



**KING CETSHWAYO DISTRICT MUNICIPALITY
TENDER DOCUMENT**

REFERENCE: KCDM/17/2024

**TENDER FOR THE REVIEW OF KING CETSHWAYO DISTRICT
MUNICIPALITY SPATIAL DEVELOPMENT FRAMEWORK (SDF) &
DEVELOPMENT OF SPATIAL DEVELOPMENT PLAN (SDP)**

STAGE 1: COMPLIANCE & FUNCTIONALITY

(To be submitted in a Separate Sealed Envelope from Stage 2)

CLOSING DATE: MONDAY 02 DECEMBER 2024 at 12h00

COMPULSORY TENDER MEETING: THURSDAY, 07 NOVEMBER 2024 at 10h00

Documents to be addressed to the Municipal Manager and deposited in Council's quote box situated at the foyer of the offices of the King Cetshwayo District Municipality, Prince Mangosuthu Buthelezi House, Corner of Kruger Rand and Barbados Bay Road, CBD, Richards Bay

SERVICE PROVIDER'S DETAILS

Name of Service Provider:	
Central data base supplier number	
Contact Person:	
E-mail Address:	
Telephone Number:	()Code
Fax Number:	()Code
Physical Address:	
Postal Address:	



**KING CETSHWAYO DISTRICT MUNICIPALITY
TENDER
REFERENCE: KCDM/17/2024**

**TENDER FOR THE REVIEW OF KING CETSHWAYO DISTRICT MUNICIPALITY
SPATIAL DEVELOPMENT FRAMEWORK (SDF) & DEVELOPMENT OF SPATIAL
DEVELOPMENT PLAN (SDP)
STAGE 1: COMPLIANCE & FUNCTIONALITY**

King Cetshwayo District Municipality (KCDM) invites tenderers from service providers registered with Central Suppliers Database of service providers for the review of KCDM spatial development framework (SDF) & development of spatial development plan(SDP)

Interested parties must collect tender documents from the SCM Unit at Prince Mangosuthu Buthelezi House, Corner of Krugerrand & Barbados Bay Road, CBD, Richards Bay. A compulsory non-refundable tender deposit of **R560.00** is payable for this tender. Payments must be made at the King Cetshwayo District Municipality cashier offices (Pay-Hall) in Richards Bay or via EFT to (First National Bank, King Cetshwayo District Municipality, Acc. 62943444125, Bank code 210554), Ref. Your company name and Tender No. Alternatively bidders may download & print the tender document for free from www.etenders.gov.za or www.kingcetshwayo.gov.za

Any tender submitted by a person(s) who is in the service of the state or if that person(s) is not a natural person, of which any director, manager, principal shareholder or stakeholder is a person in the service of the state or who is an advisor or consultant contracted with the Municipality shall not be considered in terms of regulation 44 of the Municipal Supply Chain Regulations. **National Treasury has introduced the Central Supplier Data Base (CSD), where all suppliers are required to register. For more information Please contact Mr. Z. MKHWANAZI on (035) 799 2790 or visit the CSD website at www.csd.gov.za. Only Tenderers who are registered with CSD and King Cetshwayo District Municipality's supplier data base will be considered for this tender.**

A Compulsory tender meeting will be held on **Thursday, 07 November 2024 at 10:00 at Pay-Hall** of KCDM, Prince Mangosuthu Buthelezi House Corner of Krugerrand & Barbados Bay Road, CBD, Richards Bay. Prospective tenderer's that do not attend the meeting will be disqualified.

This tender will be evaluated on a 80/20 preferential points system. Should you wish to claim any preference points please ensure that you submit an original or certified copy of your companies' B-BBEE Status level verification certificates with the tender document.

"King Cetshwayo District Municipality will strive to achieve the specific goals in line with the PPPFA regulations 2022 and the RDP. "

		<R50 Million
NO.	Categories	80 20
1	EME or QSE which is at least 100% owned by black people	10
2	BBBEE Level 1	10
	Total	20

Completed tenders in sealed envelopes bearing the tender number must be deposited in the Municipality's tender box in the foyer of Prince Mangosuthu Buthelezi House, Corner of Krugerrand & Barbados Bay Road, CBD, Richards Bay on or before **12h00 on Monday, 02 December 2024**. where tenders will be opened in public. Tenders received after the due date and time will not be considered.

Please NOTE that this tender will be evaluated on functionality, price and preference. Any tenderer who scores less than 70 percent, in respect of “functionality” will be regarded as submitting a non-responsive tender and will be disqualified.

All Tenders received will be pre - evaluated by a panel on a basis of functionality comprising the items listed in the following table. For purposes of comparison and in order to ensure a meaningful evaluation bidders are requested to furnish detailed information in substantiation of compliance to the evaluation criteria listed in the table below.

NB: Bidders that score less than 70 % of the allocated total points for functionality will be disqualified. All decimal points will be rounded off to the nearest figure.

ITEM	TOTAL POINTS (CAPPED)
Team Capability	20
Methodology	20
Stakeholder Liaison Capabilities	13,33
Presentation	16.66
Local Knowledge	10
Relevant Experience	20
TOTAL	100
PERCENTAGE	100%

It will be the tenderer's responsibility to check the document on receipt for completeness and to notify the employer of any discrepancies or omissions. It is the tenderer's responsibility to provide all the data and information requested in the form required, failure to do so may be regarded by the employer as a non-responsive tender. Submissions may only be done on documentation supplied by the Municipality.

All communication between the employer and the tenderer shall be in a form that can be read, copied and recorded. All writing shall be in the English Language. The employer shall not take any responsibility for non-receipt of communications from a tenderer.

All Technical enquiries must be directed to Mr. W Mpofu at Tel. 035-799 2606 or Mr. G Mathalise on telephone number 035 799 2682. All Administrative enquiries must be directed to Mr. Z. Mkhwanazi at Tel. 035-799 2790.

Tenderers who do not hear from the King Cetshwayo Municipality within 90 days of the closing date of the tender should consider their tender unsuccessful.

Please note that no tender will be accepted by fax or e-mail.

P.P Sibiya
Municipal Manager
King Cetshwayo District Municipality
Private Bag X1025
RICHARDS BAY
3900

ENCLOSURES

- | | |
|---|------------------|
| 1. CONDITIONS OF TENDER | SECTION C |
| 2. CONDITIONS OF CONTRACT | SECTION D |
| NATIONAL TREASURY GENERAL CONDITIONS OF CONTRACT | |
| 3. FORM OF ACCEPTANCE & DECLARATION | SECTION E |

EVALUATION DOCUMENTS:

- **DECLARATION OF TENDERERS PAST SUPPLY CHAIN MANAGEMENT PRACTICES**
- **DECLARATION OF INTEREST**
- **CERTIFICATE OF INDEPENDENT BID DETERMANATION (MBD 9)**
- **ACCEPTANCE FORM**
- **FORM OF ACCEPTANCE & DECLARATION**
- **THREE (3) REFERENCE LETTERS**
- **MUNICIPAL ACCOUNTS**
- **WORKMEN'S COMPENSATION**
- **CERTIFIED COPIES OF REGISTRATION CERTIFICATES WITH RELEVANT PROFESSIONAL BODIES.**
- **COMPANY STAKEHOLDER LIASON PROJECTS UNDERTAKEN**
- **COPIES OF TEAM MEMBERS CVs AND QUALIFICATION**
- **COPY OF THE TEAM PROFILE AND ORGANOGRAM**
- **PROPOSAL WITH MAPS, GRAPHS, GANTT CHART OF PROPOSALS SHOWING METHODOLOGY & TIME LINES**

4 SPECIFICATION

NB:

- ♣ **All forms must be completed, failure to do this will invalidate your bid.**
- ♣ **If any of the forms, or portion of any form, is not relevant, please indicate it on the form by marking it N/A.**

CONDITIONS OF TENDER**A. GENERAL**

1. The lowest or any tender will not necessarily be accepted and King Cetshwayo District Municipality reserves the rights to accept the whole or any part of a tender.
2. The quantities called for in this tender are an estimated quantity and King Cetshwayo District Municipality reserves the right to take more or less than the quantity specified.
3. **This contract will be governed by King Cetshwayo District Municipality “Conditions of TENDER” only and not any conditions supplied by the tenderer.**
4. Full details of items offered and or drawings / pamphlets etc. must be supplied together with the return documents. All additional drawings/ pamphlets returned with the tender documents must be firmly bound and marked as “Additional” to the specific tender reference number.
5. All items offered on this tender must be new and of the latest design.
6. Only tenders on King Cetshwayo District Municipality official tender document will be accepted and the original document must be returned, fully completed and signed, in the form presented. **Failure to do so will invalidate such tender.**
7. It must be clearly understood by the tenderer, that no order/s for such commodities or services required by the King Cetshwayo District Municipality will be recognized by the tenderer unless a King Cetshwayo District Municipality official order is issued and it is further understood that King Cetshwayo District Municipality will not accept responsibility for any payment to the tenderer unless the delivery notes and invoices for such goods or services quote the relevant order number and is sent to King Cetshwayo District Municipality, Financial Department, Private Bag X1025, RICHARDS BAY, 3900.
8. Should it be considered necessary by the tenderer that officials of King Cetshwayo District Municipality should proceed to other centres for inspection purposes, such costs shall be for the account of the tenderer.
9. Should it be considered necessary by the tenderer, in the interest of design, quality or inspection for whatever reason that King Cetshwayo District Municipality official should proceed to other centers for inspection purposes, such costs shall be for the account of the tenderer.

