



GREATER GIYANI MUNICIPALITY

TENDER NUMBER: **G/G/M/6115/005/2024**

GENERIC BID DOCUMENT

FOR THE

APPOINTMENT OF A QUALIFIED PROPERTY VALUER TO COMPILE THE SUPPLEMENTARY VALUATION ROLL FOR 2024/2025 AND THE GENERAL VALUATION ROLL AND SUBSEQUENT SUPPLEMENTARY VALUATION ROLL FOR THE FIANANCIAL YEAR 2025-2030.

NAME OF BIDDER	:	
CONTACT PERSON	:	
TEL NUMBER	:	
FAX NUMBER	:	
TOTAL BID OFFER (INCL VAT) <i>(Carried from C1.1)</i>	:	

THE MUNICIPAL MANAGER

GREATER GIYANI MUNICIPALITY

Private Bag X 9559

GIYANI

0826

CLOSING DATE:

05th APRIL 2024

R706.00

MBD 1

BID NOTICE AND INVITATION TO BID



GREATER GIYANI LOCAL MUNICIPALITY

TENDER NO: G/G/M/6115/005/2024

CLOSING DATE: 05 APRIL 2024

COMPILATION AND MAINTENANCE OF THE GENERAL VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLLS AS WELL AS THE SUPPLY OF OTHER VALUATION RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT NO. 6 OF 2004) READ TOGETHER WITH LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES AMENDMENT ACT, 2014 (ACT NO. 29 OF 2014) FOR THE FINANCIAL YEAR/S 2024/2025 AND 2025 – 2030.

The Greater Giyani Local Municipality hereby invites bids from experienced and suitably qualified property valuer to compile the supplementary valuation roll for 2024/2025 and the general valuation roll and subsequent supplementary valuation roll for the financial year 2025-2030.

Bid documents may be collected from **12th April 2024** at Greater Giyani Municipal Offices during working hours from 07H00 to 15H15, Ground floor, Civic Centre, Giyani Main Road (Opposite old Nkhensani Hospital) upon payment of a non-refundable bid amount of **R 706.00**. Only cash or EFT will be accepted.

No compulsory bid briefing session will be conducted for this bid.

Telegraphic, telephonic, telex, facsimile, e-mail and late bids will not be accepted.

Duly fully completed bids enclosed in a sealed envelope marked **“Tender No: G/G/M/6115/005/2024: APPOINTMENT OF A QUALIFIED PROPERTY VALUER TO COMPILE THE SUPPLEMENTARY VALUATION ROLL FOR 2024/2025 AND THE GENERAL VALUATION ROLL AND SUBSEQUENT SUPPLEMENTARY VALUATION ROLL FOR THE FIANANCIAL YEAR 2025-2030** with the name of the bidder shall be deposited in the bid box at the foyer provided at the Civic Centre. The bids will be opened in public. Bids may only be submitted on the bid documentation that is issued by the Municipality. The closing date is the **05thApril 2024** at 12H00.

A preferential point system shall apply whereby a contract will be allocated to a bidder in accordance with the Preferential Procurement Policy Framework Act, Act No 5 of 2000 and as defined in the Conditions of Bid in the bid document.

Enquiries related to this bid must be addressed to Mr Muhlari N at 015 811 5500

Employer: The Municipal Manager
Greater Giyani Local Municipality
PRIVATE BAG X 9559
GIYANI
0826

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

SIGNATURE OF BIDDER

DATE

CAPACITY UNDER WHICH THIS BID IS SIGNED.....

TOTAL BID PRICE.....

TOTAL NUMBER OF ITEMS OFFERED.....

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Municipality / Municipal Entity: GREATER GIYANI MUNICIPALITY

Department: SCM

Contact Person: MS MALULEKE GP

Tel: 015 811 5500

Fax: 015 812 0628

ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Contact Person: Manager Revenue

Tel: 015 811 5500

Fax:

Responsive tenders will be evaluated according to the Preferential Procurement Regulations, 2022 as published in Government Gazette 47452 dated 4 November 2022.

SUPPLY CHAIN MANAGEMENT EVALUATION PROCESS AND CRITERIA

The proposal will be evaluated as follows:

Bidders will be evaluated based on functionality. The minimum threshold for functionality is 70% of 100 points. Bidders who fail to meet minimum threshold will be disqualified.

FUNCTIONALITY SCORE TABLE:

EVALUATION AREA	POINTS	CLAIMED BY THE BIDDER	VERIFICATION CRITERIA
Registration and Experience of key personnel bidder (Maximum Points 50)			
Bidder registration with SA council of professional valuers:	15		Attached (proof) certified valid registration certificates (not older than three (03) months)
- As professional Valuer(s)	15		
- As Profession Associated Valuer(s) (without restriction)	12		
Experience as Professional Valuer(s)	10		Attached your compressed detailed CV(s) with at least two contactable references
- Over 10 years	10		
- Between 05 and 10 years	08		
- Less than 05 years	05		
Experience as Professional Associated Valuer(s) (without restriction)	10		Attached your compressed detailed CV(s) with at least two contactable references
- Over 10 years	10		
- Between 05 and 10 years	08		
- Less than 05 years	04		
Bidder's experience in spatial data management	10		Attached your compressed detailed CV(s) with at least two contactable references
- GIS specialist with over 05 years' experience	10		
- Between 02 and 05 years	08		
- Less than 02 years	04		
Data backup and recovery	15		Attach proof certified server
Valuation System with detailed project plan	20		Attach installation certificate
Bank Rating (A-C)	20		Attach bank rating certificate and bank confirmation
Total point	100		

Only bidders scored 70 points out of 100 in respect of “Functionality” will be evaluated further and therefore eligible for award, and bidders scored less than 70 points will be considered non responsive.

The 80/20 - point system will be as follows:

Price Assessment	80 Points
Specific Goals	20 Points
TOTAL	100

FOR specific goals : Kindly submit all the attachment needed as indicated on below.

NB specific goals can only be claimed by directors of the company only.

NO	Specific goals	Point allocation	Proof to claim specific goals
1	Black person	4	CSD report and Certified copy of Identification
2	Black person and youth	4	CSD report and Certified copy of Identification
3	Black Person and woman	4	CSD report and Certified copy of Identification
4	Black person with disabilities	4	CSD report, Certified copy of Identification and disabilities certificate from a professional doctor
5	Black person living in the rural area or underdeveloped townships(Giyani)	4	Proof of residence
	Total points	20	

NB. All relevant supporting documents in terms Greater Giyani Municipality Specific Goals must be attached. (e.g. if disabled certified certificate from doctor must be attached).

the specific goals may include—

contracting with persons, or categories of persons, historically disadvantaged by unfair discrimination on the basis of race, gender or disability;

implementing the programmes of the Reconstruction and Development Progratnme as published in Government Gazette No. 16085 dated 23 November 1994;

any specific goal for which a point maybe awarded, must be clearly specified in the in-itation to submit a tender;

the contract must be awarded to the tenderer who scores the highest points, unless objective criteria in addition to those contemplated in paragraphs (d) and (e) justify the award to another tenderer; and

any contract awarded on account of false information furnished by the tenderer in order to secure preference in terms of this Act, maybe cancel led at the sole discretion of the organ of state without prejudice to any other remedies the organ of state may have.

(2) Any goals contemplated in subsection 1(e) must be measurable, quantifiable and monitored for compliance.

The Municipality is not bound to accept the lowest or any bid and reserves the right to accept any part of a bid. Bids must remain valid for a period of ninety (90) days after closing date of submission thereof. Submitted bids will be evaluated on 80/20 score points.

Bids which are late, incomplete, unsigned or submitted in pencil or by telegraph or facsimile or electronically by e-mail, or not having the following documents attached for evaluation or not complying with the bid specifications, will not be evaluated and will be disqualified:

- Resolution of Board of Directors
- The Bidder(s) must attach the Central Supplier Database (CSD) detailed report printed within the advertised bid period.
- Bidder(s) must attach copy of Company registration / CK Registration Certificate.
- Valid company SARS tax clearance certificate / or tax pin number.
- Certified ID copies of Director(s) / Member(s) of the company
- (i) Recent copy of statement of municipal rates and taxes for the company (which correspond with CSD / CK address) and of its director(s) (from the billing municipality) which are not in arrears for more than three (03) months in line with regulation no. 38 of Municipal Supply Chain Management Regulations or (ii) Recent and original proof of residence from Traditional Authority or Induna only if the business is located in a non-rateable area or (iii) Copy of the valid lease agreement if rented, accompanied by three (3) months proof of payments for the lease before the closing date of the advert.
- Joint venture agreements(s) only in the case of two or more companies doing business together, formal contract agreement.
- If joint venture, each party/company must attach bullet one to seven.
- The bid document must be properly completed in black ink and every page must be initialled.
- All relevant supporting documents in terms Greater Giyani Municipality Specific Goals must be attached.
- All MBD forms must be completed and signed, except MBD 7.2.
- Proof of purchase of tender document (receipt)
- Proof of registration as a Professional Valuer or Professional Associated Valuer in terms of the Property Valuers Profession Act, 47 (Act No.47 of 2000)
- Professional Indemnity Insurance

GREATER GIYANI MUNICIPALITY

SPECIFICATIONS FOR THE PROCUREMENT OF PRIVATE VALUERS

LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, NO. 6 OF 2004

OBJECTIVES

- To clearly define scope of work and what is required from the valuer
- Clear understanding of what data is to be collected and maintained
- To allow for constant monitoring and quality control
- To involve the valuation process with public awareness
- To ensure data is fully protected
- To ensure compliance with the Promotion of Access to Information Act, Act 2 of 2000
- To improve valuation standards
- To ensure consistency in the valuation process resulting in equality and fairness to the rate
- To win rate payer's confidence
- To ensure that suitably qualified and experienced valuers are appointed
- To ensure cost effective valuations
- Development and maintenance of an ongoing data base

FORMS

The following forms must be completed, signed and submitted as a complete set:

- FORM "A" -Form of Bid
- FORM "B" -General Undertakings by the Bidder
- FORM "C" -General Bid Conditions and Directions
- FORM "D" -Specification and Schedules

FORM “A”

FORM OF BID AND DECLARATION

BID NO G/G/M/6115/005/2024.

APPOINTMENT OF A QUALIFIED PROPERTY VALUER TO COMPILE THE SUPPLEMENTARY VALUATION ROLL FOR 2024/2025 AND THE GENERAL VALUATION ROLL AND SUBSEQUENT SUPPLEMENTARY VALUATION ROLL FOR THE FIANANCIAL YEAR 2025-2030.

DECLARATION:

To: The Municipal Manager
Greater Giyani Municipality

Sir/Madam,

I/We, the undersigned:

- (a) Bid to supply and delivery to the Greater Giyani Municipality all of the services described both in this and the other forms and schedules to this bid.
- (b) Agree that I/we will be bound by the specifications, terms, conditions and proposals stipulated in the schedules attached to this bid document, regarding delivery and execution.
- (c) Further agree to be bound by the conditions, set out in the attached forms hereto, should this bid be accepted.
- (d) Confirm that this bid may only be accepted by the Greater Giyani Municipality by way of a duly authorised Letter of Acceptance.
- (e) Declare that we are fully acquainted with the schedules and the contents thereof and that we have signed the schedules, attached hereto.
- (f) Declare that each page of the bid document and amendments thereto will be initialled by the relevant authorised person in order for the document to constitute a proper contract between the Greater Giyani Municipality and the undersigned, on acceptance of the bid by the Greater Giyani Municipality.

Signed at on this day of 2024

Signature of Bidder:

Name of Bidder:

Domicilium address:
.....
.....
.....

As witnesses:

1. Signature..... Name in full.....

I.D. No.....

2. Signature..... Name in full.....

I.D. No.....

Where the Bidder is a Company, Corporation or Firm a duly authorised resolution must accompany the bid.

PLEASE NOTE:

(i) Each page of the bid document and schedules thereto must be initialled by the relevant authorised person in order for the document to constitute a proper contract between the municipality and the Bidder.

(ii) On acceptance of the bid by the municipality, the forms and schedules attached hereto shall be deemed to be the Conditions of Contract between the parties.

(iii) Failure to complete all blank spaces in the forms and to attend to the other details mentioned therein may render the bid liable to rejection.

DETAILS OF BIDDER

1.	FULL NAMES	
2.	IDENTITY NO.	
3.	PROFESSIONAL REGISTRATION NUMBER WITH SOUTH AFRICAN COUNCIL FOR PROFESSIONAL VALUERS	
4.	POSTAL ADDRESS	
5.	TELEPHONE NO.	
6.	FAX NO.	
7.	E-MAIL ADDRESS	
8.	CONTACT PERSON	
9.	CELL NO. OF CONTACT PERSON	
10.	PHYSICAL ADDRESS	
11.	VAT REGISTRATION NO.	
12.	TAX REFERENCE NO.	

