



LEPELLE-NKUMPI LOCAL MUNICIPALITY

Postal Address
Private Bag X07
CHUENESPOORT
0745

www.lepelle-nkumpi.gov.za

Physical Address
170 BA Civic Centre
Unit F, LEBOWAKGOMO, 0737
Tel : (+27)15 633 4500
Fax : (+27)15 633 6896

REQUEST FOR QUOTATION (RFQ)

REQUEST FOR PROPOSALS TO AMEND LEBOWAKGOMO BUSINESS AREA (BA) GENERAL PLAN

QUOTATION NUMBER: QT033/2014/15

Suitable service providers are hereby invited to submit proposal to amend Lebowakgomo Business area (BA) general plan

ITEM NO	DESCRIPTION
1.	<p><u>DETAILED SPECIFICATION / TERMS OF REFERENCE</u></p> <p>1. BACKGROUND</p> <p>Leppelle Nkumpi Municipality compiled a Local Spatial Development Framework for Lebowakgomo. One of the strategic proposals that emanated from the LSDF was the amendment of the CBD area known as Lebowakgomo BA to allow for better access and mobility.</p> <p>In light of the complexities surrounding the amendment or cancelation of a General Plan it is proposed that the process be undertaken in two distinct phases. The activities and deliverables of each phase are outlined below.</p> <p>2. SCOPE OF THE PROJECT</p> <p>The scope of work for the amendment of the General Plan is proposed as follows:</p> <p>Phase 1</p> <p>Activities</p> <ul style="list-style-type: none">- Determine which part of the General Plan needs to be amended- Undertake contour survey,

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- Determine location of engineering services
- Determine servitudes
- Determine ownership
- Determine Zoning of the erven
- Draft re-layout of Lebowakgomo BA in consultation with Local Authority, land owners and affected parties
- Based on re-layout determine which actions needs to be undertaken: i.e. cancelation of General Plan/street closure/park closure/subdivision/consolidation/rezoning etc.
- Compile cost estimate and methodology to execute the re-layout

Phase 2

Activities

- Compile application
- Approval of application/s
- Survey and pegging of re-layout (completed in Phase 1)
- Submission to Surveyor General
- Obtaining approval from Surveyor General
- Registering of required endorsements to Township Register

3. DELIVERABLES/ KEY OUTCOMES FOR THE PROJECT

- Re-layout of Lebowakgomo BA
- Detailed breakdown of activities to be undertaken
- Cost estimate to execute findings of Phase 1
- Approved and registered re-layout of Lebowakgomo BA with Surveyor General
- Amended township register

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4. PROJECT FINANCE

With regards to the financial implications for the project, service providers are expected to submit a clear costing schedule for the project. The service provider will be paid according to deliverable successfully achieved to the satisfaction of the project manager. This implies that all deliverables should be translated into among others:

- Activities to be undertaken
- Key milestones
- Timeframe associated with each activity
- Human resources allocated to undertaking each activity as well as
- Hourly fee/ rate applicable

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**EVALUATION CRITERIA :The RFQ will be evaluated on three phases
(administrative compliance, Functionality and Price and BBEE)**

1. Functionality(100)

It was considered important to include functionality for these commodities in order to acquire good quality products from experienced and reputable service providers. It is therefore recommended that the following functionality weights be utilized:
The quality/ functionality criteria and maximum score in respect of each of the criteria are as follows :

Item	Quality criteria	Sub-criteria
A	Approach paper which responds to the proposed scope of work/project design and outlines proposed approach / methodology and work plan complete with time frames.	Technical approach and methodology
		Work plan
B	Organization and staffing	-
C	Experience of the key staff (assigned personnel) in relation to the scope of work	General qualifications
		Registration with SACPLAN for town planners and PLATO land surveyors
D	Company experience with respect to specific aspects of the project / comparable projects	-
	Minimum score	60
	Maximum score for functionality	100

NB: The bidder will be expected to score a minimum of 60 points in order to be evaluated further

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A. Evaluation Schedule: Approach paper (30)

The approach paper must respond to the scope of work/project design and outline the work plan complete with time frames, and where relevant and appropriate, propose modifications to the scope of work. The approach paper should articulate what the Tenderer is offering for the price tendered in the pricing data.

The approach paper must clearly outline how the following aspects of the project will be addressed:

The Tenderer must attach his / her approach paper to this page.

