated</li></ul>
TECHNICAL WORK GROUPS INPUT		Months 5-7	<ul style="list-style-type: none"><li>The PSDF's Technical Work Group will submit inputs to the identification of provincial spatial challenges and opportunities, and contribute to their refinement</li></ul>
I&AP INPUT		Months 5-7	<ul style="list-style-type: none"><li>The Provincial Planning Department may place documentation and mapping of spatial challenges and opportunities (inclusive of the information on which it is based) on its web site for comment by interested and affected parties (i.e. discretionary, not obligatory requirement).</li></ul>
ME2. MONITORING AND EVALUATION			
TARGET DETERMINATION		Months 5-7	<ul style="list-style-type: none"><li>Gather updated census and other relevant measurable data in accordance to the spatial challenges and opportunities identified.</li></ul>
P3. SPATIAL PROPOSALS			
FINAL SPATIAL VISION	30	Months 8-9	<ul style="list-style-type: none"><li>Based on the outcomes of Step P2, as refined through stakeholder engagement, the draft provincial spatial vision developed in Step P1.3 needs to be finalised.</li></ul>
SPATIAL DEVELOPMENT CONCEPT		Months 8-9	<ul style="list-style-type: none"><li>To move towards the vision aspired to, a conceptual framework for the spatial development of the province needs to be formulated.</li></ul>
SPATIAL STRATEGIES & POLICIES		Months 9-10	<ul style="list-style-type: none"><li>Spatial strategies and policies that redress/address/mitigate against the challenges and unlock the opportunities identifies in Step P2 then need to be specifies, inclusive of a strategy for the PSDF's implementation</li></ul>
DRAFT PSDF REPORT		Months 9-12	<ul style="list-style-type: none"><li>Incorporating the outputs of the above steps, the draft PSDF report (inclusive of its associated maps) is then compiled in fulfilment of SPLUMA's content requirements.</li><li>With the consent of the PSDF PSC the draft PSDF is eventually placed on the Department's web site, notice given in the Provincial Gazette and media of its availability and roadshows where it will be presented, and invitation made to interested and affected parties to submit written comments on its proposals within 60 days.</li></ul>
SE3. STAKEHOLDER ENGAGEMENT			
PSC INPUT		Months 9-12	<ul style="list-style-type: none"><li>In the course of Step P3 the PSC needs to contribute to the formulation of the PSDF's spatial concepts and strategies, and authorise advertising the draft PSDF report for public review.</li></ul>
TECHNICAL WORK GROUPS INPUT		Months 9-12	<ul style="list-style-type: none"><li>Technical Work Groups also need to contribute to the formulation of the PSDF's spatial vision, concept and strategies.</li></ul>
PROVINCIAL DEPARTEMENT INPUT		Months 9-12	<ul style="list-style-type: none"><li>One on one engagements with each provincial department may be arranged (i.e. discretionary, not obligatory requirement) to incorporate their specific spatial requirements into the PSDF</li></ul>
I&AP INPUT		Months 13-14	<ul style="list-style-type: none"><li>A PSDF roadshow needs to be organised where proposals are presented in regional centres. Municipalities are the primary target audience of the roadshow.</li><li>Interest and affected parties have 60 days within which to submit their comments in the draft PSDF.</li></ul>



