

BID NOTICE NO: MLM/2017-18/BTO/009

MAKANA LOCAL MUNICIPALITY INVITES ALL EXPERIENCED AND SUITABLY QUALIFIED VALUERS FOR THE COMPILATION AND MAINTENANCE OF THE VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLLS AS WELL AS THE SUPPLY OF OTHER VALUATION RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT NO. 6 OF 2004) AS AMENDED FOR THE FINANCIAL YEAR/S 1 JULY 2018 TO 30 JUNE 2023

Project Name	Tender No	Preference Points System	Compulsory Briefing Session	Closing Date & Time	Date Advertised
PROCUREMENT OF PRIVATE PROPERTY VALUATORS	MLM/2017-18/BTO/009	80/20	Compulsory briefing session will be held at City Hall, Makana LM Offices on 21st November 2017 at 12H00	22nd December @ 12PM	10th November 2017

Bidders are required to submit the following mandatory documents (**copies must be originally certified**):

- Bidders must submit a **valid SARS Tax status report Issued with a Pin**; failure to submit will result in disqualification.
- Completed and signed declaration of interest **MBD4, MBD 6.1, MBD 8 & MBD 9** failure to submit will result in disqualification
- Completed MBD 6.2 failure to submit will result in disqualification
- Billing clearance certificate/ lease agreement or statement of municipal accounts must be attached to and be returned with the tender documents. Billing Clearance certificate not older than 3 months.
- Tenderers must be registered as a supplier/service provider on Makana Local Municipality supplier/service provider database and Central Supplier Database (CSD) proof of registration (Makana Database Confirmation Letter; CSD Registration report) on both databases must be submitted
- Tenders which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted.
- Documents to be filled with black ink.
- Tenders submitted are to hold good for a period of *90 days*.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT NO 5, 2011 (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:-

Received Responsive proposals will be evaluated based on the following two stages, namely:

- Stage 1 – Functionality
- Stage 2 – Price and Preferential Points

A bidder that scores less than **70 points** out of 100 in respect of “functionality” will be regarded as submitting a non-responsive quote and will be disqualified and will be not evaluated further, i.e. for price. Only bidders who score 70 points or more would be evaluated further and therefore eligible for the award. **THIS IS A TWO ENVELOPE SYSTEM, FUNCTIONALITY (INCLUDING RETURNABLES) SHOULD BE ON 1 ENVELOPE AND PRICE ON SEPARATE ENVELOPE, CLEARLY MARKED FUNCTIONALITY & PRICE**

FUNCTIONALITY ASSESSMENT CRITERIA

Bidder will first be evaluated on the following functionality points scoring criteria and thereafter be subjected to a further evaluation regarding equity ownership, (HDI & SMME) other procurement requirements of the municipality and price.

Out of 20 – 20 = excellent; Good = 14; average = 8

Out of 15 – 15 = excellent; Good = 10; average = 6

Out of 10 – 10 = excellent; Good = 7; average = 4

Out of 5 – 5 = excellent; Good = 3; average = 1

Points for functionality will be determined in relation to the bidder’s ability to meet the terms of reference as set out in this bid document and allocation points for functionality is as follows:

ITEM	QUALIFYING CRITERIA	WEIGHTS	SCORE	POINTS <small>(weightxscore/100=points)</small>
A. RESOURCES				
1. Municipal Valuer	At least TWO General Valuation Rolls as a Municipal Valuer in a Municipality. Must be registered as a professional valuer or professional associated valuer (with no restrictions), with a valid registration with the SACPVP.	20		
2. Reference Letters	Two references in form of Appointment letters from clients for which major valuation work has been conducted over the past years in terms of the MPRA.	10		

ITEM	QUALIFYING CRITERIA	WEIGHTS	SCORE	POINTS <small>(weightxscore/100=points)</small>
A. RESOURCES				
3. Skills transfer programme	A detailed plan on the skills transfer program (Coaching and mentoring of in-house staff)	10		
4. Municipal Project plan	Project Plan aligned with municipal project plan time frames, its deliverables and monthly cash flows.	10		
5. Valuation Methodology	Methods to be applied to different categories of property	15		
6. Human resources capacity	List of the team and its qualifications with Curriculum Vitae.	5		
7. Back-up and recovery plan	Provision of the specified back-up and recovery plan.	10		
8. Public Participation	Provision of an implementation plan for the specified public participation plan with media examples and time-frames.	5		
9. Quality Assurance Plan	Provision of a Quality Assurance Implementation Plan with project phase details and process flow	5		
10. Valuation Roll Management System (VRMS)	Valuation Roll Management System (VRMS) licensed, functional and operational as per bid specification. (Give reference where you have used your licensed)	10		
TOTAL		100		

- Failure to supply all required and supplementary information will result in the tender being deemed non-responsive; and therefore the tender will not be considered for award.

- Tenderers should comply with all the applicable legislation in relation to Occupational health and safety.

Bid documents will be available at Makana Finance offices: Finance Building upon payment of R1209.54 non -refundable cash fee for each tender document. After the attendance of compulsory briefing session and is payable to Makana Municipality cashiers only.

Closing Date: Completed bid documents in sealed envelopes, clearly marked “Procurement of Private Property Valuers” **BID No “MLM/2017-18/BTO/009”** should be deposited in the tender box situated at ground floor Makana Local Municipality: Finance Department at 86 High Street Grahamstown not later than **22ND December 2017 @ 12H00** where they will be opened in public- **only the names of the bidders will be called out and not the price since it’s a two envelope system**

Makana Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid.

There will be a compulsory session for the Bidders to make a presentation on the 10th January 2018 after the closing date of the Tender on their proposals as to how to compile the Valuation Roll and 1st Supplementary Valuation Roll which is compulsory in compliance with the Municipal Property Rates Act, 2004 to the Panel.

All **Technical Enquiries** are to be directed to **Project Manager- Mrs Diane May, Tel 046 603 6213** or **Chief Finance Officer Ms NF Siwahla, Tel 046 603 6130** and all **SCM queries** are to be directed to **Ms. Z Gxowa 046 603 6022**

Physical Address:
Makana Local Municipality
No 86 High Street
Grahamstown

Issued by
Mrs N Mazwayi
Acting Municipal Manager