



MBIZANA LOCAL MUNICIPALITY

TENDER DOCUMENT

FOR

REVIEW OF MBIZANA SDF

CONTRACT NO:

AUGUST 2019

ISSUED BY:

Issued and Prepared by:
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NAME OF TENDERER:

_____)

AMOUNT:

Local municipalities have the functions and powers referred to in sections 156 and 229 of the Constitution which include municipal planning, municipal infrastructure and municipal facilities, and municipal fiscal powers and functions but excluding those functions and powers vested in the District municipality in whose area they are located in. Municipal planning includes all spatial planning and development control within their respective municipal boundary

SDF sector plan.

An SDF has a longer time horizon than an IDP and therefore the SDF should provide the long term spatial context for the IDP. The SDF is more than the spatial representation of the sector plans of IDP, it needs to set the spatial strategy. The key spatial plan of the SDF and the spatial perspective as well as the short term (5 year) spatial priorities should be incorporated in the IDP as the

2.1. While SDFs along with sector plans are integral to a complete IDP, it should be noted that SDFs are also integrative instruments of municipal management. In this commonality some confusion has arisen regarding the respective roles and content of SDFs and IDPs. The essential distinction lies in the focus of SDFs on spatial considerations while IDPs deal with the full scope of municipal management including budgeting, institutional resourcing, etc.

2. BACKGROUND.

SDFs are frameworks that seek to influence the overall spatial distribution of current and future land use within a municipality in order to give effect to the vision, goals and objectives of the municipal Integrated development Plan (IDP). The Mbizana Local Municipality requires services a suitably qualified firm or a consortium who will Review the Mbizana Spatial Development Framework according to the relevant legislation.

1. INTRODUCTION

2.2 Section 26 (e) of the Local Government: Municipal Systems Act, No. 32 of 2000 (the "MSA") requires all municipalities to compile Spatial Development Frameworks (the "SDF") as a core component of Integrated Development Plans (the "IDP"). *The Spatial Planning and Land Use Management Act of 2013 Chapter 4 also requires that L/SDFs be formulated, which read with the Mbizana Spatial Planning and Land Use Management Bylaw of 2015 chapter 2 further requires the Local and Spatial Development Frameworks be developed.* Therefore, the municipality seeks for the experienced and reputable professional planners to be appointed by the municipality to review the Mbizana spatial development framework to be implemented for the next 5 years.

2.2. The Mbizana Spatial Development Framework shall adhere to the adopted SDF guidelines developed by the Department of Rural Development and Land Reform. The Mbizana SDF must also form part of the Spatial Planning and Land Use Management Act Regulations and *national SDF recently completed by the Department.*

3. PROBLEM STATEMENT

The municipality has notice the fast growing trend of spatial proposals within the jurisdiction Mbizana that is developing haphazardly and uncoordinated. Further to that, there is a parallel challenge of backlog in bulk infrastructure development and forward planning for it thereto.

Currently the Municipality does not have detailed spatial development framework to guide the implementation of Spatial Proposals in areas identified to have potential for economic benefit and a solid plan for the provision bulk infrastructure within the areas of Mbizana Local Municipality for current and future development. Some of these nodes are growing fast and in an uncoordinated developmental manner which is undesirable and unsustainable, as the Municipality has virtually no control to guide the development.

This is further complicated by the complex traditional leadership arrangement in the predominantly peri urban, rural area of the Municipality, where development guideline, development management is required to be addressed in a more collective and localized decision making process, in conjunction with the

The Municipality needs to prioritize a clear framework for the implementation of an all-inclusive development guideline for the area to address the current envisaged corridor development that is influenced by the N2 Route, wild coast casino and the potential for mining and other economic development of these areas, in order to be in a position to effectively implement the N2 proposals contained in the current SDF and of the Mzamba Local SDF being prepared by the Municipality, and subsequent existing regional SDFs, a local sdf detailed is need to respond to the current dynamic and addresses developmental goals of the area.

Consequently, the central and strategic role of Mbizana SDF as spatial integrator and coordinator of various government activities and programmes have been slightly compromised.

The interrelationship of an SDF, the LUMS and IDP (including sector plans and national strategic directives) is not reflected emphatically, and it is interpreted differently. Implementation and monitoring strategies still need improvement in most of the documents.

The current situation indicates lack of a water tight strategy; does show a clear direction for growth but not in a proper manner and does not respond to the need for integrated and sustainable development. Consequently, pre-1994 development traits such as inefficient, impoverished and scattered settlements are still evident across the municipality like most rural areas in the province.

The poor rural communities are still located far away from places of economic, recreational and educational opportunities.

