



MBD1

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE THULAMELA MUNICIPALITY</b>					
BID NUMBER:	25/2025/2026	CLOSING DATE:	18 JUNE 2026	CLOSING TIME:	11:00 AM
DESCRIPTION	PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF TOWN PLANNING SERVICES FROM 2026/2027 TO 2028/2029 FINANCIAL YEARS (3 YEARS CONTRACT)				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS					
OLD AGRIVEN BUILDING					
THOHOYANDOU					
0950					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
TAX COMPLIANCE STATUS	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	
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					
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 ]	
TOTAL NUMBER OF ITEMS OFFERED			TOTAL BID PRICE	R	
SIGNATURE OF BIDDER			DATE		
CAPACITY UNDER WHICH THIS BID IS SIGNED					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>			<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>		
DEPARTMENT	FINANCE	CONTACT PERSON	MR NEPFUMEMBE P. N		
CONTACT PERSON	MUDZILI TP	TELEPHONE NUMBER	079 579 3645		
TELEPHONE NUMBER	015 962 7629	FACSIMILE NUMBER			
FACSIMILE NUMBER	015 962 4020	E-MAIL ADDRESS	<a href="mailto:Nepfumembepn@thulamela.gov.za">Nepfumembepn@thulamela.gov.za</a>		
E-MAIL ADDRESS	<a href="mailto:mudzilip@thulamela.gov.za">mudzilip@thulamela.gov.za</a>				



**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.

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED--(NOT TO BE RE-TYPED) OR ONLINE**

1.3. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER 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 THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE 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 FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.

2.5 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

2.6 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.

2.7 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 ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?  YES  NO

3.2. DOES THE ENTITY HAVE A BRANCH IN THE RSA?  YES  NO

3.3. DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?  YES  NO

3.4. DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?  YES  NO

3.5. IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?  YES  NO

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS 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.  
NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

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

DATE: .....

# St Augustine school denies misuse of funds amid parents' allegations

BY SILAS NDUVHANI

**A**llegations of maladministration, corruption, unfinished infrastructure projects and concerns over the continued tenure of the School Governing Body (SGB) at St Augustine Residential School in the Mutale area have surfaced in a letter of grievance sent to the media by concerned parents. One of the concerned

parents, Mr Thifhindulwi Phalandwa, said parents could no longer remain silent about issues affecting the private school. According to him, some infrastructure projects that started in 2018 have still not been completed.

"We can't just leave things as it is, we have to speak out," he said.

Phalandwa said parents hoped the letter would help

address their concerns after attempts to engage the school management allegedly produced no results.

Responding to the allegations, school administrator Anish Babu said the institution operated within the legal framework governing independent schools and remained committed to effective governance, operational efficiency and academic excellence.

"Like other independent

institutions, the school follows its own procedures for the selection of SGB members in line with the governance requirements applicable to independent schools," he said.

Babu said the school, which serves more than 2,800 learners, had experienced strong growth and academic success over the past 15 years. He highlighted the school's 100% matric pass rate in 2025 and

an 85% Bachelor pass rate as evidence of its commitment to quality education.

"These achievements reflect the collective commitment of the SGB, management, staff, parents, and learners towards educational excellence," he said.

Babu also denied allegations that school funds had been used to build the principal's private residence.

"With regard to the allegation concerning the alleged use of school funds for the construction of the principal's private residence, we respectfully and categorically deny any misuse of school finances," he said.

He added that all payments for the residence were made personally by the principal and could be verified with suppliers.



## THULAMELA MUNICIPALITY

### INVITATION TO BID PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF TOWN PLANNING SERVICES FROM 2026/2027 TO 2028/2029 FINANCIAL YEAR

Civic Centre,  
Old Agriven Building,  
Private Bag X5066  
Thohoyandou, 0950  
Limpopo Province  
Tel: (015) 962 7500  
Fax: (015) 962 4020  
(015) 962 5328

Thulamela Municipality invites prospective service bidders for provision of the following service:

Bid Number	Description	Non-Refundable Bid Price	Contact Person	Evaluation Criteria
NO: 25/2025/2026	Panel of service providers for the provision of town planning services from 2026/2027 to 2028/2029 Financial years (3 years Contract)	R4.00 per page or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free	Mr Neptumembe P.N. (079 579 3645) and/or Mr Mudzili T.P. (015 962 7629)	80/20 preference points system and functionality

Tender documents are obtainable from Procurement Office, Office No. 02 at Thulamela Local Municipality Head Office, during the following times: 08:00 to 15:30 (Monday to Friday) as from 15 May 2026 to 18 June 2026 at a non-refundable bid price of R4.00 per page, or can alternatively be downloaded from Thulamela website (www.thulamela.gov.za) for free. The bidders should also download SCM forms that are found in the Documents SCM-FORMS folder on the website and complete as part of the Bid documents.

