

THE MSUNDUZI MUNICIPALITY

CONTRACT No. SCM 16 OF 17/18

**PROVISION OF AD-HOC PROFESSIONAL PLANNING AND DEVELOPMENT SERVICES TO
BE LISTED ONTO THE MSUNDUZI MUNICIPALITY'S SUPPLY CHAIN MANAGEMENT
DATABASE FOR PROJECTS EXCEEDING ONE MILLION RAND (>R1,000,000.00)**

TENDER NOTICE

The Msunduzi Municipality hereby invites tenders from suitably qualified and experienced Planning and Development Professionals to be listed onto the Municipality's Supply Chain Management Database for the provision of ad-hoc Professional Planning and Development Services for projects exceeding one million rand (>R1,000,000.00) on an "as and when required" basis for a period of three years.

The scope of work which the approved panel of Planning and Development Professionals will engage with, will include but not be limited to the following:-

PLANNING	<ul style="list-style-type: none">• Strategic Plans• Local Area Plans• Precinct Plans• Town Planning Schemes• Urban Design• Prefeasibility / Feasibility Studies• Township Establishment / Layouts• Others
LAND LEGAL	<ul style="list-style-type: none">• Valuations• Policy Formulations and Bylaws• Communication and Liaison• Tenure Ratification• Tenure Upgrade• Conveyancing and Estate Matters• Social Facilitation• Inter-governmental Relations and Partnerships• Others
LOCAL ECONOMIC DEVELOPMENT	<ul style="list-style-type: none">• Economic Development Strategies• Economic Sector Analysis and Plans• Investment Policy and Strategies• Informal Economy Planning and Strategies• Development and Planning of Economic Zones• Urban Development Zone• City Improvement Districts• Specialist Academic Studies and Research• Others

Only tenderers with B-BBEE Contributor Levels of 1 and 2 will be considered for appointment.

Tender documents will be made available to tenderers from **12h00 on Monday, 04 September 2017.**

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 **R478.80 (including VAT)** for each document drawn. Only cash, bank guaranteed cheques or EFT payments will be accepted. **The cut-off time for the purchasing and collection of tender documents shall be 14h00 on Tuesday, 12 September 2017.**

For any technical related enquiries, please contact Jane Perumal (Town Planning Unit) on direct Telephone No. 033 – 392 2426 or e-mail address jane.perumal@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 **Wednesday, 13 September 2017**, at the **Transportation Boardroom, 5th Floor, A S Chetty Centre, 333 Church Street, Pietermaritzburg**, commencing promptly at **10h30**. ***Tenderers arriving at the meeting after the stipulated starting time above will be disqualified. Further, all Tenderers attending the meeting must be in possession of a tender document failing which the Tenderer shall be disqualified.*** Only one representative per Company or Consortium will be allowed to attend the above meeting.

Tenders contained in sealed envelopes and marked with “**Contract No. SCM 16 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 Monday, 02 October 2017**, when they will be publicly opened. Only tenders placed in the Tender Box shall be accepted.

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

Tender Adjudication/Evaluation Criteria: The tender shall be evaluated on a Two Stage Evaluation System – Stage One: Functionality and Stage Two: 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:-

No.	Evaluation Criteria	Maximum Points
1	Project Team Experience:	45 Points
1(a)	Environmentalist	5 Points
1(b)	Economist/Econometrix	5 Points
1(c)	Architect	5 Points
1(d)	Urban Designer	5 Points
1(e)	Social Scientist/Facilitator	5 Points
1(f)	Conveyancer	5 Points
1(g)	Property Valuer	5 Points
1(h)	Communication Specialist	5 Points
1(i)	Specialist Academic Researcher and Policy Formulation	5 Points
2	Schedule of Similar Projects of Company/Town Planner (Project Leader)	10 Points
3	Permanent Locality of Company	5 Points
Total Functionality Points		60 Points
Threshold to Qualify for Stage Two		75%

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)