

THE HOUSING DEVELOPMENT AGENCY



BID DOCUMENT

BID NO.: HDA/FS/2019/003

**APPOINTMENT OF A PROFESSIONAL TEAM TO UNDERTAKE
TOWNSHIP ESTABLISHMENT PROCESSES FOR ESTOIRE IN
BLOEMFONTEIN, FREE STATE**

SUBMISSION DATE: 30 SEPTEMBER 2019 @ 11:00

BIDDING ENQUIRIES

HDA HEAD OFFICE

Ms. Sindisiwe Mveli– SCM Office

THE HOUSING DEVELOPMENT AGENCY
BLOCK A, RIVIERA OFFICE PARK
6 – 10 RIVIERA ROAD
KILLARNEY
JOHANNESBURG
2193

Tel: (011) 544 1000

NAME OF BIDDER (BIDDING ENTITY) : _____

TELEPHONE NUMBER : _____

E-MAIL ADDRESS : _____

BID AMOUNT : _____

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VERY IMPORTANT NOTICE ON DISQUALIFICATION

A Bid not complying with the peremptory requirements stated hereunder and in the Bid document, will be regarded as being a not **“Acceptable Bid”** and as such will be rejected.

“Acceptable Bid” means any bid which, in all respects, complies with the conditions of Bid and specifications as set out in the bid document, including conditions as specified in the Preferential Procurement Policy Framework Act No. 5 of 2000, revised Preferential Procurement Regulations (2017 Regulations) and related legislations.

1. Submit bid in the correct bid box;
2. Submit bid before closing date and time;
3. Complete all Forms/Schedules in ink. Do not use pencils or correction fluid to make corrections;
4. Make corrections, if necessary, only by placing a line across the words/numbers to be corrected and initial next to the amended text. Do not scratch out, write over rates, paint over rates or use correction fluid;
5. Attach to the bid document proof of registration (certified copy of a certificate) with SACPLAN as a Professional Planner;

Furthermore, the bid will be considered as not acceptable if:

6. The bidder attempts to influence, or has in fact influenced the evaluation of the bid and/or the awarding of the contract;
7. The bidder during the last 5 years has failed to perform satisfactorily on a previous contract with any organ of state after written notice was given to that bidder that performance was unsatisfactory;
8. The bidder or any of his directors is listed on the Register of Bid Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.

Irrespective of the procurement process followed, no award may be given to a person:

9. who is in the service of the state, or;
10. if that person is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state, or;
11. who is an advisor or consultant contracted with the HDA in respect of contract that would cause a conflict of interest.

HOUSING DEVELOPMENT AGENCY

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**APPOINTMENT OF A PROFESSIONAL TEAM TO UNDERTAKE TOWNSHIP ESTABLISHMENT
PROCESSES FOR ESTOIRE IN BLOEMFONTEIN, FREE STATE**

THE BID

PART T1 Bid Procedures

T1.1 Bid Notice and Invitation to Bid

T1.2 Bid Data

PART T2 Returnable Documents

T2.1 List of Returnable Schedules and Forms

PART C1 Agreements and Contract Data

C1.1 Form of Offer and Acceptance

PART C2 Pricing Data

C2.1 Pricing Instructions

C2.2 Activity Schedule

PART C3 Scope of Works

THE BID

PART T1: BID PROCEDURES

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**APPOINTMENT OF A PROFESSIONAL TEAM TO UNDERTAKE TOWNSHIP ESTABLISHMENT
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PART T1 BID PROCEDURES

T1.1 Bid Notice and Invitation to Bid

T1.2 Bid Data

T1.1 BID NOTICE AND INVITATION TO BID

The Housing Development Agency (HDA) is a national public development agency that promotes the development of sustainable communities by making well-located land and buildings available for the development of housing and human settlements. For more information about the HDA, please visit our website www.thehda.co.za.

The HDA hereby invites suitably qualified and reputable service providers to submit proposals for:

CONTRACT NO: HDA/FS/2019/003

APPOINTMENT OF A PROFESSIONAL TEAM TO UNDERTAKE TOWNSHIP ESTABLISHMENT PROCESSES FOR ESTOIRE IN BLOEMFONTEIN, FREE STATE

Compulsory Briefing Session will be held on the 13th September 2019 from 11:00 at the Mangaung Metropolitan Municipality's Hall, located at Ground Floor, Bram Fischer Building, No. 105 Nelson Mandela Drive, Bloemfontein, Free State.

NB: Failure to attend or late arrival (later than 11:00) at the Compulsory Briefing Session will result in automatic disqualification.

The tender documents may be obtainable from HDA Website www.thehda.co.za/tenders or National Treasury E-portal <http://etenders.treasury.gov.za/> from Monday 09th September 2019. Completed bids, together with supporting documents must be placed in a bid box located at:

The HDA Free State Office, First Floor, Spitskop Building, No. 86 Kellner Street, Westdene, Bloemfontein, Free State, not later than 11:00 on the 30th September 2019. Telegraphic, telephonic, telex, facsimile, e-mail and late proposal submissions will not be accepted.

PLEASE NOTE: The HDA will not be responsible to oversee that proposals sent by courier are placed in the Bid /Tender box.

The assessment and evaluation of submitted proposals will undergo a process of Pre-Qualification and Evaluation Phase. Pre-qualification will be in accordance with the 2017 PPPFA Regulations, which organs of state can apply in order to advance designated groups and transformation. Only tenderers who meet the Pre-qualification criteria stipulated in the tender document will be considered for the Evaluation Phase. A tenderer that fails to meet Pre-qualification criteria will be regarded as an unacceptable tender.

Pre-qualification criterion which a tenderer must meet in order to be considered:

- having a Level 1 – 3 status as a minimum B-BBEE Status Level of Contributor.

Bid related queries may be addressed to Ms. Sindisiwe Mveli via Sindisiwe.Mveli@thehda.co.za

The HDA reserves the right to accept or reject any variation, deviation, tender offer or alternative tender offer and may cancel the tender process and reject all tender offers at any time before the formation of a contract. The HDA will not incur any liability to a tenderer for such cancellation and rejection, but will give written reasons for such action upon request to do so.

EVALUATION OF BIDS

The bids will be evaluated in three (3) stages, namely:

- Stage 1: Pre-qualification
- Stage 2: Functionality
- Stage 3: Financial Offer and Preference Evaluation

STAGE 1: PRE-QUALIFICATION

Failure of the Bidder to submit the following will result in immediate disqualification:

- (i) Submission of proof (certified copy of B-BBEE certificate or Sworn Affidavit) of a bidder having a Level 1 – 3 Status as B-BBEE Status Level of Contributor. A Joint proof (certified copy of B-BBEE certificate) of a bidder having a Level 1 – 3 Status as B-BBEE Status Level of Contributor must be submitted for Joint Venture or Partnerships;
- (ii) Joint Venture Agreement and Power of attorney in case of Joint Ventures;
- (iii) Proof of registration (certified copy of a certificate) with SACPLAN as a Professional Planner.

