

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 14 OF 25/26

**APPOINTMENT OF A PANEL (A MAXIMUM OF FIVE) IMPLEMENTING AGENTS WHICH
WILL INCLUDE LEGAL AND BUILT ENVIRONMENT PROFESSIONAL SERVICES FOR THE
TITLE DEEDS RESTORATION PROGRAMME TO UNDERTAKE ALL TITLE DEED
RELATED ACTIVITIES FOR THE MSUNDUZI MUNICIPALITY'S HUMAN SETTLEMENTS
UNIT**

TENDER NOTICE

Tenders are hereby invited for the appointment of a panel (a maximum of five) of suitably qualified and experienced Implementing Agents, which will include legal and built environment professional services for the Title Deeds Restoration Programme, to undertake all title deed related activities for the Msunduzi Municipality's Human Settlements Unit.

Tender documents will be made available to tenderers from **12h00 on Wednesday, 27 August 2025**.

Tender documents can be downloaded and printed at the tenderer's cost from the National Treasury eTender Publication Portal on **www.etenders.gov.za**.

Printed copies of the tender documents shall also be available from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg, as from the abovementioned date and time, at a non-refundable tender deposit fee of **R1,327.85 (including VAT)** for each document drawn. Only cash or EFT payments will be accepted.

For any technical related enquiries, please contact Nombuso Ngidi (Human Settlements Unit) on direct Telephone No. 033 – 392 3760 or e-mail address **nombuso.ngidi@msunduzi.gov.za**.

For any procurement related enquiries, please contact Vinay Mohanlal (Supply Chain Management Unit) on direct Telephone No. 033 – 392 2852 or e-mail address **vinay.mohanlal@msunduzi.gov.za**.

A compulsory **Tender Briefing Meeting** will be held on **Tuesday, 09 September 2025**, at the **Auditorium 1, 1st Floor, Bessie Head Library, 260 Church Street, Pietermaritzburg**, commencing at **10h30**. Tenderers arriving at the meeting after the stipulated starting time above will be disqualified.

Tenders must be submitted both in hard copy and on a CD/USB Flash Drive contained in sealed envelopes and marked with “**Contract No. SCM 14 of 25/26**” and the **Contract Description** and must be placed in the Tender Box located at the Msunduzi Municipality's Central Stores, 2 Abattoir Road (off Kershaw Street), Pietermaritzburg, 3201 (coordinates -29.6126297;30.3610014), not later than **12h00 on Tuesday, 30 September 2025**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

Tender Validity Period: Four (4) months commencing from the closing date of tender.

Tender Adjudication/Evaluation Criteria: Tenderers meeting the Mandatory Requirements of the tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 80/20 Point System in accordance with the Msunduzi Municipality's Supply Chain Management Policy (incorporating Preferential Procurement) as prescribed in terms of the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Framework Act, Act No. 5 of 2000, including Chapter 4 of the Public Procurement Act, Act No. 28 of 2024.

The Functionality for Stage One shall be evaluated on the following criteria:

No.	Evaluation Criteria	Maximum Points
1.	Experience of Implementing Agent in Conveyancing activities related to the Title Deed Restoration Programme.	20 Points
2.	Experience of Town Planner in undertaking Township establishment layouts, and re-layouts activities.	10 Points
3.	Experience of Land Surveyor in undertaking Land Survey activities for Township establishment processes.	10 Points
4.	Experience of Social Facilitator in undertaking Social Facilitation activities for Township establishment processes.	10 Points
Total Functionality Points		50 Points
Minimum Threshold (70%)		35 Points

The allocation of Preference Points will be according to the following Specific Goals:

No.	Specific Goal	Points
1.	Black Owned Enterprise (BOE).	10 Points
2.	Location of Business Enterprise.	10 Points
Total Preference Points (Specific Goals)		20 Points

The Msunduzi Municipality does not bind itself to accept the lowest or any tender and reserves the right to accept the whole or any part of a tender. Each tenderer will be informed of the tender result.

The Msunduzi Municipality expects businesses within the Pietermaritzburg and Midlands Region to support its contract and BEE/SMME initiatives.

MR S. F. MNDEBELE (MUNICIPAL MANAGER)