FORM “B”

GENERAL UNDERTAKINGS BY THE BIDDER

DEFINITIONS:

“Act” means the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004) and any regulations made in terms of section 83 thereof;

“Assistant Municipal Valuer” : means a valuer as defined in terms of section 39 (2) of the Act;

“Bid” shall include: the form of bid and declaration, general bid conditions, bid specifications, all schedules and proposals completed and submitted by Bidder as the basis of services to be rendered and any further agreement entered into by the Bidder in terms of the Municipality’s General Conditions of Contract and all other schedules thereto;

“Bidder(s)” means the Bidder whose bid has been duly accepted by the Municipality;

“Commencement Date” shall mean the first day following the signature date;

“Data and Information” includes valuations, calculations, spread sheets, data bases, files, maps analysis and systems, whether electronic or hard copy, photographs, field sheets, aerial photographs and/or satellite imagery and/or copies thereof, GIS data, including cadastral and other spatial data, deeds records, sale and rental records and/or any other information that is obtained and used in the fulfilment of this bid;

Data Ownership: all data obtained, collected and/or utilised in the compilation and maintenance of the valuation roll and supplementary valuations rolls belongs to the municipality;

Data Transfer: all data utilised and/or collected by Bidder including that of the data capturers, will be transferred by the Bidder to the municipality on a minimum of a monthly basis and in a format mutually agreed upon. Wherever possible all data should be collected and transferred in a recognised electronic format compatible with the information technology systems used by Municipality;

“Date of Draft Submission” shall mean the date upon which the municipality if so required by them requires the nominated person to submit data relevant to the valuation roll to enable the municipality to use such data in the preparation of their rates policy and tariffs;

“Date of Final Submission” shall mean the date upon which the certified roll/s are handed to the municipality by the nominated person(s);

“Date of Valuation” shall mean the Date of Valuation as determined by municipality in terms of the Act;

“Final Delivery Certificate” means the document issued by the municipality confirming that all known errors and defects have been rectified and that the services and valuation rolls have been rendered in compliance with the Act together with all other terms and conditions of this bid;

“Good Standing” means that the Bidder and/or nominated person shall not be in any way lawfully indebted to the municipality, and/or that such indebtedness shall not be older than thirty (30) days and/or that the Bidder and/or nominated person has concluded an agreement or compromise to settle the indebtedness and is not in breach of such agreement or compromise;

“Letter of Acceptance” means the written communication by the municipality to the Bidder recording the acceptance by the municipality of the Bidder(s) bid subject to any further terms and conditions to be included in the bid by agreement between the Bidder and the municipality;

“Municipality” shall mean the Greater Giyani Municipality;

“Municipal Valuer” means a valuer as defined in terms of section 39 (1) of the Act;

“Nominated Person” means a valuer nominated by the Bidder who will comply with either the provisions of section 39 (1) or section 39 (2) of the Act;

“Property Master File” shall be defined as a property master file containing all property records of the municipality relating to the valuation roll whether registered or not at date of valuation. Bidder will be required to record changes and maintain the property master file on an on-going basis after creation thereof. The total number of valuation entries contained in the master file may vary from the number of entries appearing in the valuation roll. The Property Master File will include properties forming part of the township owner’s interest account whether registered or not. The master file will also include the entries of agricultural holdings excised into farms, farms proclaimed into townships and erven consolidated.

Upon proclamation of a township, Bidder will create the individual entries of all erven comprising that township in the master file. Bidder shall thereafter administer the township owner’s interest account on an ongoing basis as and when entries comprising that township are registered. Unregistered subdivisions will be handled in the same manner as township owner interest accounts.

The purpose of the master file is to enable the public and officials of the municipality to have easy access to all properties registered or unregistered, forming part of either the master file and/or the valuation rolls of the municipality. The master file and/or valuation rolls will cross refer all entries that are no longer live deed office entries to their new counterparts appearing in the master file and/or valuation roll.

Where such information appears in the current valuation roll, it will be transferred to the new valuation roll. It will not be necessary to obtain historic information relating to unregistered entries, other than those appearing on the current valuation roll. All new unregistered entries are to be recorded on either the master file and/or the valuation rolls. All consolidations, excisions, notarial ties, township proclamations etc. which result in unregistered records being created will be recorded from date of commencement of this tender and shall continue for the full duration hereof.

As per full Example: Erf 14 & 15 Louis Trichardt consolidated into Erf 300. Under erven 14 + 15 they will be indicated as unregistered with a cross reference to Erf 300. Under Erf 300 it will be cross-referenced to indicate consolidation of Erf 14 & 15. Holding 16, Queen’s Valley Agricultural Holdings excised into Portion 315 of the Farm Rietvly 276 LS. Under Holding 16 it will be referred to as unregistered and under Portion 315 it will cross-refer as “previously Holding 16 Queen’s Valley Agricultural Holding”;

“Section” means a section of the Local Government: Municipal Property Rates Act, 2004 (Act No. 6 of 2004) and any regulations made in terms of Section 83;

“Signature Date” means the date of the signed letter of acceptance;

“Substitute Nominated Person” means the person nominated to substitute the Municipal Valuer;

“Specialised Properties” Specialised Properties are all properties other than residential dwellings, agricultural farming units, and typical income producing properties and include inter alia the following type of properties:

- Regional Shopping Centres
- Hotels
- Conference Centres
- Quarries
- Mines
- Grain Depots
- Private Hospitals
- Provincial and/or State buildings such as Civic Centres, Prisons etc.
- Airports and Stations
- Steel Manufacturer
- Cement Factory

Tenderer shall be required to assist the municipality to compile a register of Specialised Properties that will enable municipality to easily refer at any time to such properties.

The register will reflect the property description and method of valuation applied. Where generally recognised methods of valuation are not appropriate in the determination of value, for properties of this nature, the nominated person will be required to obtain the written approval from the municipality for the method of valuation or technique of valuation to be applied in the valuation of such properties;

“Validity Period” shall be ninety (90) days from the closing date of this tender;

INTERPRETATION:

- In this agreement, clause headings are for convenience and shall not be used in its interpretation, unless the context clearly indicates a contrary intention;
- An expression, which denotes:

Any gender includes the other genders;

A natural person, includes a juristic person and vice versa;

This singular, includes the plural and vice versa;

- Any reference to any statute, regulation or other legislation or official municipal or national policy shall be a reference to that statute, regulation or other legislation or official municipal or national policy as at the signature date and as amended or re-enacted from time to time;
- When any number of days is prescribed, such shall be reckoned exclusively of the first and inclusively of the last day, unless the last day falls on a day which is not a business day, in which case the last day shall be the next succeeding day which is a business day;
- Where any term is defined within a particular clause, other than the interpretation clause, that term shall bear the meaning ascribed to it in that clause wherever it is used in this agreement.

I/We hereby bid,

to supply all or any of the requirements or to render all or any of the services described in the attached forms, schedules and/or annexures to the municipality;

on the terms and conditions and in accordance with the specifications and proposals stipulated in the bid documents (and which shall be taken as part of and incorporated into, this bid); and on the terms regarding time for delivery and/or execution inserted therein.

I/We agree further that: the bid herein shall remain binding upon me/us and open for acceptance by the municipality during the validity period indicated and calculated from the closing date of the bid;

this bid and its acceptance shall be subject to the terms and conditions contained in the forms, schedules and/or annexures attached hereto with which I am/we are fully acquainted.

Notwithstanding anything to the contrary in the forms, schedules and/or annexures attached hereto: if I/we withdraw my/our bid within the period for which I/we have agreed that the bid shall remain open for acceptance, or fail to fulfil the contract when called upon to do so, that municipality may, without prejudice to its other rights, agree to the withdrawal of my/our bid or cancel the contract that may have been entered into between me/us and the municipality;

in such event I/we will then pay to the municipality any additional expense incurred by the municipality for having either to accept any less favourable bid or, if fresh bidders have to be invited, the additional expenditure incurred by the invitation of fresh bidders and by the subsequent acceptance of any less favourable bid;

the municipality shall also have the right in these circumstances, to recover such additional expenditure by set-off against monies which may be due or become due to me/us under this or any other bid or contract or against any guarantee or deposit that may have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other bid or contract;

pending the ascertainment of the amount of such additional expenditure the municipality may retain such monies, guarantee or deposit as security for any loss the municipality may sustain, as determined hereunder, by reason of my/our default.

If my/our bid is accepted that acceptance may be communicated to me/us by letter or facsimile and that proof of delivery of such acceptance to SA Post Office or the production of a document confirming that a fax has been sent, shall be treated as delivery to me/us.

The laws of the Republic of South Africa shall govern the contract created by the acceptance of this bid.

I/We have satisfied myself/ourselves as to the correctness and validity of this bid, that the price(s) and rate(s) quoted cover all the work/item(s) specified in the bid documents and that the price(s) and rates(s) cover all my/our obligations under a resulting contract and that I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk, but in situation wherein the price(s) and rate(s) mistake will affect the scope and the delivery of the quality work, the Municipality will be informed and i/we will abide by the decision that will be taken by the Municipality.

I/We accept full responsibility for the proper execution and fulfilment of all obligations and conditions defaulting on me/us under this agreement as the principal(s) liable for the due fulfilment of this contract.

Notwithstanding the amount or cause of action involved I/we hereby consent to the jurisdiction of the Magistrate Court for the district of the municipality in respect of any action whatever arising from this contract.

FORM "C"

GENERAL BID CONDITIONS

1. All Bidder(s) are hereby advised that in the event that the bid is accepted by the municipality all conditions and stipulations set out in this bid and in all forms, schedules and/or annexures hereto, will be the contract between the Bidder and the municipality.
2. Bidder(s) are required to acquaint themselves and to comply in their bid with the following policy documents of the municipality:
 - 2.1 PROCUREMENT POLICY
 - 2.2 MUNICIPAL PROPERTY RATES BY-LAWS
 - 2.3 MUNICIPAL PROPERTY RATES POLICY
3. Bid documents are only in English.
4. Failure on the part of the Bidder to sign this bid for and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications and proposals in all respects, may in the sole discretion of the municipality invalidate the bid.
5. If any of the conditions on this bid form are in conflict with any special conditions, stipulations or provisions incorporated in the bid, such special conditions, stipulations or provisions shall apply.
6. Bid prices must be completed in terms of "Schedule 3" of the bid document.
7. Bids must be submitted in sealed envelopes.
8. The bid number and closing date must appear on the front of the sealed envelope in which the bid is submitted.
9. All Bidders(s) are advised that it is an express condition of bid that all Bidders(s) and nominated person(s) will be required to show, as part of their bid, that they are in good standing with the Receiver of Revenue. The Bidder and nominated person(s) (including its trustees, members or directors as the case must be) in good standing in respect of any levy, rates, fine, service charge or the like due to the municipality.
10. In the event of the Bidder and/or nominated person not being in good standing and that the Bidder and/or nominated person is indebted to the municipality, as contemplated in this clause which arises after the signature date and before final payment has been made to the Bidder, the Bidder hereby consents to the municipality deducting from the amount of the bid awarded such amounts as may be lawfully owing to the municipality.
11. The municipality shall not be obliged to accept the lowest or any bid. Bidders(s) will be fully evaluated in terms of their experience, human resources and methodology. In this regard Bidders(s) will have to obtain a minimum rating of 70% before the bid is considered by the relevant bid committee.

It is important that only Bidders(s) with the necessary experience, qualifications and technical ability to carry out the requirements of this bid submit bids in regard hereto. Municipality will consider all prices and submissions made by the Bidders(s). Should the municipality during its consideration of the bids require that a specific price and/or submission be reconsidered, it reserves the right to do so, subject to the municipality requesting all Bidders(s) to submit such a request or revision of the Bid Proposal.

12. The Bidder undertakes that it will make itself and its members, officials, employees and agents aware of the appropriate regulations and by-laws of the municipality that might have application on the Bidders(s) activities in terms hereof.
13. Neither the municipality nor any official in the municipality will be held responsible for loss of a potential opportunity to bid due to the failure of the Bidder complying with any of the requirements of this bid.
14. The covering letter or other matter submitted with the official bid document may explain, amplify or illustrate, but not replace any part of the official bid document or the information furnished therein.
15. All data supplied by the municipality will be received by the Bidder at his risk. It will be the responsibility of the Bidder to check and verify the accuracy of data supplied by the municipality. Municipality shall not be held responsible for any inaccurate or incomplete data provided by them and the effect that such data may have on the valuations.

