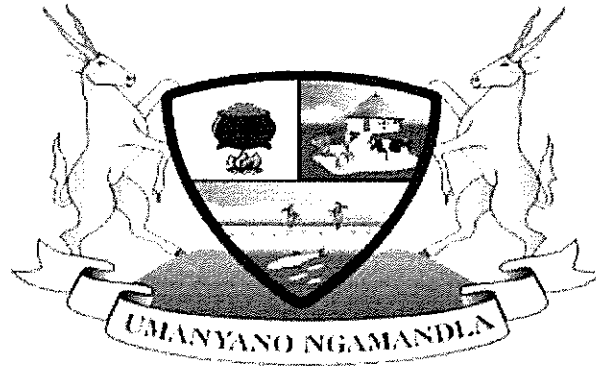


MBIZANA LOCAL MUNICIPALITY



TERMS OF REFERENCE FOR REGISTRATION OF ERVEN IN EXTENSION 3,4

Term of reference

1. INTRODUCTION

The municipality intends to register 554 Erven subdivided from the portion of Erf 110 to establish a low cost housing in favour of the various beneficiaries in terms of the applicable act and prescripts pertaining to such. The municipality seeks for the services of registered/practising conveyancers to register these Erven that will be vested in the beneficiaries i.e. the current occupiers of houses and produce the title deeds

2. BACKGROUND

The municipality seeks for the professional services of a conveyancer to produce and facilitate the registration and production of 554 title deeds for the properties that are still registered in the name of the municipality. Extension 3,4 low income settlement was developed by the municipality as the low cost housing projects. The Erven were registered in the name of the municipality not directly to the beneficiaries due the fact that the project was upgraded through the Insitu upgrading approach of informal settlement upgrading for extension 3 and green field development for extension 3. The municipality initiated the transfer of the houses to the beneficiaries, though not all the erven were transferred.

The purpose of these terms of reference is to appoint a Service Provider that will the registration and production of 545 title deeds for various Erven as outlined terms of appropriate legislation and manage all key milestones. The service provider will be furnished by the municipality with the approved diagrams, the service provider will liaise with the deeds registry to confirm the registered erven to the beneficiaries and those still under the name of the municipality only the residential sites.

3. APPROACH

The terms of reference are the municipality's point of reference, with which it will engage the service provider or consultants. The service provider will be requested to verify the list of the Erven that are still registered in the name of the municipality in the deeds office for the extension 4 low income settlement know as Highland and extension 3 also known as Ferguson.

The Municipality expects the successful consultant to undertake the project in line with legislation and policies at various government levels. The service provider will also provide recommendations to the Municipality on the suitable approach with which the project will be best implemented.

The service provider will be also expected to verify in the deeds office, using the general plans of extension 3, 4 as the base line information to check the sites transferred to beneficiaries against those that are still registered in the name of the municipality.

5. OUTCOMES AND DELIVERABLES

- A planning process bringing together all stakeholders within timeframes
- Gather all required information
- Produce proof of registration, deeds information and 554 title deeds within applicable legislations in a manner that will ensure accurate results
- Production of Title Deeds
- Submit all the required to the municipality

7. QUALIFICATION/ELIGIBILITY

Expertise in the following fields will be necessary:

- Knowledge and experience in undertaking and completing similar projects
- Conveyancing, land surveying and town planning processes
- Depth knowledge and understanding of registration of municipal properties
 - Ability to create title deeds and read maps

Evaluation criteria

The municipality needs to be satisfied, in all respects, that the service provider selected has the necessary resources, qualifications and abilities for this project, and that all submissions are regarded in a fair manner in terms of evaluation criteria and process

The general methodology of selection will be that proposals will first be evaluated on their technical ability to perform the task. Any proposals scoring below 60% of the points noted in the table below will be disqualified for the second evaluation. The second evaluation of technically competent proposals will be evaluated against Price and B-BBEE using 80/20 Price/B-BBEE formula.

Table 1 – Evaluation Criteria

CRITERIA	SUB-CRITERIA	WEIGHTING/ POINTS
Lead Company profile (Attach Organogram)	Company profile (s) to be submitted (in case of a joint Venture, all companies must submit separate profiles) indicating the Lead Company. (Profiles to be appropriate to tender subject matter).	10

Term of reference

CVs of team members proposed to do the work	Demonstrable Skills and Capacity, Level of Relevant Knowledge and Experience in related field/s. Registered/ proof of registration as a practising conveyancer	40
	Adequacy and completeness of skills of team presented and fit for task. Related work of the lead company and experience.	10
Approach, Methodology , Work Plan and Process	Work programme, plan and allocation of resources and tasks.	20
	Meeting deliverables and timeframes.	10
	Proposed methodology.	10
	Similar projects undertaken over the past years related to conveyancing/ property registration	10

The following criteria will be used for point's allocation for price and B-BBEE compliance on **80/20** point system:

Table 2 – Price and B-BBEE

CRITERIA	CRITERIA	CRITERIA
Price	Detailed Price Breakdown	80
B-BBEE Status Level Verification Certificate from accredited verification agencies.	B-BBEE Level Contributor	20

Proposals must be accompanied by:

- A detailed cost breakdown including incidentals
- A company profile
- Curriculum vitae of proposed members of the team
- Proof registration with relevant authorities

Term of reference

- A valid tax clearance certificate
- Company registration

Non-submission of the following document will render the tender document as a non-submission:

A valid tax clearance
Certified copies of company registration documents

Project Duration

The anticipated timeframe for the completion of this project is **six (6) Month**.

Legal Requirements

It will be key for the appointed service provider to confirm that the development will be able to abide by the relevant legislation applicable in Mbizana such as the:

- Spatial planning and land use management act 16 of 2013;
- Township Ordinance of 1934;
- Mbizana Spatial Planning and Land Use Management Bylaw;
- Deeds Registry Act and all other relevant legislation and policy documents.
- Land Survey Act

Submission of proposals

The closing date for the submission of proposals is specified on the advert. Proposals must be deposited at the tender box of Mbizana Local Municipality offices situated at 51 Main Street, Bizana where they will be opened in public. Late proposals will not be accepted as will those submitted via facsimile or email.