10. Only tenders received by 12h00 on the given closing date will be considered. No late tender by post, e-mail, fax, courier or delivered by hand will be accepted after this time.
11. No telegraphic, e-mail or faxed tenders will be accepted and all posted or tenders sent by couriers, must be clearly marked with the postal date and time.
12. **ALL PRICES QUOTED MUST EXCLUDE VALUE ADDED TAX AND MUST BE FIRM FOR A PERIOD OF (90) NINETY DAYS FROM CLOSING DATE OF THIS TENDER.**
13. **SP TAX STATUS WILL VERIFIED ON CSD; IN THE EVENT THAT YOUR TAX STATUS INDICATE NON COMPLIANT YOUR TENDER WILL BE DISQUALIFIED.**
14. The use of correction fluid or correction tape on this document will invalidate your tender submission.

B. DEMONSTRATIONS AND INSPECTIONS

1. All tenderers must be prepared to demonstrate where required, free of charge and obligation, at the King Cetshwayo District Municipality or any other area within the boundary of the King Cetshwayo District Municipality, any items offered in this tender.
2. Where officials are required to attend demonstrations or inspections outside the District Municipality boundary of Richards Bay, all costs to attend such demonstration must be borne by the tenderer.

C. DELIVERIES, COMPLETION AND PENALTIES

1. Delivery date to be negotiated on placing the order.
2. Tenderers shall furthermore note that goods or services will not be considered acceptable and consequently their obligations not fulfilled should goods or services fail to comply with the specifications in the tender document.
3. Where the supplier fails to deliver within the scope of the specifications of this tender, the Municipality reserves the right to obtain services from any other supplier that complies with the specifications and the tenderer will be held responsible for all costs involved.

D. PAYMENTS

1. Payment will be made within 30 days from statement invoice date subject to satisfactory execution of the contract conditions and provided that the statement/invoice is without error.
2. Tenders must clearly state all settlement and trade discounts.
3. Any additional payment for extra work carried out on a contract will only be made provided that the contractor is issued with a variation order by the procurement section of the King Cetshwayo District Municipality.
4. The King Cetshwayo District Municipality hereby indemnifies itself from any claims whatsoever, which may arise as a result of loss of income suffered by the tenderer for any reason directly or indirectly during the course of this tender and King Cetshwayo District Municipality reserves the right to consider compensation at its own terms.
5. If you have submitted a tender or quotation, your tendered amount is deemed that it will not change. Should your VAT status change, the original tendered amount will be deemed to have included VAT.

SECTION D

NATIONAL TREASURY GENERAL CONDITIONS OF CONTRACT

FORM OF ACCEPTANCE & DECLARATION

The Municipal Manager
King Cetshwayo District Municipality
Private Bag X1025
RICHARDS BAY
3900

I/We (To be completed)
(Representative or Company Name)

The undersigned, having examined the Specification, hereby offer to supply the Municipality with the requirements called for on the Municipality's Form of Tender and Specifications, "Form A" attached, in accordance with the conditions of this tender.

I/We further undertake that this offer shall not be retracted or withdrawn from the closing date of this tender up to the order date.

I/We further undertake, in the event of the acceptance of this tender, either wholly or in part, to enter into a formal contract, if required, and to provide one good and sufficient surety for the due fulfillment of the contract to the satisfaction of the Municipality.

I/We also agree:

- (a) that if the tender be accepted, the acceptance may be communicated to us by letter through the post and that in such case the Post Office shall be regarded as our agents and delivery of such acceptance to the Post Office shall be treated as delivery to us;
- (b) The Municipality chooses as its "domicilium citandi et executandi" for the purpose of the contract, the following address:

King Cetshwayo District Municipality
Prine Mangosuthu Buthelezi House
Private Bag X 1025
RICHARDS BAY 3900
- c) the law of South Africa will govern the contract created by acceptance of our tender and we agree to submit to the jurisdiction of the South African Courts;
- d) that if our tender be accepted by the Municipality either wholly or in part, and the acceptance be notified to us, we undertake to be bound by the term of the agreement constituted by our said tender and the acceptance thereof by the said Municipality, until a formal contract has been executed between us and the Municipality, and that if we are not required by the Municipality to execute such formal contract, we undertake to be bound by the terms of the agreement constituted by our said tender and the acceptance thereof by the said Municipality.

I/WE ALSO DECLARE THAT:

- 1) The information provided is true and correct;
- 2) The signatory to the tender document is duly authorized;
- 3) I/we are registered for Workman's Compensation and the valid certificate number of the workman's compensation commissioner's letter of good standing is provided. When applicable the option to submit an original or certified copy of the letter from the agent authorized by Workmen's Compensation Commissioner will be accepted

In the case where it is not possible for a tenderer to obtain the above letter of good standing from the workmen's compensation commissioner, an affidavit is to be submitted advising that the business has registered with the workmen's compensation commissioner.

In the case where a business does not employ any employees an affidavit together with a letter from the workmen's compensation commissioner addressed to the business, confirming that registration is not required, must be submitted.

- 4) Documentary proof regarding any tendering issue will, when required, be submitted to the satisfaction of the relevant organ of state;
- 5) A valid tax reference is provided;
- 6) My municipal rates and taxes are not older than three (3) months and the following is attached:

TENDERER IS PROPERTY OWNER FOR PURPOSES OF CONDUCTING BUSINESS FROM ITS PREMISES

Please select option by ticking below

A.1

In the case where the tenderer owns the property from which the tenderer's business operates from, a certified copy of the tenderer's business municipal account not older than three (3) months indicating the status of payment of all municipal rates and taxes i.e. property rates, electricity, water, refuse & sewer from the Municipality in which jurisdiction the said property is situated, must be submitted.

☐

OR

A.2 . In the instance where the tenderer occupies Tribal land a certified affidavit from commissioner of oath, confirming that the tenderer is residing in the area where no municipal accounts are billed. If the property rates, electricity, water, refuse is charged by the municipality, the original or certified copy of the statement not older than three (3) months in the name of the tenderer or any of its directors must be attached

☐

NB:

Should there be separate tax invoices from the municipality for property rates and services (taxes), you are required to submit the most recent of each of these invoices
OR

B. TENDERER IS THE TENANT FOR PURPOSES OF CONDUCTING ITS BUSINESS FROM PREMISES.

B1. In the case where the tenderer does not own property and is a tenant for the purposes of its business establishment, the tenderer to provide a certified copy from its landlord certifying that all the tenant's payments in respect of all municipal rates and taxes i.e. property rates, electricity, water, refuse & sewer are paid up to date, or

☐

B2. In the case where the tenderer as tenant is responsible for its own municipal accounts with the municipality then tenderer must attach the letter from the landlord certifying the above together with certified copies of all most recent relevant municipal invoices i.e. property rates, electricity, water refuse & sewer.

☐

B3. In the case where the tenderer operates in the property owned by relative and does not pay rent or rates, an affidavit from the relative confirming such must be attached. Also the up to date certified copy municipal rates statement of the relative must be attached or letter from the councilor in case of the Tribal Authority.

☐

B4. In case where the potential service provider is under incubation program a certified copy of the letter from the incubator confirming that the service provider is using their facilities (property)

☐

FAILURE TO DO SO MAY LEAD TO YOUR TENDER BEING DISQUALIFIED.

**PAGE TO WHICH A VALID CERTIFICATE NUMBER OF THE
WORKMEN'S COMPENSATION COMMISSIONER LETTER OF
GOOD STANDING MUST BE ATTACHED.**

Please provide a valid certificate number of the Workmen's Compensation if registered with the department of labour, or attach valid original (or valid certified copy) of the Workmen's Compensation commissioner letter of good standing from applicable agencies e.g, FEM, RAM etc, if not registered with the department of labour.

Workmen's Compensation registration number:_____

Workmen's Compensation certificate number: _____

OR

In the case where it is not possible for an applicant to obtain the above letter of good standing from the Workmen's Compensation Commissioner, an affidavit is to be submitted advising that the business has registered with the Workmen's Compensation Commissioner.

OR

In the case where a business does not employ any employees an affidavit Together with a Letter from the Workmen's Compensation Commissioner addressed to the business, confirming that registration is not required, must be submitted.

**FAILURE TO DO SO MAY LEAD TO YOUR TENDER BEING
DISQUALIFIED.**

**PAGE TO WHICH THREE (3) CERTIFIED COPIES OF A REFERENCE
LETTERS FOR SIMILAR PROJECTS MUST BE ATTACHED.**

Please attach valid certified copies of three (3) reference letters to this page.

**FAILURE TO DO SO MAY LEAD TO YOUR TENDER BEING
DISQUALIFIED**

DECLARATION OF TENDERER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Tendering Document must form part of all Tenders invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities 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 Tender of any tenderer may be rejected if that tenderer, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the Tender.

4.1	Is the tenderer or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes ☐	No ☐
4.1.1	If so, furnish particulars:		

4.2	Is the tenderer 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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za , click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes ☐	No ☐
4.2.1	If so, furnish particulars:		
4.3	Was the tenderer or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes ☐	No ☐
4.3.1	If so, furnish particulars:		
4.4	Does the tenderer or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes ☐	No ☐
4.4.1	If so, furnish particulars:		

4.5	Was any contract between the tenderer and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes ☐	No ☐
4.5.1	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 Tenderer

DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state¹.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number:

3.3 Position occupied in the Company (director, trustee, shareholder²):.....

3.4 Company Registration Number:

3.5 Tax Reference Number:.....

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.