Bidder shall further ensure that notwithstanding the source of any data obtained or supplied to Bidder, such data is accurate and correct to enable accurate valuations to be compiled.

FORM “D”

BIDDER SPECIFICATION

BID NO G/G/M/6115/005/2024

COMPILATION AND MAINTENANCE OF THE GENERAL VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLLS AS WELL AS THE SUPPLY OF OTHER VALUATION RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT NO. 6 OF 2004) READ TOGETHER WITH LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES AMENDMENT ACT, 2014 (ACT NO. 29 OF 2014) FOR THE FINANCIAL YEAR/S 2024/2025 AND 2025 – 2030.

1. INTRODUCTION

The Greater Giyani Municipality is calling for bidders from experienced and suitably qualified valuers for the compilation of supplementary valuation roll for 2024/2025 and the general valuation rolls and subsequent supplementary valuation rolls for the financial year 2025-2030 year in terms of the Acts, for the following areas within its area of jurisdiction:

- ✓ The compilation of the supplementary valuation roll for the financial year **2024/2025**.
- ✓ The compilation of the general valuation roll for the financial year **2025 – 2030** and subsequent financial years as the municipality may decide, but in total not for more than five (05) financial years.

1.1	Giyani Township (Section A, B, C, D, E and F)	± 7226
1.2	Nature Reserves.....	± 3
1.3	Public Schools – Villages.....	± 150
1.4	Clinics – Villages.....	± 27
1.5	Farms.....	± 50

Supplementary valuation rolls will be compiled on an annual basis for the following periods:

1 July 2025 to 30 June 2026

1 July 2026 to 30 June 2027

1 July 2027 to 30 June 2028

1 July 2028 to 30 June 2029

1 July 2029 to 30 June 2030

The valuation process generates a substantial percentage of municipality’s income and therefore the municipality could suffer significant detriment, if the valuation services provided are not accurate. There is also a significant customer service focus associated with the valuation process that impacts on the municipality’s image.

The successful Bidder(s) must commit themselves to strict confidentiality both during and after the valuation task.

Bidder(s) must ensure that no conflict of interest occurs during the valuation process and if any potential conflict arises, the Bidder must advise municipality accordingly.

Bidder(s) will be required to prepare a project plan and adhere to the time schedules.

Municipality will provide the Bidder with certain data as detailed in paragraph 14 hereof.

Any further data or information required fulfilling the requirements of the Act and the specific requirements of the municipality shall be for the sole account and responsibility of the Bidder.

2. QUALIFICATION OF MUNICIPAL VALUER AND/OR ASSISTANT MUNICIPAL VALUER

The Municipality requires the appointment of a Municipal Valuer

In terms of Section 39(1)(a) only a person registered as a Professional Valuer or Professional Associated Valuer in terms of the Property Valuers Profession Act, 47 (Act No. 47 of 2000) may be designated as the Municipal Valuer.

The Bidder must nominate the person to be designated as the Municipal Valuer by completing Schedule 1. The Bidder shall be entitled to nominate, Assistant Municipal Valuers to be appointed under his control and authority.

In such cases Schedule 1 and 2 must be completed.

The municipality reserves the right to:

Fully investigate the qualifications, experience and performance of the Bidder(s) nominated person/s in terms of Schedules 1 and 2 hereof by reference to:

- previous valuation board hearings;
- appeal board hearings;
- arbitration and supreme courts;
- Municipality shall be entitled to obtain references from any professional body that the nominated person/s is associated with;
- Municipality reserves the right to interview the nominated person/s;

The Bidder(s) nominated person/s if appointed by the municipality as either the Municipal Valuer and/or Assistant Municipal Valuer may not cede or assign his appointment to any other valuer unless such cession and/or assignment has been approved in writing by the municipality. Should such person/s for any reason whatsoever no longer be associated or employed by Bidder, municipality reserves the right to cancel this agreement and hold the Bidder and/or appointed Municipal Valuer liable for any damages it may suffer as a result thereof.

The municipality shall not be obliged to approve any request for cession and/or assignment.

The nominated and designated Municipal Valuer and/or Assistant Municipal Valuer will be responsible for the full compliance of the functions and duties of the valuer as set out in the Act as well as fulfilling all the requirements of this bid.

The Municipal Valuer and/or Assistant Municipal Valuer do by their signature of Schedule 1 and 2 bind themselves jointly and severally with Bidder to fulfil all terms and conditions of this Bid together with all schedules.

The Municipal Valuer and/or Assistant Municipal Valuer will be required upon appointment, to comply in terms of Section 43(1) (c) with the Code of Conduct set out in Schedule 2 of the Municipal Systems Act 2000 (Act No. 32 of 2000)

3. SERVICES REQUIRED

Bids are invited from experienced and suitably qualified Bidder(s) to compile and maintain valuation roll/s and supplementary valuation rolls as well the supply of other valuation related services.

Bidder(s) will be required to compile a Valuation Roll and Supplementary Valuation Rolls for the period:

- **Supplementary Valuation Rolls for 2024/2025 financial year.**
- **General Valuation Rolls and Subsequent Supplementary Valuation Rolls for 2025-2030 financial years.**

In addition to compiling the said valuation rolls,

Bidder's nominated person/s will be required to assist municipality and undertake the following functions and/or services:

- (1) The preparation and/or review of the Rates Policy in terms of the Act in regard to valuation matters.
- (2) Community Participation and Public Awareness relating to the valuation and objection process.
- (3) Attending to Valuation Enquiries on behalf of the municipality.
- (4) Determine market valuer of Council land.
- (5) Valuation of different categories of properties in terms of Section 8(2).
- (6) Valuation of multiple purpose properties in terms of Section (9) and the review thereof, if so required by municipality.
- (7) Exemptions, reductions or rebates in terms of Section 15 and the reviews thereof, if required by municipality.
- (8) Compile valuations in terms of Section 7(1) and subject to the provisions of Section 30(2), where applicable.
- (9) Compliance with the provisions of Section 30.

- (10) Compile the valuation rolls as at date of valuation in terms of Section 31.
- (11) Comply fully with Section 34 – Functions of Municipal Valuer.
- (12) Section 36 – Data Collectors. Assume responsibility for their performance.
- (13) Comply with Section 37 – Delegation where applicable and if necessary.
- (14) Comply with Section 39 – Qualifications of Municipal Valuers.
- (15) Comply with Section 40 – Prescribed Declarations.
- (16) Comply with Section 41 – Inspection of property within defined days and times.
- (17) Comply with Section 42 – Access to Information.
- (18) Comply with Section 43 – Conduct of Valuers.
- (19) Comply with Section 44 – Protection of Information.
- (20) Comply with Section 45 – Valuation methodology and Section 13 hereof.
- (21) Comply with Section 46 – General basis of valuation.
- (22) Comply with Section 47 – Sectional Title Schemes.
- (23) Comply with Section 48 – Content of valuation roll including any additional information that the municipality may require in terms of this tender.
- (24) Comply with Section 51 – Processing of objections, if so required by municipality.
- (25) Comply with Section 52(1) (3) – Compulsory review.
- (26) Comply with Section 53 – Notification.
- (27) Comply with Section 69 – Decision of Valuation Appeal Board and Section 34(f).
- (28) Comply with Section 78 – Supplementary valuations including annual reviews of multiple properties in terms of Section 9 and properties affected in terms of Section 15 of the Act, if so required by municipality.
- (29) Comply with Section 81 & 82 of the Act. Tenderer(s)/Nominated Person(s) shall provide and make available all data and valuations for purposes of internal monitoring by the municipality as well as monitoring by the MEC for local government in terms of Section 81(1) of the Act and the Minister in terms of Section 82(1) of the Act. Such data will be available in a format that is easy to read, understand and interpret.
- (30) An electronic copy of the Valuation Roll which can be imported to the Municipal Financial System layout field format without errors must also be submitted within the timelines to enable billing compliance dates.
- (31) The Valuation Roll must also have recorded in it the postal addresses of property owners to ensure accurate billing addresses.
- (32) The Valuer must together with submission of the certified Valuation Roll submit a letter disclosing the criteria followed to arrive at the value of each listing.

4. PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000

Bidder will be required to fully comply with the requirements of the Access to Information Act, Act 2 of 2000.

In terms of the Promotion of Access to Information Act, Act 2 of 2000, municipality is obliged and compelled to provide certain information to the general public.

The Bidder as part of his/her function in collecting data on behalf of the municipality will be required to comply with the provisions of the Promotion of Access to Information Act, Act 2 of 2000

Accordingly, Bidder will be required to compile a manual as required in terms of Section 51 of the Promotion of Access to Information Act, Act 2 of 2000 and that such manual will be attached under Schedule 10 hereof.

Bidder will not be required to provide information obtained in terms of Section (42) of the Act that is of a confidential nature, unless required to do so in terms of Section (44) of the said Act.

This directive should if possible be incorporated in the manual submitted in terms of the Promotion of Access to Information Act, Act 2 of 2000.

Bidder will however be required to supply any information that is of a general nature appearing in the valuation rolls and available to the public in the format prescribed by the municipality and against payment if so required.

Confidential Information is to be considered as information specific to a property and unique thereto where such information is not available to the general public.

Examples are: rentals, details of leases, purchase and sale of member's interest in a close corporation, sale of shares in a company owning property, turnover clauses etc.

Such information may only be disclosed in terms of Sect (44) of the Act

5. CONFIDENTIALITY

In the process of collecting data and information in terms of section 42 of the Act, Bidder will have access to sensitive and confidential information. All data accessed, obtained or collected by Bidder and/or data collectors must at all times be kept confidential and not be disclosed. Bidder will comply in full with the provisions of section 44 of the Act.

In addition, data may not be used for personal gain by the Bidder or the Bidder's business, any employee, sub-contractor or any agent of the Bidder or any other person, body or organization receiving the information or data through the Bidder, or any of their employees or agents.

Failure to observe these conditions will constitute a breach of contract, which could result in termination of this contract.

6. PENALTIES AND DEFAULTS

It is a specific condition of this bid that Bidder is required to perform his/her task to acceptable standards and shall be obliged to meet the deadlines determined by the municipality.

In the event of Bidder not conforming to the standards required by the municipality as contained in the bid document, Bidder shall be given fourteen (14) days written notice to remedy such default failing which, the municipality will be allowed to cancel this appointment without further notice.

Serious default of this contract shall include but not be limited to

- Non-compliance to submission dates
- Breach of confidentiality and/or conflict of interest;
- Inadequate valuation performance in terms of sections 51 and 52 of the Act and/or the results of any Valuation Appeal Board arising from this tender.
- Inadequate valuation results measured by monitoring of performance milestones;
- Non-compliance with the Act and related legislation/policies of the Municipality, regulations and any other conditions referred to in this bid.
- Dishonesty
- Corruption

In the case of dishonesty or corruption the municipality may terminate this appointment on immediate proof of conviction being made available to municipality. In all of the other events, the municipality will give Bidder fourteen (14) days' notice to remedy such default, failing which the municipality shall cancel this bid without further notice or advice.

Municipality shall in either situation of: inadequate valuation performance being suspected by the municipality and/or inadequate valuation results arising from internal monitoring, provincial monitoring or national monitoring, have the right to appoint a registered professional valuer of not less than ten years registration to act as an adjudicator on behalf of the municipality to investigate their suspicion. Such person shall consider the merits of the allegations made by the municipality.

The Nominated Person as well as the Bidder shall be obliged to provide all documentation required by such adjudicator as well as attend all sessions of inquiry and interviews with the said adjudicator. The adjudicator shall, in his findings and deliberations declare whether in his opinion the inadequate performance by the nominated person is a serious default or not.

The findings of the adjudicator will be handed to the municipality, the nominated person and Bidder. The municipality shall consider the findings of the adjudicator and shall thereafter take the necessary steps against the nominated person and/or the Bidder. The nominated person and/or Bidder shall have the right to reply in full to any questions, allegations or statements made by the adjudicator. The findings of the adjudicator shall be final and binding on both the Bidder and nominated person.

Should the municipality suffer any losses as a result of the default of Bidder and/or the nominated person/s, the municipality shall further be entitled to recover all costs or damages, resulting from such default as well as the cost of re-appointing alternative valuers and other financial losses suffered by the municipality, as a result of the default of Bidder and/or the nominated person/s.