PROJECT PHASES AND BUDGET ALLOCATION	BUDGET %	COMPLETION DEADLINE	MILESTONE
ME3. MONITORING AND EVALUATION			
TARGET ESTABLISHMENT		Months 13.-14	<ul style="list-style-type: none"><li>Establish clear, realistic relevant and measurable indicators and targets according to the spatial strategies</li></ul>
P4. PSDF IMPLEMENTATION FRAMEWORK			
SPATIAL POLICIES	15	Months 14-15	<ul style="list-style-type: none"><li>Based on feedback received on the draft PSDF, provincial spatial policies finalised</li></ul>
SPATIAL GUIDELINES		Months 14-15	<ul style="list-style-type: none"><li>Towards adoption of the province's spatial agenda by all spheres of government, spatial development guidelines are finalised at this stage.</li></ul>
SPATIAL FRAMEWORK FOR CAPITAL INVESTMENT		Months 14-15	<ul style="list-style-type: none"><li>A spatial framework for public capital investment in the province's urban and rural areas is formulated, inclusive of the identification of spatial targets</li></ul>
SPATIAL GOVERNANCE FRAMEWORK		Months 14-15	<ul style="list-style-type: none"><li>Institutional arrangements for adoption of the PSDF as a transversal planning instrument serving all spheres of government need to be devised at this stage.</li></ul>
SE4. STAKEHOLDER ENGAGEMENT			
PROVINCIAL CABINET/EXCO INPUT		Months 15-16	<ul style="list-style-type: none"><li>The final draft of the PSDF, inclusive of its implementation framework (Step P4), is presented to the Provincial Cabinet to their inputs.</li></ul>
PSC ENDORSEMENT		Months 9-12	<ul style="list-style-type: none"><li>The final draft of the PSDF, inclusive of its implementation framework (Step P4) and incorporation of Cabinet's inputs, is presented to the PSC for their final inputs and recommendation to the Provincial Executive that it be approved.</li></ul>
ME4. MONITORING AND EVALUATION			
TARGET MEASUREMENT ALIGNMENT		Months 15-16	<ul style="list-style-type: none"><li>Align the targets of the policies as set out in the implementation framework with the monitoring and evaluation targets.</li><li>Align the targets of the guidelines as set out in the implantation framework with the monitoring and evaluation targets.</li><li>Align the targets of the institutional requirements as set out in the implementation framework with the monitoring and evaluation targets.</li></ul>
P5. FINAL PSDF			
FINAL PSDF	15	Months 17-18	<ul style="list-style-type: none"><li>The PSDF report and mapping is finalised based on the outcomes of Steps P4 and SE4.</li></ul>
EXECUTIVE APPROVAL & NOTIFICATION		Months 17-18	<ul style="list-style-type: none"><li>Cabinet endorses the Premier's or MEC's approval of the PSDF</li><li>Notification of PSDF's approval in Provincial Gazette</li><li>Placement of approved PSDF on Department's web site</li></ul>
ME5. MONITORING AND EVALUATION			
MONITORING PROCESS SET UP		Months 17-18	<ul style="list-style-type: none"><li>Set up a monitoring and evaluation process that will ensure for the future evaluation and monitoring of the PSDF based on the established targets.</li><li>Assign a department or person responsible for taking the monitoring and evaluation process forward.</li></ul>

- 7.2 The scope of work for each phase shall pay strict attention to the objectives of the project as detailed above.

## **7. STANDARDS AND METHODS TO BE APPLIED**

- 7.1 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 scales” (e.g. 1: 1250/ 2500/ 5000/ 7500/ 10000 etc) is to be used.
- 7.2 All metadata, MXD files and data layers used as well as shapefiles that are created by the Service Providers to produce the maps are to be provided to the Department and municipality on conclusion of the project (handover).
- 7.3 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.
- 7.4 All mapping notation will align with the standards already established in the Scheme Guidelines (COGTA 2011) and in accordance with the collaborative processes undertaken throughout the project.
- 7.5 Technical details of the datasets must be specified in the inception report.
- 7.6 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).
- 7.7 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.
- 7.8 Submissions and the reports (Inception Report, Interim Report, Draft Scheme Report, Final Scheme Report 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.
- 7.9 Mapping should be submitted in Arc View GIS capable file format (shape-files, layer files, mxd files) for use in a GIS environment. All mapping notation should align with the standards already established in the Scheme Guidelines (CoGTA 2011) and in accordance with the collaborative processes undertaken throughout the project. The Service Provider should ensure that all GIS data and meta-data is fully compatible with that of the Provincial CoGTA GIS Unit and the District GIS Unit.
- 7.10 The document and communication media should be prepared well in advance of the stakeholder engagement process and should be to the satisfaction of the Project Steering Committee. Innovation and the use of isiZulu where appropriate will be encouraged during stakeholder engagements.