.....

¹MSCM Regulations: "in the service of the state" means to be –

(a) a member of –

- (i) any municipal council;
- (ii) any provincial legislature; or
- (iii) the national Assembly or the national Council of provinces;

(b) a member of the board of directors of any municipal entity;

(c) an official of any municipality or municipal entity;

(d) an employee of 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);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

² Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

3.9.1 If yes, furnish particulars.....

.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.10.1 If yes, furnish particulars.

.....

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

3.11.1 If yes, furnish particulars

.....

.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.12.1 If yes, furnish particulars.

.....

.....

3.13 Are any spouse, child or parent of the company's directors trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

3.13.1 If yes, furnish particulars.

.....

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars:

.....

.....

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

Full Name	Identity Number	State Employee Number

.....
Signature

.....
Date

.....
Capacity

.....
Name of Bidder

MBD 9**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) 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 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
 - a. take all reasonable steps to prevent such abuse;
 - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
 - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD 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 (MBD 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 Municipality / Municipal Entity)

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.
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.

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.

MBD 9

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

**PAGE TO WHICH VALID CERTIFIED COPIES OF THE
FOLLOWING MUST BE ATTACHED**

- **Proof of registration with professional bodies (SACPLAN, ECSA, PLATO).**

Please attach valid certified copies of proof of your registration with Professional/Statutory Bodies.

**FAILURE TO DO SO MAY LEAD TO YOUR TENDER BEING
DISQUALIFIED.**

**PAGE TO WHICH COPIES OF TEAM MEMBERS CVs AND
QUALIFICATIONS MUST BE ATTACHED**

Please attach copies of team members' CV and qualifications

**FAILURE TO DO SO MAY LEAD TO YOUR TENDER BEING
DISQUALIFIED.**

Please attach Team Profile

[illegible]

SECTION E

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PAGE WHEREIN YOUR COMPANY STAKEHOLDER LIASON PROJECT WERE UNDERTAKEN. **NOTE If more projects are available please add additional attachments.**

Type of stakeholder engagement	Project Name	Year of completion	Contact Person	Contact details

PLEASE COMPLETE THE TABLE ABOVE FAILURE TO DO SO MAY LEAD TO YOUR TENDER BEING DISQUALIFIED.

PAGE TO WHICH PROPOSAL WITH MAPS, GRAPHS, GANTT CHART OF PROPOSALS SHOWING METHODOLOGY & TIME LINES (*QUALITATIVE & QUANTITATIVE APPROACH, WORKFLOW PROCESS CHART, DATA GATHERING METHOD SPECIFIC TO KCDM & PROJECT MANAGEMENT ABILITY AND INNOVATION*) SHOULD BE ATTACHED

Please attach copies of proposal with maps, graphs and Gantt chart.

FAILURE TO DO SO MAY LEAD TO YOUR TENDER BEING DISQUALIFIED.

ACCEPTANCE

NB:

♣ **FAILING TO ATTACH ANY OF THE DOCUMENTS SPECIFIED IN THIS TENDER DOCUMENT, OR FAILURE TO COMPLETE IN FULL THOSE SECTIONS REQUIRING COMPLETION, WILL INVALIDATE THE TENDER.**

FOR AND ON BEHALF OF

NAME OF COMPANY

ADDRESS

NAME OF TENDERER

SIGNATURE OF TENDERER

DATE

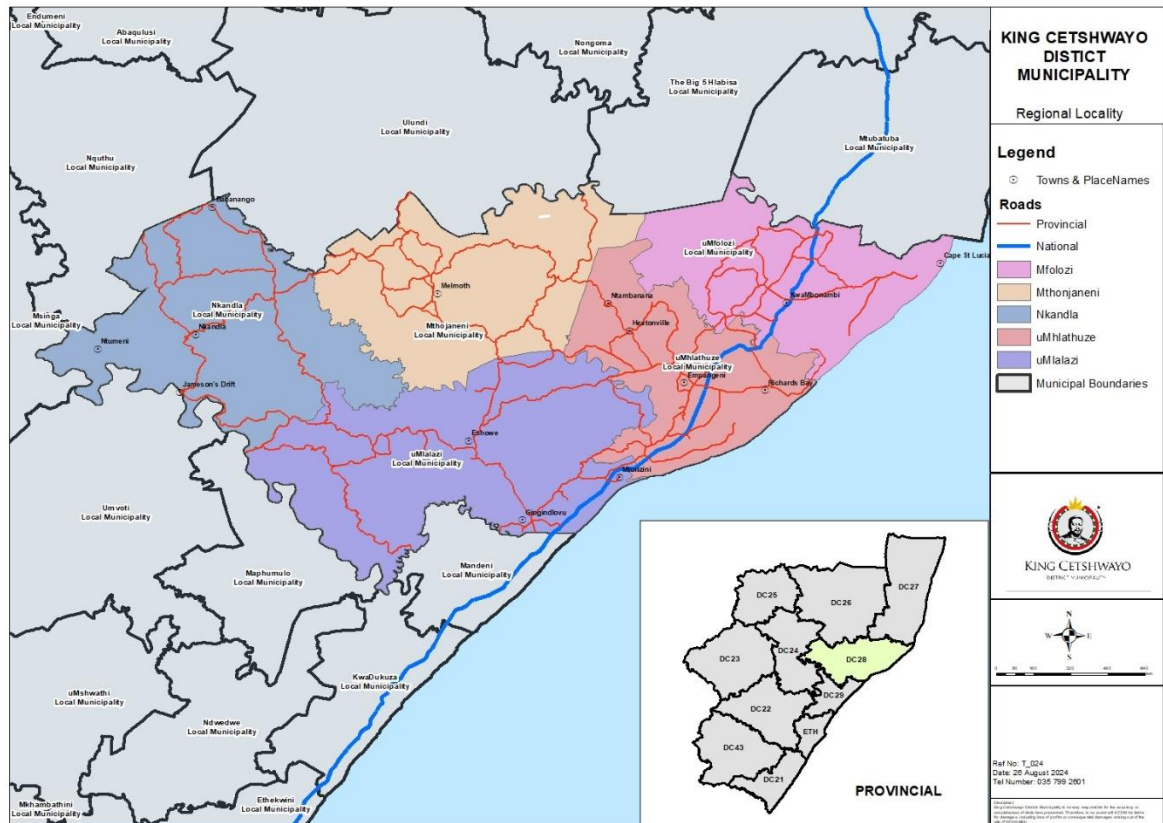
FORM OF SPECIFICATIONS**APPOINTMENT OF A SERVICE PROVIDER TO REVIEW THE SPATIAL DEVELOPMENT FRAMEWORK (SDF) & THE DEVELOPMENT OF SPATIAL DEVELOPMENT PLAN (SDP).****1.0 BACKGROUND**

- 1.1 Section 26 (e) of the Local Government: Municipal Systems Act, No. 32 of 2000 (hereafter the MSA) stipulates that all municipalities are required to compile Spatial Development Frameworks (hereafter “SDFs”) as a core component of their Integrated Development Plans (hereafter “IDPs”).
- 1.2 The MSA also stipulates that central to an SDF is a Strategic Environmental Assessment of the SDF proposals which is undertaken in order to ensure that an SDF is based on sound empirical analysis and is economically, socially, ecologically and institutionally sustainable.
- 1.3 The NDP advocates for the translation of municipal and provincial SDFs into ‘**spatial contracts that are binding across national, provincial and local governments**’ and an ‘**Explicit spatial restructuring strategy**’ must include the identification of ‘**priority precincts for spatial restructuring**’ in every municipality.
- 1.4 The NDP’s Chapter 8 advocates strong measures **to prevent further development of housing in marginal places, increase urban densities to support public transport, incentivising economic activity in and adjacent to townships; and engaging the private sector in the gap housing market.**

- 1.5** Spatial Development Frameworks are called to developing community safety centres to prevent crime; encourage integrated rural development; improve education, training and innovation, and promote environmentally sustainable and resilient communities, environments and tools.
- 1.6 The Spatial Planning and Land Use Management Act, 2013 (hereafter referred to as SPLUMA) is a framework act for all spatial planning and land use management legislation in South Africa, which seeks to promote consistency and uniformity in procedures and decision-making.
- 1.7 SPLUMA includes objectives intended at addressing historical spatial imbalances and the integration of the principles of sustainable development into land use and planning regulatory tools and legislative instruments
- 1.8 Chapter 4 of the SPLUMA requires national, provincial, and municipal spheres of government to prepare SDFs that establish a clear vision which must be developed through an inventory and analysis based on national spatial planning principles and local long-term development goals and plans.
- 1.9 Therefore, the SPLUMA reinforces and unifies the NDP's vision and policies in respect of using spatial planning mechanisms to eliminate poverty and inequality while creating conditions for inclusive growth by seeking to foster a high-employment economy that delivers on social and spatial cohesion.
- 1.10 As such, King Cetshwayo District Municipality, requires their SDF to be reviewed so as to produce a product that is sustainable, legally compliant with the SPLUMA and provides clear guidance for the development of guidelines to inform local municipal Land Use Scheme.