STAGE 2: FUNCTIONALITY

Functionality of responsive bids submitted will be evaluated according to the predetermined criteria described below, considering, among other factors, the quality, reliability, the technical capacity and ability of a Bidder. A Bid will not be evaluated further if it fails to meet the minimum threshold of total 70 points out of maximum 100 points for functionality as prescribed in the following tables:

CATEGORY	FUNCTIONAL CRITERIA	POINTS ALLOCATION
I	Experience of the Bidder (Company)	40
ii	Key personnel qualifications	30
lii	Key personnel experience	30
TOTAL POINTS		100

EXPERIENCE OF THE BIDDER (COMPANY) (40 POINTS)

The Bidder must submit proof of successfully completed similar and comparative projects, i.e. **An open Township Register**, by attaching copies of open Township Register and Employer’s Reference Letter for each completed project.

TARGETED GOALS	POINTS ALLOCATION
Bidder has submitted inadequate or no information to determine allocated points	0
Bidder has submitted proof of at least 1 successfully completed similar project	10
Bidder has submitted proof of at least 2 successfully completed similar projects	20
Bidder has submitted proof of at least 3 successfully completed similar projects	30
Bidder has submitted proof of at least 4 successfully completed similar projects	40

KEY PERSONNEL QUALIFICATIONS (30 POINTS)

The Bidder must submit Proposed Team Structure, identifying **Town Planner, Land Surveyor, Environmentalist, Conveyancing Attorney, Geotechnical Engineer, Traffic Engineer, Civil Engineer and Electrical Engineer** as key personnel. Copies of CVs and certified copies of certificates of qualifications and professional registrations for each key personnel must be attached for determination of points to be allocated as per the table below:

KEY PERSONNEL	TARGETED GOALS	POINTS ALLOCATION
Town Planner	Inadequate or no information submitted to determine points to be allocated, or CV of Town Planner with no proof of registration (certificate from SACPLAN) as a Professional Planner submitted	0
	CV of Town Planner with proof of registration (certificate from SACPLAN) as a Professional Planner submitted	9
Land Surveyor	Inadequate or no information submitted to determine points to be allocated, or CV of Land Surveyor with no proof of registration (certificate from SAGC) as Professional Land Surveyor submitted	0
	CV of Town Planner with proof of registration (certificate from SAGC) as Professional Land Surveyor submitted	3
Environmentalist	Inadequate or no information submitted to determine points to be allocated or CV of Environmentalist with no proof of qualification (certificate) as Qualified Environmentalist submitted	0
	A CV of Environmentalist with proof of qualification (certificate) as Qualified Environmentalist submitted	3
Conveyancer	Inadequate or no information submitted to determine points to be allocated or CV of Conveyancer with no proof of qualification (certificate) as a Qualified Conveyancer or Attorney submitted	0
	A CV of Conveyancer with proof of qualification (certificate) as a Qualified Conveyancer or Attorney submitted	3
Geotechnical Engineer	Inadequate or no information submitted to determine points to be allocated or CV of Geotechnical Engineer with no proof of registration (certificate from ECSA) as Professional Engineer (Civil) submitted	0
	A CV of Geotechnical Engineer with proof of registration (certificate from ECSA) as Professional Engineer (Civil) submitted	3
Traffic Engineer	Inadequate or no information submitted to determine points to be allocated or CV of Traffic Engineer with no proof of registration (certificate from ECSA) as Professional Engineer (Civil) submitted	0
	A CV of Traffic Engineer with proof of registration (certificate from ECSA) as Professional Engineer (Civil) submitted	3
Civil Engineer	Inadequate or no information submitted to determine points to be allocated or CV of Civil Engineer with no proof of registration (certificate from ECSA) as Professional Engineer (Civil) submitted	0
	A CV of Civil Engineer with proof of registration (certificate from ECSA) as Professional Engineer (Civil) submitted	3

KEY PERSONNEL	TARGETED GOALS	POINTS ALLOCATION
Electrical Engineer	Inadequate or no information submitted to determine points to be allocated or CV of Electrical Engineer with no proof of registration (certificate from ECSA) as Professional Engineer (Electrical) submitted	0
	A CV of Electrical Engineer with proof of registration (certificate from ECSA) as Professional Engineer (Electrical) submitted	3

KEY PERSONNEL EXPERIENCE (30 POINTS)

The Bidder must submit Proposed Team Structure, identifying **Town Planner, Land Surveyor, Environmentalist, Conveyancing Attorney, Geotechnical Engineer, Civil Engineer, Traffic Engineer and Electrical Engineer** as key personnel. Copies of CVs and certified copies of certificates of qualifications and professional registrations for each key personnel must be attached for determination of points to be allocated as per the table below:

KEY PERSONNEL	TARGETED GOALS	POINTS ALLOCATION
Town Planner	Inadequate or no information submitted to determine points to be allocated or a CV of Town Planner with less than 5 years of relevant Town Planning experience submitted	0
	CV of Town Planner with 5 to 9 years of relevant Town Planning experience submitted	5
	CV of Town Planner with 10 and more years of relevant Town Planning experience submitted	9
Land Surveyor	Inadequate or no information submitted to determine points to be allocated or a CV of Land Surveyor with less than 5 years of relevant Land Surveying experience submitted	0
	CV of Land Surveyor with 5 to 9 years of relevant Land Surveying experience submitted	2
	CV of Land Surveyor with 10 and more years of relevant Land Surveying experience submitted	3
Environmentalist	Inadequate or no information submitted to determine points to be allocated or a CV of Environmentalist with less than 5 years of relevant Environment Impact Assessment experience submitted	0
	CV of Environmentalist with 5 to 9 years of relevant Environment Impact Assessment experience submitted	2
	CV of Environmentalist with 10 and more years of relevant Environment Impact Assessment experience submitted	3
Conveyancer	Inadequate or no information submitted to determine points to be allocated or a CV of Conveyancer with less than 5 years of relevant Conveyancing experience submitted	0
	CV of Conveyancer with 5 to 9 years of relevant Conveyancing experience submitted	2
	CV of Conveyancing with 10 and more years of relevant Conveyancing experience submitted	3
Geotechnical Engineer	Inadequate or no information submitted to determine points to be allocated or a CV of Geotechnical Engineer with less than 5 years of relevant Geotechnical Engineering experience submitted	0