The municipality shall in addition to any of its other rights to claim damages from the Bidder be entitled to enforce the following penalties:

1. Delay in complying with stage 1 of the tender, R 150, 00 per day until completion.
2. Delay in complying with stage 2 of the tender, R 150, 00 per day until completion.
3. Delay in complying with stage 3 of the tender, R 150, 00 per day until completion.
4. Delay in complying with stage 4 of the tender, R 150, 00 per day until completion.
5. Delay in complying with stage 5 of the tender, R 150, 00 per day until completion.
6. Delay in complying with stage 6 of the tender, R 150, 00 per day until completion.
7. Delay in complying with stage 7 of the tender, R150, 00 per day until completion.

Should it be apparent to the municipality that after Bidder has been advised in writing by municipality that Bidder is in default in complying with the deadlines of either stage 1 or 2 and that Bidder has failed to rectify such default within the amended time limit set by municipality then in such event municipality shall be entitled to cancel the contract and appoint a substitute Bidder.

In such event, Bidder will supply municipality with all data collected in his possession and municipality reserves the right to offset any payment due to Bidder against the cost of appointing another person to fulfil the requirements of this bid. If the cause of delay is due to the municipality not supplying the Bidder with agreed data, or other delays caused by the municipality themselves, then in such event, the municipality shall not be entitled to enforce this clause.

7. RETENTION

The municipality shall retain an amount equal to 10% of all payments made. Such retentions shall be paid over to Bidder within 21 days of the Final Delivery Certificate having been issued by the municipality in terms of the definition hereof.

8. INSURANCE

Bidder shall attach proof hereof relating to Professional Indemnity Insurance relating to the nominated person/s.

9. VALUATION SUMMARY

The bid requires a valuation roll to be compiled in terms of section 34(b) of the Act together with the compilation of annual supplementary valuation rolls as indicated under form D.

Bidder(s) shall base their bid on the estimated number of entries above. Upon submission of the certified valuation roll an adjustment based on the actual number of entries as reflected in the Property Master will be made and compared to the above estimate. The bid price will then be adjusted pro rata on the difference of entries and the price will be calculated on the type of category relating to the entry under item 1.1 to 1.10 of Schedule 3 hereof.

Where a property has been valued in terms of its multiple use each multiple use will count as a separate entry in the calculation of final entries and price. Bidder shall provide municipality with documented proof of the total number of entries contained in the property master file and the municipality reserves the right to check, audit and verify such entries. The current valuation roll and Municipal Land Audit must also be used as a guideline for estimated number of entries.

10. SUPPLEMENTARY VALUATIONS:

Supplementary valuation rolls will be compiled on an annual basis for the following periods:

- 1 July 2025 to 30 June 2026
- 1 July 2026 to 30 June 2027
- 1 July 2027 to 30 June 2028
- 1 July 2028 to 30 June 2029
- 1 July 2029 to 30 June 2030

Bidder will be required to submit a certified supplementary valuation roll by the 1 April of each year.

Supplementary Valuations will be compiled on an ongoing basis as they occur and supplied to municipality as soon as is reasonably possible. Bidder will supply the municipality with a monthly schedule of all supplementary valuations compiled by him and ensure that the property master file is updated continuously as a result of such changes.

Bidder will be obliged to maintain and reconcile supplementary valuations made with not less than once per month.

Municipality will require that Bidder maintains a register of all supplementary valuations in the course of being compiled by Bidder and such register will contain provision for monthly reporting on all outstanding supplementary valuations and the reasons thereof.

All terms, conditions and references applicable to the compilation of the valuation roll shall be applicable to the compilation of supplementary valuation rolls.

The cost of compiling supplementary valuation rolls and the maintenance thereof shall be based on the fees as set out in Schedule 3 hereof.

Bidder shall if required by the municipality as part of the maintenance of the valuation roll, to annually re-inspect and review the valuations relating specifically to properties subjected to sections 9 & 15 of the Act.

11. OBJECTIONS

Bidder must comply with the provisions of sections 51, 52 & 53 of the Act.

The cost of complying with the objection process is reflected in Schedule 3.

12. APPEALS

The Bidder must attend all sittings of the valuation appeal board hearings in compliance with section 34(f) of the Act. The costs of attending to the hearings are reflected in Schedule 3.

13. DATA COLLECTION AND DATA COLLECTION SYSTEMS

Bidder will be fully responsible for the obtainment of all data necessary for Bidder to compile the Valuation Roll and Supplementary Valuation Rolls.

The data collected by Bidder must be capable of being checked, audited, verified and monitored.

The Municipality may approach the South African Institute of Valuers, or The South African Council for the Property Valuers Profession and/or any other recognised South African bodies relating to the valuation profession to assist with the verification of data if it is of acceptable standard.

If the findings of the municipality and/or the said described bodies indicate that the standard of data collection is not in accordance with the standards, the municipality will give Bidder 30 day's written notice setting out their findings and request Bidder to rectify such default, failing which municipality shall be entitled to cancel this bid without further notice.

Bidder will be given the opportunity to explain to municipality the differences between the findings of the municipality relating to data randomly checked by them and data supplied to them by Bidder. All data collected by Bidder, in no matter what format, is the property of municipality.

The collection of data on behalf of the municipality is critical and vital in the determination of true and accurate municipal valuations.

Where Bidder has made use of aerial photography and or satellite imagery utilizes at his discretion and/or supplied by him either voluntarily or on behalf of the municipality, such aerial photographs and/or satellite imagery will become the data of the municipality and the Bidder shall have no lien thereon.

Notwithstanding Section 45(2)(a) of the Act, whereby inspections are optional, Bidder will

be required to adhere to the following minimum data collection requirements:

In all cases the following data will be applicable:

Extent of erf
Date of purchase (where available)
Purchase price (where available)
Multiple uses (if applicable)
Name of owner (including part owners)
Street address (where available)
Zoning and use

In addition to the above data the following minimum data is required:

13.1 RESIDENTIAL ERVEN AND BUILDINGS

Age
Adverse features i.e. next to informal settlement, busy road, etc.
Condition and rating
Number of storeys
Quality
Size of dwelling/s, outbuildings and other structures on the property
Special features i.e. swimming pool, walling
Topography/slope
View

13.2 SECTIONAL TITLE RESIDENTIAL SCHEMES

Age
Adverse features
Condition of section
Condition of scheme
Developable Land reserved for future extension to scheme
Erf no (cross referred)
Exclusive use area
Floor level
Name of scheme
No of storeys in the scheme
Participation quota
Positive features
Registration no of scheme
Unit and flat no
Unit type i.e. simplex, duplex, etc

13.3 INCOME PRODUCING PROPERTIES

Condition rating
Description of units i.e. 12 x 1 bedroom flats, 6 x ground floor shops
Expense ratio to gross income
Rentable or usable area
Gross building area
Other income factors e.g. car bays
Quality of building rating

Rentals actual and/or estimates provided by agents, tenants, landlords etc
Sales capitalization rates and other information obtained from agents, brokers, purchasers etc.
Surplus developable land
Turnover contribution if available

13.4 SPECIALISED PROPERTIES

Data relating to specific type of property e.g. number of beds in hospital etc.
Schedule reflecting description and use of buildings.
Size of all buildings

13.5 PROPERTIES USED FOR AGRICULTURAL PURPOSES

Analysis of land use e.g. Irrigation, dry land, grazing, homestead land etc
Description of all buildings including use, condition and functionality
Schedule of estimated building sizes
Investigation of land claims, land tenure etc

13.6 AGRICULTURAL SMALL HOLDINGS

Where used as a farming unit 13.5 will apply
Where used for other purposes 13.1, 13.3 or 13.4 may have to be followed.

13.7 URBAN VACANT LAND

Adverse features
Positive features
Topography/slope
Soil conditions
Services
View

13.8 MINING LAND

All data relating to the freehold including inter alia offices, hostels, dwellings etc.
Buildings must be measured and fully described.
Mining equipment and/or machinery i.e. shafts, headgear etc are excluded.
Where mining land is held under separate mining title all details of the activities relating to the title must be stated in full including inter alia:-size and description of buildings and improvements that are not deemed to be plant or equipment.

13.9 REGISTERED LEASES

Salient features of the lease.

13.10 PUBLIC INFRASTRUCTURE

All relevant data including description, size and use of buildings

All equipment and/or machinery relating to Public Infrastructure must be excluded from the valuation process.

13.11 GENERAL

Sales are to be comprehensively inspected and analysed during the compilation and maintenance phase of this bid.

Such analysis is to be fully documented and made available for internal and external monitoring purposes.

In the case of all properties other than agricultural farming units, where aerial photography and/or satellite imagery is not being used a digitised site plan must be submitted.

This requirement will apply to the compilation of the valuation roll as well as the supplementary valuation rolls.

Records relating to rentals, vacancies, expense ratios, capitalization rates, construction costs and any other data that will have a bearing on the influence of market value are to be documented, recorded and analysed during the duration of this bid.

Sales are to be recorded and distinguished between vacant and improved sales.

If building plans are used, they are to be verified and checked against actual buildings erected on the property and the data collected must reflect an "as is" situation found on the site. Categories of properties as well as multiple purpose properties are to be reflected.

Actual use and use zones are to be reflected. This includes illegal uses.

All data collected will be internally monitored, verified and checked by the municipality on an on-going basis.

The municipality does not guarantee the accuracy or correctness of any data supplied to Bidder and it is the responsibility of Bidder to check and correct any such data supplied.

Bidder(s) must satisfy themselves in regard to the number of entries both registered and unregistered forming part of the existing Municipal records and reflected under paragraph 9 hereof. The valuation roll must be fully compatible with the billing system of the municipality. Other data must be capable of being adapted to other systems of the municipality.

14. INFORMATION AND SERVICES TO BE PROVIDED BY THE MUNICIPALITY AND/OR BIDDER

14.1 UPON APPOINTMENT, THE MUNICIPALITY WILL PROVIDE BIDDER WITH THE FOLLOWING DATA:

1. Current Valuation Roll (where no valuation roll exists municipality to specify);
2. Copies of all Supplementary Valuation Rolls;
3. Available data such as field sheets, valuation records etc.

OPTIONS

Municipality will specify which of the following data it will make available to Tenderer and what data it requires Bidder to obtain at their cost (Indicate with a tick what is applicable)

14.2 DATA RELATING TO COMPILATION OF THE VALUATION ROLL

	FUNCTION	MUNICIPALITY TO PROVIDE	BIDDER TO PROVIDE / OBTAIN
1	Aerial photographs/satellite imagery	-	Aerials must be sourced by the bidder and for his account, bidder may make use of most updated aerial photography of NGI – Mapping SA, or such other source of most recent credible aerial photography
2	Building plans, where available	√	
3	Bulk deeds download at commencement date	-	Bidder must provide and use the latest use information from deeds office.
4	Cadastre	√	
5	Copies of all offers received to purchase and/or lease Municipal properties	√	
6	Copies of all sales/rental agreements relating to properties sold by municipality whether registered or not	√	
7	Copies of all consent use applications received, approved or declined	√	
8	Copies of all township applications, rezoning, consolidations, notarial ties submitted to municipality	√	
9	Copies of all approvals and/or rejections by municipality of the above	√	
10	Copies of all policy decisions	√	

	relating to immovable property within municipality		
11	Copies of water and electricity deposits relating to properties not previously connected	√	
12	Development Plan <ul style="list-style-type: none"> • SDF • IDP 	√	
13	Geographic information system data as is available	√	
14	Monthly clearance certificates	√	
15	Monthly Deeds downloads	√	
16	Municipal Property Rates By-laws, and Municipal Property Rates Policy	√	

	FUNCTION	MUNICIPALITY TO PROVIDE	TO BIDDER TO PROVIDE / OBTAIN
17	Occupation Certificates where available	√	
18	Planned roads and other infrastructural services, i.e. proposed reservoirs, power lines, sewer mains, water mains, etc.	√	
19	Report of properties affected by environmental restraints or subjected to onerous environmental impact assessment requirements	√	
20	Reports on properties that are adversely affected by adverse soil conditions or prohibition on development i.e. land subject to dolomite etc.	√	
21	Land Use Scheme, 2009	√	
22	With each approved subdivision, consolidation and/or Township proclamation or opening of a Township Register. <ul style="list-style-type: none"> - Copy of Proclamation Notice - Amendment scheme - Services agreement 	√	
23	Current Municipal Valuation Roll and Supplementary valuation rolls	√	
24	Municipal Land Audit Report, 2012 as guideline	√	
25	Giyani Compaction and Densification Policy, 2012	√	

14.3 SUPPLEMENTARY VALUATION ROLL

Municipality will specify which of the following data it will make available to Bidder and what data it requires Bidder to obtain at their cost (Indicate with a tick what is applicable)