## 8. REFERENCE MATERIAL

The following reference material, amongst other documents, is to be used in undertaking this project:

- The National Development Plan.
- The Integrated Urban Development Framework (2016).
- 2035 Provincial Growth and Development Strategy (2016).
- The Provincial Growth and Development Plan (2016/17).
- The KZN Spatial Development Framework.
- The KZN Poverty Eradication Master Plan.
- The KZN Infrastructure Master Plan.
- The KZN Provincial Economic Development Strategy.
- The CSIR Guidelines for Human Settlement Planning and Design (CSIR Red Book Guidelines).
- District Growth and Development Plans.
- Municipal Integrated Development Plans and Spatial Development Frameworks.

## 9. PROJECT DURATION AND BUDGET

9.1 It is expected that the project be completed in 18 months effective from the date of appointment. Target dates budget percentages are set out below.

PROJECT PHASES AND BUDGET ALLOCATION	BUDGET %	COMPLETION DEADLINE	MILESTONE
<b>PHASE 1:</b>  P1: POLICY CONTEXT AND VISION DIRECTIVES  SE1: STAKEHOLDER ENGAGEMENT INITIATION  ME1: MONITORING & EVALUATION	15	Months 1-3	<ul style="list-style-type: none"> <li>Start- up.</li> <li>Review and Synthesise Legislation and Policy context.</li> <li>Formulate objectives and draft spatial vision.</li> <li>Initiate stakeholder engagements including: identifying interested and affected parties, notification, establishment of PSDF PSC, and PSDF Technical Work Group/s.</li> <li>Baseline review.</li> </ul>
<b>PHASE 2:</b>  P2: SPATIAL CHALLENGES & OPPORTUNITIES  SE2: STAKEHOLDER ENGAGEMENT  ME2: TARGET DETERMINATION	25	Months 3-6	<ul style="list-style-type: none"> <li>Analysis of Departmental Sector Plans and development of a status report on achievement of 65% capital expenditure within KZN spent in accordance with the PGDS/P.</li> <li>Identification of Spatial Challenges and Opportunities.</li> <li>Analysis of the bio- physical environment.</li> <li>Analysis of the Socio- economic environment.</li> <li>Analysis of the built environment.</li> <li>PSC, Technical Work Group and I&amp;AP inputs.</li> <li>Determination of targets.</li> </ul>
<b>PHASE 3:</b>  P3: SPATIAL PROPOSALS  SE3: STAKEHOLDER ENGAGEMENT  ME3: MONITORING & EVALUATION	30	Months 6- 14	<ul style="list-style-type: none"> <li>Preparation of the final spatial vision.</li> <li>Spatial development concept formulation.</li> <li>Development of spatial strategies and policies.</li> <li>Draft PSDF Report prepared.</li> <li>PSC, Technical Work Group, Provincial Department and Interested and Affected Parties Inputs.</li> <li>Target establishment.</li> </ul>
<b>PHASE 4:</b>  P4: PSDF IMPLEMENTATION FRAMEWORK  SE4: STAKEHOLDER ENGAGEMENT  ME4: MONITORING AND ENGAGEMENT	15	Months 14 - 16	<ul style="list-style-type: none"> <li>Development of Spatial Policies.</li> <li>Formulation of Spatial Guidelines.</li> <li>Spatial framework for capital investment.</li> <li>Spatial Governance framework.</li> <li>Stakeholder engagements including provincial cabinet.</li> <li>PSC endorsement.</li> <li>Target measurement alignment.</li> </ul>
<b>PHASE 5:</b>  P5: FINAL PSDF  ME5: MONITORING & EVALUATION	15	Months 16 - 18	<ul style="list-style-type: none"> <li>Submission of final PSDF document.</li> <li>Executive approval of the final PSDF and preparation of a Gazette notice.</li> <li>Set up a monitoring and evaluation process that will ensure for the future evaluation and monitoring of the PSDF based on the established targets.</li> </ul>

9.2 The budget should be in keeping with the phases of the project. ***All costs such as travel accommodation, workshop catering and disbursements,*** shall be incorporated within the ***single project***



***budget estimates for each phase.*** All expenditure relating to the project shall be assumed to be subsumed within each phase. Only the total amount relating to each phase shall appear on the respective invoices.