KEY PERSONNEL	TARGETED GOALS	POINTS ALLOCATION
	CV of Geotechnical Engineer with 5 to 9 years of relevant Geotechnical Engineering experience submitted	2
	CV of Geotechnical Engineer with 10 and more years of relevant Geotechnical Engineering experience submitted	3
Traffic Engineer	Inadequate or no information submitted to determine points to be allocated or a CV of Traffic Engineer with less than 5 years of relevant Traffic Engineering experience submitted	0
	CV of Geotechnical Engineer with 5 to 9 years of relevant Geotechnical Engineering experience submitted	2
	CV of Traffic Engineer with 10 and more years of relevant Traffic Engineering experience submitted	3
Civil Engineer	Inadequate or no information submitted to determine points to be allocated or a CV of Civil Engineer with less than 5 years of relevant Civil Engineering experience submitted	0
	CV of Civil Engineer with 5 to 9 years of relevant Civil Engineering experience submitted	2
	CV of Civil Engineer with 10 and more years of relevant Civil Engineering experience submitted	3
Electrical Engineer	Inadequate or no information submitted to determine points to be allocated or a CV of Electrical Engineer with less than 5 years of relevant Electrical Engineering experience submitted	0
	CV of Electrical Engineer with 5 to 9 years of relevant Electrical Engineering experience submitted	2
	CV of Electrical Engineer with 10 and more years of relevant Electrical Engineering experience submitted	3

STAGE 3: FINANCIAL OFFER AND PREFERENCE EVALUATION

All responsive bids that qualify by meeting the minimum thresholds for functionality are then evaluated on the basis of price and preference in accordance with the 2017 Regulations of the Preferential Procurement Policy Framework Act No. 5 of 2000. The points scored for functionality are not carried over or considered in the calculation of the Financial and Preference evaluation.

- (1) The following formula will be used to calculate the points out of 80 for price in respect of a tender value, inclusive of all applicable taxes:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of tender under consideration;
 P_t = Price of tender under consideration, and;
 P_{\min} = Price of lowest acceptable tender.

- (2) The following table must be used to calculate the score out of 20 for BBEE:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- (3) A tenderer must submit proof of its B-BBEE status level of contributor.
- (4) A tenderer failing to submit proof of B-BBEE status level of contributor or is a non-compliant contributor to B-BBEE may not be disqualified, but:
- (a) may only score points out of 80 for price, and;
 - (b) scores 0 points out of 20 for B-BBEE.
- (5) A tenderer may not be awarded points for B-BBEE status level of contributor if the tender documents indicate that the tenderer intends subcontracting more than 25% of the value of the contract to any other person not qualifying for at least the points that the tenderer qualifies for, unless the intended subcontractor is an EME that has the capability to execute the subcontract.
- (6) The points scored by a tenderer for B-BBEE in terms of sub-regulation (2) must be added to the points scored for price under sub-regulation (1).
- (7) The points scored must be rounded off to the nearest two decimal places.
- (8) Subject to sub-regulation (9) and regulation 11, the contract must be awarded to the tenderer scoring the highest points.

(9) (a) If the price offered by a tenderer scoring the highest points is not market related, the organ of state may not award the contract to that tenderer.

(b) The organs of state may

(i) negotiate a market-related price with the tenderer scoring the highest points or cancel the tender;

(ii) if the tenderer does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the second highest points or cancel the tender;

(iii) if the tenderer scoring the second highest points does not agree to a market-related price, negotiate a market-related price with the tenderer scoring the third highest points or cancel the tender.

(c) If a market-related price is not agreed as envisaged in paragraph (b)(iii), the organ of state must cancel the tender.

THE BID

PART T2 : RETURNABLE DOCUMENTS

HOUSING DEVELOPMENT AGENCY

BID NUMBER: HDA/FS/2019/003

BID DOCUMENT

APPOINTMENT OF A PROFESSIONAL TEAM TO UNDERTAKE TOWNSHIP ESTABLISHMENT PROCESSES FOR ESTOIRE IN BLOEMFONTEIN, FREE STATE

T2.1 LIST OF RETURNABLE SCHEDULES AND FORMS

The Bid Document must be submitted as a whole. All forms must be properly completed as required and the document shall not be taken apart or altered in any way whatsoever.

All forms must be duly completed in **black ink** as required.

The list of returnable documents, which consists of forms and schedules to be completed and company specific certificates and information pages to be attached, comprise the following:

- Schedule A : Certificate of Authority of Signatory
- Schedule B : Company Registration Details
- Schedule C : Invitation to Bid (SBD 1)
- Schedule D : Tax Clearance Certificate Requirements (SDB 2)
- Schedule E : Declaration of Interest (SBD4)
- Schedule F : Preference Points Claim Form in terms of Preferential Procurement Regulations, 2017 (SBD 6.1)
- Schedule G : Declaration of Bidder's past Supply Chain Management Practices (SBD 8)
- Schedule H : Certificate of Independent Bid Determination (SBD 9)
- Schedule I : Certificate of Registration with SACPLAN
- Schedule J : Functionality Evaluation
- Schedule K : BBB-EE Status Level Certification

SCHEDULE A: CERTIFICATE OF AUTHORITY FOR SIGNATORY

Indicate the status of the Bidder by ticking the appropriate box hereunder. The Bidder must complete the certificate set out below for the relevant category.

(I) COMPANY	(II) CLOSE CORPORATION	(III) JOINT VENTURE	(IV) PARTNERSHIP	(V) SOLE PROPRIETOR

Signatories for Companies, Close Corporations, Partnerships, Joint Ventures or Sole Proprietors must establish their authority thereto by attaching a copy of the relevant resolution of their Board of Directors, Members or Partners duly signed and dated.

(I) CERTIFICATE FOR COMPANY

I, _____ chairperson of the Board of

Directors of _____,

hereby confirm that by resolution of the Board (copy attached) taken on _____ 20____,

Mr/Ms _____

acting in the capacity as _____,

is authorized to sign all documents in connection with the Bid No.: HDA/FS/2019/003, and any contract resulting from it, on behalf of the company.

Chairman : _____

Witness (1) : _____ Witness (2) : _____

(II) CERTIFICATE FOR CLOSE CORPORATION

We, the undersigned, being the key members in the business trading as

hereby authorise Mr/Ms _____,

acting in the capacity of _____

to sign all documents in connection with the Bid No.: HDA/FS/2019/003, and any contract resulting from it, on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all key members upon whom rests the directions of the affairs of the Close Corporation as a whole.

(III) CERTIFICATE JOINT VENTURE

We, the undersigned, are submitting this Bid in Joint Venture and hereby authorize

Mr/Ms _____,

authorized signatory of the Joint Venture _____

_____ acting in the capacity of lead partner, to sign all documents in connection with the

Bid No.: HDA/FS/2019/003 and any contract resulting from it, on our behalf. This authorization is evidenced by the attached power of attorney signed by legally authorized signatories of all the partners to the Joint Venture.