The service providers must submit the completed Bid documents (in black ink) and hand deliver or courier them to Thulamela Municipality. All completed Bid documents (hand delivered or couriered) must be dropped in the BID BOX before the closing date and time of the Bids closure. The onus is on the service providers to make sure the Bid documents are submitted on time and late submission won't be accepted.

Interested service providers will be expected to submit the Bid documents with the following compulsory requirements.

- Tax Compliance Status Letter or Tax Compliance Pin Number
- Company registration documents (e.g. CK).
- Proof of registration on CSD.
- Valid and certified proof of registration with South African Council of Planners as professional Planner for the provision of Town Planning services
- In the case of a joint venture (JV), a signed JV agreement must be submitted
- Organogram of the project team indicating project key personnel
- Curriculum Vitae (CVs) of Key Project Team Members
- Bidders must submit proof that municipal rates and taxes for both the company and its director(s) are not in arrears for more than three (3) months, and such proof must not be older than three (3) months from the date of advertisement. Where the business operates from leased

premises, a valid lease agreement must be attached. Where a director does not own property or is renting, a valid lease agreement must also be provided. If the bidder resides or operates in an area where municipal services are not billed, an official signed and stamped letter from the relevant local municipality, not older than three (3) months from the date of advertisement, must be submitted confirming that the area is not subject to municipal billing and that the bidder is formally exempt from municipal service charges.

- List of similar projects completed in the last 10 years by the consulting firm with client's contact details, description, and contract values (Attach signed appointment letters and/or purchase orders and reference letters on client's letterhead with contactable references).
- Company profile and CV's of the proposed project team.

#### NEGOTIATING A FAIR MARKET RELATED PRICE:

A process for negotiating with preferred bidders after a competitive bidding process or price quotations will be considered for Bids where more than one (1) service provider is appointed.

This may include amongst others the following principles:

- Delegations and threshold values for negotiating by the accounting officer
- Negotiating may not allow any preferred tenderer a second or unfair opportunity
- Is not to the detriment of any other tenderer
- Does not lead to higher price than the bid as submitted.

The award of the tender may be subjected to price negotiation with the preferred tenderers.

Tenderers should note the following: Functionality will be scored out of 100% and the minimum threshold to qualify is 70%. Tenderers who fail to meet the minimum threshold will not be considered for further evaluation.

Functionality Score Table:

EVALUATION CRITERIA	POINTS ALLOCATED
Qualifications	20
Key personnel similar experience	40
Methodology	10
Firm's similar experience	20
Skills transfer	10
TOTAL	100

Bids will be assessed under the provisions of the following Acts and its Regulations: Municipal Finance Management Act, (Act 56 of 2003); PPPFA, Supply Chain Management Policy of the municipality in accordance with the specifications and in terms of 80/20 preferential points system and functionality.

Specific Goals Categories (CSD will be used for verification)	Number of Points (80/20 system) 20 Points breakdown
1. 100% Black ownership	10
2. 100% Women ownership	5
3. Youth	3
4. Disability (Medical certificate will be used to verify the disability status of the bidder).	2

Sealed bid documents must be submitted in envelopes clearly indicating "BID NUMBER AND DESCRIPTION" on the outside and must reach the undersigned by depositing it into the official Bid Box at the front of the main entrance to Thohoyandou Civic Centre, Old Agriven Building, Thohoyandou, by no later than 11h00 on, 18 June 2026.

The Municipality is not bound to accept the lowest 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 the submission thereof.

Bids may only be submitted on the bid documentation provided by the municipality.

