

**THE MSUNDUZI MUNICIPALITY**

**TENDER NOTICE**

**CONTRACT No. SCM 25 OF 17/18**

**COMPILATION OF A GENERAL VALUATION ROLL AND SUPPLEMENTARY  
VALUATION ROLLS 01**

Proposals are hereby invited from suitably qualified and experienced Service Providers and/or Consortia with proven property valuation expertise to assist the Msunduzi Municipality in compiling the 2019 General valuation Roll for rating purposes of all properties within the Msunduzi Municipality's area of jurisdiction.

Tender documents will be available to Tenderers from **10h00 on Tuesday, 19 September 2017**.

Tender documents can be downloaded and printed at the Tenderer's cost from the National Treasury e-Tender Publication Portal on [www.etenders.gov.za](http://www.etenders.gov.za).

Printed copies of the tender document shall also be available from the Supply Chain Management Unit Offices, 5<sup>th</sup> Floor, A S Chetty Building, 333 Church Street, Pietermaritzburg, on the date and time mentioned above at a non-refundable tender deposit fee of **R799.14 (including VAT)** for each document drawn. Only cash, bank guaranteed cheques or EFT payments will be accepted.

For technical related matters, please contact Ms Zamambo Mkhize (Project Manager) on either Tel No. 033 – 392 257 9 or e-mail: [zamambo.mkhize@msunduzi.gov.za](mailto:zamambo.mkhize@msunduzi.gov.za)

For Supply Chain Management related matters, please contact Vinesh Govender on either Tel. No. 033- 392 202 7 or e-mail: [vinesh.govender@msunduzi.gov.za](mailto:vinesh.govender@msunduzi.gov.za)

A compulsory Site Inspection Meeting will be held at 10h00 prompt on Thursday, 5 October 2017, in the Finance Boardroom, 8<sup>th</sup> Floor, Professor Nyembezi Building, 341 Church Street, Pietermaritzburg, 3201. ***Service Providers arriving at the meeting after the stipulated starting time mentioned above will be disqualified.*** Only one Tender Briefing Meeting will be held. An official will chair the meeting and answer queries raised by prospective Service Providers. Any amendment to the tender documentation arising from such answers will be circulated in terms of the meeting's attendance register. Only one (1) Representative per Company or Joint Venture or Consortium will be allowed to attend the above meeting. ***Service Providers attending the meeting must be in possession of a Tender Document failing which the Service Provider shall be disqualified.*** No Service Provider will be allowed to represent more than one (1) Company at the meeting.

No Service Provider will be allowed to purchase or collect tender documents after 14h00 on 4 October 2017, and the Msunduzi Municipality will not be held liable for any loss or damages sustained by the Tenderer in this regard.

Tenders contained in sealed envelopes and marked with **"Contract No. 25 of 17/18"** and the **Contract Description** must be placed in the Tender Box located in the Foyer, Ground Floor, City Hall, 169 Chief Albert Luthuli Street (formerly Commercial Road), Pietermaritzburg, 3201, not later than **12h00 on 17 October 2017**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted. Under no circumstances whatsoever will any extension of time be allowed for submission of tenders.

**Tender Validity period:** Three (3) months commencing from the closing date of the tender.

**Tender Adjudication/Evaluation Criteria:** The tender shall be evaluated on a Two Stage Evaluation System – Stage One being Functionality and Stage Two being the 80/20 Preference Point System in accordance with the Preferential Procurement Regulations, 2017, issued in terms of section 5 of the Preferential Procurement Policy Framework Act, Act No. 5 of 2000.

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

<b>Description</b>	<b>Maximum Points</b>
Municipal Valuer and Assistant Municipal Valuer complying with Section 39(1) of the MPRA	10
The Team's experience in carrying out a General Valuation and maintaining valuation rolls for rating purposes in terms of the MPRA	10
Experience in use of Computer Assisted Mass Appraisal (CAMA) techniques	10
Experience in processing objections and representing the Municipality at the appeal hearings	10
Experience in GIS and property data management	5
General valuation project management	5
Project methodology and technical approach	10
Project plan	10
CAMA methodology and CAMA ability	5
Quality Assurance (QA) plan & roll review approach	10
Valuation Roll Management System (VRMS)	10
Skills transfer and municipal capacity building	5
<b>Total Points</b>	<b>100</b>
<b>Threshold</b>	<b>70%</b>

The Council 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 Council expects businesses within the Pietermaritzburg and Midlands Region to support its contract and affirmative action programmes.

**SIZWE HADEBE (ACTING MUNICIPAL MANAGER)**