NAME OF FIRM	ADDRESS	DULY AUTHORISED SIGNATORY
		Name
		Signature
		Designation
		Name
		Signature
		Designation
		Name
		Signature
		Designation

Note: This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

(IV) CERTIFICATE FOR PARTNERSHIP

We, the undersigned, being the key partners in the business trading as _____

_____ hereby authorise Mr/Ms _____

acting in the capacity of _____

to sign all documents in connection with the Bid No.: HDA/FS/2019/003 and any contract resulting from it, on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

Note: This certificate is to be completed and signed by all key members upon whom rests the direction of the affairs of Partnership as a whole.

(V) CERTIFICATE FOR SOLE PROPRIETOR

I, _____

hereby confirm that I am the sole owner of the business trading as _____

Signature of Sole Owner : _____

Date : _____

Witness (1) : _____

Witness (2) : _____

SCHEDULE B: COMPANY REGISTRATION DETAILS

The Bidder must provide Company Registration details on the space provided below and attach Certificates as proof of Registration.

NAME OF COMPANY : _____

COMPANY REGISTRATION NUMBER : _____

NO. OF DIRECTORS/SHAREHOLDERS : _____

The space below must be used in the case of Joint Venture or partnership.

1. NAME OF COMPANY : _____

CO. REGISTRATION NUMBER : _____

NO. DIRECTORS/SHAREHOLDERS : _____

2. NAME OF COMPANY : _____

CO. REGISTRATION NUMBER : _____

NO. DIRECTORS/SHAREHOLDERS : _____

3. NAME OF COMPANY : _____

CO. REGISTRATION NUMBER : _____

NO. DIRECTORS/SHAREHOLDERS : _____

4. NAME OF COMPANY : _____

CO. REGISTRATION NUMBER : _____

NO. DIRECTORS/SHAREHOLDERS : _____

5. NAME OF COMPANY : _____

CO. REGISTRATION NUMBER : _____

NO. DIRECTORS/SHAREHOLDERS : _____

**SCHEDULE C
PART A
INVITATION TO BID**

SBD 1

YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (THE HOUSING DEVELOPMENT AGENCY (HDA))					
BID NUMBER:	HDA/FS/2019/003	CLOSING DATE:	30 SEPTEMBER 2019	CLOSING TIME:	11:00
DESCRIPTION	APPOINTMENT OF A PROFESSIONAL TEAM TO UNDERTAKE TOWNSHIP ESTABLISHMENT PROCESSES FOR ESTOIRE IN BLOEMFONTEIN, FREE STATE				
THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
SUPPLIER INFORMATION					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME: _____			
[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs& QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]					
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?		<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]		ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? <input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW]	
SIGNATURE OF BIDDER			DATE	
CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)					
TOTAL NUMBER OF ITEMS OFFERED				TOTAL BID PRICE (ALL INCLUSIVE)	
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:			TECHNICAL INFORMATION MAY BE DIRECTED TO:		
DEPARTMENT/ PUBLIC ENTITY	SCM		CONTACT PERSON	Sabelo Hlatshwayo	
CONTACT PERSON	Sindisiwe Mwel		TELEPHONE NUMBER	051 409 0220	
TELEPHONE NUMBER	011-544-1000		FACSIMILE NUMBER		
FACSIMILE NUMBER	011-544-1006/7		E-MAIL ADDRESS	Sabelo.Hlatshwayo@thehda.co.za	

PART B
TERMS AND CONDITIONS FOR BIDDING

1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION. THE BID BOX IS GENERALLY OPEN DURING OFFICE HOURS, MONDAY TO FRIDAY, FROM 08H00 TO 16H00.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED – (NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? YES NO
- 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA? YES NO
- 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA? YES NO
- 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA? YES NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SCHEDULE D: TAX CLEARANCE CERTIFICATE REQUIREMENTS

It is a condition of bid that the taxes of the successful bidder **must** be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

- 1 In order to meet these requirement bidders are required to complete in full form TCC 001 "Application for a Tax Clearance Certificate" and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
- 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
- 3 The original and valid Tax Clearance Certificate with Tax Compliance Status (SARS Pin) must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 4 In bids where Consortia / Joint Ventures / Sub-contractors are involved each party must submit a separate original and valid Tax Clearance Certificate.
- 5 Copies of the TCC 001 "Application for a Tax Clearance Certificate" form, are available from any SARS branch office nationally or on the website www.sars.gov.za.
- 6 Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website www.sars.gov.za.

Signature of Bidder: _____

Date: _____

SCHEDULE E: DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

- 2.1. Full Name of bidder or his or her representative:
- 2.2. Identity Number:
- 2.3. Position occupied in the Company (director, shareholder etc.):
- 2.4. Company Registration Number:
- 2.5. Tax Reference Number:
- 2.6. VAT Registration Number:

* "State" means –

- (a) 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);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2.7 Are you or any person connected with the bidder presently employed by the state?

YES / NO

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member:

Name of state institution to which the person is connected:

Position occupied in the state institution:

Any other particulars:

.....
.....
.....

2.8 Did you or your spouse, or any of the company's directors/ shareholders / members or their spouses conduct business with the state in the previous twelve months?

YES / NO

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.9.1 If so, furnish particulars.

.....
.....
.....

2.10 Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between the bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

YES / NO

2.10.1 If so, furnish particulars.

.....
.....

2.11 Do you or any of the directors /shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract? **YES / NO**

2.11.1 If so, furnish particulars:

.....

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

Full Name	Identity Number	Personal Income Tax Reference Number	State Employee Number / Persal Number

4. DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2.1 TO 2.11.1 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
 Signature

.....
 Date

.....
 Position

.....
 Name of bidder

**SCHEDULE F: PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS 2017**

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

NB : BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

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

1.2 The value of this bid is estimated to not exceed R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable;

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	
B-BBEE STATUS LEVEL OF CONTRIBUTOR	
Total points for Price and B-BBEE must not exceed	100

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

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

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;
 - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
 - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) **“QSE”** means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80/20 PREFERENCE POINT SYSTEMS

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

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of tender under consideration;

P_t = Price of tender under consideration, and;

P_{\min} = Price of lowest acceptable tender.