Please note that panelists shall be allocated jobs on a rotation basis and request for quotation whenever necessary

**NB: Bids which are late, incomplete, unsigned, completed by pencil, sent by telegraph, facsimile, electronically (Fax), or E-mail and without the compulsory requirements will be disqualified.**

SIGIDI KTM  
MUNICIPAL MANAGER

## Young man who allegedly raped a 89-year-old, again appear in court

BY SILAS NDUVHANI

**T**he young man from Nyabani village outside Malamulele, accused of allegedly raping an 89-year-old woman, was back in court last week. The 29-year-old suspect's case was on 4 May postponed until 7 May to allow him to obtain legal representation.

The suspect's Legal Aid representative, however, failed to arrive at court, with the court again having to postpone the man's case until 19 May. He is to remain in custody until then.

Spokesperson for the National Prosecuting Authority (NPA) in Limpopo, Ms Mashudu Malabi-Dzhang, said that although the suspect resides in the same village as the old woman, they are not related.

The alleged rape of the elderly woman is said to have occurred in the village during the early morning hours of 26 April.

"It is alleged that an 89-year-old woman was sleeping alone at her residence when an unknown person intruded into her home. The suspect reportedly entered her room, threatened her, and demanded money. When the victim indicated that she had no money, the suspect allegedly threatened to kill her and thereafter raped her," said Limpopo police spokesperson Brigadier Hlulani Mashaba.

After the incident, said Mashaba, the suspect reportedly fell asleep inside the victim's house. She managed to escape and called for assistance from neighbours. A community member entered the house and found the suspect asleep. Police were summoned to the scene, and the suspect was arrested.



Overcoming ADDICTION can be very challenging, and having support during this time is very important. Support groups can help you:

- To feel less lonely
- Reduce depression and anxiety
- Create a safe space to talk about your feelings openly
- Develop skills to cope with challenges

A non-denominational support group is hosted on Monday evenings from 17:30 - 18:30 on the grounds of NG Kerk Stad-op-die-Berg at 92 Burger Street, Louis Trichardt, to provide a safe environment for people battling addiction.

For more information call Johan de Klerk 064 682 9725; Tienie Venter 083 241 7969 or Friede Meissenheimer 082 657 8602.



## THULAMELA MUNICIPALITY

### INVITATION TO BID

#### PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF TOWN PLANNING SERVICES FROM 2026/2027 TO 2028/2029 FINANCIAL YEARS

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**BID NUMBER 25/2025/2026: PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF TOWN PLANNING SERVICES FROM 2026/2027 TO 2028/2029 FINANCIAL YEARS**

- ❖ Company registration documents (e.g. CK).
- ❖ Proof of registration on CSD.
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- ❖ In the case of a joint venture (JV), a signed JV agreement must be submitted
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- ❖ List of similar projects completed in the last 10 years by the consulting firm with client's contact details, description, and contract values (Attach signed appointment letters and/or purchase orders and reference letters on client's letterhead with contactable references).
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\_\_\_\_\_

Mr SIGIDI K.T.M.

MUNICIPAL MANAGER

05. 05. 2026

DATE



## THULAMELA LOCAL MUNICIPALITY

### TERMS OF REFERENCE

#### 1. PROJECT TITLE

**PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF TOWN PLANNING SERVICES FOR A PERIOD OF THREE (3) YEARS (2026/2027 TO 2028/2029 FINANCIAL YEARS)**

The Thulamela Local Municipality hereby invites suitably qualified, experienced, and professionally registered service providers to form part of a panel for the provision of integrated town planning services on an as-and-when required basis for a period of three (3) years.

Appointment to the panel shall not constitute a guarantee of work, and services will be provided in line with the MFMA, and applicable National Treasury regulations.

#### 2. OBJECTIVE OF THE PANEL

The primary objective of this panel is to establish a pool of pre-qualified, competent, and compliant professional service providers capable of delivering integrated, multidisciplinary planning services to support the Municipality's developmental mandate.