## 10. PROJECT STEERING COMMITTEE

10.1 The project will be managed *via* a Project Steering Committee which will be appointed by the Department. The Steering Committee will comprise members of Work Group 18 and participating municipal representatives. The responsibilities relating to the management of the project are as set out below:

Department	Project Steering Committee	Service Provider
1.Appointment of Service Provider.  2.Contractual and financial control.  3.Effect payments of invoices, based upon the recommendations of the Steering Committee.	1.Undertake technical management of the project through to conclusion.  2.Formulate recommendations on whether or not the terms of reference, for each phase, have been met and whether or not payment should be effected.  3.The <i>quorum</i> for such meetings comprises the Department plus two other representative members	1.Organisation of all meetings & workshops and inviting membership to same.  2.Copying of all documents as may be necessary and circulation thereof, prior to, and/or after, meetings and/or workshops.  3.Compilation of agendas in consultation with the Department's representative, accurate minute-taking at meetings, and their resolutions/ agreements and the supply, within one week thereof, of the draft records of all such meetings to the Steering Committee members.  4.Communication of meeting/ workshop amended record to Steering Committee members within 14 days of the Steering Committee meeting.  5.Fulfilment of the Terms of Reference.

10.2The project will be managed in accordance with the Inception Report, to be compiled by the Service Provider. The inception report will contain a Gantt chart which shall specify milestones and associated reports/ products in terms of which, and upon satisfactory performance of which, payment is to be made. The final amount shall be released after the Project Management Team/ Project Steering Committee are satisfied that the Terms of Reference have been met.

10.3The Steering Committee is expected to meet a maximum of 10 times during the course of the project. These meetings will be held within the municipal area or such other venue as may be determined in close proximity thereto.

10.4Monthly Progress Reports and Financial Reports are to be submitted as part of monitoring and evaluation of the project to the Project Steering Committee.

10.5The function of the Project Steering Committee is to vet the products and if satisfied recommend payment. Progress and financial reports including spending/costs are to be submitted monthly by the Service provider.

## 11. INSTITUTIONAL ARRANGEMENTS

11.1 The service provider is accountable to the Director: Spatial Planning or her nominee, the Departmental Project manager.

11.2 The Service Provider will institute a steering committee in consultation with the Department to assist in the management of the project.

11.3 The Service Provider will institute any other committees that may be required, (ie. technical working committee) to gather and coordinate information flows.

## **12. INFORMATION GATHERING, POVINICAL AND NATIONAL GUIDELINES**

12.1 The successful Service Provider will liaise closely with the department's DIS/ GIS unit in sourcing project-required information.

12.2 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.

12.3 The current National and Provincial Planning Documents need to be obtained from the relevant Departments by the Service Provider and localised, where appropriate.

12.4 The Service Provider will be supplied with a letter from COGTA 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.

## **13. SERVICE PROVIDER: RESPONSIBILITIES IN TERMS OF ACTIVITIES, REPORTING AND COSTS**

13.1 At least one project management meeting is to be held every month.

13.2 Once a month the Service Provider will submit a progress report to the Department which includes an activity plan (this plan must detail the anticipated programme and expenditure for the next month).

13.3 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.

13.4 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.

13.5 All secretarial services such as arranging meetings, setting of agenda's and minute taking shall be the responsibility of the Service Provider.

13.6 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 Department of Co-operative Governance and Traditional Affairs.

13.7 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 Department except where duly authorized to do so in writing by the Department.

13.8 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 Department.

13.9 The Department will not reimburse the successful tenderer for claims for costs associated with travel and related matters.

13.10 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.

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.

#### **14. MANDATORY CAPACITY BUILDING AND SKILLS TRANSFER**

Capacity building and skills transfer are integral parts of the project. Skills transfer to Government Officials needs to be done in accordance with a skills development plan as agreed with the Department. Proposals should indicate how capacity building and skills transfer will be achieved.

#### **15. TERMS AND CONDITIONS OF THE PROPOSAL**

##### **15.1 General**

15.1.1 Awarding of the proposal will be subject to the Service Provider's express acceptance of the CoGTA Supply Chain Management general contract conditions.

15.1.2 The Service Provider will sign a Memorandum of Agreement with CoGTA upon appointment.

15.1.3. Staffing requirements will be confirmed during project initiation and shall remain unchanged for the duration of the project, unless prior written consent has been granted by the Project Steering Committee.

15.1.4 All secretarial services such as arranging meetings, setting of agenda's and minute taking shall be the responsibility of the Service Provider.