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

5. BID DECLARATION

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

6.1 B-BBEE Status Level of Contributor: = (maximum of 20 points)
 (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. SUB-CONTRACTING

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate

- i) What percentage of the contract will be subcontracted%
- ii) The name of the subcontractor
- iii) The B-BBEE status level of the subcontractor
- iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in terms of Preferential Procurement Regulations,2017:

Designated Group: An EME or QSE which is at last 51% owned by:	EME √	QSE √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
OR		
Any EME		
Any QSE		

8. DECLARATION WITH REGARD TO COMPANY/FIRM

8.1 Name of Company/Firm:

8.2 VAT Registration Number:

8.3 Company Registration Number:

8.4 TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One Person Business/Sole Propriety
- Close Corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

8.6 COMPANY CLASSIFICATION

- Manufacturer
- Supplier
- Professional Service Provider
- Other Service Providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

8.7 Total number of years the company/firm has been in business:

8.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we 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 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
 - (a) disqualify the person from the bidding 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 bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury 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;
 - (e) forward the matter for criminal prosecution.

WITNESSES

1.

.....
SIGNATURE(S) OF BIDDERS(S)

2.

DATE

ADDRESS

.....
.....

SCHEDULE G: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

1. This Standard Bidding Document must form part of all bids invited.
2. It serves as a declaration to be used by institutions 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 disregarded if that bidder, or any of its directors have-
 - a. abused the institution's supply chain management system;
 - b. committed fraud or any other improper conduct in relation to such system; or
 - c. failed to perform on any previous contract.
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	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p>The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?</p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Was any contract between the bidder and any 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"/>
4.4.1	If so, furnish particulars:		

CERTIFICATION

**I, THE UNDERSIGNED (FULL NAME)
CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS 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

Js365bW

SCHEDULE H: CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Standard Bidding Document (SBD) must form part of all bids¹ invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging)². Collusive bidding is a pe se prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
 - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
 - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging. 5 In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

¹ Includes price quotations, advertised competitive bids, limited bids and proposals.

² Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

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 Institution)

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.

³ Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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

Js914w 2

SCHEDULE I: CERTIFICATE OF REGISTRATION WITH SACPLAN

The Bidder shall attach hereto the Proof of Professional Registration (certified copy of certificate) of an individual registered with the South African Council for Planners (SACPLAN) in terms of the Planning Profession Act (Act 36 of 2002) as a Professional Planner.

NAME OF REGISTERED PERSON : _____

REGISTRATION (PR) NUMBER : _____

POSITION IN THE COMPANY : _____

SIGNATURE: _____ DATE: _____
(Authorised Person)

SCHEDULE J: FUNCTIONALITY EVALUATION RELATED EXPERIENCE OF BIDDER
(NB: This schedule is used in evaluating Functionality)

The Bidder shall list below or in a separate schedule a statement of those works/services of similar nature (An open Township Register) which they have satisfactorily completed in the past five years. Information must be provided in the format provided below. It is essential that telephone contact details of references be supplied.

Please Note : Copies of open Township Register and the Employer's Reference Letter for Each project must also be attached as proof.

PROJECT NAME	PROJECT VALUE	COMPLETION DATE	CONTACT PERSON

NB: Please attach separate page if space provided is not sufficient

SIGNATURE: _____ DATE: _____
 (Authorised Person)

KEY PERSONNEL QUALIFICATION AND EXPERIENCE
(NB: This schedule is used in Evaluating Functionality)

The Bidder shall attach hereto a shortened CV (with copies of required certificates) for each key personnel available to work on the project in the Categories of Town Planner, Land Surveyor, Environmentalist, Conveyancer, Geotechnical Engineer, Traffic Engineer, Civil Engineer and Electrical Engineer.

The Bidder shall list below the key personnel to be used on this project.

NAME	POSITION	QUALIFICATIONS	YEARS OF EXPERIENCE
	Town Planner		
	Land Surveyor		
	Environmentalist		
	Conveyancer		
	Geotechnical Engineer		
	Traffic Engineer		
	Civil Engineer		
	Electrical Engineer		

SIGNATURE: _____ DATE: _____
 (Authorised Person)

SCHEDULE K – BROAD-BASED BLACK ECONOMIC EMPOWERMENT (BBBEE) STATUS LEVEL CERTIFICATION

Please note that failure to submit the certified copies of B-BBEE Status Level Certificates with Level 1 – 3 Status will result in disqualification, and no points will be claimed for any Status Level at this stage. The bidder must demonstrate compliance with the Broad-Based Black Economic Empowerment Act No. 53 of 2003, and applicable amendments and regulations, by attaching hereto the B-BBEE Status Level Certificate of the Bidding Company and/or Joint Venture Partners.

Only B-BBEE status level certificates issued by the following are valid:

- Verification Agencies accredited by the South African National Accreditation System (SANAS), or;
- Registered Auditors approved by the Independent Regulatory Board of Auditors (IRBA) in accordance with the approval granted by the Department of Trade and Industry.

Please note that a Joint B-BBEE Status Level Certificate, issued by the above-mentioned institutions, must be submitted for Joint Venture or Partnerships.

THE CONTRACT

PART C1: AGREEMENTS AND CONTRACT DATA

HOUSING DEVELOPMENT AGENCY

BID NUMBER: HDA/FS/2019/003

BID DOCUMENT

**APPOINTMENT OF A PROFESSIONAL TEAM TO UNDERTAKE TOWNSHIP ESTABLISHMENT
PROCESSES FOR ESTOIRE IN BLOEMFONTEIN, FREE STATE**

PART C1 AGREEMENTS AND CONTRACT DATA

C1.1 Form of Offer and Acceptance

C1.2 Contract Data

HOUSING DEVELOPMENT AGENCY

BID NUMBER: HDA/FS/2019/003

BID DOCUMENT

APPOINTMENT OF A PROFESSIONAL TEAM TO UNDERTAKE TOWNSHIP ESTABLISHMENT PROCESSES FOR ESTOIRE IN BLOEMFONTEIN, FREE STATE

C1.1 FORM OF OFFER AND ACCEPTANCE

(AGREEMENT)

OFFER

The Client, identified in the Acceptance signature block, has solicited offers to enter into a contract for the procurement of Professional services for APPOINTMENT OF A PROFESSIONAL TEAM TO UNDERTAKE TOWNSHIP ESTABLISHMENT PROCESSES FOR ESTOIRE IN BLOEMFONTEIN, FREE STATE.

The Bidder, identified in the Offer signature block below, has examined the documents listed in the Bid Data and addenda thereto as listed in the Bid Schedules, and by submitting this Offer has accepted the Conditions of Bid.

By the representative of the Bidder, deemed to be duly authorised, signing this apart of this Form of Offer and Acceptance, the Bidder offers to perform all of the obligations and liabilities of the Service Provider under the Contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the Conditions of Contract identified in the Contract Data.

THE OFFERED TOTAL OF THE PRICES INCLUSIVE OF VALUE ADDED TAX IS

.....