The panel is intended to ensure:

##### 2.1 Efficient Service Delivery

- Rapid mobilization of professional services without the need for repeated procurement processes
- Reduced project turnaround times
- Enhanced responsiveness to community development needs

##### 2.2 Compliance with Legislative Frameworks

All services must comply with the following legislative frameworks:

***BID NUMBER 25/2025/2026: PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF TOWN PLANNING SERVICES FROM 2026/2027 TO 2028/2029 FINANCIAL YEARS***

- Spatial Planning and Land Use Management Act (SPLUMA, Act 16 of 2013)
- Thulamela Spatial Planning and Land Use Management By-Law (2016)
- Municipal Finance Management Act (MFMA, Act 56 of 2003)
- Other applicable sector-specific legislation

### **2.3 Support for Municipal Development Priorities**

The panel shall support the Municipality in the following key areas:

- **Spatial Planning and Land Use Management** - Preparation and implementation of land use schemes and planning frameworks, i.e SDF, LUS and Precinct plan
- **Township Establishment, Site Demarcation, and Formalization** - Formalization of informal settlements
- **Infrastructure Planning Support** - Integration of engineering services into land development planning

### **2.4 Integrated and Turnkey Delivery**

Service providers shall be required to deliver complete, coordinated, and submission-ready outputs, including all necessary supporting studies (engineering, environmental, and geotechnical), without reliance on separate municipal appointments.

## **3. SCOPE OF SERVICES**

The appointed service providers shall render comprehensive, multidisciplinary professional services, including but not limited to the following:

### **3.1 TOWN PLANNING SERVICES**

#### **3.1.1 Statutory Applications**

- Township Establishment Applications in terms of SPLUMA
- Rezoning, Consent Use, and Removal of Restrictive Conditions
- Subdivision and Consolidation Applications
- Amendment of Land Use Schemes
- Precinct Plan

#### **3.1.2 Layout and Spatial Planning**

- Preparation of layout plans (draft and final)
- Land use planning and zoning proposals
- Settlement planning and densification strategies

- Alignment with the Spatial Development Framework (SDF)

### **3.1.3 Technical and Compliance Reporting**

- Preparation of planning reports and motivation memorandum
- Land use audits and compliance assessments
- Due diligence studies (ownership, servitudes, land claims, etc.)

### **3.1.4 Public Participation and Stakeholder Engagement**

- Facilitation of public participation processes
- Compilation of attendance registers and comment reports
- Engagement with: Traditional Authorities, Ward Councillors, Community stakeholders and Sector departments)

### **3.1.5 Submission and Approval Processes**

- Preparation and submission of complete application packages
- Liaison with the Municipal Planning Tribunal (MPT)
- Addressing objections and conditions of approval
- Securing final approvals

## **3.2 MULTI-DISCIPLINARY COORDINATION (CRITICAL SECTION)**

The appointed service provider (Town Planner as Lead Consultant) shall be fully responsible for coordinating all required professional disciplines, including but not limited to:

### **3.2.1 Engineering Services (Mandatory)**

Appointment and management of a registered Professional Engineer for Preparation of:

- Engineering Services Report
- Bulk services availability assessment
- 1:100-year flood line determination
- Geotechnical investigation report

### **3.2.2 Environmental Services (Mandatory)**

Appointment and management of a qualified Environmental Assessment Practitioner (EAP). The appointed Environmental Assessment Practitioner (EAP) shall be responsible for:

- Preparing the Environmental Impact Assessment (EIA) and/or Scoping Report
- Conducting environmental public participation processes
- Submitting all required documentation to the relevant authority (e.g., LEDET)
- Obtaining the Record of Decision (ROD)

### **3.2.3 Integration and Coordination Responsibilities**

The Lead Consultant shall:

- Ensure all specialist studies are properly coordinated, technically aligned and fully compliant with applicable legislation
- Integrate: Planning, Engineering, Environmental and Surveying inputs
- Deliver complete and submission-ready project packages, including all annexures required for statutory approvals

### **3.2.4 Accountability**

- The Lead Consultant shall be solely responsible for the completeness and quality of all submissions
- The Municipality shall not appoint or manage sub-consultants separately
- Any omissions or coordination failures shall be the responsibility of the appointed service provider

## **4. DELIVERABLES**

Each assignment issued under this panel shall result in the submission of complete, accurate, and submission-ready deliverables that meet all statutory, technical, and municipal requirements. The service provider shall submit the following minimum mandatory outputs per project:

### **4.1 Planning Deliverables**

- Draft and Final Layout Plans (A1/A0 format and digital copies)
- Locality Plans