15.1.5 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 that the Municipality except where duly authorized to do so in writing by the Municipality.

15.1.6 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.

15.1.7 COGTA reserves the right to terminate the contract in the event that there is clear evidence of non-performance and non-compliance with the contract.

15.1.8 The short-listed service providers may be required to do a presentation in person and at their own cost should it be deemed necessary to do so.

## 16. REMUNERATION

16.1 The Department shall remunerate the Service Provider in respect of its services in accordance with the following conditions:

- 16.1.1 The Service Provider agrees hereto that responsibility of payment for services rendered to the Department shall vest in the Service Provider, who shall submit a tax invoice to the Department for work completed and invoiced in accordance with the items set out in Appendix 1.
- 16.1.2 The Department shall pay to the Service Provider the amount of such invoice within 30 (thirty days) of receipt of an agreed invoice. All supporting documents must be attached to all invoices submitted.
- 16.1.3 In the event of the Department not being satisfied with the performance of the Service Provider, the Department shall give written notice to this effect to the Service Provider providing sufficient detail and a reasonable time frame to enable the Service Provider to rectify such performance.
- 16.1.4 In the event of the entire amount or a portion of the invoice being disputed by the Department, only that portion in dispute shall be withheld from payment, until the dispute is resolved. The undisputed portion shall be paid to the Service Provider within the stipulated time frames.
- 16.1.5 The Service Provider shall immediately give notice of any circumstances preventing it from completing its obligations in terms of the contract.

## 17. FEES AND DISBURSEMENTS

- 17.1 Claims for recoverable costs will not be reimbursed.
- 17.2 The Department will not reimburse the successful tenderer for claims for costs associated with travel and related matters.
- 17.3 Because the basis of payment is on a phase based product system, as set out in Appendix 1, all costs that may arise must be built into the proposal price *per* phase and be set out as *per* Appendix 1. All claims in respect of disbursements, incidental expenditure, workshop and travelling costs will not be reimbursed.

## 18. CONTRACT CONDITIONS

### 18.1 Memorandum of Agreement:

The successful Service Provider will be required to enter into a contract with the Department of Co-operative Governance and Traditional Affairs, in the form of a Memorandum of Agreement (MoA). A pro forma MOA is attached as Appendix 2, and the details specific to the project will be finalised in the MOA on appointment.

### 18.2 Budget:

The Department has a limited budget for this project. Service Providers are invited to submit proposals in accordance with Supply Chain criteria. The charge out rates and budget for the project must be set down by the Pricing Schedule attached as Appendix 1.

## 19. JOINT VENTURE/CONSORTIUM

- 19.1 Tenderers who submit quotations as a Joint Venture or Consortium must include the following documentation as part of the Proposal Documentation:

- 19.1.1 An agreement entered into between all parties confirming the joint venture or consortium;
- 19.1.2 Proof of mandate of signatories to the agreement above;
- 19.1.3 Details of the percentage interest and participation held by members of the joint venture or consortium;
- 19.1.4 A mandate to the principal tenderer leading the joint venture or consortium;
- 19.1.5 A complete proposal document, which includes the ZNT 30 form and a valid original Tax Clearance Certificate in respect of each party in the joint venture or consortium.
- 19.1.6 Failure to submit any of the above-mentioned documentation will lead to a disqualification of the quotation.

## **20 EVALUATION PROCESS**

In consideration of the relevant skills and expertise of the project team, the evaluation process will consist of the following phases:

- Step 1: Eligibility Criteria
- Step 2: Functional Criteria
- Step 3: Evaluation BEE

## **21 ELIGIBILITY CRITERIA:**

Below is a summary of Mandatory requirements, based on the skills and expertise required for the execution of the project.