..... Rands (in words);

R..... (in figures),

This Offer, or part thereof, may be accepted by the Client by signing the Acceptance part of this Form of Offer and Acceptance and returning one copy of this document to the Bidder before the end of the period of validity stated in the Bid Data, whereupon the Bidder becomes the party named as the Service Provider in the Conditions of Contract identified in the Contract Data.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the Bid documents and the receipt by the Bidder of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

FOR THE BIDDER:

Name :

Capacity :

Name of Bidder :

Address :

:

Signature :

Date :

Witness (1)

Name :

Signature :

Date :

Witness (2)

Name :

Signature :

Date :

ACCEPTANCE

By signing this part of this Form of Offer and Acceptance, the Client identified below accepts the Bidder's Offer for the procurement of Professional services for **APPOINTMENT OF A PROFESSIONAL TEAM TO UNDERTAKE TOWNSHIP ESTABLISHMENT PROCESSES FOR ESTOIRE IN BLOEMFONTEIN, FREE STATE**. In consideration thereof, the Client shall pay the Service Provider the amount due in accordance with the Conditions of Contract identified in the Contract Data. Acceptance of the Bidder's Offer shall form an agreement, between the Client and the Bidder upon the terms and conditions contained in this Agreement and in the Contract that is the subject of this Agreement.

The terms of the contract are contained in

- Part C1 Agreements and Contract Data, (which includes this Form of Offer and Acceptance)
- Part C2 Pricing Data
- Part C3 Scope of Work

Deviations from and amendments to the documents listed in the Bid Data and any addenda thereto as listed in the Bid Schedules as well as any changes to the terms of the bid offer agreed by the bidder and the client during the process of offer and acceptance, are contained in the Schedule of Deviations (if any) attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in the Schedule of Deviations.

The Bidder shall within two weeks after receiving a completed copy of this Agreement, contact the Client's agent (whose details are given in the Contract Data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the Conditions of Contract identified in the Contract Data. Failure to fulfil any of these obligations in accordance with those terms shall constitute a repudiation of this Agreement.

Notwithstanding anything contained herein, this Agreement comes into effect on the date when the Bidder receives one fully completed original copy of this document, including the Schedule of Deviations (if any). Unless the Bidder within five working days of the date of such receipt notifies the Client in writing of any reason why he cannot accept the contents of this Agreement, this Agreement shall constitute a binding contract between the parties.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the Bid documents and the receipt by the Bidder of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this Agreement.

FOR THE CLIENT:

Name :

Capacity :

Name of Bidder :

Address :

:

Signature :

Date :

Witness (1)

Name :

Signature :

Date :

Witness (2)

Name :

Signature :

Date :

HOUSING DEVELOPMENT AGENCY

BID NUMBER: HDA/FS/2019/003

BID DOCUMENT

APPOINTMENT OF A PROFESSIONAL TEAM TO UNDERTAKE TOWNSHIP ESTABLISHMENT PROCESSES FOR ESTOIRE IN BLOEMFONTEIN, FREE STATE

SCHEDULE OF DEVIATIONS AND ADDENDA TO BID DOCUMENTS

The extent of deviations from the bid documents issued by the Client before the closing date is limited to those permitted in terms of the conditions of bid. A bidder covering letter (if any) shall not be included in the final contract document. Should any matter in such letter, which constitutes a deviation as aforesaid, become the subject of agreements reached during the process of offer and acceptance, the outcome of such agreement shall be recorded here. Any matter arising from the offer and acceptance either as a confirmation, clarification or change to the bid documents and which it is agreed in writing by the Parties becomes an obligation of the contract shall also be recorded and attached here. We confirm that the following written communication (if any) received from the Client before the submission of this Bid offer, has been taken into account in the Bid offer.

	Date	Title or Details
1		
2		
3		
4		
5		

Attach to the bid documents any written communication received from the Client (if any). Record such addenda in the above schedule.

Signed by the Bidder :

Date :

Name :

THE CONTRACT

PART C2 : PRICING DATA

HOUSING DEVELOPMENT AGENCY

BID NUMBER: HDA/FS/2019/003

BID DOCUMENT

**APPOINTMENT OF A PROFESSIONAL TEAM TO UNDERTAKE TOWNSHIP ESTABLISHMENT
PROCESSES FOR ESTOIRE IN BLOEMFONTEIN, FREE STATE**

PART C2 PRICING DATA

C2.1 Pricing Instructions

C2.2 Activity Schedule

HOUSING DEVELOPMENT AGENCY

BID NUMBER: HDA/FS/2019/003

BID DOCUMENT

APPOINTMENT OF A PROFESSIONAL TEAM TO UNDERTAKE TOWNSHIP ESTABLISHMENT PROCESSES FOR ESTOIRE IN BLOEMFONTEIN, FREE STATE

C2.1 PRICING INSTRUCTIONS

- The Bidder must study or refer to Scope of Works when completing the Activity Schedule.
- The Bidder is to allocate a maximum lump sum bid to each item in the Activity Schedule.
- The bidder to submit Project Implementation Plan with cost breakdowns that outline how the project will be executed.
- Activities must be completed to the satisfaction of the client and invoiced on completion of the activity.
- The bid and the total price for each activity may not be exceeded.
- The amounts inserted in the Activity Schedules are deemed to include for all expenses, costs, profit, general obligations etc., necessary to carry out the professional services described in the various documents.
- Amounts due to the Service Provider shall be paid by the client within thirty (30) days of receipt of correct or corrected relevant invoices.
- The Client reserves the right, by giving written notice to the Bidder, to stop the progress of a project stage at any time. Should the Client exercise this right, the client will pay the Bidder for work done and expenses incurred only up to the time that the notice was given.

HOUSING DEVELOPMENT AGENCY

BID NUMBER: HDA/FS/2019/003

BID DOCUMENT

APPOINTMENT OF A PROFESSIONAL TEAM TO UNDERTAKE TOWNSHIP ESTABLISHMENT
PROCESSES FOR ESTOIRE IN BLOEMFONTEIN, FREE STATE

C2.2 ACTIVITY SCHEDULE

The activity schedules must be completed in full and all expected costs must be reflected including all costs, expenses and disbursements all as described in the pricing instructions. Please refer to the Scope of Works when completing the schedule.