- 1.11 A Service Provider is therefore required to assist the Municipality in accomplishing this task.
- 1.12 In addition to the requirements for legal compliance and sustainability, basic to this SDF is the imperative to provide for the localization of national and provincial sector specific policies and guidelines. Central to this process is the drive towards redressing the imbalances of the past which resulted in the spatial segregation of people, land use, social and economic activities.
- 1.13 The annual IDP assessments reveal that although some Municipal SDFs within KZN are making headway in achieving legal compliance and the imperatives of the spatial integration of economic, social, ecological, and institutional arrangements, many Municipalities require assistance with such a task. Many SDF's across the province are found to be descriptive of the status quo and lacking in **strategic direction** for decision makers and investors. Based on the above, the Municipality's SDF will seek to establish "a sound strategic and innovative" approach which is realistic, collaboratively informed and providing sound land management guidance.
- 1.14 Consequently, Proposals are requested from suitably qualified and experienced service providers in order to assist the District to review its SDF together with the stakeholders of the Municipality.

2. LOCATION AND DISTRICT CONTEXT



3. THE OBJECTIVES OF THE PROJECT

- 3.1. In 2017, the National Department of Rural Development and Land Reform (DRDLR) published a manual on the preparation of SDFs titled “SDF Guidelines: Guidelines for the Development of Provincial, Regional and Municipal Spatial Development Frameworks and Precinct Plans” in an attempt to guide the development of SPLUMA compliant Spatial Development Frameworks. The Department of COGTA and the municipality also consider it appropriate to consider these guidelines in developing an SDF in line with the new role expected of an SDF as elaborated in the SPLUMA.
- 3.2. The objective of the project is to review the 2022 SDF to create a credible, legally compliant and sustainable SDF for King Cetshwayo District Municipality and its stakeholders using among others the manual prepared by the Department of Rural Development and Land Reform as one of the guiding tools.

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- 3.3. The credibility of the SDF will hinge upon a sound, empirical analysis of the Municipal area of jurisdiction.
- 3.4. Compliance with the provisions of the MSA and the Municipal Planning and Performance Management Regulations (GN R796 of 2001) is mandatory.
- 3.5. Compliance with the provisions of SPLUMA is mandatory.
- 3.6. Alignment with the Provincial Growth and Development Strategy and Plan as well as the District Development Strategy is also necessary.
- 3.7. The SDF should be developed to give effect to Section 21 of SPLUMA and the vision, objectives and strategies of the adopted Municipal IDP and must therefore attend to the following:
 - 3.7.1. An agreed upon long term spatial development vision, which indicates a desired spatial growth and development pattern for the next 10 to 20 years.
 - 3.7.2. Give effect to the development principles and applicable norms and standards as set in chapter 2 of SPLUMA.
 - 3.7.3. Include a written and spatial representation of a five-year spatial development plan for the spatial form of the municipality
 - 3.7.4. Identify current and future significant structuring and restructuring elements of the spatial form of the municipality, including development corridors, activity spines and economic nodes where public policy and private investment will be prioritized.

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- 3.7.5. Include population growth estimates for the next five years.
- 3.7.6. Include estimates of the demand for housing units across different socio economic categories and the planned location and density of future housing developments.
- 3.7.7. Include estimates of economic activity and employment trends and locations in the municipal area for the next five years.
- 3.7.8. Identify, quantify and provide location requirements of engineering infrastructure and services provision for existing and future development needs for the next five years.
- 3.7.9. Identify the designated areas where national or provincial inclusionary housing policy may be applicable.
- 3.7.10. Include a strategic assessment of the environmental pressures and opportunities within the municipal area including the spatial location of environmental sensitivities, high potential agricultural land and (coastal access strips where applicable).
- 3.7.11. Identify the designation of areas in the municipality where the incremental upgrading approaches to the development and regulation will be applicable.
- 3.7.12. Identify the designation of areas in which more detailed local plans must be developed, and shortened land use development procedures may be applicable and land use schemes may be so amended
- 3.7.13. Provide the spatial expression of the coordination, alignment and integration of sectoral policies of all municipal departments.
- 3.7.14. Determine a capital expenditure framework for the municipality's development programme, depicted spatially.

- 3.7.15. Determine the purpose, desired impact and structure of the land use management scheme to apply in that municipal area.
- 3.7.16. Include an implementation plan comprising of sectoral requirements including budgets and resources implementation; necessary amendments to a land use scheme; specification of institutional arrangements necessary for implementation; specification of institutional arrangements necessary for implementation; specification of implementation targets including dates and monitoring indicators; specification where necessary of any arrangements for partnerships in the implementation process.
- 3.7.17. Notwithstanding the requirements of SPLUMA, it is also necessary to address the following as required by the Municipal Systems Act:
 - 3.7.17.1 to address spatial reconstruction;
 - 3.7.17.2 to align with the spatial development frameworks reflected in the integrated development plans of neighbouring Municipalities;
 - 3.7.17.3 to indicate desired or undesired utilization of space in a particular area;
 - 3.7.17.4 to delineate an urban edge; and
 - 3.7.17.5 must identify areas where strategic intervention is required and must identify areas of priority spending.
 - 3.7.17.6 must set out a capital investment framework for the municipality's development programmes.

4. SCOPE OF WORK AND CRITICAL MILESTONES

The overall aim of the project is to ensure that the SDF provides for a vision and strategies which are implementable in order to change space for the greater good of all in the municipality. As a minimum the SDF should comply with the SPLUMA requirements. The SPLUMA requirements are inclusive of Section 21 but not limited to section 21, as listed hereunder:

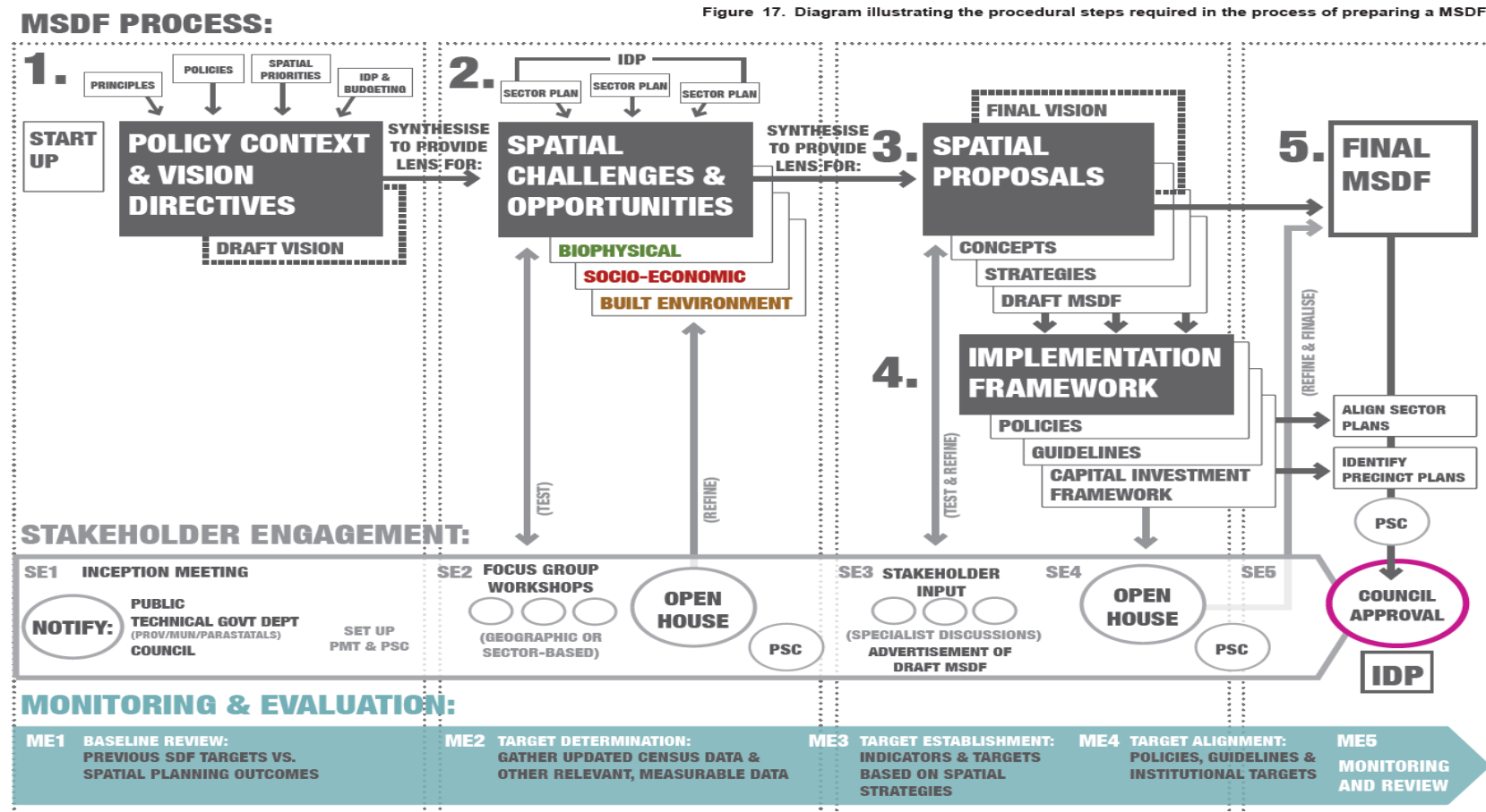
TABLE 1: SPLUMA REQUIREMENTS ACCORDING TO SECTION 21

SECTION	SPLUMA REQUIREMENTS
21(a)	Give effect to the development principles and applicable norms and standards as set in chapter 2 of SPLUMA
21(b)	Include a written and spatial representation of a five year spatial development plan for the spatial form of the municipality
21(c)	Long Term Vision for 10-20 years for spatial growth
21(d)	Identify current and future significant structuring and restructuring elements of the spatial form of the municipality, including development corridors, activity spines and economic nodes where public policy and private investment will be prioritised.
21(e)	Include population growth estimates for the next five years.
21(f)	Include estimates of the demand for housing units across different socio economic categories and the planned location and density of future housing developments.
21(g)	Include estimates of economic activity and employment trends and locations in the municipal area for the next five years.
21(h)	Identify, quantify and provide location requirements of engineering infrastructure and services provision for existing and future development needs for the next five years.
21(i)	Identify the designated areas where national or provincial inclusionary housing policy may be applicable
21(j)	Include a strategic assessment of the environmental pressures and opportunities within the municipal area including the spatial location of environmental sensitivities, high potential agricultural land and (coastal access strips where applicable).
21(k)	Identify the designation of areas in the municipality where the incremental upgrading approaches to the development and regulation will be applicable.
21(l)	Identify the designation of areas in which more detailed local plans must be developed, and shortened land use development procedures may be applicable and land use schemes may be so amended
21(m)	Provide the spatial expression of the coordination, alignment and integration of sectoral policies of all municipal departments.
21(n)	Determination of Capital Expenditure Framework for municipality's development programmes depicted spatially
21(o)	Determine the purpose, desired impact and structure of the land use management scheme to apply in that municipal area
21(p)	Include an implementation plan comprising sectoral requirements including budgets and resources required for implementation; necessary amendments to a land use scheme; specification of institutional arrangements necessary for implementation; specification of implementation targets including dates and monitoring indicators; specification where necessary of any arrangements for partnerships in the implementation process.

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In order to assist in the development of the Municipal SDF, the Department of Rural Development and Land Reform, have developed SPLUMA guidelines (2017) which recommend the type of content, the stakeholder engagements and the monitoring and evaluation to be developed within each phase (See Diagram below):



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A tabulated version of the recommended Phases, Products, Actions and types of meetings (SPLUMA guidelines, 2017) are depicted hereunder:

Table 2: Phases, Products, Actions, Deliverables and Timeframes & Budget percentages

Phase	Meetings	Actions	Product /Deliverables	Timeframes (Cumulative timeframe)	Budget percentages
Phase 1: Start Up	Pre-Inception meeting with the Project Management Team	Start Up Process: (1) Pre-Inception meeting with the Municipality/District and COGTA to clarify Terms of Reference (Content, Performance Management and Monitoring, Stakeholders, Focus Group workshops (Engineering), Technical Workgroups, Specialist, requirements, and Communities (Urban, Traditional, Farming, Business, Social etc.). (2) Discussion on Data (3) Municipal report /discussion on key Local Policy Directives and initiatives within the municipality. (4) Preliminary mapping Plan (A process plan showing the mapping logic to be provided which should include the data to be used and the systematic mapping of the data from informants and constraint maps leading to composite maps). (5) A project Management Programme (work plan) is to be included showing the timeframes, actions, deliverables and budget per phase as a Gantt chart.	1 (a) Project Start Up Preliminary Project Management Plan Preliminary Data Source and vintages Plan Preliminary Consultation and Participation Plan Preliminary Local Policy Directives and key development issues Preliminary mapping Plan	1 Month (1 Month)	5%

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	Inception meeting with the PSC	Start Up Process: (1) The Inception report will include the following plans: • Project Management Plan • Data Source Plan • Consultation and Participation Plan • Preliminary Local Policy Directives and key development issues • Conceptual plan of mapping (A process plan showing the mapping logic to be provided which should include the data to be used and the systematic mapping of the data from informants and constraint maps leading to composite maps). (2) Notification of Public (3) Setup Project Management Team (4) Setup Project Steering Committee (5) Data access Monitoring and Evaluation Approach –Baseline SDF Targets	1(b) Project Start Up Inception Report	1 Month (2 Months)	
Phase 2: Policy Context & Vision Directives	(1) Project Management Team (2) Project Steering Committee (PSC) (3) Focus Group	Policy Context, Vision Directives Report (1) Principles (2) Policies (3) Spatial Priorities (4) IDP & Budgeting (5) Draft Vision (8) M & E Target determination – Gather Updated Census data & measurable data	2. Policy, Vision and Directives Report	2 Months (4 Months)	10%

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Phase 3: Spatial Challenges and Opportunities	(1) Project Management Team/Workshop (2) Focus Group Workshops (3) Open House (Public) (4) Project Steering Committee	Spatial Challenges and Opportunities (1) Biophysical (2) Socio-economic (3) Built Environment (4) IDP Link (5) M & E : Target Establishment (Indicators & targets)	3. Spatial Challenges and Opportunities Report	3 Months (7 Months)	15%
Phase 4: Spatial Proposals	(1) Stakeholder input (2) Project Management Team/Workshop (3) Project Steering Committee	Spatial Proposals (1) Concepts (2) Strategies (3) Draft Municipal Spatial Development Framework (4) Final Vision	4.. Spatial Proposals report	2 Months (9 Months)	20%
Phase 5: Implementations Framework	(1) Project Management Team (2) Project Steering Committee	Implementation Framework (1) Draft a set of Policies (2) Draft a set of Guidelines (3) Draft the Capital Investment Framework (4) Draft Implementation Framework (5) M & E : Target Alignment (Policies, Guidelines and Institutional matters)	5. Implementation Framework Report	2 Months (11 Months)	20%

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Phase 6: Advertising and Consolidation of Information	(1) Advertisement Commenting period 60 days (2) Project Management Team	Participation and Consultation Process /Stakeholder Input/Specialist discussions/ Open House (1) Notification / Advertising for comment for 60 days for input • Refinement of Vision • Refinement of Strategies • Refinement of Concepts.	6. Participation and Consultation Process /Stakeholder Input/Specialist discussions/ Open House	3 Months (14 Months)	10%
Phase 7: Final SDF	(1) Project Management Team (2) PSC	Final MSDF: (1) Sector Plan alignment (2) Identify Priority Local Plans / Precinct Plans (3) Executive Summary (4) Brochures/ Pamphlets/ Posters	7. Final Municipal Spatial Development Framework Report	2 Months (16 Months)	15%
	Council Approval	Final Council endorsed report	1. Final Council endorsed report	17 Months	
Phase 8 : Project Closeout	(1) Final PSC	Closeout Report (1) Handover of data (2) Maps (3) Documents (4) Areas for improvement	2. Closeout Report	Month 1 (18 Months)	5%

5. ELEMENTS TO BE ADDRESSED AND SPECIAL AREAS TO BE AWARE OF IN REVIEWING THE MUNICIPAL SDF

5.1 The Service Provider is to be aware of existing and proposed plans within KCDM which will need to be incorporated / refine in the SDF, namely;

5.1.1 Existing Plans include; KCDM SDF, KCDM IDP, KCDM DGDP, KCDM EMF, DDM One Plan, Economic Recovery Plan and etc.,

5.2 The Service Provider is specifically required to pay detailed attention to investigating, analyzing, synthesizing and ensuring a logical approach is used to address the following themes which are not independent of one another:

5.2.1 Population growth estimates for the next five years and in this regard it is recommended that both the Department of Social Development and Stats SA be requested to assist in determining the critical demographic analysis and trends for the municipality.

5.2.2 Identify, quantify and provide location requirements of engineering infrastructure and services provision for existing and future development needs for the next five years. Existing and proposed infrastructure and the capacity of infrastructure (per catchment) for the current needs and future development needs need to be clearly unpacked. It is recommended that the Department of Water and Sanitation as well as the District and Local Municipalities be requested to assist in determining the above requirements.

5.2.3 Include estimates of the demand for housing units across different socio economic categories and the planned location and density of future housing developments within the District.

5.2.4 Include estimates of economic activity and employment trends and locations in the municipal area for the next five years. It is recommended that the Department of Economic Development and Tourism Affairs (EDTEA) be requested to assist in determining the Economic activities and Employment trends and possible new markets.

- 5.2.5 Develop a Capital Investment Framework (CIF) approach in order to determine a Capital Expenditure Framework (CEF) for the municipality's development programmes which need to be depicted spatially.
- 5.2.6 Include an implementation plan comprising sectoral requirements including budgets and resources for implementation; necessary guidelines to land use scheme preparation; specification of institutional arrangements necessary for implementation; specification of implementation targets including dates and monitoring indicators; specification where necessary of any arrangements for partnerships in the implementation process.

6. MUNICIPAL SDF DOCUMENT STRUCTURE

The following diagram summarizes the key elements of the envisaged KCDM Municipal SDF report after by the Service Provider.