The following table (Schedule 1) consisting of the list of people containing names, qualifications and roles of team members who will be directly involved in the project must be completed and submitted:

## SCHEDULE 1: ELIGIBILITY CRITERIA

<b>TABLE 1</b>					
<b>ELIGIBILITY ASSESSMENT</b>					
<b>ELIGIBILITY CRITERIA</b>			<b>METHOD OF VERIFICATION</b>	<b>YES</b>	<b>NO</b>
1	PROJECT MANAGER	Key Personnel 1: Professional registration with South African Council for the Project and Construction Management Professions (SACPCMP) or Project Management Institute (PMI) or equivalent.	Certified copy of professional registration		
<b>CORE TEAM</b>					
1.	Professional Planners	Key Personnel 2: Professional registration with SACPLAN or equivalent.	Certified copy of professional registration		
2.	Environmentalist	Key Personnel 3: Registration with South African Council for Natural Scientific Professions (SACNASP) or equivalent	Certified copy of professional registration		
3.	Engineer	Key Personnel 4: Registration with ECSA as a Professional Engineer or Professional Engineering Technologist or equivalent.	Certified copy of professional registration		
4.	GIS Specialist	Key Personnel 5: Registration with PLATO or equivalent.	Certified copy of professional registration		
5.	Statistician	Key Personnel 6: Minimum of a Master's Degree in Statistics	Certified copy of completed qualification		
6.	Economist	Key Personnel 7: Minimum of a Master's Degree in Economics	Certified copy of completed qualification		
7.	Methodology	Documented methodology including a Gantt Chart.	Documented methodology including a Gantt Chart.		
8.	Firm Experience.	1 reference letter from Public Sector Client confirming successfully completed project in relation to the Spatial Development Frameworks or Provincial Growth Development Plan or District Growth Development Plan (National /	Reference Letter		

		Provincial/ Municipality/ Municipality level).	District Local		
9	BBBEE Status	The tenderer must be a BBBEE status level 1 contributor and an QSE/EME	Copy of a sworn affidavit with confirmation of BBBEE Level 1 status and QSE/EME issued by the commissioner of oath or a BBBEE compliance certificate with confirmation of QSE/EME status issued by an SANAS authorised professional		

## 22.2 PROPOSAL EVALUATION

The proposal will be evaluated on the 80/20 preference point system, with 80 points based on price and functionality and 20 points in respect of targeted procurement, as follows:

Evaluation Element	No. of Points
Pricing	80
Targeted procurement	20
Total	100

## 22.3 FUNCTIONALITY

22.3.1. Service providers will be evaluated against the functionality criteria in Schedule

The criteria for scoring of technical requirements are as set out below:

**SCHEDULE 2:  
EVALUATION CRITERIA**

<b>TABLE 2 FUNCTIONALITY ASSESSMENT</b>				
<b>CRITERIA</b>	<b>WEIGHT</b>	<b>EXPERIENCE</b>	<b>SCALE</b>	<b>RATING</b>
<b>PROJECT METHODOLOGY &amp; FIRM/ CONSORTIUM EXPERIENCE</b>				
Proposal with a detailed methodology, inclusive of a Gantt Chart, for completing the project.	10	Project Proposal	<ul style="list-style-type: none"> <li>Detailed Methodology inclusive of a Gantt Chart =10</li> <li>No detailed methodology inclusive of a Gantt Chart =0</li> </ul>	
Experience of bidder on similar projects	10	Written reference letter(s) from either Spatial Development Frameworks or Provincial Growth Development Plan or District Growth Development Plan (National / Provincial/ District Municipality/ Local Municipality level).	1= 1 letter 2 = 2 letters 3 = 3 letters	
<b>KEY PERSONNEL 1: PROJECT MANAGER (to attach Curriculum Vitae)</b>				



Quality of core team to be used (35)	15	<b><u>EXPERIENCE</u></b> Valid projects from either Spatial Development Frameworks or Provincial Growth Development Plan or District Growth Development Plan (National / Provincial/ District Municipality/ Local Municipality level).	1 = 1 project 2 = 2 projects 3 = 3 projects 4 = 4 projects 5 = 5 or more projects	
<b>TOWN PLANNER</b> (to attach Curriculum Vitae)				
Town Planner experience	13	Valid projects from either Spatial Development Frameworks or Provincial Growth Development Plan or District Growth Development Plan (National / Provincial/ District Municipality/ Local Municipality level).	1 = 1 project 2 = 2 projects 3 = 3 projects 4 = 4 projects 5 = 5 or more projects	