- Land Use Scheme/Plans indicating zoning, densities, and land use distribution
- Motivation Memorandum compliant with SPLUMA and Municipal by-laws
- Proof of alignment with Spatial Development Framework (SDF)

#### **4.2 Technical Report (Integration Package)**

The service provider shall submit a fully coordinated technical report package, including:

##### **a) Town Planning Report**

- Full Planning motivation
- Land ownership, servitudes, and constraints analysis
- Compliance with SPLUMA and municipal by-laws

#### **4.3 Statutory Approval Documentation**

- Complete Township Establishment application package
- Draft General Plans for the demarcation of sites
- Proof of submission to the Municipal Planning Tribunal (MPT)
- Copies of approvals, conditions, and resolutions
- Responses to objections and comments (if applicable)

#### **4.4 Physical Outputs**

- Hard copies of all reports and plans (minimum of five copies unless otherwise specified)
- Pegged sites on the ground (where applicable)

#### **4.5 Compliance and Audit File (CRITICAL REQUIREMENT)**

Each project must include a complete compliance file, containing:

- All reports and approvals
- Public participation records (attendance registers, notices, comments)
- Proof of stakeholder consultation
- Professional sign-offs (Planner, Surveyor, Engineer, Environmental Consultant)
- All correspondence with authorities

**N.B.** No project shall be deemed complete without the submission of a full compliance file acceptable to the municipality.

## **5. SERVICE LEVEL AGREEMENT (SLA)**

The appointed service providers shall adhere to strict turnaround times to ensure efficient service delivery.

All timeframes shall be calculated in calendar days from the date of official appointment or instruction.

### **5.1 Standard Turnaround Times**

<b>Activity</b>	<b>Turnaround Time</b>
Inception Report (including work plan)	14 days
Draft Layout Plan	21 days
Stakeholder Consultation & Public Participation	14 days
Final Layout Plan Submission	14 days
Submission of Statutory Applications (MPT, EIA, etc.)	30 days

### **5.2 Performance Obligations**

The service provider shall:

- Adhere strictly to approved timelines
- Provide regular progress reports (monthly or as instructed)
- Respond to municipal queries within seven (7) working days
- Attend all required meetings and stakeholder engagements
- Ensure quality submissions to avoid rejections

### 5.3 Delays and Justifications

- Any anticipated delay must be communicated in writing within 48 hours
- Delays will only be accepted if:
  - Caused by factors beyond the service provider's control
  - Approved in writing by the Municipality

**N.B.** Failure to notify the Municipality of delays shall be deemed non-performance.

### 5.4 Penalties for Non-Performance

The Municipality reserves the right to apply for the following:

- **Late delivery penalty:** 1% of the project value per week, up to a maximum of 10%
- **Poor quality submissions:** Rework at the service provider's cost
- **Repeated delays or non-performance:**
  - Written warning
  - Suspension from the panel
  - Removal from the panel

### 5.5 Performance Monitoring

Service providers shall be evaluated based on:

- Adherence to timelines
- Quality of deliverables
- Responsiveness and communication
- Compliance with statutory requirements

## 6. PANEL MANAGEMENT (EXPANDED & CONTROLLED)

The appointment of service providers shall be to a panel of pre-qualified service providers and does not guarantee the allocation of work.

### 6.1. Nature of Appointment

- Appointment is on an "as-and-when-required" basis
- The Municipality reserves the right to:
  - Allocate work to any panel member
  - Not allocating work to a panel member at any given time

- No minimum workload or financial commitment is guaranteed

## **6.2. Work Allocation Mechanisms**

Work shall be allocated using one or a combination of the following methods:

### **(a) Rotation System**

- Sequential allocation among panel members
- Subject to availability, capacity and performance rating

### **(b) Mini-Competition (Request for Quotation – RFQ)**

- The Municipality may invite selected panel members to submit technical proposals and financial proposals
- Evaluation shall be based on scope-specific methodology, price competitiveness and availability

## **6.3. Municipal Rights and Discretion**

The Municipality reserves the right to:

- Allocate work directly without rotation
- Use RFQs among panel members
- Allocate multiple projects simultaneously
- Withdraw or reallocate work where performance is unsatisfactory