DATA RELATING TO THE COMPILATION OF SUPPLEMENTARY VALUATION ROLLS

	FUNCTION	MUNICIPALITY TO PROVIDE	BIDDER TO PROVIDE / OBTAIN
1	Aerial photographs/satellite imagery	-	Aerials must be sourced by the bidder and for his account, bidder may make use of most updated aerial photography of NGI – Mapping SA, or such other source of most recent credible aerial photography
2	Building plans and schedule of monthly completed buildings.	√	
3	Cadastral monthly updates	√	
4	Monthly copies of all offers received to purchase and/or lease Municipal properties	√	
5	Monthly copies of all sales/ rental agreements relating to properties sold by Municipality whether registered or not	√	
6	Monthly copies of all consent use applications received, approved or declined	√	
7	Monthly copies of all township applications, rezoning, consolidations, notarial ties submitted to municipality	√	
8	Monthly copies of all approvals and/or rejections by municipality of the above	√	
9	Monthly copies of all policy decisions relating to immovable property within municipality	√	
10	Monthly copies of water and electricity deposits relating to properties not previously connected	√	
11	Development Plan and changes thereto 1) IDP 2) SDF	√	
12	Geographic information system. Monthly Maintenance thereof	√	
13	Monthly clearance certificates	√	
14	Monthly Deeds downloads	√	
15	Monuments and Heritage buildings declared from time to time	√	

	FUNCTION	MUNICIPALITY TO PROVIDE	BIDDER TO PROVIDE / OBTAIN
16	Occupation Certificates where available	√	
17	Planned roads and other infrastructural services, i.e.	√	

	proposed reservoirs, power lines, sewer mains, water mains, etc. – on-going basis		
18	Regular report of properties affected by environmental restraints or subjected to onerous environmental impact assessment requirements – on-going basis	√	
19	Reports on properties that are adversely affected by adverse soil conditions or prohibition on development i.e. land subject to dolomite etc.	√	
20	Town planning scheme – updates thereof	√	
21	With each approved subdivision, consolidation and/or Township Proclamation or opening of a Township Register. -Copy of Proclamation Notice -Amendment scheme -Services agreement	√	
22	Annual inspection and review of section 9 & 15 properties referred to in the Act	√	
23	Monthly diagrams from surveyor general	√	
24	Notices appearing in Government/provincial gazettes relating to properties within the municipality	√	
25	Annual review of rates policy and rates By-laws	√	
26	Amendments in Giyani Compaction & Densification Policy, 2012 and in SDF, and in any other planning document that impact on property values	√	

Note : Where the municipality fails to provide the Bidder with any of the information it undertakes to do so in terms hereof resulting in delays being incurred in the compilation of the supplementary valuations and/or the supplementary valuation rolls, Bidder will not be held liable for any such delays. Bidder will however be held fully liable for any delays in the submission of supplementary valuations to the municipality where information was made available.

Where the municipality are not fulfilling their obligations in terms of this paragraph Bidder will advise the Municipal Manager of such default and request that the default of municipality be rectified by them.

15. PRINTING AND BINDING OF ROLLS

- 15.1 Bidder shall be responsible for providing two (2) copies of the valuation roll, one of which will be certified by him. The valuation rolls shall be printed in A3 or A4 format, back to back and shall be appropriately indexed.
- 15.2 The valuation roll shall be spirally bound and each volume shall be numbered and contain a cover and back page. All pages of the valuation roll shall be consecutively numbered. The printing and binding of the valuation roll shall be for the account of the Tenderer.
- 15.3 In addition, Bidder shall provide the municipality with an electronic copy of the valuation roll and supplementary rolls in a printable format.
- 15.4 In addition an electronic version of the roll and supplementary roll must be supplied in a format so that it can be imported to the financial system software field without errors according to the Municipal Financial System Layout Field format.

15.5 Additional copies of the valuation roll and/or supplementary valuation rolls will be at a price as indicated in Schedule 3 hereof.

16. VALUATION SYSTEM

Bidder shall satisfy municipality that its valuation system will adequately be capable of not only producing the valuation rolls, but also storing historic data necessary in terms of the Promotion of Access to Information Act, Act 2 of 2000. The minimum, requirements of the Valuation System must be as follows:

- 16.1 If a mass valuation system is used by Bidder, the system must be compatible with the valuation system of the municipality if applicable.
- 16.2 The valuation system must be compatible with the GIS system utilized by the municipality as well as other management systems that are affected by the valuation process, as may be applicable.
- 16.3 The valuation system must be compatible with the billing system of the municipality
- 16.4 The valuation system must have an audit trail and the system must be able to verify all data that has an influence on values.
- 16.5 It must have adequate securities and controls to ensure that critical valuation data cannot be manipulated or corrupted.
- 16.6 In the case of property data

The valuation system must be able to store changes relating to inter alia;- Land use, zonings, size, sub-divisions, consolidations, excisions, notarial ties, etc.

- 16.7 Current and previous owners
Date of sale and transfer
Sales price
Title deed numbers
Servitudes
Caveats
Type of sale i.e. vacant or improved

16.8 In the case of Valuations

- All current and future valuations
- All changes to valuations to be historically reflected
- Ability to produce monthly supplementary rolls for auditing and checking purposes

16.9 Objections

The valuation system must be capable of recording objections and appeals and must reflect:

- Name of objector
- Name of owner
- Objection number
- Entry required by objector
- Decision of valuer
- Reasons of valuer
- Decision of appeal board
- Existing valuations and valuations reflected in the valuation roll
- Adjustments made by the appeal board
- Historic records of all objections lodged in terms of the Act against the property from date of commencement and for the full duration hereof.

16.10 Other

The valuation System must be capable of storing inter alia:

Building plan data where used in the valuation process, site plans, aerial photographs, GIS data, and all other pertinent data

on a historic basis. Such data must be capable of being linked to each erf in a way that a full history of all data from date of appointment in terms of this bid, pertaining to that erf can be extracted by reference to that erf.

The valuation system must be capable of extracting all properties that are subject to multiple entries, rebates, reductions or exemptions.

The valuation system must be able to extract properties on a specific owner type i.e. municipal properties, state owned properties as well as categories of properties in terms of the rates policy of the municipality.

The valuation system must also be able to extract vacant properties and other information that the municipality may require for statistical purposes.

The valuation system must be able to download data directly from the deeds offices as well as recording and linking properties from various databases with the property key number of the Surveyor General.

17. DATA BACK UP AND DISASTER RECOVERY PLAN

All data collected by Bidder is the exclusive property of the municipality.

Bidder will be required at all times to fully protect such data against theft, data corruption, data espionage and data loss.

The maintenance and protection of data on behalf of municipality is critical and vital.

Bidder will ensure that all data protected and backed up is capable of being restored and reinstalled into the valuation system of either municipality or Bidder in less than seven working days from date of data disaster.

Where Bidder utilizes data collection methods such as aerial photographs, electronic measurements, GIS etc. such data will also have to be fully protected and capable of restoration in the event of a data disaster. All such data will be made available to municipality in a format specified by municipality.

Municipality reserves the right to authorised and appoint either its own officials to assess the data protection and disaster recovery procedure or appoint independent specialists to evaluate and consider the merits and adequacy of the plan.

Bidder will comply with the following minimum requirements for data protection and data recovery:

- Bidder will ensure that all data collected manually on paper is scanned into PDF document 'read only' format.
- Bidder shall keep an original copy of the document in conjunction with the document in electronic PDF format stored on magnetic based media.
- Bidder shall enforce all other static documents - formats are set as read only and set the relative permissions on GIS and all third party data.
- All data stored on any magnetic based media shall be hosted by an operating system capable of setting security permissions down to the individual file level.
- Bidder will ensure that all scanned documents attributes stored on magnetic based media are filled in accurately and to the requirements requested by the municipality.
- Bidder will ensure that all servers hosting the documents referred to in this paragraph and schedule be protected and accessed at server level by the Bidder(s) appointed network administrator/s only.
- Bidder will ensure strong password protection at the administrator level on the servers referred to in this section.
- Bidder(s) will ensure that data which is available to the public and not of a confidential nature is in 'read only format' and the original data or documents cannot be altered in any form whatsoever, whilst hosted on the Bidder's infrastructure or appointed third party service providers infrastructure.
- Bidder will ensure that all metadata stored in custom designed relational database systems, cannot be altered once entered into the database and must be protected by the maximum levels of protection recommended by the manufacturers and as set out in this schedule.
- Bidder may make use of approved 'open source' software products available on the market, to build proprietary systems, provided prior approval is obtained from the municipality in writing.
- All data output from a relational database system will be provided and made available in an approved format to municipality.
- Bidder will ensure that all data is backed up on a daily basis and verified.
- Bidder will ensure that 2 sets of media be created and used for backup purposes each set will be used and

- alternated on a separate weekly basis.
- Bidder will create a fortnightly backup independent of the weekly backups, to be stored off site from the next business day when the backup is completed.
- Bidder will ensure that a monthly backup be enforced on the last business day of the month, this backup set will be removed the next business day and stored off site in a secure facility.
- Bidder will ensure that this backup cycle be enforced for the duration of the bid.
- Bidder will adhere to and implement the backup software vendors 'best practice' specifications.
- Bidder will adhere to and comply with the backup hardware manufacturers specifications.
- Bidder will ensure that all backup hardware is serviced regularly; service intervals shall not exceed a period of 120 days between intervals. Municipality may review and amend this requirement at any time to keep pace with changes in technology and equipment. Should municipality require that a revised basis of back-up be implemented that is substantially different from that contained herein, they will consider a contribution towards the cost of Bidder, implementing such changes. Municipality reserves the right to authorise and appoint a third party consultant, to check and monitor the data protection methods of Bidder during the duration of this tender. Bidder shall ensure that the data protection policy implemented by Bidder is within the specifications and requirements of the municipality for the full period of this bid.

In the absence of a data protection policy, annexed to this bid the following minimum data collection specifications will apply to the appointed Bidder/s.

18. DATA TRANSFER

Bulk data transfer shall be made available to municipality in a format specified by municipality.

Bidder will ensure that a minimum of LTO 2 Tape Backup technology or equivalent is utilised on a daily basis.

Municipality may request these tapes/media from time to time to verify and ensure data integrity.

Bidder may utilise optical based media technology for archiving purposes.

Bidder may utilise optical based media technology for data presentation.

Bidder will ensure that all optical based media be 'read only'.

Bidder will ensure secure site protocols are enforced for all website/internet available data.

Bidder will ensure that all data collected be transferred to municipality on a minimum of a fortnightly basis.

19. GENERAL

Bidder will ensure that he fully acquaints himself with the amount of data to be stored and what data needs to be protected and satisfies the municipality or its duly appointed consultant that the Bidder has an adequate Computer System to fully comply with the requirements.

20. KEY TASK FUNCTIONS

Bidder(s) will be required to follow the stages set out below and adhere to the following deadlines;

STAGE	DESCRIPTION	DEADLINE DATE
1	Initial Data collection, deeds down load, existing valuation roll download, establishment of master file, comparison between newly created property master and existing Municipal valuation records or where no existing valuation roll exists, creation of property master.	30 October 2024
2	Obtaining of new data necessary to compile valuations:- Including inspections, data capture, sales, measurements, rentals, expense ratios etc.	30 October 2024
3	Compiling of valuations and Internal monitoring of valuations including accuracy of data, review of sales and valuations between date of commencement and date of valuation	30 November 2024
4	Submission of draft roll A draft roll to internally monitoring the standard of the valuation roll is required in electronic format. The Bidder will have to correct the draft roll prior to submission of the certified roll	31 December 2024
5	Corrections and submission of certified roll and reconciliation between	28 February 2025

	property master file and existing valuation records of the municipality	
6	Objections process as per Act	-
7	Valuation appeal board hearing	-
8	Attending to all valuation enquiries in the normal course of operations, as and when required	-
9	Submission of all data or copies thereof to municipality & issuing of final delivery certificate	30 June 2025

21. GUIDELINES OF WHAT IS REQUIRED IN EACH STAGE:

Accurate data collection is critical during the duration of the entire contract. Bidder(s) will have to ensure that data collected can be monitored by municipality and verified. Critical data that has a direct effect on valuations i.e. size, zoning, values etc. must be able to be fully audited by way of an acceptable audit trail.

Failure to meet the deadlines will result in a cumulative knock-on effect with regard to the submission of the certified roll and subsequent rendering of Municipal rates and taxes accounts.

Failure to meet the deadlines in regard to the submissions of draft and certified valuation rolls will result in delays in the finalisation of the annual rates policy, which will ultimately affect the determination of the rates structure of the municipality.