DIAGRAM 2: Municipal SDF Elements and document structure

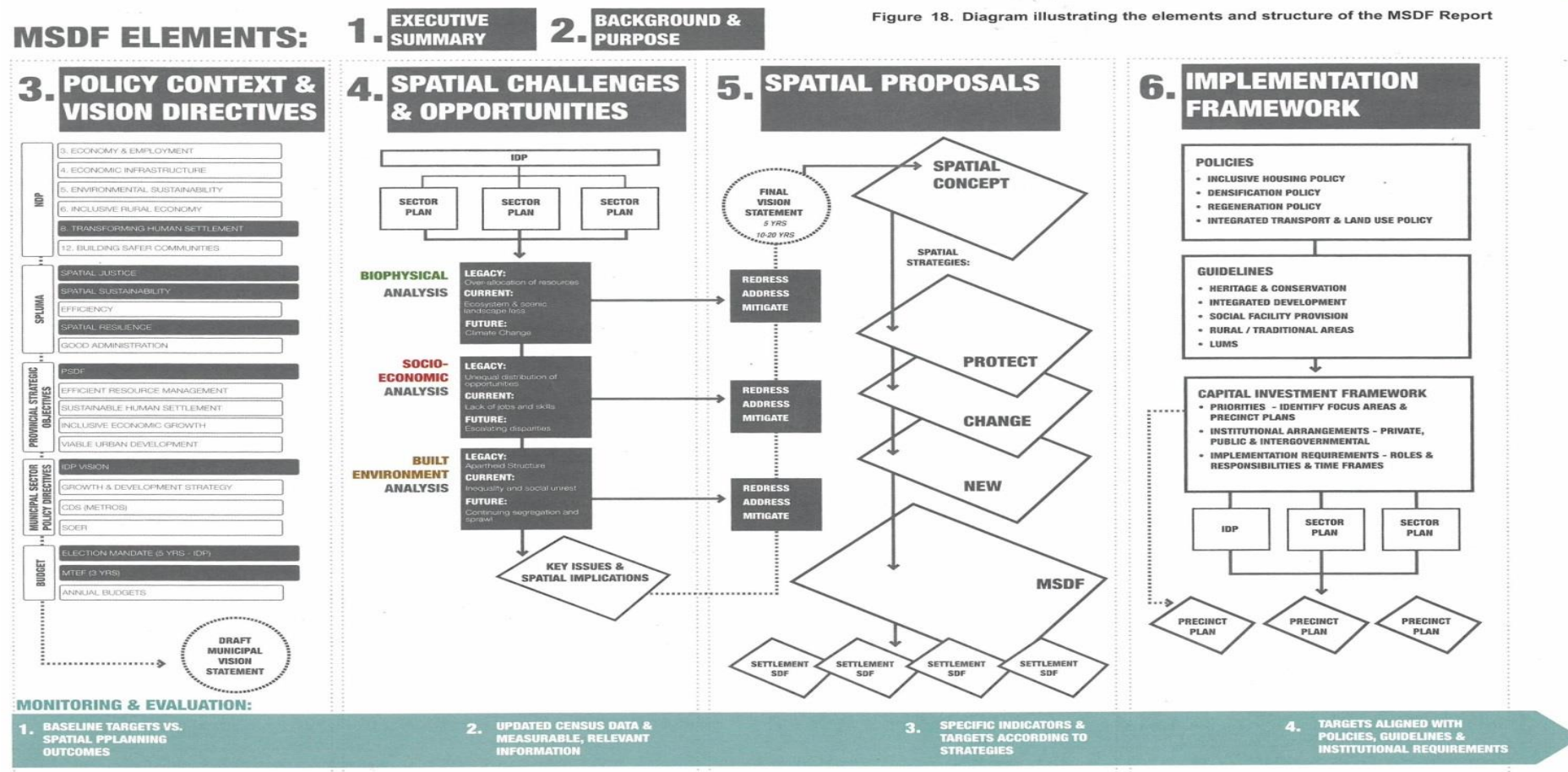


Figure 18. Diagram illustrating the elements and structure of the MSDF Report

MSDF Elements

Report Elements Guidelines

Table 4.3 sets out guidelines for the elements and content that is required as part of the MSDF report. Figure 18 visually illustrates the proposed MSDF document structure, as stipulated in the guidelines.

Table 4.3 MSDF Elements Guidelines

REF NO.	ELEMENT	EXPLANATION	DELIVERABLES	NATURE OF THE PRODUCT
E1. EXECUTIVE SUMMARY				
E1.1.	EXECUTIVE SUMMARY	- Quick reference overview of MSDF's main findings and recommendations with summarising explanatory graphics. - Provide an overview of the process undertaken, a synopsis of the key spatial issues identified during the spatial analysis and a synopsis of the key proposals contained in the MSDF.	Executive Summary at beginning of report	Short, clear and concise 1 page summary written in layman's terms (i.e. devoid of planner's jargon)
E2. BACKGROUND AND PURPOSE				
E2.1.	MSDF SCOPE AND INTRODUCTION	Set the scene by explaining MSDF's: terms of reference, legislative prescriptions, aims and objectives, users, study area, and methodology followed in its preparation.	Introduction Chapter	Short, clear and concise 3 page maximum summary based on TOR
E3. POLICY CONTEXT AND VISION DIRECTIVES				
E3.1.	NATIONAL POLICY CONTEXT	Provide contextual policy framework for MSDF by clarifying national spatial development imperatives that the MSDF needs to align with, as articulated in NDP, national SDF, MTREF, and other national spatial policy documents.	Summary of key national policies	2 – 3 page summary of all relevant policy directives – mostly articulated through bullets, images and diagrams
E3.2.	PROVINCIAL POLICY CONTEXT	Clarify the provincial development agenda that the MSDF needs to align with, as articulated in provincial growth and development strategy, PSDF, strategic objectives, MTREF, and other provincial policy documents. Stipulate the direct implications of these directives for the municipality.	Summary of key provincial policy directives	
E3.3.	MUNICIPAL POLICY CONTEXT	Clarify the municipal development agenda as articulated in the IDP, MTREF, and other key strategic municipal policy documents. Provide a summary of the IDP spending proposals and project budgeting.	Summary of key municipal policy directives	
E3.4.	GUIDING PRINCIPLES	Interpret the local significance and application of national spatial principles as articulated in SPLUMA.	Summary of SPLUMA principles	
E3.5.	VISION DIRECTIVES	- Develop a draft spatial vision for the municipality based on the 5 guiding principles set out in SPLUMA. - Take the lead from the visions as set out in the PSDF and IDP and synthesise the policy directive informants of E3.1. – E3.3. to articulate a long term draft vision aspired to for the municipal area.	Draft spatial vision and supporting conceptual diagram	1 paragraph vision statement – clear simple language

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REF NO.	ELEMENT	EXPLANATION		NATURE OF THE PRODUCT
E4. SPATIAL CHALLENGES AND OPPORTUNITIES				
E4.1.	SECTOR PLANS	Undertake a strategic review of what has been analysed previously and identified as key challenges and opportunities in relevant sector plans so that this information can be utilised and incorporated into the following analysis process.	Sector plan analysis summary	Concise and strategic, summarise into maximum 2 pages
E4.2.	BIOPHYSICAL ANALYSIS	- Provide an overview of the spatial location of environmental sensitivities, high potential agricultural land and other environmental considerations as applicable to the specific context. - Identify legacy, current and future challenges to the municipality's biophysical environment with particular attention to their spatial implications. - Summarise and spatialise the key findings into a municipally scaled diagrammatic map of the key biophysical challenge areas. - Identify biophysical development opportunities.	Biophysical Challenges and opportunities Chapter and mapping	Maximum 2 pages of text with supporting status quo maps and diagrams (only if reference is made to these in the text) Synthesis map of the key challenges in simplified conceptual diagrammatic format
E4.3.	SOCIO-ECONOMIC ANALYSIS	- Provide an overview of population growth estimates for the next five years, estimates of urban and rural economic activity and employment trends, the demand for housing units across different socio-economic categories, cultural socio-economic trends and other socio-economic pressures and opportunities within the municipal area. - Identify legacy, current and future challenges in the municipality's socio-economic environment with particular attention to their spatial implications. - Summarise and spatialise the key findings into a municipally scaled diagrammatic map of the key socio-economic challenge areas. - Identify socio-economic development opportunities.	Socio-Economic Challenges and opportunities Chapter and mapping	Maximum 2 pages of text with supporting status quo maps and diagrams (only if reference is made to these in the text) Synthesis map of the key challenges in simplified conceptual diagrammatic format
E4.4.	BUILT ENVIRONMENT ANALYSIS	- Provide a strategic overview of the built environment pressures within the municipal area through identifying current significant structural elements of the spatial form of the municipality and through assessing the status quo and current quality of the built form, heritage, infrastructure, land uses and patterns of activity - Identify legacy, current and future challenges to the municipality's built environment with particular attention to their spatial implications. - Summarise and spatialise the key findings into a municipally scaled diagrammatic map of the key built environment challenge areas. - Identify built environment development opportunities.	Built Environment Challenges and opportunities Chapter and mapping	Maximum 2 pages of text with supporting status quo maps and diagrams (only if reference is made to these in the text) Synthesis map of the key challenges in simplified conceptual diagrammatic format
E4.5.	KEY DEVELOPMENT ISSUES & SPATIAL IMPLICATIONS	- Synthesise the biophysical, socio-economic and built environment analysis into key issues and identify their spatial implications for the municipality. - Identify what needs to be redressed, addressed and mitigated in order to overcome the key spatial challenges and unlock opportunities while aiming to achieve the spatial vision.	Synthesis conclusion chapter	1 page summary paragraph, simple language

NOTE: Refer to Table 1.2 in section 1.4.2.4. (Pg 20 - 22 of Part 1) for a more in-depth discussion on the scope and focus of the 3 analysis themes at a municipal scale.