## **6.4. Conflict of Interest and Ethical Conduct**

- Service providers must declare any conflict of interest
- Any form of collusion, fronting, or unethical conduct shall result in:
  - Immediate disqualification
  - Removal from the panel
  - Possible blacklisting

## **7. PENALTIES AND RISK CONTROL**

To safeguard the Municipality against non-performance, the following penalty framework shall apply:

### **7.1 Late Delivery Penalties**

- 1% of the project value per week of delay
- Maximum penalty capped at 10% of project value
- Applicable where delay is attributable to the service provider

### **7.2 Quality Non-Compliance**

- Rejected or incomplete submissions must be corrected at the service provider's cost
- No additional fees shall be paid for rework
- Repeated poor-quality submissions shall trigger performance review

### **7.3 Misrepresentation and Fraud**

Submission of false information, fraudulent documents, or misrepresentation shall result in:

- Immediate disqualification
- Termination of contract

### **7.4 Non-Performance and Abandonment**

Failure to perform or abandonment of project shall result in:

- Immediate termination
- Forfeiture of any due payments (where applicable)
- Recovery of damages where applicable

### **7.5 Professional Liability**

The service provider shall be fully liable for:

- Errors and omissions
- Professional negligence

## **8. MINIMUM PROFESSIONAL REQUIREMENTS**

The service provider must demonstrate the following minimum professional capacity:

### **8.1 Town Planning Expertise**

Registration with South African Council for Planners as a Professional Planner (SACPLAN)

- Minimum of five (5) years relevant experience in:
  - Township establishment
  - Demarcation of Sites
  - Land use applications
  - Spatial planning
  - Development/Review of policies i.e Spatial Development Framework (SDF), Land Use Scheme (LUS), Intensification Policy, Precinct Plan and any other plans

### **8.2 Key Personnel Requirements**

All key experts must:

- Submit signed CVs
- Provide valid and certified qualifications
- Provide valid and certified proof of professional registration
- Submit signed letters of commitment confirming availability

## **9. COMPULSORY DOCUMENTS**

The following documents are mandatory and failure to submit any of them shall result in disqualification:

### **9.1 Administrative Compliance**

- Valid Tax Compliance Status PIN
- Proof of registration on Central Supplier Database (CSD)
- Company registration documents (CIPC/CK)

## 9.2 Professional Compliance

- SACPLAN registration (Town Planner)

## 9.3 Technical Submission

- Company profile
- Detailed CVs of key personnel (signed)
- Valid and Certified copies of qualifications
- Proof of relevant experience (signed appointment letters, and reference letters)
- Organogram of project team

## 9.4 Financial and Legal Compliance

- Municipal rates and taxes clearance (not older than 3 months) as per the advertisement
- Lease agreement (if applicable)

## 9.5 Mandatory Forms

- All MBD forms fully completed and signed
- Declaration of interest
- Declaration of past SCM practices

**NB:** Failure to submit any of the above compulsory documents shall result in automatic disqualification.

## **FUNCTIONALITY EVALUATION**

### **1. OVERALL SCORING STRUCTURE**

- Total Points: 100
- Minimum Qualifying Threshold: 70 Points
- Only bidders who achieve 70 points or more for functionality shall be considered for further evaluation (price and preference).

**NB:** Failure to meet the minimum threshold shall result in automatic disqualification from further evaluation.

### **2. CRITICAL COMPLIANCE & ANTI-FRAUD PROVISIONS**

The following provisions are mandatory and shall form part of the evaluation and adjudication process:

#### **a. Anti-Collusion Declaration**

- i. Bidders must declare that:
  - 1. No collusion, price-fixing, or anti-competitive behaviour has occurred
- ii. Any evidence of collusion shall result in:
  - 1. Immediate disqualification
  - 2. Reporting to National Treasury

#### **b. Conflict of Interest Declaration**

- i. Bidders must disclose:
  - 1. Any relationship with municipal officials
  - 2. Any potential conflict of interest

N.B Failure to disclose shall result in disqualification.