Although stages may overlap each other it is critical that each stage be completed within the prescribed deadlines. Deadlines may only be changed with the written approval of the municipality.

Payments will be effected on a pro-rata basis payable either at the end of a stage or in progressive performance related payments during a stage.

22. MINIMUM REQUIREMENTS PER STAGE:

Stage 1: DOCUMENTATION

Obtain the following:

- Copy of current valuation roll
- All supplementary valuation rolls
- Available Cadastre information
- Aerial photographs

Bulk Deeds download.

Download all data onto Bid(s) valuation system and create property master.

Compare cadastre with the deeds download and existing Municipal Valuation Roll.

Download other data in terms of section 48(2).

Order aerial photographs

Stage 2: DATA COLLECTION:

Includes:

Inspections, measurements, sales, field sheets, data capture forms, updating of historic sales, obtaining relevant data applicable to specific property types, i.e. rentals, turnover, yields, etc.

Use of aerial photographs for identification and/or electronic measurement

Stage 3: VALUATION COMPILATION AND INTERNAL MONITORING OF VALUATIONS:

Analysis of all data and compiling of draft valuations.

Internal quality control to be conducted by Bidder and measured against current sales and other relevant market data and adjusted to date of valuation

Basis on which the initial roll has been internally monitored must be made available to the municipality or its appointed monitors.

The initial roll after internal monitoring must be amended and/or corrected if necessary.

This includes cross boundary monitoring within the Municipal area if applicable.

Stage 4: SUBMISSION OF DRAFT ROLL:

Draft roll to be submitted and internally checked and/or monitored by the municipality at their sole discretion.

Stage 5: CORRECTIONS TO DRAFT ROLL AND SUBMISSION OF CERTIFIED ROLL:

Bidder will be required to correct any entry that has been found to be incorrect in terms of size, description, zoning, ownership, etc. as well as incorrect valuations based on sales ratio analysis and other factually indicated market trends.

All draft valuation rolls submitted may be subjected to external monitoring by the municipality.

After correcting the Draft Roll, Bidder shall bind and certify the roll for submission to the Municipal Manager.

Stage 6: OBJECTION PROCESS:

Bidder will be obliged to attend to the following:

Receive objections in terms of section 50(5)

Comply with section 51 and where section 52(1) is applicable comply with section 52(a)

Comply with section 53(1) and 53 (3)

Stage 7: VALUATION APPEALS BOARD HEARINGS:

In terms of section 34(f) Bidder shall be obliged to attend all sittings of the Valuation Appeals Board.

Stage 8: ATTENDING TO ALL VALUATION ENQUIRIES:

Bidder will, attend to all valuation enquiries from time to time regarding the valuation roll and supplementary valuation rolls.

Stage 9: SUBMISSION OF ALL DATA OR COPIES THEREOF TO MUNICIPALITY & ISSUING OF FINAL DELIVERY CERTIFICATE

Bidder(s) will have to ensure that within 30 (thirty) days of submission of the valuation roll and each supplementary valuation roll thereafter that a copy of all data in their possession has been provided to municipality in either an electronic or hard copy format. A final delivery certificate can only be issued once this provision has been fulfilled.

To enable municipality to issue a final delivery certificate, Bidder shall issue a signed declaration that he has transferred copies of all data in electronic and hard copy format to municipality and will continue to do so at monthly intervals thereafter.

23. PUBLIC PARTICIPATION AND AWARENESS:

Bidder(s) may be required to attend meetings in regard to the rating policy as well as being involved in public awareness **relating to the valuation process.** *Bidder(s) may be required by the municipality to handle all valuation enquiries on their behalf particularly during the objection notice period and the months during which the first rates account based on the new valuation roll are levied.* The costs hereof are set out in Schedule 3 hereof.

If the municipality elect to require Bidder to participate in public awareness and/or public participation, they shall issue a schedule of their requirements which they will attach to this tender.

24. METHODS OF PAYMENT:

The municipality will pay Bidder on a progress basis measured against performance of each stage.

STAGE NO.	DESCRIPTION	% PAYMENT	PAYABLE ON COMPLETION	PAYABLE IN MONTHLY PAYMENTS
1	Commencement Phase	10%	√	
2	Data Collection	30%		√
3	Valuation Compilation and Internal Monitoring	20%		√
4	Submission Draft Roll	5%	√	
5	Submission of certified roll	5%	√	
6	Objection process and completion of reasons	10%	√	
7	Valuation Appeal Board Hearing	10%	At conclusion of the hearings, or if the date of the appeal board hearings has not been set down within six months after the certified roll has been submitted, then six months after the date of such Submission.	
8	Submission of data to municipality and issue by municipality of final delivery certificate	10%	√	
		100%		

25. SCHEDULE OF FEES

The Schedule of Fees, Schedule 3 must be completed by the Bidder and will be read as the Bidder(s) fee proposal in terms of this bid.

26. GEOGRAPHIC INFORMATION SYSTEM (GIS) SPECIFICATION

The Bidder is required to provide a GIS and the following will be the minimum requirements, and specifications of such a system.

26.1 GENERAL DESCRIPTION OF SERVICE

The Bidder will employ a GIS in a supportive role to:

- Identify and describe the cadastral boundaries of each property within the municipal area;
- Guide Valuation Inspectorate to the sites to be inspected;
- Balance the properties of the municipal area with the entries registered in the Deeds Office as well as the Surveyor-General;
- Display geo-referenced aerial photographs of the area so as to provide the Valuer with a clear picture of the subject properties;
- Maintain the cadastral data during the maintenance period so as to reflect the properties contained in the valuation roll at all times.

26.2 GIS DATA STANDARDS

The following minimum standards will apply in respect of the GIS data format and compatibility:

- (i) All GIS data will be available in a format compatible with the GIS of the municipality (if applicable);
- (ii) Cadastral data will be available in geographic coordinates on the WGS84 datum;
- (iii) The sizes of cadastral entities represented by means of the GIS, shall match the registered size of such properties, subject to a deviation of acceptable tolerance;
- (iv) A copy of all aerial photography used by Bidder will be provided to municipality in either electronic and/or hard copy versions, 30 (thirty) days after submission of the certified valuation

- roll;
- (v) Municipality must state the maximum age of aerial photography and/or satellite imagery to be used. As a guide line where no spatial data base representing footprints of buildings is available, older aerial photographs which are more economical to obtain can be used. However, where aerial photographs are required to detect changes in the data from year to year, only new photographs can be used.
 - (vi) Despite the age of the aerial photography used in the valuation process, it remains the responsibility of the Bidder to ensure that the data reflected on the valuation roll is an accurate and true reflection as at date of valuation of what is found on the properties comprising the roll. Bidder(s) must therefore use ground control measures to verify and confirm the results obtained from aerial photography.
 - (vii) The GIS shall be fully compatible with the Bidder(s) valuation system. As well as being compatible with the municipal system.

26.3 SPECIFICATIONS OF AERIAL PHOTOGRAPHY REQUIRED FOR DATA COLLECTION

Whereas Bidder is required as a condition of bid to supply such photography in terms of paragraph 14.2 hereof the following minimum specifications will apply:

DESCRIPTION	SPECIFICATION	
	Urban	Rural
Colour	Nice to have but panchromatic will suffice	
Scale of negatives	1:10 000	n.a.
Off-nadir angle	0° - 15°	
Digital format	Tiff with the applicable world file (*.tifw)	
Projection	Transverse Mercator 29° East	
Datum	WGS84 Geographic Latitude Longitude	
Accuracy	<= 1m	5m to 15m
Resolution	<= 0,25m	0,50m to 1,25m
Ground control	Yes	No
Ortho rectification	Yes	Yes
Mosaicking	Yes	Yes
Geo-referencing	Yes	Yes
Collection method	Aerial photography	Aerial photography or satellite imagery
Application	Suitable for capturing footprints of buildings and structures as well as broad land uses	Suitable for capturing broad land uses and identify position and approximate size of buildings and structures
Cloud cover	<5%	

SCHEDULE 1(A)

AFFIDAVIT, DECLARATION AND NOMINATION - MUNICIPAL VALUER

The Bidder hereby nominates the following person to be designated by the municipality in terms of section 33(1) as the municipal valuer

FULL NAMES

I.D. NUMBER

PROFESSIONAL QUALIFICATIONS

**PROFESSIONAL REGISTRATION NO
(Attach a certified copy of certificate)**

**WORK EXPERIENCE IN COMPILING MASS MUNICIPAL VALUATIONS,
ACT 6 OF 2004:**

MUNICIPALITY	PERIOD OF VALUATION ROLL	NO. OF PROPERTIES	REFERENCE	CONTACT NUMBER

List properties included in any of the valuation rolls compiled by you of a special nature/requiring specific skills, i.e. airport, mines, quarries, etc.

DESCRIPTION OF PROPERTY	TYPE OF PROPERTY	METHOD OF VALUATION	MUNICIPALITY

Have you compiled any valuation rolls utilizing GIS and/or Aerial Photography? If yes, provide full details:

MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	CONTACT NUMBER

Have you had any experience in reconciling cadaster data with deeds data and thereafter with the municipal valuation roll? If yes, provide full details

MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	CONTACT NUMBER

VALUATION BOARD HEARING EXPERIENCE

Have you appeared in front of a Valuation Board or Valuation Appeal Board in terms of previous legislation or the ACT? If yes:

MUNICIPALITY	DATE OF HEARING	NAME OF SECRETARY	NAME OF CHAIRPERSON

VALUATION APPEAL BOARD EXPERIENCE

Have you appeared in front of a Valuation Appeal Board in terms of the current Act, Act 6 of 2004? If yes:

MUNICIPALITY	DATE OF HEARING	NAME OF SECRETARY	NAME OF CHAIRPERSON	No of appeals	No of appeals upheld by board	What was the % reduction awarded by the board

I, the undersigned _____ do hereby make oath and say that: The questionnaire has been completed by me in full. I have not withheld any information in regards to the completion of this questionnaire and that all information supplied by me is true and correct. I do further declare that I have read the bid requirements and other information set out and confirm that I have fully acquainted myself with the terms and conditions thereof and fully understand the content and implication of all such conditions. I hereby bind myself to fulfil all obligations and requirements of this bid.
Signed by me at this _____ day of _____ 2024

SIGNATURE
JUSTICE OF PEACE/COMMISSIONER OF OATHS

I hereby certify that the deponent has acknowledged that he/she knows and understands the contents of this affidavit and that it was signed and sworn to before me at _____ on the _____ day of _____ 20____

Justice of Peace/Commissioner of Oaths

SCHEDULE 1(B)

**TO BE STAMPED BY JUSTICE OF PEACE /
COMMISSIONER OF OATHS**

TO BE STAMPED BY JUSTICE OF PEACE/COMMISSIONER OF OATHS

Have you compiled any valuation rolls utilizing GIS and/or Aerial Photography? If yes, provide full details:

MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	CONTACT NUMBER

Have you had any experience in reconciling cadaster data with deeds data and thereafter with the municipal valuation roll? If yes, provide full details.

MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	CONTACT NUMBER

VALUATION BOARD HEARING EXPERIENCE

Have you appeared in front of a Valuation Board or Valuation Appeal Board in terms of previous legislation or the ACT? If yes:

MUNICIPALITY	DATE OF HEARING	NAME OF SECRETARY	NAME OF CHAIRPERSON

VALUATION APPEAL BOARD HEARING EXPERIENCE

Have you appeared in front of a Valuation Appeal Board in terms of the current Act, Act 6 of 2004? If yes:

MUNICIPALITY	DATE OF HEARING	NAME OF SECRETARY	NAME OF CHAIRPERSON	No of appeals	No of appeals upheld by board	What was the % reduction awarded by the board

I, the undersigned _____ do hereby make oath and say that: The questionnaire has been completed by me in full. I have not withheld any information in regards to the completion of this questionnaire and that all information supplied by me is true and correct. I do further declare that I have read the bid requirements and other information set out and confirm that I have fully acquainted myself with the terms and conditions thereof and fully understand

the content and implication of all such conditions. I hereby bind myself to fulfil all obligations and requirements of this bid.
Signed by me at _____ on this the ____ day of _____ 2024

SIGNATURE

JUSTICE OF PEACE/COMMISSIONER OF OATHS

I hereby certify that the deponent has acknowledged that he/she knows and understands the contents of this affidavit and that it was signed and sworn to before me at _____ on the _____ day of _____ 2024

Justice of Peace/Commissioner of Oaths

**TO BE STAMPED BY JUSTICE OF PEACE /
COMMISSIONER OF OATHS**

SCHEDULE 2(A)

AFFIDAVIT, DECLARATION AND NOMINATION - ASSISTANT MUNICIPAL VALUER

In the event of the nomination for assistant municipal valuer, a minimum of two persons must be nominated. This necessary to provide for succession in the event of one of the nominated assistant valuer not being able to perform his duties as a result of accident, death, ill health or insolvency provided that they accept the appointment jointly and severally.

