



**INVITATION TO TENDER
TENDER NO: 24/01/2022**

DESCRIPTION: GENERAL VALUATION AND PREPARATION OF THE VALUATION ROLL FOR IMPLEMENTATION 1 JULY 2023 AND PREPARATION AND UPDATING OF VALUATION ROLLS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2028

Bids are hereby invited from experienced and suitably qualified service providers to undertake a general valuation and compilation of a new valuation roll and subsequent updating of the valuation roll in terms of the Local Government Municipal Property Rates Act (ACT No 6 of 2004). The date of implementation of the new valuation roll is planned for 1 July 2023.

A NON-REFUNDABLE BID document fee of **R500.00** is payable in cash at the cashier's office during 07H30 to 15H00 with lunch interval of 13H00 to 13H30 or via EFT as follows: Bank: FNB, Account Holder - Dannhauser Municipality, Account No. 62369194106, Branch code - 270324 and Account type – Cheque account and will be available from **24/01/2022**. Proof of payment must reflect the bid number as reference.

A compulsory briefing session will be held on **03 February 2022 @10:h00**, via Virtual and the link must be requested from Mr. Joe Hlongwane via email (joeh@dannhauser.gov.za) no later than **02 February 2022 at 15:00pm**. **No Bid document submission will be accepted from bidders who did not attend the compulsory briefing session.**

This bid will be in terms of the 80/20 preferential point system as prescribed in the Preferential Procurement Policy Framework Act (No. 5 of 2000) (No 5 of 2000 Amended in 2017). Original Certified BBBEE certificate must be submitted.

Conditions

- Bidders must be registered on the Central Supplier Database and proof of registration must be submitted.
- Price(s) quoted must be valid for at least ninety (120) days after the bid closing date.
- Price(s) quoted must be firm and inclusive of VAT
- Bidders must include Tax Compliance Certificate (SARS Pin).
- This bid is subject to the general conditions of contract (GCC) and if applicable, any other specific conditions of contract.
- Bidders must complete all MBD Forms.
- Background and experience of the firm in a related field.
- Capacity to undertake work within stipulated time frame
- Detailed breakdown of fees and No hidden cost will be considered.
- Company profile with traceable references
- CIPC Registration certificate "CK"
- Municipal rates account not older than 3 months.
- Bidder must submit proof of Professional Indemnity Insurance.
- No bids will be considered from persons in the service of the state.
- Bidders must fill in the tender register stating the date and time of when they submitted their tender, available at the tender box.
- The Municipality reserves the right to withdraw any invitation to tenders and/or to re-advertise or to reject any tender or to accept a part of it.
- The Municipality does not bind itself to accepting the lowest tender or award a contract to the bidder scoring the highest number of points
- The Dannhauser Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept a bid in whole or any part. The municipality further reserves the right not to award this bid.

EVALUATION CRITERIA

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	VERIFICATION
A. RESOURCES			
1. Municipal Valuer	<ul style="list-style-type: none"> At least 5 years experience as a Municipal Valuer in a Municipality of a similar size and complexity, with proven compliance and completion of General Valuation contracts; At least 5 years experience as a practicing, professional valuer or professional associated valuer (with no restrictions), with a valid registration with the SACPVP; Representation as a Municipal Valuer on not less than 2 Valuation Appeal Boards; Two references in writing from clients for which major valuation work has been conducted over the past 3 years 	10	Attach 2 reference letters, CV, certified qualification and certified professional registration with SACPVP (certified not older than 3 months)
2. Designated project leader	<ul style="list-style-type: none"> Experience as a project manager on at least 2 projects related to General Valuations and knowledge of the MPRA; Proof of technical qualifications as a project manager 	10	Attach CV and certified qualification, and (certified not older than 3 months)
3. Assistant Municipal Valuer	<ul style="list-style-type: none"> At least 3 years experience as an Assistant Municipal Valuer in a Municipality of a similar size and complexity; At least 3 years experience in performing valuations, general valuations, valuation roll compilation and the MPRA implementation process, with a valid registration with the SACPVP. 	5	Attach CV, certified qualification and certified professional registration with SACPVP (certified not older than 3 months)
4. Other valuer support resources as assistant municipal valuers	<ul style="list-style-type: none"> Proof that named resources will be available for the duration of the General Valuation contract, by way of an agreement concluded between the parties to this effect; Proven experience in General Valuation contracts per resource; and; Proof of registration with the SACPVP 	10	Attach CV and certified professional registration with SACPVP (certified not older than 3 months)
5. Skills transfer and municipal capacity building	<ul style="list-style-type: none"> Provision of a detailed skills transfer program and capacity building for the duration of the Bid contract 	10	Must be clear stated on the methodology
6. Use of local resources	<ul style="list-style-type: none"> Proof of the commitment to use local resources, including locally-based data collectors, local service providers, and suppliers 	5	Attach proof stating how local resources will be used
A - Total		50	

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B. PROJECT METHODOLOGY			
1. Project plan	<ul style="list-style-type: none"> Provision of a comprehensive project plan with time frames and monthly cash flow, aligned to project deliverables and the MPRA. 	10	Attach a detailed methodology
2. Market reports	<ul style="list-style-type: none"> Provision of a market report template per property category, which meets the bid specifications. 	10	
3. Back-up and recovery plan	<ul style="list-style-type: none"> Provision of the specified back-up and recovery plan. 	5	
4. Communication and public participation plan	<ul style="list-style-type: none"> Provision of an implementation plan for the specified public participation plan with media examples and time-frames. 	5	
5. Quality Assurance Plan per project phase: data collection, data capture, value generation, value review	<ul style="list-style-type: none"> Provision of a Quality Assurance Implementation Plan with project phase details and process flow. 	10	
6. Valuation Roll Management System (VRMS)	<ul style="list-style-type: none"> Valuation Roll Management System (VRMS) licenced, functional and operational as per bid and bid specification. 	10	

The minimum points that must be scored by a prospective bidder to proceed in the next stage (which is pricing 80/20) is **70 points**.

Completed Bids must be submitted in a sealed envelope labelled as per the format and text provided in the Bid Document **Section “D” INSTRUCTIONS FOR COMPLETION OF AN ENVELOPE FOR TENDER** and must be deposited in the Bid Box provided at the reception or security room, on or before 12H00 on **07 March 2022**. Bids will be opened in public, immediately thereafter. Telegraphic, telephonic, telex, facsimile, electronic and late bids will not be accepted.

This invitation to bid is subject to the above Municipality’s Preferential Procurement Guidelines and Bid documents must be completed fully and accurately to avoid being disqualified by the Dannhauser Municipality. The contract is beyond the three years covered in the annual budget of the municipality and the public is accordingly invited to comment on the contract and such comments must be submitted by ordinary mail within 14 days of the notice to the municipal manager. The bidder may be required to present the bid in person in support of their bid proposal on request by the Dannhauser Municipality.

Technical enquiries may be directed to Mrs. Danisile Mohapi or Mr. Joe Hlongwane, e-mail: joeh@dannhauser.gov.za at 08 Church Street or telephonically on 034- 621 2666 Ext. 0717 during working hours, between 07H30 and 16H00 with lunch interval from 13H00 to 13H30, Monday to Friday.

WB NKOSI
MUNICIPAL MANAGER

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