#### **c. Fronting and Fraud Prevention**

- i. Fronting practices are strictly prohibited

- ii. Any misrepresentation shall result in:
  - 1. Immediate disqualification
  - 2. Termination of contract
  - 3. Blacklisting procedures

**d. Capacity Verification**

The Municipality reserves the right to verify all submitted information through:

- i. Physical site visits
- ii. Office inspections
- iii. Reference checks with previous clients
- iv. Verification of qualifications and registrations

N.B If verification fails:

- The bidder shall be disqualified
- Any award may be withdrawn

## **COMPULSORY REQUIREMENTS**

The following documents are mandatory and must be submitted with the bid. Failure to submit any of the listed documents shall result in automatic disqualification.

### **1. TAX COMPLIANCE**

- Valid Tax Compliance Status PIN issued by SARS
- The Municipality reserves the right to verify compliance electronically

### **2. CENTRAL SUPPLIER DATABASE (CSD)**

- Proof of registration on the Central Supplier Database (CSD)
- CSD summary report must be attached
- Supplier status must be active and compliant

### **3. COMPANY REGISTRATION DOCUMENTS**

- Company registration documents issued by CIPC (CK/COR documents)
- In the case of a joint venture (JV), a signed JV agreement must be submitted

### **4. PROFESSIONAL REGISTRATION (MANDATORY)**

The bidder must provide proof of valid and certified professional registration for the following:

#### **(a) Town Planning**

- Registration with SACPLAN as a Professional Planner

#### **N.B Important:**

- Proof must be valid and certified

### **5. MUNICIPAL RATES AND TAXES CLEARANCE**

Bidders must submit proof that:

- Municipal rates and taxes are not in arrears for more than three (3) months
- Proof must not be older than three (3) months as per the advertisement

Where applicable:

- Lease agreement must be attached for rented premises
- Where services are not billed, an official letter from the municipality confirming exemption must be provided

## **6. PROOF OF EXPERIENCE**

- List of similar projects completed within the last ten (10) years
- Must include:
  - Appointment letters and/or purchase orders
  - Reference letters
  - Contactable client details

**N.B** The Municipality reserves the right to verify all references.  
Submission of false information will result in disqualification.

## **7. CURRICULUM VITAE (CVs) OF KEY PERSONNEL**

- Detailed CVs of all proposed key personnel
- CVs must be:
  - Signed by the individual
  - Supported by valid and certified qualifications
  - Supported by proof of professional registration

## **8. SIGNED MBD FORMS**

All Municipal Bidding Documents (MBD forms) must be:

- Fully completed
- Signed and dated

Including but not limited to:

- MBD 1 – Invitation to Bid
- MBD 4 – Declaration of Interest

***BID NUMBER 25/2025/2026: PANEL OF SERVICE PROVIDERS FOR THE PROVISION OF TOWN  
PLANNING SERVICES FROM 2026/2027 TO 2028/2029 FINANCIAL YEARS***



Evaluation Criteria

a) Functional Requirements

EVALUATION CRITERIA	Scoring Criteria	Weight	Points scored
Qualifications and SACPLAN registration (Pr. Town Planner) of the key personnel for the assignment.	Tenderers will be disqualified if any of the key personnel are not registered with SACPLAN. Organogram and SACPLAN valid and certified copies of certificates to be attached. Organogram should clearly indicate the specialty of all key personnel for scoring purposes.	20	
Competence and relevant experience of key personnel (i.e., Town Planning projects. Highlight similar experience within the completed project <b>Duration of time</b> that key personnel spent on each project should be clearly indicated on CV for scoring purposes.	* 15 Years' relevant experience: <b>40</b> Points. * 10 -14 Year's relevant experience: <b>30</b> Points * 5 -9 year's relevant experience: <b>20</b> Points. Less than 5 years' relevant experience: <b>10</b> points	40	
Understanding of the scope and giving a clear methodology of the given task as well as adequacy of the proposed work plan and methodology in response to the TOR (detailed technical proposal).	*Technical Approach and methodology, and detailed work plan	10	

Similar Experience of the firm related to the assignment in the last 10 years, submit appointment letters and references letters (Highlight the similarities of work with reference or appointment & completion letters for scoring purposes). Contactable references with project name must be attached.	*Completed at least five (5) Town Planning projects as a lead consultant.....20.....Points.	20	
Transfer of Knowledge to departmental technical staff. The consultant must provide a detailed skills transfer programme with clear realistic deliverables and milestones	Maximum 10 Points	10	
<b>TOTALS (MAX = 100)</b>		<b>100</b>	