FULL NAMES

I.D. NUMBER

PROFESSIONAL QUALIFICATIONS

**PROFESSIONAL REGISTRATION NO
(Attach a certified copy of certificate)**

WORK EXPERIENCE IN COMPILING MASS MUNICIPAL VALUATIONS:

MUNICIPALITY	PERIOD OF VALUATION ROLL	NO. OF PROPERTIES	REFERENCE	CONTACT NUMBER

VALUATION BOARD HEARING EXPERIENCE

Have you appeared in front of a Valuation Board or Valuation Appeal Board in terms of previous legislation or the ACT? If yes:

MUNICIPALITY	DATE OF HEARING	NAME OF SECRETARY	NAME OF CHAIRPERSON

VALUATION APPEAL BOARD HEARING EXPERIENCE

Have you appeared in front of a Valuation Appeal Board in terms of previous legislation or the current Act, Act 6 of 2004? If yes:

MUNICIPALITY	DATE OF HEARING	NAME OF SECRETARY	NAME OF CHAIRPERSON	No of appeals	No of appeals upheld by board	What was the % reduction awarded by the board compared to the valuation compiled by you?

I, the undersigned _____ do hereby make oath and say that: The questionnaire has been completed by me in full. I have not withheld any information in regards to the completion of this questionnaire and that all information supplied by me is true and correct. I do further declare that I have read the bid requirements and other information set out and confirm that I have fully acquainted myself with the terms and conditions thereof and fully understand the content and implication of all such conditions. I hereby bind myself to fulfil all obligations and requirements of this bid. Signed by me at _____ on this the ___ day of _____ 2024

SIGNATURE

JUSTICE OF PEACE/COMMISSIONER OF OATHS

I hereby certify that the deponent has acknowledged that he/she knows and understands the contents of this affidavit and that it was signed and sworn to before me at _____ on the _____ day of _____ 2024

Justice of Peace/Commissioner of Oaths

TO BE STAMPED BY JUSTICE OF PEACE / COMMISSIONER OF OATHS

SCHEDULE 2(B)

AFFIDAVIT, DECLARATION AND NOMINATION - ASSISTANT MUNICIPAL VALUER

In the event of the nomination for assistant municipal valuer, a minimum of two persons must be nominated. This necessary to provide for succession in the event of one of the nominated assistant valuer not being able to perform his duties as a result of accident, death, ill health or insolvency provided that they accept the appointment jointly and severally.

FULL NAMES

I.D. NUMBER

PROFESSIONAL QUALIFICATIONS

**PROFESSIONAL REGISTRATION NO
(Attach a certified copy of certificate)**

WORK EXPERIENCE IN COMPILING MASS MUNICIPAL VALUATIONS:

MUNICIPALITY	PERIOD OF VALUATION ROLL	NO. OF PROPERTIES	REFERENCE	CONTACT NUMBER

List properties included in any of the valuation rolls compiled by you of a special nature/requiring specific skills (airport, mines, quarries, etc.)

DESCRIPTION OF PROPERTY	TYPE OF PROPERTY	METHOD OF VALUATION	MUNICIPALITY

Have you compiled any Valuation rolls utilizing *GIS* and/or *AERIAL PHOTOGRAPY*? If yes, provide full details:

MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	CONTACT NUMBER

Have you had any experience in reconciling cadaster data with deeds data and thereafter with the municipal valuation roll? If yes, provide full details:

MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	CONTACT NUMBER

VALUATION BOARD HEARING EXPERIENCE

Have you appeared in front of any Valuation Board in terms of previous legislation or the ACT? If yes:

MUNICIPALITY	DATE OF HEARING	NAME OF SECRETARY	NAME OF CHAIRPERSON

VALUATION APPEAL BOARD HEARING EXPERIENCE

Have you appeared in front of a valuation appeal board in terms of previous legislation of the current act, Act 6 of 2004? If yes:

MUNICIPALITY	DATE OF HEARING	NAME OF SECRETARY	NAME OF CHAIRPERSON	No of appeals	No of appeals upheld by board	What was the % reduction awarded by the board compared to the valuation compiled by you?

I, the undersigned _____ do hereby make oath and say that: The questionnaire has been completed by me in full. I have not withheld any information in regards to the completion of this questionnaire and that all information supplied by me is true and correct. I do further declare that I have read the bid requirements and other information set out and confirm that I have fully acquainted myself with the terms and conditions thereof and fully understand the content and implication of all such conditions. I hereby bind myself to fulfil all obligations and requirements of this bid.

Signed by me at _____ on this ____ day of _____ 2024

**SIGNATURE
JUSTICE OF PEACE/COMMISSIONER OF OATHS**

I hereby certify that the deponent has acknowledged that he/she knows and understands the contents of this affidavit and that it was signed and sworn to before me at _____ on the _____ day of _____ 2024

Justice of Peace/Commissioner of Oaths

**TO BE STAMPED BY JUSTICE OF PEACE /
COMMISSIONER OF OATHS**

SCHEDULE 2(C)

AFFIDAVIT, DECLARATION AND NOMINATION - ASSISTANT MUNICIPAL VALUER

In the event of the nomination for assistant municipal valuer, a minimum of two persons must be nominated. This necessary to provide for succession in the event of one of the nominated assistant valuer not being able to perform his duties as a result of accident, death, ill health or insolvency provided that they accept the appointment jointly and severally.

FULL NAMES

I.D. NUMBER

PROFESSIONAL QUALIFICATIONS

**PROFESSIONAL REGISTRATION NO
(Attach a certified copy of certificate)**

WORK EXPERIENCE IN COMPILING MASS MUNICIPAL VALUATIONS:

MUNICIPALITY	PERIOD OF VALUATION ROLL	NO. OF PROPERTIES	REFERENCE	CONTACT NUMBER

List properties included in any of the valuation rolls compiled by you of a special nature/requiring specific skills (airport, mines, quarries, etc.)

DESCRIPTION OF PROPERTY	TYPE OF PROPERTY	METHOD OF VALUATION	MUNICIPALITY

Have you compiled any valuation rolls utilizing *GIS* and/or *AERIAL PHOTOGRAPY*? *Is yes, provide full details:*

MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	CONTACT NUMBER

Have you had any experience in reconciling cadaster data with deeds data and thereafter with the municipal valuation roll? *If yes, provide full details:*

MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	CONTACT NUMBER

VALUATION BOARD HEARING EXPERIENCE

Have you appeared in front of any Valuation Board in terms of previous legislation or the ACT? *If yes:*

MUNICIPALITY	DATE OF HEARING	NAME OF SECRETARY	NAME OF CHAIRPERSON

VALUATION APPEAL BOARD HEARING EXPERIENCE

Have you appeared in front of a Valuation Appeal Board in terms of previous legislation or the current Act, Act 6 of 2004? If yes:

MUNICIPALITY	DATE OF HEARING	NAME OF SECRETARY	NAME OF CHAIRPERSON	No of appeals	No of appeals upheld by board	What was the % reduction awarded by the board compared to the valuation compiled by you?

I, the undersigned _____ do hereby make oath and say that: The questionnaire has been completed by me in full. I have not withheld any information in regards to the completion of this questionnaire and that all information supplied by me is true and correct. I do further declare that I have read the bid requirements and other information set out and confirm that I have fully acquainted myself with the terms and conditions thereof and fully understand the content and implication of all such conditions. I hereby bind myself to fulfil all obligations and requirements of this bid. Signed by me at _____ on this ___ day of _____ 2024

SIGNATURE

JUSTICE OF PEACE/COMMISSIONER OF OATHS

I hereby certify that the deponent has acknowledged that he/she knows and understands the contents of this affidavit and that it was signed and sworn to before me at _____ on the _____ day of _____ 2024

Justice of Peace/Commissioner of Oaths

**TO BE STAMPED BY JUSTICE OF PEACE /
 COMMISSIONER OF OATHS**

SCHEDULE 2(D)

AFFIDAVIT, DECLARATION AND NOMINATION - ASSISTANT MUNICIPAL VALUER

In the event of the nomination for assistant municipal valuer, a minimum of two persons must be nominated. This necessary to provide for succession in the event of one of the nominated assistant valuer not being able to perform his duties as a result of accident, death, ill health or insolvency provided that they accept the appointment jointly and severally.

FULL NAMES

I.D. NUMBER

PROFESSIONAL QUALIFICATIONS

**PROFESSIONAL REGISTRATION NO
(Attach a certified copy of certificate)**

WORK EXPERIENCE IN COMPILING MASS MUNICIPAL VALUATIONS:

MUNICIPALITY	PERIOD OF VALUATION ROLL	NO. OF PROPERTIES	REFERENCE	CONTACT NUMBER

List properties included in any valuation rolls compiled by you of a special nature / requiring specific skills i.e. airport, mines, quarries, etc.

DESCRIPTION OF PROPERTY	TYPE OF PROPERTY	METHOD OF VALUATION	MUNICIPALITY

Have you compiled any Valuation rolls utilizing GIS and/or AERIAL PHOTOGRAPY? If yes, provide full details:

MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	CONTACT NUMBER

Have you had any experience in reconciling cadaster data with deeds data and thereafter with the municipal valuation roll? If yes, provide full details:

MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	CONTACT NUMBER

VALUATION BOARD HEARING EXPERIENCE

Have you appeared in front of any Valuation Board in terms of previous legislation or the ACT? If yes:

MUNICIPALITY	DATE OF HEARING	NAME OF SECRETARY	NAME OF CHAIRPERSON

VALUATION APPEAL BOARD HEARING EXPERIENCE

Have you appeared in front of any Valuation Appeal Board in terms of previous legislation or the current Act, Act 6 of 2004? If yes:

MUNICIPALITY	DATE OF HEARING	NAME OF SECRETARY	NAME OF CHAIRPERSON	No of appeals	No of appeals upheld by board	What was the % reduction awarded by the board compared to the valuations compiled by you?

I, the undersigned _____ do hereby make oath and say that: The questionnaire has been completed by me in full. I have not withheld any information in regards to the completion of this questionnaire and that all information supplied by me is true and correct. I do further declare that I have read the bid requirements and other information set out and confirm that I have fully acquainted myself with the terms and conditions thereof and fully understand the content and implication of all such conditions. I hereby bind myself to fulfil all obligations and requirements of this bid. Signed by me at _____ on this ____ day of _____ 2024

SIGNATURE

JUSTICE OF PEACE/COMMISSIONER OF OATHS

I hereby certify that the deponent has acknowledged that he/she knows and understands the contents of this affidavit and that it was signed and sworn to before me at _____ on this the ____ day of _____ 2024

Justice of Peace/Commissioner of Oaths

**TO BE STAMPED BY JUSTICE OF PEACE /
 COMMISSIONER OF OATHS**

**PRICING SCHEDULE – FIRM PRICES
(PURCHASES)**

NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS WILL NOT BE CONSIDERED)

Name of Bidder.....	Bid Number.....
Closing Time	Closing Date

OFFER TO BE VALID FOR 90 DAYS FROM THE CLOSING DATE OF BID.

DETERMINATION OF FEES

The following schedule of fees will be the basis of the bid.

Bidder(s) are not permitted to change the basis upon which they have been asked to bid. Any variation from the column "How to bid" will invalidate this bid.