GIS PROFESIONAL (to attach Curriculum Vitae)				
GIS Professional experience	13	Valid projects from either Spatial Development Frameworks or Provincial Growth Development Plan or District Growth Development Plan (National / Provincial/ District Municipality/ Local Municipality level).	1= 1 project 2 = 2 projects 3 = 3 projects 4 = 4 projects 5 = 5 or more projects	
CIVIL ENGINEER (to attach Curriculum Vitae)				
Civil Engineer experience	13	Valid projects from either Spatial Development Frameworks or Provincial Growth Development Plan or District Growth Development Plan (National / Provincial/ District Municipality/ Local Municipality level).	1= 1 project 2 = 2 projects 3 = 3 projects 4 = 4 projects 5 = 5 or more projects	
CIVIL ENGINEER (to attach Curriculum Vitae)				
Economist experience	13	Valid projects from either Spatial Development Frameworks or Provincial Growth Development Plan or District Growth Development Plan (National / Provincial/ District Municipality/ Local Municipality level).	1= 1 project 2 = 2 projects 3 = 3 projects 4 = 4 projects 5 = 5 or more projects	
STATISTICIAN (to attach Curriculum Vitae)				
Statistician experience	13	Valid projects from either	1= 1 project 2 = 2 projects	

		Spatial Development Frameworks or Provincial Growth Development Plan or District Growth Development Plan (National / Provincial/ District Municipality/ Local Municipality level).	3 = 3 projects 4 = 4 projects 5 = 5 or more projects	
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The minimum threshold is 60 points. Failure to meet the minimum threshold means that the proposal will not be considered.

**SCHEDULE 3****PORTFOLIO OF EVIDENCE:****KEY PERSONNEL 1: PROJECT MANAGER**

NAME OF SERVICE PROVIDER:

NAME OF PROJECT MANAGER:

TABLE 3 PORTFOLIO OF EVIDENCE: PROJECT MANAGER			
PROJECT	CONTACT PERSON	CONTACT NUMBER (CLIENT)	DURATION
PROJECT MANAGEMENT EXPERIENCE			
1.			
2.			
3.			
4.			
5.			
		TOTAL DURATION	

## SCHEDULE 4

PORTFOLIO OF EVIDENCE: TEAM: EXCLUDING PROJECT MANAGER

TO BE COMPLETED PER TEAM MEMBER

NAME OF SERVICE PROVIDER:

TABLE 4			
PORTFOLIO OF EVIDENCE: PROFESSIONAL PLANNER			
PROJECT	CONTACT PERSON	CONTACT NUMBER (CLIENT)	DURATION
SPATIAL DEVELOPMENT FRAMEWORK EXPERIENCE			
1.			
2.			
3.			
4.			
5.			
PORTFOLIO OF EVIDENCE: ENVIRONMENTALIST			
1.			
2.			
3.			
4.			
5.			
PROFESSIONAL ENGINEER			
1.			
STATISTICIAN			
1.			
2.			
3.			
4.			
5.			
GIS SPECIALIST			
ECONOMIST			
1.			
2.			
3.			
4.			
5.			

## 23. ENQUIRIES

- 23.1 All enquiries regarding proposal submission procedures and administrative matters must be directed to:  
Ms Lindiwe Madlala  
033-395 2174  
[lindiwe.madlala@kzncogta.gov.za](mailto:lindiwe.madlala@kzncogta.gov.za)

- 23.2 All enquiries relating to the scope of work must be addressed to:  
Mrs M. Zungu  
Department of Co-Operative Governance and Traditional Affairs  
271 Church Street  
Pietermaritzburg  
(033) 355 6473  
[mandisa.zungu@kzncogta.gov.za](mailto:mandisa.zungu@kzncogta.gov.za)

Further enquiries on the Scope of the work to be done at the briefing session to be held on **24 April 2019 at 11:30 am 330 LANGALIBALELE STREET, NATALIA BUILDING, 2<sup>ND</sup> FLOOR, ROOM 266, NORTH TOWER, PIETERMARITZBURG.**

## 24. PRICING OF PROPOSALS

- 24.1 The Department reserves the right to contact those who have submitted proposals in order to:

25.1.1 Obtain clarity where information is incomplete or where a lack of clarity exists about technical aspects of the quotation;

25.1.2 Obtain confirmation of prices in cases where it is obvious that a written, typed or transcription error, or an error in the unit price has been made.