ITEM	DESCRIPTION	LUMP SUM RAND
1	Project Inception	
2	Completion of Studies, Layout and Submission of Complete Application	
3	Land Surveying and SG Approval	
4	Opening of Township Register and Project Handover	
	Sub -Total	
	Vat @ 15%	
	GRAND TOTAL	

NAME OF BIDDER : _____

AUTHORIZED SIGNATURE : _____

DATE : _____

THE CONTRACT

PART C3 : SCOPE OF WORKS

HOUSING DEVELOPMENT AGENCY

BID DOCUMENT

APPOINTMENT OF A PROFESSIONAL TEAM TO UNDERTAKE TOWNSHIP ESTABLISHMENT PROCESSES FOR ESTOIRE IN BLOEMFONTEIN, FREE STATE

C3 SCOPE OF WORK

1. INTRODUCTION & BACKGROUND

The Housing Development Agency (HDA) is a national public development agency established by an Act of Parliament (Act 23 of 2008). The HDA promotes sustainable communities by making well-located land and buildings available for the development of housing and human settlements. As an organ of state, the HDA is accountable through its board to the Minister of Human Settlements. Visit www.thehda.co.za for more information.

As part its legislative mandate to develop sustainable human settlements, the HDA, together with Mangaung Metropolitan Municipality and the Free State Province, have acquired various land parcels in Estoire Bloemfontein. This project is part of the Priority Integrated Housing Programmes of the Province, aimed at addressing past spatial injustices. After completion, the project promises to deliver approximately 5576 housing opportunities. The proposed project is a Brownfield development that will create a regional integration of North and south Bloemfontein, and other developments along the N8 corridor such as the Airport Node and raceway. The site is earmarked for future residential, Industrial and mixed-use development.

Subsequent to the acquisition, the HDA have undertaken an Urban Design Framework on Estoire settlements. Combined, the plots are 191.4 ha in extent, and are made up of the following:

PROPERTY DESCRIPTION	SIZE (HA)
Plot 55, Estoire Settlement, Bloemfontein	4,2827
Plot 56, Estoire Settlement, Bloemfontein	2,1416
Portion 1 of Plot 56, Estoire Settlement, Bloemfontein	2,1411
Plot 72, Estoire Settlement, Bloemfontein	4,2827
Plot 73, Estoire Settlement, Bloemfontein	4,2827
Plot 74, Estoire Settlement, Bloemfontein	4,2827
Plot 80, Estoire Settlement, Bloemfontein	4,2827
Plot 81, Estoire Settlement, Bloemfontein	4,2827
Plot 82, Estoire Settlement, Bloemfontein	4,2827
Plot 83, Estoire Settlement, Bloemfontein	4,2827
Plot 84, Estoire Settlement, Bloemfontein	4,2827
Plot 85, Estoire Settlement, Bloemfontein	4,2827
Plot 86, Estoire Settlement, Bloemfontein	2,1412
Portion 1 of Plot 86, Estoire Settlement, Bloemfontein	2,1415
Plot 87, Estoire Settlement, Bloemfontein	4,2827
Plot 92, Estoire Settlement, Bloemfontein	4,2827
Plot 93, Estoire Settlement, Bloemfontein	4,2827
Portion 1 of Plot 94, Estoire Settlement, Bloemfontein	1,0004
Portion 2 of Plot 94, Estoire Settlement, Bloemfontein	1,0004
Portion 3 of Plot 94, Estoire Settlement, Bloemfontein	0,9827

PROPERTY DESCRIPTION	SIZE (HA)
Plot 95, Estoire Settlement, Bloemfontein	4,2827
Plot 96, Estoire Settlement, Bloemfontein	4,2827
Plot 98, Estoire Settlement, Bloemfontein	4,2827
Plot 99, Estoire Settlement, Bloemfontein	4,2827
Plot 100, Estoire Settlement, Bloemfontein	4,2827
Plot 106, Estoire Settlement, Bloemfontein	4,2827
Plot 107, Estoire Settlement, Bloemfontein	4,2827
Plot 108, Estoire Settlement, Bloemfontein	4,2826
Plot 109, Estoire Settlement, Bloemfontein	4,2827
Plot 110, Estoire Settlement, Bloemfontein	4,2827
Plot 111, Estoire Settlement, Bloemfontein	4,2827
Plot 112, Estoire Settlement, Bloemfontein	4,827
Plot 113, Estoire Settlement, Bloemfontein	4,2827
Plot 119, Estoire Settlement, Bloemfontein	4,2827
Plot 120, Estoire Settlement, Bloemfontein	4,2827
Plot 121, Estoire Settlement, Bloemfontein	4,2827
Plot 122, Estoire Settlement, Bloemfontein	4,2827
Plot 123, Estoire Settlement, Bloemfontein	4,2827
Plot 124, Estoire Settlement, Bloemfontein	4,2827
Plot 125, Estoire Settlement, Bloemfontein	4,2827
Plot 126, Estoire Settlement, Bloemfontein	4,2827
Plot 127, Estoire Settlement, Bloemfontein	4,2827
Plot 135, Estoire Settlement, Bloemfontein	4,2827
Plot 136, Estoire Settlement, Bloemfontein	4,2827
Plot 137, Estoire Settlement, Bloemfontein	4,2827
Plot 138, Estoire Settlement, Bloemfontein	4,2827
Plot 139, Estoire Settlement, Bloemfontein	4,2827
Plot 142, Estoire Settlement, Bloemfontein	4,2827
Plot 143, Estoire Settlement, Bloemfontein	4,2827

The **Urban Design Framework** seeks to address these key areas;

- mixed use – ‘airport-related’;
- mixed income and housing types;
- accessible range of services and facilities;
- integrated with surroundings;
- integrated land use and transport;
- pedestrian-oriented;
- NMT and public transport;
- survival strategies;
- sense of place, and;
- safe and convenient

Potential Yield

	Precinct	Density
Number of 300 ² erven	2565 units	33 du/ha
Number of 500 ² erven	351 units	20 du/ha
Walk-ups (3 storey)	1902 units	600 du/ha
Grouped Housing (2 storey)	758 units	400 du/ha
Total	5576 units	

AREA DESCRIPTION

The N8 Corridor Development was identified as one of the catalytic restructuring elements for urban networking spaces, developments and footprint, and has been earmarked for multi-uses, which inter alia includes integrated human settlement development. The notion of inter-governmental support and alignment of programs as called for by the municipality in what has largely necessitated the need for this proposal. Estoire settlement is therefore ideally and strategically located along this N8 Development Corridor. Estoire settlements are located east of the CBD and west of the Bram Fischer Airport, along the N8 which goes to Thaba N'chu.

The Airport Node consists of two main phases:

- Phase 1 is the southern portion situated below the N8 Airport Interchange, and;
- Phase 2 is the Northern portion which is located around the north eastern boundary of the Bram Fisher International Airport.

PHASE 1

Phase 1 consists mainly of residential, retail, business and mixed land use zones. The residential areas are a mix of low, medium and high density sectional title units, with some full title units. The mixed land use consists of a mixture of residential, retail and business. Other land uses contained within the Airport Node are:

- hotels and conference facilities;
- a hospital and clinics;
- places of worship;
- crèches,
- primary, secondary and tertiary educational facilities;
- government buildings;
- open green space and protected green space.