ITEM	DESCRIPTION	HOW TO BID	AMOUNT INCLUDING VAT	COMMENT
1	Supplementary Valuation Roll 2024/2025	Fixed tender amount		Price evaluation will be based on the fixed tender amount as per item 1 of this schedule and not the individual rates of items 1.1 to 1.10 hereunder. The pro-rata adjustments will be calculated on the individual rates of items 1.1 to 1.10 hereof. Multiple use properties will be calculated on the final adjustment as individual entries per multiple use based on the individual break down reflected under items 1.1 to 1.10
		Rate entry per incl VAT		
1.1	Agricultural small holdings			
1.2	Agricultural holdings used for purposes other than agriculture e.g. industrial, transport, offices, etc.			
1.3	Farms used for farming purposes			

ITEM	DESCRIPTION	HOW TO BID	AMOUNT INCLUDING VAT	COMMENT
1.4	Farms used for purposes other than farming			
1.5	Mining Properties			
1.6	Non-residential i.e. business, industrial etc.			
1.7	Residential			
1.8	RDP Housing			
1.9	Sectional title units			
1.10	Township owner interest accounts including unregistered erven comprising the townships			
2	Appeals Board Hearings: Preparation and consultations with professionals appointed by the municipality for specific appeals.	Per hour incl Vat		
2.1	Attendance at Appeal Board hearing	Per day incl Vat		
3	Data collection	Fixed fee incl Vat		Part of compilation fee
4	Public awareness	Fixed fee incl Vat		
5	Valuations other than for rating purposes	State the basis of fees incl Vat		
6	Consultations (excluding with Advocates)	Hourly rate incl VAT		
7	Valuation enquiries	Fixed fee incl Vat		
8	Travelling expenses for valuations and consultations other than for rating and for supplementary valuations where the entry option has been chosen by municipality	State the tariff to be applied incl Vat		
9	Disbursements expenses for valuations and consultations other than for rating and for supplementary valuations where the entry option has been chosen by municipality	State the tariff to be applied incl Vat		

ITEM	DESCRIPTION	HOW TO BID	AMOUNT INCLUDING VAT	COMMENT
10	Additional copies of valuation roll	Per additional copy incl Vat		

ITEM	DESCRIPTION	HOW TO BID	AMOUNT INCLUDING VAT	COMMENT
1	The General Valuation Roll 2025 – 2030.	Fixed tender amount		Price evaluation will be based on the fixed tender amount as per item 1 of this schedule and not the individual rates of items 1.1 to 1.10 hereunder. The pro-rata adjustments will be calculated on the individual rates of items 1.1 to 1.10 hereof. Multiple use properties will be calculated on the final adjustment as individual entries per multiple use based on the individual break down reflected under items 1.1 to 1.10
		Rate entry per incl VAT		
1.1	Agricultural small holdings			
1.2	Agricultural holdings used for purposes other than agriculture e.g. industrial, transport, offices, etc.			
1.3	Farms used for farming purposes			
1.4	Farms used for purposes other than farming			
1.5	Mining Properties			
1.6	Non-residential i.e. business, industrial etc.			
1.7	Residential			
1.8	RDP Housing			

ITEM	DECSRIPTION	HOW TO BID	AMOUNT INCLUDING VAT	COMMENT
1.9	Sectional title units			
1.10	Township owner interest accounts including unregistered erven comprising the townships			
2.	Supplementary valuations			
	Year 1	Rate entry VAT per incl		
	Year 2	Rate entry VAT per incl		
	Year 3	Rate entry VAT per incl		
	Year 4	Rate entry VAT per incl		
	Year 5	Rate entry VAT per incl		
2.1	Section 51 compliance		Nil	Part of compilation fee
2.2	Section 53 (3)	Per reason incl Vat		
3	Appeals Board Hearings: Preparation and consultations with professionals appointed by the municipality for specific appeals.	Per hour incl Vat		
3.1	Attendance at Appeal Board hearing	Per day incl Vat		
4	Data collection	Fixed fee incl Vat		Part of compilation fee
5	Public awareness	Fixed fee incl Vat		
6	Valuations other than for rating purposes	State the basis of fees incl Vat		
7	Consultations (excluding with Advocates)	Hourly rate incl VAT		

ITEM	DECSRIPTION	HOW TO BID	AMOUNT INCLUDING VAT	COMMENT
8	Valuation enquiries	Fixed fee incl Vat		
9	Travelling expenses for valuations and consultations other than for rating and for supplementary valuations where the entry option has been chosen by municipality	State the tariff to be applied incl Vat		
10	Disbursements expenses for valuations and consultations other than for rating and for supplementary valuations where the entry option has been chosen by municipality	State the tariff to be applied incl Vat		
11	Additional copies of valuation roll	Per additional copy incl Vat		

OPTION TO EXTEND THIS CONTRACT

Municipality shall, subject to Bidder having complied with all of the terms and conditions of this bid to the satisfaction of the municipality and subject to them having issued a final delivery certificate have the right to extend this bid for a further period as follows:

For the financial years 1 July 2031 to 30 June 2035

Supplementary valuations for the following periods:

1 July 2030 to 30 June 2031
1 July 2031 to 30 June 2032
1 July 2032 to 30 June 2033
1 July 2033 to 30 June 2034
1 July 2034 to 30 June 2035

In the event of the municipality wishing to either extend or not exercise this option they shall advise Bidder in writing of their decision by no later than 1 July 2033.

ITEM	DECSRIPTION	HOW TO BID	AMOUNT INCLUDING VAT	COMMENT
1	The General Valuation Roll 2030 – 2035.	Fixed tender amount		Price evaluation will be based on the fixed tender amount as per item 1 of this schedule and not the individual rates of items 1.1 to 1.10 hereunder. The pro-rata adjustments will be calculated on the

ITEM	DECSRIPTION	HOW TO BID	AMOUNT INCLUDING VAT	COMMENT
				individual rates of items 1.1 to 1.10 hereof. Multiple use properties will be calculated on the final adjustment as individual entries per multiple use based on the individual break down reflected under items 1.1 to 1.10
		Rate entry VAT	per incl	
1.1	Agricultural small holdings			
1.2	Agricultural holdings used for purposes other than agriculture e.g. industrial, transport, offices, etc.			
1.3	Farms used for farming purposes			
1.4	Farms used for purposes other than farming			
1.5	Mining Properties			

ITEM	DECSRIPTION	HOW TO BID	AMOUNT INCLUDING VAT	COMMENT
1.6	Non-residential i.e. business, industrial etc.			
1.7	Residential			
1.8	RDP Housing			
1.9	Sectional title units			
1.10	Township owner interest accounts including unregistered erven comprising the townships			
2.	Supplementary	Rate entry VAT	per incl	
	Year 1	Rate entry VAT	per incl	
	Year 2	Rate entry	per incl	

		VAT		
	Year 3	Rate entry VAT	per incl	
	Year 4			
	Year 5	Rate entry VAT	per incl	
3.	Section 51 compliance		Nil	Part of compilation fee
3.1	Section 53 (3)	Per reason incl Vat		
4.	Appeals Board Hearings: Preparation and consultations with professionals appointed by the municipality for specific appeals.	Per hour incl Vat		
4.1	Attendance at Appeal Board hearing	Per day incl Vat		
5	Data collection	Fixed fee incl Vat		Part of compilation fee
6	Public awareness	Fixed fee incl Vat		
7	Valuations other than for rating purposes	State the basis of fees incl Vat		
8	Consultations (excluding with Advocates)	Hourly rate incl VAT		
9	Valuation enquiries	Fixed fee incl Vat		
10	Travelling expenses for valuations and consultations other than for rating and for supplementary valuations where the entry option has been chosen by municipality	State the tariff to be applied incl Vat		

ITEM	DECSRIPTION	HOW TO BID	AMOUNT INCLUDING VAT	COMMENT
11	Disbursements expenses for valuations and consultations other than for rating and for supplementary valuations where the entry option has been chosen by municipality	State the tariff to be applied incl Vat		

12	Additional copies of valuation roll	Per additional copy incl Vat		
----	--	------------------------------	--	--

DECLARATION OF INTEREST

- 2. No bid will be accepted from persons in the service of the state¹.
3. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
4. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his/her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, hareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? YES / NO

3.8.1 If yes, furnish particulars.

¹MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
(i) any municipal council;
(ii) any provincial legislature; or
(iii) the national Assembly or the national Council of provinces;
(b) a member of the board of directors of any municipal entity;
(c) an official of any municipality or municipal entity;
(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
(e) a member of the accounting authority of any national or provincial public entity; or
(f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? YES / NO

3.9.1 If yes, furnish particulars.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? ... **YES / NO**

3.10.1 If yes, furnish particulars.
.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars
.....
.....

3.12 *Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?* **YES / NO**

3.12.1 If yes, furnish particulars.
.....
.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.
.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:
.....
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

- a) The applicable preference point system for this tender is the 80/20 preference point system.
- b) 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

NO	Specific goals	Point allocation	Proof to claim specific goals
1	Black person	04	CSD report and Certified copy of Identification
2	Black person and youth	04	CSD report and Certified copy of Identification
3	Black Person and woman	04	CSD report and Certified copy of Identification
4	Black person with disabilities	04	CSD report, Certified copy of Identification and disabilities certificate from a professional doctor
5	Black person living in the rural area or underdeveloped townships(Giyani)	04	Proof of residence
Total point		20	

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$Ps = 80 \left(1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender.

- 4.1. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Black person	-	04	-	
Black person and youth	-	04	-	
Black Person and woman		04	-	
Black person with disabilities	-	04	-	
Black person living in the rural area or underdeveloped townships(Giyani)	-	04	-	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;

iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –

- (a) disqualify the person from the tendering process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and

forward the matter for criminal prosecution, if deemed necessary

 SIGNATURE(S) OF TENDERER(S)
SURNAME AND NAME:
DATE:
ADDRESS:

CONTRACT FORM - RENDERING OF SERVICES

THIS FORM MUST BE FILLED IN DUPLICATE BY BOTH THE SERVICE PROVIDER (PART 1) AND THE PURCHASER (PART 2). BOTH FORMS MUST BE SIGNED IN THE ORIGINAL SO THAT THE SERVICE PROVIDER AND THE PURCHASER WOULD BE IN POSSESSION OF ORIGINALLY SIGNED CONTRACTS FOR THEIR RESPECTIVE RECORDS.

PART 1 (TO BE FILLED IN BY THE SERVICE PROVIDER)

1. I hereby undertake to supply and deliver the goods and services described in the attached bidding documents to **Greater Giyani Municipality** in accordance with the requirements and task directives / proposals specifications stipulated in Bid Number G/G/M/6115/005/2024 at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the Purchaser during the validity period indicated and calculated from the closing date of the bid.
2. The following documents shall be deemed to form and be read and construed as part of this agreement:
 - (i) Bidding documents, viz
 - Invitation to bid
 - Tax clearance certificate
 - Pricing schedule(s)
 - Filled in task directive/proposal
 - Preference claims in terms of the Preferential Procurement Regulations 2022
 - Declaration of interest
 - Special Conditions of Contract;
 - (ii) General Conditions of Contract; and
 - (iii) Other (specify)
3. I confirm that I have satisfied myself as to the correctness and validity of my bid; that the price(s) and rate(s) quoted cover all the services specified in the bidding documents; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
4. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfilment of this contract.
5. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
6. I confirm that I am duly authorised to sign this contract.

NAME (PRINT)

CAPACITY

SIGNATURE

NAME OF FIRM

DATE

WITNESSES	
1
2
	DATE:.....

CONTRACT FORM - RENDERING OF SERVICES

PART 2 (TO BE FILLED IN BY THE PURCHASER)

- 1. I, _____ in my capacity as _____ accept your bid under reference number **G/G/M/6115/005/2024** dated **05th April 2024** for the rendering of services indicated hereunder and/or further specified in the annexure(s).
- 2. An official order indicating service delivery instructions is forthcoming.
- 3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

<i>DESCRIPTION OF SERVICE</i>	PRICE (VAT INCL)	COMPLETION DATE	PREF POINTS CLAIMED FOR SPECIFIC GOALS	PREF POINTS CLAIMED FOR RDP GOALS

4. I confirm that I am duly authorised to sign this contract.

SIGNED ATON

NAME (PRINT)

SIGNATURE



WITNESSES

1

2

DATE:

DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.3.1	If so, furnish particulars:		
Item	Question	Yes	No
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME) CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM TRUE AND CORRECT. I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

in response to the invitation for the bid made by:

(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation)
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit, a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

SCHEDULE 3.1:

RECORD OF ADDENDA TO BID DOCUMENTS

I / We confirm that the following communications received from the Greater Giyani Local Municipality before the submission of this bid offer, amending the bid documents, have been taken into account in this bid offer: *(Attach additional pages if more space is required)*

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Name of Bidder	Signature	Date

1. I / We confirm that no communications were received from the Greater Giyani Municipality before the submission of this bid offer, amending the bid documents.

Name of Bidder	Signature	Date

SCHEDULE 3.2

CLARIFICATION MEETING ATTENDANCE CERTIFICATE

This is to certify that I, _____ representing
_____ in the company of
_____ attended the clarification meeting on..... (Date)

I have made myself familiar with all conditions likely to influence the work and the cost thereof. I further certify that I am satisfied with the description of the work and explanations given at the clarification meeting and that I understand perfectly the work to be done, as specified and implied, in the execution of this contract.

Name of Bidder	Signature	Date

Name of Municipal Representative	Signature	Date