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REF NO.	ELEMENT	EXPLANATION	DELIVERABLES	NATURE OF THE PRODUCT
E5. SPATIAL PROPOSALS				
E5.1.	FINAL SPATIAL VISION	- Finalise the spatial future aspired to through updating the draft spatial vision based on the key issues and spatial implications. - Stipulate this through a short term (5 year) and a long term (10-20 year) vision statement.	Final Vision Statement,	Clear, simple diagram and maximum 1 page supporting statement
E5.2.	SPATIAL CONCEPT	Develop a diagrammatic spatial concept that visually spatialises and illustrates the final vision for the municipal area.	Spatial Concept diagram	Clear, simple diagram and 1 page supporting statement
E5.3.	SPATIAL STRATEGIES	- Articulate how the spatial concept is to be achieved through developing spatial strategies that must encompass measures to: Protect threatened or scarce spatial assets (i.e. conservation strategies) - Bring about spatial change (i.e. 'brownfields' development strategies, urban renewal, designation of areas where incremental upgrading approaches to development and regulation should be applicable) - Identify where new development should take place (i.e. 'greenfields' development strategies, the planned location and density of future housing developments, desired typologies, location of development corridors, activity spines and economic nodes where public and private investment must be prioritised and facilitated). - Stipulate the implications of the SDF proposals for the Land Use Management System (LUMS) of the municipality	"Protect", "Change" and "New" strategies and their associated maps and diagrams	1 map per strategy with clear legend and 1 page summary of the key proposals
E5.4.	COMPOSITE MSDF	- Overlay the spatial strategies into a consolidated composite municipal spatial development framework. - This must include a municipal-scale map that can be developed using the Spatial Planning Categories (SPC) process to determine broader land use categories. - The development of more detailed proposals for settlements within the municipal jurisdiction based on the SDF strategies (as separate maps) are also required to indicate conceptual approach to the settlement as well as growth areas for housing, mixed use, business and industry within the urban edge.	MSDF composite map and supporting text SDF map for each settlement	Short and Concise text, with map showing desired land use

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REF NO.	ELEMENT	EXPLANATION	DELIVERABLES	NATURE OF THE PRODUCT
E6. IMPLEMENTATION FRAMEWORK				
E6.1.	SUPPORTING POLICIES	Develop applicable policies that will support the achievement of the spatial strategies, such as policies that encourage inclusive housing, densification, regeneration or integrated transport and land use planning.	Suite of required policies	2 – 3 pages summary of all policies. More detail could be contained in Annexure if a separate stand alone document is required
E6.2.	GUIDELINES	- Develop a set of required guidelines that are relevant to the achievement of the spatial strategies, such as guidelines on heritage and conservation, social facility provision, or rural/traditional areas. - Develop guidelines for the LUMS which will determine the purpose, desired impact and structure of land use management for the municipality in accordance to the SDF proposals and any amendments that will be required. This could include guidelines on overlay zones, shortened land use development procedures and the amendment of zoning rights.	Suite of required guidelines LUMS guidelines	2 – 3 pages summary of all guideline. More detail could be contained in Annexure if a separate stand alone document is required
E6.3.	CAPITAL INVESTMENT FRAMEWORK	- Develop a capital investment framework that articulates how the spatial proposals are to be achieved sequentially, with attention to what key interventions need to take place, where they need to occur and by whom. This framework must spatially depict the development budgeting priorities and programmes for the municipality through containing the following elements: - The identification of key spatial priorities that will assist in fast tracking and achieving the MSDF proposals that are linked to areas where shortened land use development procedures may be applicable and endorsed by the municipal engineering department based on infrastructure capacity. - The designation of areas where more detailed local plans must be developed through the identification of required precinct plans. - Stipulation of implementation requirements with regards to roles, responsibilities & timeframes. - Stipulation of the required institutional arrangements together with possible private, public and intergovernmental collaborations / partnerships.	Capital Investment Framework Section in Implementation chapter in MSDF report	3 – 5 pages with summarised text or tables and supporting spatial maps where required (preferably in GIS format)
E6.4.	INFORM SECTOR PLANS AND IDP	- Provide sufficient detail as to how the SDF proposals must inform the priorities, performance indicators and targets of the IDP. - Provide sufficient detail as to how the SDF proposals must inform the priorities, performance indicators and targets of other relevant sector plans.	Statement in Implementation chapter	1 - 2 page statement

7. STANDARDS, OUTCOMES AND DELIVERABLES

- 7.1 The SDF should localize National and Provincial Legislation and Policy imperatives such as the National Development Plan, the Integrated Urban Development Framework, the Provincial Growth and Development Strategy and Implementation Plan, Outcome 9, the National SDF Guidelines and Provincial Spatial Guidelines.
- 7.2 The SDF should clearly indicate the localization of the Capital Investment and Expenditure Imperatives as discussed in the SPLUMA Guidelines (2017).
- 7.3 The SDF should contribute positively towards sustainability in the institutional, economic, social and ecological dimensions across sectors.
- 7.4 The SDF should reflect a detailed statistical analysis reflecting the impact within the poverty areas and be able to guide the municipality to areas of poverty and areas to be prioritized for spending.
- 7.5 The SDF should be able to serve as a tool for both a vertical and a horizontal alignment of government-wide activities, plans, policies and legislation.
- 7.6 The SDF must be a GIS based tool which clearly enables the structured implementation of programs, their monitoring and decision-making.
- 7.7 All maps and overlays generated in this project will be produced by the Service Provider and their information captured in ArcView GIS capable file format, for use in the GIS environments of the Municipality, the district and the Department. An appropriate “standard scales” (e.g. 1: 1250/ 2500/ 5000/ 7500/ 10000 etc) is to be used.
- 7.8 All metadata, project package (.ppkx) and data layers used as well as feature classes that are created by the Service Providers to produce the maps are to be provided to the Department and municipality on conclusion of the project (handover).
- 7.9 The mapping (informant maps/plans) and text need to be done in a logical progression (systematic step by step process) showing the build-up of arguments and information that is easily followed and culminates in a sound conclusion.

- 7.10 Technical details of the datasets must be specified in the Pre-inception documents and Inception report.
- 7.11 All contact sessions and resolutions with interested and affected parties (public, Departments, organisations, parastatals) need to be recorded (who, what, when, why and how) and these minutes and recommendations need to be included in a participation and consultation report for each of the critical milestones (interim report, Draft reports and final reports).
- 7.12 Critical milestone products (interim, draft and finals reports) are to be submitted a week before the scheduled meeting for discussion and formal comments to be provided after the scheduled meeting at an agreed upon deadline date.
- 7.13 Submissions and the reports (Inception Report, Status Quo Report, Draft SDF Report and Final SDF report and the Close-out report) should be in the form of both hard and electronic versions. Text is to be in Ms Word and PDF format. Maps are to be in PDF and project package (.ppkx). The maps (informants and Scheme maps) are to be in digital format and hard copy format and are to be in both A4 and A3 size while the Scheme maps should be AO. However, if the data is such that AO size plans are necessary for presentation purposes then the Service Provider must accommodate for this.
- 7.14 Mapping should be submitted in ArcGIS Pro format capable file format (feature classes, layer files, project package files) for use in a GIS environment. The feature class must have clear attribute information that differentiates each SDF construct and its purpose, for example a service node shape-file should have an attribute called “description” with the value “service node”. The Service Provider should ensure that all GIS data and Meta data is fully compatible with that of the, Municipality GIS Unit, Provincial COGTA GIS Unit and relevant District GIS Unit.

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- 7.15 The Service Provider is encouraged to use Development Communication Media such as maps, graphics, annotation, photographs, models and video clips in order to enhance the analysis of the spatial reality and envisaged SDF scenarios and vision striven for. The intent is that the SDF needs to be user friendly and facilitate sound yet credible communication between stakeholders.
- 7.16 Development Communication Media is encouraged for all stakeholder engagement processes. The SDF document and communication media should be prepared well in advance of the stakeholder engagement process and should be to the satisfaction of the Steering Committee. Innovation and the use of isiZulu where appropriate will be encouraged during stakeholder engagements.
- 7.17 The Service Provider will be expected to submit 5 Hard Copies (Local Municipality, District Municipality, COGTA Spatial Planning) of the respective deliverables as identified in the Phasing table. Soft copies must be provided to the remainder of the Project Management Team/ Project Steering Committee Members.
- 7.18 The final consolidated report must:
 - 7.18.1 SDF documents must include the relevant aspects of the previous phased outcomes including all maps, tables and figures in both hardcopy (printed) and softcopy (electronic as both MS word and PDF documents);
 - 7.18.2 Three agreed upon SDF Maps at A0 level with appropriate transparent overlays are to be provided;
 - 7.18.3 Translated copies of the stand-alone consolidated Executive Summary Document with associated development communication media, mapping and overlays in A3 format;
 - 7.18.4 Mapping should be submitted in Arc GIS Pro format using a project package file.

8. PROJECT DURATION AND BUDGET

- 8.1 It is expected that the project be completed in a period of 18 months effective from the date of appointment. The target dates for each milestone and the approximate budget percentage allocation to be depicted in the proposal.
- 8.2 The budget should be in keeping with the Eight phases of the project. All costs such as travel accommodation, workshop and PSC meeting catering and disbursements, should be consolidated into single project budget estimates for each phase. The Steering Committee will assume that all expenditure relating to the project is anticipated by the Service Provider and is consolidated into the budget estimates for each phase. Only the consolidated budget for each phase should be shown in the proposal submitted and in subsequent invoices submitted to the municipality.