PHASE 2

Phase 2 consists mainly of industrial with some residential, commercial, mixed-use, civic, educational, and medical facilities. The residential areas are a mix of medium and high density sectional title units. The commercial areas will be a mix of showrooms, retail, business and hotels. Phase 2 will be developed in stages, focusing on the light industrial and mixed-use areas to encourage interest from private developers. The intent is to develop and install bulk and link services for the Mangaung Metropolitan Municipality, to enable private developers to purchase properties within the Airport Node and connect their internal services to the link infrastructure. The interface between the developer's internal infrastructure and the link infrastructure will be managed by the municipality

Annexure 1, below, indicates the site locality



2. OBJECTIVE OF THE PROJECT

The objectives of the project are two-fold. Firstly, to address the Municipal housing needs and secondly to provide a single development where all income categories are catered for; an integrated development that provides for a range of housing options such as BNG/single residential, CRU/Social housing, low housing and bonded housing.

Several studies, Rapid Assessments, Enumerations and Resettlement Plans, conducted by the Housing Development Agency through the Informal Settlements Upgrading Programme indicate that there are realistic prospects that such a development will be successful. To achieve this, the services of a suitably qualified Town Planning Professional service provider are sought to undertake township establishment processes in line with the approved Urban Design Concept.

3. SCOPE OF WORK

The appointed service provider is expected to undertake the following services (which includes but not limited to) in ensuring the approval and proclamation of the township;

3.1. INCEPTION REPORT

The Service Provider will be expected to assess the proposed site, conduct site inspection and compile draft layout plan, project programme and team composition, outlining duties and responsibilities of each team member.

Deliverables and outputs expected through this process are:

- Inception report with draft layout and team composition attached as annexures.

3.2. COMPLETION OF STUDIES, LAYOUT AND SUBMISSION OF COMPLETE APPLICATION

The Service Provider must compile and submit the Township Establishment Application to the Mangaung Metropolitan Municipality (MMM) in terms of SPLUMA and Municipal By-laws. The following studies that form part of the application, must be conducted by the relevant professionals to ensure that the application complies with relevant legislation and is approved by MMM:

- Traffic Impact Assessment;
- Engineering Services Report;
- Geotechnical investigation, and;
- Environmental Impact Assessment Report as well as a Topographical Plan

Furthermore, the following package of plans should be referred to (the list is not exhaustive) when compiling the application:

- Manguang Spatial Development Framework;
- Mangaung Hosing sector plan;
- HDA's Enumeration, Rapid Assessment and Resettlement Plan reports;
- Bloemspruit/ Bloemfontein Town Planning Scheme;
- Estoire Settlements Urban Design Concept;
- Mangaung Housing needs register, and;
- Geo technical study.

When compiling the Township Application, the Service Provider must liaise with various sector Departments and State Owned Enterprises (SOE) to gather their inputs and comments regarding the development. The purpose of this exercise is to ensure that all the affected entities provide their comments and the development is supported.

A draft layout plan must also be produced and be approved by the Surveyor General (SG). The general survey study of the site must be conducted by the professional surveyor to ensure that the layout plan complies with relevant policies and gets approved by the SG.

Deliverables and outputs expected through this process are:

- A complete Township Application with various study reports attached as Annexures;
- Approval of the Application by the MMM;
- Comments and inputs from the affected departments and SOEs;
- Approvals for the development from the affected departments and SOEs;
- Draft layout plan with general survey report, and;
- Approval of the layout plan by the SG.

3.3. PEGGING OF THE APPROVED GENERAL PLAN

Once the approved layout plan is received from the SG, the service provider must peg the layout on site and ensure that they are properly surveyed by the professional surveyor.

Deliverables and outputs expected through this process are:

- Report of the pegged layout plan.

3.4. OPENING OF TOWNSHIP REGISTER AT THE DEEDS OFFICE

The Service Provider must ensure that the Township Register is open at the Deeds Office to effect the proposed development. This process must be done with the assistance of the qualified conveyancer to ensure compliance and the approval at the Deeds Office.

Deliverables and outputs expected through this process are:

- An open Township Register at the Deeds Office.

4 DELIVERABLES & OUTPUTS

In accordance with the relevant standards and procedures for professional practice and the contracted scope of work, the professional service provider will submit and make oral presentation on the following outputs and ensure that the deliverables are achieved as outlined in an implementation plan to be agreed upon with the client;

- a. Township approval and conditions of establishment from the Municipality;
- b. Approved General Plan from the Surveyor General;
- c. Approval and opening of a township register by the Deeds Registry.

Further, the professional service provider will submit the work as outlined on the scope of work and in a format that is possible to calibrate and manipulate with other GIS related tools and CAD software (DWG/DXF). 6 copies of all reports are also required.

5 PROJECT MANAGEMENT

A project proposal and an inception report will be required from the service provider, outlining the agreed methodology, a timeous and realistic implementation plan, expected outputs and deliverables, milestones and timeframes, including a detailed work breakdown structure (WBS), as well as a risk register and assignment matrix. All these and other project management techniques are to be included in the inception report and agreed to with the client (HDA).

6 OTHER RELATED ANNEXURES

All other related information attained from the any other relevant / responsible authorities, who assisted in undertaking the amendment of the General Plans should form part of annexures of the comprehensive report to be submitted to the HDA.

7 DURATION

The expected project duration is 12 months, from the date of signing of Service Level Agreement (SLA) by the client.

8 TEAM COMPOSITION

The professional service team should be composed of a minimum of the following list of professionally registered professionals in order to show capacity to successfully implement the project in its entirety:

- Town Planner : To act as the lead team member and carry out all the administrative processes required for a successful open township register;
- Environmentalist : To conduct environment impact assessment studies required for drafting Township Establishment Application;

- **Geotechnical Engineer** : To conduct geotechnical investigation required for compiling Township Establishment Application;
- **Traffic Engineer** : To conduct Traffic Impact Study required for compiling Township Establishment Application;
- **Civil Engineer** : To compile Civil Engineering Services Report required for compiling Township Establishment Application;
- **Electrical Engineer** : To compile Electrical Engineering Services Report required for compiling Township Establishment Application;
- **Land Surveyor** : To carry out general survey work required for drafting of a layout plan;
- **Conveyancer** : To assist with the opening of the Township Register at the Deeds Office.

The above professional staff composition is the client's minimum requirement. Service providers are advised to propose their own team composition based on the scope of work as defined above. The key registration requirements shall be in line with the relevant Professional Bodies for each proposed team member.