

BLOUBERG LOCAL MUNICIPALITY

TERMS OF REFERENCE

PANEL OF TOWN PLANNERS FOR 36 MONTHS

PROJECT NUMBER: BM43/17/18

NAME OF SERVICE PROVIDER: _____

CLOSING DATE: 19th JUNE 2018, 11:00 AM

Municipal Manager
Blouberg Local Municipality
P O Box 1593
Senwabarwana
0790

MACHABA MJ

BLOUBERG LOCAL MUNICIPALITY

REQUEST FOR PROPOSALS: APPOINTMENT OF PANEL OF TOWN PLANERS 17/18

TERMS OF REFERENCE

Project Number: BM43/17/18

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BLOUBERG LOCAL MUNICIPALITY

REQUEST FOR PROPOSALS: APPOINTMENT OF TOWN PLANERS 17/18

TERMS OF REFERENCE: APPOINTMENT OF TOWN PLANNER 17/18

Project Number: BM43/17/18

1. INTRODUCTION

1.1 INVITATION

Blouberg local municipality hereby invite prospective services provider to submit bids for the appointment of town planner for Blouberg municipality

1.2 BRIEFING SESSION

A compulsory briefing session will be held as follows:

DATE	07 June 2018
TIME	10:00am
VENUE	Blouberg Municipal Offices - Council Chamber

1.3 CLOSING DETAILS

The closing details for project proposal are as follows:

DATE	19 June 2018
TIME	11:00am
VENUE	Blouberg Municipal Offices - Municipal chamber

2. FORMAT OF PROPOSAL

The format of the proposal must follow the information below as a guideline to ensure uniformity of approach, and to enable proper evaluation of proposals received:

- Detailed Company Profile(attach appointment letters)
- Proof of Company Registration
- Certified copy of B-BBEE Certificate(not older than three months)
- Certified ID copies of all directors(not older than three months)
- Proof of residence (municipal rates and taxes in the name of the company and of all directors of the company) or lease agreement.
- CSD summary report not older than three months (with a compliant status) or attach CSD number
- Curriculum vitae of team members

**N.B ALL COPIES SHOULD BE CERTIFIED NOT OLDER THAN THREE MONTHS
FAILURE TO SUBMIT ADMINISTRATIVE REQUIREMENT WILL LEAD TO BID NON-
RESPONSIVE**

FUNCTIONALITY

CRITRION	DETAILED	POINTS	MAXIMUM POINTS
Company's experience or (for company attach reference letters, CK and profile) Directors/Shareholders experience(Attach one of the following as proof and must be accompanied by CV,Contracts,Reference letters or Appointment letters)	5 years or more	20	20
	4 years	10	
	3 years	5	
Registered owners as professional planner)with town planning qualification as reflected on attached CV's(registration must be in terms of the PPA36 of 2002)	6 Masters	20	20
	5 Honours	15	
	4 Degree	10	
	3 Diploma	05	
Previous experience in any land development applications(proof of experience of directors.eg appointment of a particular assignment or of having worked in the same environment)	2 years more	20	20
	0-2 years	10	
		05	
Qualification and experience of the team as well as registration with SACPLAN as reflected in attached cv's	• Environmentalist	10	10
	• Conveyancer	10	
	• Registered as professional land surveyor	10	
	• Registered as professional planner :Certification	10	
	• Registered as profession GIS	05	
	• Registered as candidate /Technical planner :certification	05	
	• Registered as professional GIS specialist :Certification	05	
Methodology	Comprehensive	10	10
	Moderate	05	

Methodology	Comprehensive Moderate	10 05 0	10
TOTAL POINTS			80

Note: Bidders who score less than 65 points on functionality will form part of the panel.

3. PROJECT DESCRIPTION AND BACKGROUND

Town planners panel for 36 months

4. SCOPE OF WORK

The appointment for the town planner's panel for 36 months:

Main objective is to conduct formalization /consolidation /rezoning and all associated land development application as well as technical support on an when required basis. The contract will be for a period of 3 years from date of appointment

5. EVALUATION CRITERIA

The bidders will only be evaluated on functionality point system and those who get less than stipulated threshold (65%) will not be evaluated further with BBB-EE points system. Bidders obtained less than 65% of functionality points would not form part of Panel.

CRITERION	POINTS
Functionality	80
B-BBEE	20
Total Points	100

6. APPOINTMENT OF SERVICE PROVIDER

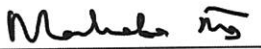
Blouberg Municipality reserves the right to reject or accept any proposal received. The successful Bidder will be informed in writing and will be requested to accept or reject the offer within a stipulated time.

7. FORM OF AGREEMENT

A Service Level Agreement will be signed with the successful Bidder.

END OF THE TERMS OF REFERENCE.

APPROVED BY:



MACHABA JUNIAS
MUNICIPAL MANAGER

ANNEXURE A: RETURNABLE FORMS