9 SUBMISSIONS TO INCLUDE THE FOLLOWING:

Experience in the development of Spatial Development Frameworks at different spheres of government levels more especially at the municipal sphere;

10 JOINT VENTURE/CONSORTIUM

Consultants may obtain the full range of expertise by forming consortiums with other individuals/consulting companies who meet the requirements of the TORs

- a. Tenderers who submit bids as a Joint Venture or Consortium must include the following documentation as part of the Proposal Documentation:
- b. An agreement entered into between all parties confirming the joint venture or consortium;
- c. Proof of mandate of signatories to the agreement above;
- d. Failure to submit any of the above-mentioned documentation will lead to a disqualification of the bids

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11 SUMMARY OF TIME FRAME, DELIVERABLES AND BUDGET

11.1 It is estimated that the project be completed in 18 months effective from the date of appointment. Target dates & budget percentages must be indicated as set out below in line with table 2.

Phases and Deliverables	Budget %	Time in months (Cumulative)
Phase 1: Start Up	5%	2 Months (2 Months)
Phase 2: Policy Context & Vision Directives	10%	2 Months (4 Months)
Phase 3: Spatial Challenges & Opportunities	15%	3 Months (7 Months)
Phase 4: Spatial Proposals	20%	2 Months (9 Months)
Phase 5: Implementations Framework	20%	2 Months (11 Months)
Phase 6: Advertising and Consolidation of Information	10%	3 Months (14 Months)
Phase 7: Final SDF	15%	2 Months (16 Months)
Phase 8 : Project Closeout	5%	2 Months (18 Months)
Total	100%	18 Months

12 ELIGIBILITY CRITERIA**Notes on Scoring on Functionality**

The criteria for functionality are kept to the essential so as not to render the evaluation a mechanical exercise but rather a professional assessment. A few pointers are outlined:

- ❑ **TEAM CAPABILITY** considers the technical and professional skills of the project team.
- ❑ **METHODOLOGY** considers the responsiveness to the request for proposals, the level of detail in the proposal, attention to project management and innovative approaches and ideas.
- ❑ **STAKEHOLDER LIAISON CAPABILITIES** considers the ability to interact with relevant stakeholders at all levels (government, Civic and business community)
- ❑ **PRESENTATION** *considers presentation of information in illustrative formats like maps graphs etc*
- ❑ **LOCAL KNOWLEDGE** *considers ability to understand local conditions and dynamics on the basis of having executed relevant or similar projects in the area*
- ❑ **RELEVANT EXPERIENCE** *refers to previous relevant projects and overall track record of the team members. It should also be noted that past experience is realistically linked to individuals rather than firms in the case of professional services).*

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ITEM	SCORING CRITERIA	WEIGHT	TOTAL (MAX) POINTS
Team Capability - Min 3 points (refer to Section F Page 25 of 31)	-points for project leader registered with SACPLAN -points for member registered with SACPLAN -points for member registered with ECSA. -points for member registered with SACNASP. -points for member registered with PLATO/SAGC	2 1 1 1 1	6
Methodology - Min 3 points (refer to Section F Page 25 of 31)	-point for proving quantitative & qualitative approaches to project -points for clear workflow process -points for clear data gathering methods provided relevant & specific to KCDM -points for demonstrating project management ability and innovation	1 2 1 2	6
Stakeholder Liaison Capabilities (refer to Section F Page 25 of 31)	-point for each relevant project where stakeholder liaison was done (In order to get 4 points one need to have done 4 projects)	1	4
Presentation (refer to Section F Page 25 of 31)	-points for power point presentation with recent maps & graphs of the proposals -points for Gantt chart showing programme within prescribed time frame (Tenderers will be requested to avail themselves on a notified date and make a present to the Committee)	3 2	5
Local Knowledge (refer to Section F Page 25 of 31)	-points for each relevant project successfully done by the company within KZN. -point for each relevant project successfully done by the company in RSA	2 1	3
Relevant Experience - Min 3 points (refer to Section F Page 25 of 31)	-points for each team member with more than 10 years relevant experience. -points for each team member with 5-9 years relevant experience	3 2	6
TOTAL			30

NB: Bidders that score **LESS THAN 3 POINTS** on **Team Capability, Methodology or Relevant Experience** **MAY** be disqualified.

13. Methodology and Costing

The service provider must write a clear methodology of how the KCDM SDF will be reviewed. The methodology must comprise of the following:

- Project plan, schedule and work flow: a comprehensive project plan, project schedule (with milestones) and work flow process diagram detailing how the project will be executed, institutions that will be involved, consulted and what their roles will be, and which professional resources will be used.
- Data collection: an explanation of the purpose for data collection and methodology for collection of the data, including analysis, presentation and ease of the use of the data by end-users.
- Risk management: a description of the approach that will be employed to assess risks and its mitigations. A list of the possible risks for the project and the possible mitigation measures.
- Quality management: a concise plan of the checks and balances that will be implemented at various stages of the project to deliver on the Terms of Reference.
- Resource allocation and management: an organogram of all personnel (in the service providers employ) who will be involved in the project, their role in the project, an estimate of the time allocated to the project, their qualifications, professional certifications and years of experience.
- Stakeholder consultation and public participation: a clear and feasible methodology outline of the stakeholder engagement and public participation process.
- Project management: an explanation of how the project will be managed to ensure efficiency and a high quality product.
- Project cost inclusive of VAT

14. Company Experience

The bidder must enclose a company profile clearly indicating the consulting firm years of experience and relevant project track record. The project track record must include the monetary value of projects.

15. Key Resources Personnel

In order to ensure the best product for the KCDM and to minimise risk, the service provider must identify the necessary personnel with sufficient qualifications, relevant certifications and experience to handle the project. It must be noted that failure to propose any of the listed “Key personnel” may lead to the tender being disqualified. In pursuance of the above, the following are requirements for the successful bidder and associated project team:

- The project team must consist of professional people who are specialised in the field of Town and Regional Planning, Environmental planning, Engineering, Economics, Agriculture and Social Science and any field relevant to the built environment.
- Team members must have relevant qualifications and proven experience in their areas of specialisation.
- The project leader must be preferably seasoned professional with at least 10 years relevant experience and registered as a professional with the statutory professional body (SACPLAN)
- The successful bidder must have experience in SDF development at the different levels of spheres of government particularly the municipal sphere.
- The successful bidder must preferably have sufficient local knowledge through either having a local presence and/or having conducted successful projects in the district and province or the Republic of South Africa.

16. Project Programme

The Service Provider shall programme its duties in such a manner so as to complete the various phases of the total project within the milestones agreed with the Employer

17. Penalties and delays

Penalties shall be applied by the Employer for each calendar day, where the Service Provider fails to meet the prescribed dates for submission of required project deliverables and reports.

The penalties are listed in the Contract Data. Draft reports and documents must be submitted to the Employer at least seven working days prior to any meetings scheduled for discussion and finalisation thereof. The Service Provider shall thus take this period into account in compiling its programme.

Any delays to the above programme that are attributable to the Employer, or to other approved mitigating circumstances, will not be subject to penalties. In the event of such instances arising, any extensions of time granted shall be limited to the equivalent number of calendar days attributable to each instance.

16. Progress/Report meetings

The Service Provider shall meet with the Employer as and when instructed by the Employer to discuss and minute the progress of the project. The Service Provider shall also submit draft copies of all project reports and documents 2 weeks for the review and discussion prior to their finalisation.

The Service Provider shall also submit any reports regarding training, empowerment, capacity building, labour and staff returns and any such aspects as may be required by the Employer. At the minimum the process followed must include a multi-sectorial stakeholder engagement at a district level, while qualitative interviews should be conducted in all constitutive local municipalities of the district to enable a better understanding of the district in its totality as experienced by its citizens.

It is stressed that project support personnel for this project e.g. surveys and data gathering etc. shall be sourced from KCDM district in a deliberate effort to create opportunities for employment and experience for unemployed graduates in this field within KCDM.

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The service provider will be expected to provide progress reports on a quarterly basis to KCDM and attend scheduled Project Steering Committee meetings, where progress as well as challenges will be discussed. It will be expected that quarterly progress reports covering completed milestones in the preceding quarter must be submitted to KCDM within 7 days after the end of each quarter.

The service provider will designate one member of its team as a Project Manager who will be the single point of contact for KCDM on a regular basis.

17. Reference Data

Among others, the following documentation must be utilised to inform the vision, policies and strategies to be developed as part of and during the review of KCDM Spatial Development Framework:

- KCDM One Plan
- KCDM Strategic Environmental Assessment (SEA) 2016
- KCDM & its LMs Integrated Development Planning Documents
- KCDM, and all its LMs Spatial Development Frameworks
- All adjoining district municipal SDFs
- RBIDZ 50-year master plan
- KCDM & its LMs Budgets
- KCDM & its LMs LED STRATEGIES
- KCDM & its LMs TOURISM STRATEGIES
- Census 2011, Community Survey 2016, Department of Economic Affairs KZN Provincial Government (Office The Premier), latest CIRO report
- National Transport Master Plan, 2005 – 2050, KZN Province,
- KCDM DGDP 2018 (Source: KCDM)
- KZN PGDS/P (Source KZN Provincial Government 2016)
- KZN Provincial Spatial Economic Development Strategy
- SEA Guidelines
- National Development Plan (NDP)
- NEMA Act No 107 of 1998
- MSA No 32 of 2000
- SPLUMA 2013
- DRDLR SDF development guidelines 2017
- White Paper on Local Government (Source: CoGTA)
- Final/Latest Consolidated Assessment of KCDM IDPs & SDFs

NOTE: THE DOCUMENTATION LISTED ABOVE IS BY NO MEANS EXHAUSTIVE HENCE THE SERVICE PROVIDER MUST UTILISE ANY OTHER DOCUMENTATION THAT WILL BE OF RELEVANCE TO THIS PROJECT IN ADITION TO THE ABOVE