- 24.2 The pricing schedule to be in accordance with Appendix 1 below:

**DETAILS FOR COMPLETION OF AN ENVELOPE FOR A BID/QUOTATION**

Section 1 paragraph 6 of this bid/quotation document indicates the requirements for addressing of an envelope when a bid/quotation is submitted to the Department. Kindly ensure the envelope is addressed correctly because if it is not properly addressed the bid/quotation may be rejected as being invalid and returned to the respective bidder. The correct manner in which it is to be addressed is detailed below:

**EXAMPLE FORMAT**

<b>FRONT SIDE OF ENVELOPE</b>	
<b>Name and address of bidder:</b>	XYZ Consultants, PO Box 1234, Durban 4000
<b>Bid/Quotation Number:</b>	ZNT 1959/2018 LG
<b>Description:</b>	APPOINTMENT OF SERVICE PROVIDERS TO UNDERTAKE THE DRAFTING OF THE PROVINCIAL SPATIAL DEVELOPMENT FRAMEWORK (PSDF)
<b>SECURITY UPGRADE AT MAYVILLE OFFICE</b>	
<b>Closing date:</b>	10 May 2019
<b>Closing time:</b>	11:00

<b>REVERSE SIDE OF ENVELOPE</b>	
<b>Department's details and address:</b>	The Head: Supply Chain Management Department of Co-operative Governance and Traditional Affairs 13 <sup>th</sup> Floor, North Tower Natalia Building 330 Langalibalele Street Pietermaritzburg 3201

**RETURNABLE DOCUMENTS**

**BIDDERS ARE REQUIRED TO ATTACH THE FOLLOWING DOCUMENT TOGETHER WITH THEIR PROPOSAL ON THE CLOSING DATE OF THE BID:**

CERTIFIED COPY OF B-BBEE STATUS VERIFICATION CERTIFICATE
VALID PIN STATUS FROM SARS VALID FOR A MINIMUM OF 12 MONTHS
COMPANY PROFILE
PROOF OF REGISTRATION WITH CENTRAL SUPPLIER DATABASE (CSD)
<b>PDF COPY OF PROPOSAL ON A DISC (COMPULSORY)</b>



## ANNEXURE "B"

GENERAL CONDITIONS OF CONTRACT<sup>1</sup>

THE NATIONAL TREASURY  
Republic of South Africa




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**GOVERNMENT PROCUREMENT:  
GENERAL CONDITIONS OF CONTRACT**  
July 2010

**NOTES**

The purpose of this document is to:

- (i) Draw special attention to certain general conditions applicable to government bids, contracts and orders; and
- (ii) To ensure that clients be familiar with regard to the rights and obligations of all parties involved in doing business with government.

In this document words in the singular also mean in the plural and vice versa and words in the masculine also mean in the feminine and neuter.

1. The General Conditions of Contract will form part of all bid documents and may not be amended.
2. Special Conditions of Contract (SCC) relevant to a specific bid, should be compiled separately for every bid (if applicable) and will supplement the General Conditions of Contract. Whenever there is a conflict, the provisions in the SCC shall prevail.

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<sup>1</sup> A copy of the complete document set containing the General Conditions of Contract is available on [www.kzncogta.gov.za/bids](http://www.kzncogta.gov.za/bids)

## GENERAL CONDITIONS OF CONTRACT TABLE OF CLAUSES

1. Definitions
2. Application
3. General
4. Standards
5. Use of contract documents and information; inspection
6. Patent rights
7. Performance security
8. Inspections, tests and analysis
9. Packing
10. Delivery and documents
11. Insurance
12. Transportation
13. Incidental services
14. Spare parts
15. Warranty
16. Payment
17. Prices
18. Contract amendments
19. Assignment
20. Subcontracts
21. Delays in the supplier's performance
22. Penalties
23. Termination for default
24. Dumping and countervailing duties
25. Force Majeure
26. Termination for insolvency
27. Settlement of disputes
28. Limitation of liability
29. Governing language
30. Applicable law
31. Notices
32. Taxes and duties
33. National Industrial Participation Programme (NIPP)
34. Prohibition of restrictive practices