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- Determine location of engineering services
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- Based on re-layout determine which actions need to be undertaken: i.e. cancelment of closure/park closure/subdivision/ consolidation/rezoning etc.
- Compile cost estimate and methodology to execute the re-layout
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The scoring of the approach paper will be as follows:

Scoring Criteria	Technical approach and methodology	Work plan
Total (score 0)	The approach paper does not cover any of the aspects listed above (0 Point)	The work plan is not linked to the scope of work; it is not detailed and does not have time frames. (0 Point)
Total (score 10)	The approach paper does not cover ALL aspects listed above (5 Points)	The work plan correlates to the scope of work but without details and clear time frames. (5 Points)

B. Evaluation Schedule: Proposed Organization and Staffing (10)

The Tenderer should propose the structure and composition of their team i.e. the main disciplines involved, the key staff member / expert responsible for each discipline, and the proposed technical and support staff. The roles and responsibilities of each key staff member / expert should be set out as job descriptions. In the case of an association / joint venture / consortium, it should, indicate how the duties and Responsibilities are to be shared.

The Tenderer must attach his / her organization and staffing proposals to this page.

The scoring of the proposed organization and staffing will be as follows:

The organizational structure must at least indicate the following key personnel:

- Town planner
- Land surveyor

Total (score 0)	The organizational chart does not indicate any of the above listed key personnel
Total (score 5)	The organizational chart clearly indicates two of the above listed key personnel
Total (score 10)	The organizational chart clearly indicates all of the above listed key personnel

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C. Evaluation Schedule: Experience of Key Staff (30)

General qualifications	Registration with SACPLAN /PLATO
N-Diploma in Town Planning (1 points)	1 Professional Registration for key personnel (4 points)
B-Tech/ Bsc Degree: Town planning (5 points)	2 Professional Registrations for key personnel (5 points)
MTech/ Bsc Honours/ PhD Degrees in Town Planning (15 Points)	3 or more Professional Registration for key personnel (15 Points)

D. Evaluation Schedule: Company Experience (30)

The experience of the Tenderer as opposed to the key staff members / experts in similar projects or similar areas and conditions in relation to the scope of work will be evaluated.

Tenderers should very briefly describe the company experience in this regard and Attach this to this schedule. Proof of experience must be attached (*copies of letters of appointment, Confirmation letters from the previous organizations who have appointed your company for similar work etc*)

The description should be put in tabular form with the following headings:

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Employer, contact person and telephone number, where available	Description of work (service)	Value of work (i.e. the service provided) inclusive of VAT (Rand)	Date completed
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The scoring of the Tenderer's experience will be as follows:

Total (score 5)	0– 2 similar projects
Total (score 15)	3 - 5 similar projects
Total (score 30)	6 and above similar projects

NB: Compulsory briefing session will be held on the 10 April 2015 at 09h30 at Cultural centre council chamber

Conditions

- Quotations in sealed envelope written notice number must be deposited in the Quotation Box to Supply Chain Management Offices Civic Centre (Next to Security) Lebowakgomo between 07h30 and 16h30
- Quotations must be accompanied by the following (Failure to attach will lead to disqualifications):
 - **Valid and original Tax Clearance Certificate**
 - **Certified copy of CK/Company registration certificate,**
 - **Copy of BBBEE status level certificate from an accredited agency, auditors or accountants,**
 - **Certified copy of I.D of members or Directors**
 - **Statement of Water and Lights rates/letter from traditional authority/lease agreement**
 - **MDB 1, MBD6.1, MBD4, and MBD8 forms obtainable from the Municipal website(www.lepelle-nkumpi.gov.za) and Supply Chain Offices.**

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- Fixed prices must be valid for at least thirty (30) days.
- Price(s) quoted must be firm and inclusive of VAT
- Quotations must be on an official letterhead of the company
- A firm delivery period must be indicated on the quotation
- Errors and / or omissions in technical specification of the offer, or the prices calculations will disqualify your quotation.
- No pricing option is allowed. Only one price for one brand/product must be supplied.
- Please indicate the brand which is quoted and that which will be delivered, if applicable
- **USAGE OF TIPPX/ERASING FLUID NOT ALLOWED**
- **Suppliers must be in a position to deliver within at least 14 days upon receipts of an official purchase order.**

Quotations will be evaluated on an 80/20 preference point system. Whereas 80 points will be for price and 20 for preference as per PPPFA of 2000, and preferential procurement regulations of 2011. (More information about application and requirements, please refer to MBD 6.1 for compliance and guidance on how to be accredited.

Please Note

- No quotation by facsimile or by e-mail will be accepted
- Enquiries in this regard can be directed to **Ms. Mantwa Ramothole at 015 633 4531** During office hours (Mobile Office)
- Technical specification enquiries should be directed to **Ms Tsakani Chauke at 015 633 4547**
- Council reserves the right not to accept the lowest or any quotation or to accept part of a quotation ONLY

Issued on 09/04/2015

Closing date for submission will be **17 /04/2015 at 11H00**

**MR NL RAMOTHWALA
ACTING MUNICIPAL MANAGER**

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