

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 56 OF 17/18

**REQUEST FOR PROPOSALS FOR A PANEL OF VALUERS FOR ASSETS, INCLUDING
LAND AND BUILDINGS TO DO AD-HOC VALUATIONS FOR THE MSUNDUZI
MUNICIPALITY**

TENDER NOTICE

The Msunduzi Municipality hereby invites tenders from suitably qualified and experienced Implementing Agents or Constructors for inclusion onto the above database to be engaged on an "as and when" required basis.

Tender documents will be available to tenderers from **14h00 on Friday, 09 March 2018**. 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.

Printed copies of the tender documents shall also be available from **14h00 on Friday, 09 March 2018**, from the Supply Chain Management Unit Offices, 5th Floor, A S Chetty Building, 333 Church Street, Pietermaritzburg, 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 enquiries regarding the scope of works, please contact Odwa Langa on either Tel. No. 033 392 2568 or e-mail: odwa.langa@msunduzi.gov.za

For Supply Chain Management related matters, please contact Fundile Zondi on either Tel. No. 033-392 3093 or e-mail: fundile.zondi@msunduzi.gov.za

A compulsory Tender Briefing Meeting for the above project will be held at 10h00 prompt on Tuesday, 20 March 2018, in the Transportation Boardroom, 5th Floor, 333 church street, AS chetty Building Pietermaritzburg, 3201. 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. ***Service Providers arriving at the meeting after the stipulated starting time will be disqualified. Service Providers attending the meeting must be in possession of a Tender Document failing which the Service Provider shall be disqualified. Service Providers producing only the Tender Briefing Certificate at the meeting will not be considered.*** No Service Provider will be allowed to represent more than one (1) Company at the meeting. Only one representative per Company or Joint Venture or Consortium will be allowed to attend the above meeting.

No Tenderer will be allowed to purchase or collect tender documents after 14h00 on 19 March 2018, and the Msunduzi Municipality will not be held liable for any loss or damages sustained by the Tenderer in this regard.

Sealed tenders endorsed on the envelope "**Contract No. SCM 56 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, Pietermaritzburg, not later than **12h00 on Tuesday, 10 April 2018**, when they will be opened in public. 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 Stage One: Functionality, The Functionality for Stage One shall be evaluated on the following criteria:

No.	Evaluation Criteria	Maximum Points
1(a)	The experience of the directors / members/partners of the service provider in Valuation of properties. (CV's to be submitted)	10 Points
1(b)	Written references from municipalities that the service provider has conducted assets and property valuation.	10 Points
2(a)	The relevant qualifications in Real Estate and Property Valuation or arts NQF level 6 qualification is a minimum requirement (Certified copies of Qualifications and certified proof of NQF Level must be furnished with the proposal)	15 Points
2(b)	Experience of the Project Team in property Valuation. (CV's must be furnished with the proposal)	10 Points
3	Registration with (SACPVP) or other Recognised Professional body for directors/members and team involved in the project. (Certified Copy of Proof of Registration must be furnished with the proposal).	10 Points
4(a)	Detailed methodology on how the project will be executed including resource allocation and project deliverables.	10 Points
	No submission	0 points
4(b)	Detailed project plan and time frames	10 Points
	No submission	0 points
4(c)	Provision of a Quality Assurance implementation plan with project phase details and process flow to include data collection/capture, sales review, and valuation methodologies.	10 Points

4(d)	Clear skills transfer and capacity building programme to municipal officials.	10 Points
	No submission	0 Points
Total Functionality Points		95 Points
Threshold to Qualify for Stage Two		80%

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 SIZWE HADEBE (ACTING CITY MANAGER)