The problem is compounded by the fact that capacity, both to plan and implement plans in the rural municipalities remains a challenge. As a result spatial and economic fragmentation continues to pose major challenges despite the progress made by the government in formulating relevant spatial planning legislations and policies since 1994.

Traditional leaders of the areas to guide the development to cater for future needs and to preserve land for agriculture and for environmental sensitive areas.

4. THE OBJECTIVES OF THE PROJECT.

4.1 The main objective of the project is to review the Mbizana SDF prepared in 2015 that will respond to the current dynamic of the area of Mbizana and respond to the current envisaged spatial proposal of the envisaged corridor development, N2 Route proposal in line with the objectives of the Spatial Planning and Lands Use Management Act that redress the past spatial imbalances. The Mbizana SDF should meet the required standards set by the Eastern Cape Provincial Government through the implementation of the Comprehensive SDF Guidelines developed by DRDLR in 2017, the National Developed by the Department in terms of the Spatial Planning and Land Use Management Act of 2013. This objective shall be achieved by the development of a urban-rural-specific reviewed Mbizana SDF for the municipality in compliance with the provisions of these guidelines. These Comprehensive SDF Guidelines are therefore a component of these Terms of Reference and provide the necessary details thereof. The Review of the Mbizana SDF shall be amended accordingly and made credible.

4.2 To establish a bulk infrastructure framework for the entire Municipality to act as a blueprint for rolling out bulk services throughout the Municipality

4.3 Compliance with the following provisions of the MSA and the Municipal Planning and Performance Management Regulations, 2001 as provided for in the Draft SDF National Guidelines in terms of SPLUMA is Mandatory:

- development of a Spatial vision and objective of the IDP and the whole municipality;
- development of a conceptual scenario for envisaged spatial form;
- development of a Micro-spatial Plan for the core areas;
- setting out of objectives that reflect the desired spatial form of the rural municipality;
- contain strategies, policies and plans which must-
 - (i) Analyse the opportunities and constraints within the municipality concerning the heritage, economy, agriculture, environment, infrastructure, tourism and social development;
 - (ii) Delineate the agricultural land that has high potential;

- (iii) Indicate desired patterns of land use within the municipality;
- (iv) Identify existing and future land reform projects;
- (v) Address the spatial reconstruction of the location and nature of development within the municipality including desired settlement patterns; and
- (vi) Provide strategic guidance in respect of the location and nature of development within the municipality;
- set out a basic framework for the development of a land use management system in the municipality;
- set out a capital investment framework for the municipality's development programs within a prioritisation matrix (Prioritised list of development interventions and spatial locations)
- address sustainable bio-regional planning
- analysis and clarification of how sector departments will implement the Reviewed Mbizana SDF;
- contain a strategic assessment of the environmental impact;
- identify programs, interventions and projects for the development of land within the municipality;
- be aligned with the SDFs of neighbouring municipalities and the Draft Provincial Spatial Development Plan;
- provide a visual representation of the desired spatial form of the municipality, which
 - (i) must indicate where public and private land development and infrastructure investment should take place;
 - (ii) must indicate all cross border issues, challenges and alignment of programmes shared with neighbouring municipalities, provinces and countries
 - (iii) must indicate desired or undesired utilisation of space in a particular area;
 - (iii) must delineate the Peri-urban edge for the (in terms of NEMA);
 - (iv) must identify areas where strategic intervention is required; and
 - (v) must indicate areas where priority spending is required.

(vi) Identify existing and proposed nodal areas for the development of infrastructure and social services.

4.3 The reviewed Mbizana SDF must give effect to the development principles contained in the Spatial Planning & Land Use Management Act of 2013 including:-

- (i) Spatial Justice;
- (ii) Spatial Sustainability;
- (iii) Efficiency;
- (iv) Spatial Resilience; and
- (v) Good Administration

4.5 This must also read and give effect to the Municipal Spatial Planning and Land Use Management Act and the Mbizana Integrated Land Use Scheme, Land Use Management System of 2016. Proposals are requested from suitably qualified and experienced service providers to review the 2015 SDF for the Municipality in line with the National SPLUMA SDF Guidelines, Bylaw, Mbizana Land Use Management System and Integrated Land Use Scheme.

One service provider or a consortium may tender for the Review of MSDF according to capacity, skills and competence.

5. CRITICAL MILESTONES.

5.1 The following five critical milestones/phases as stipulated in the Department of Rural Development and Land Reform Spatial Development Framework Guidelines to assist in the review of the current Mbizana Spatial Development Framework so it shall deemed as to be a credible and SPLUMA compliant document:

- Phase 1: **Policy Context and Vision Directives,**
- Phase 2: **Spatial Challenges & Opportunities,**
- Phase 3: **Spatial Proposals,**

- Review the most recent IDP as well as all relevant municipal sector plans and surrounding sector plans in terms of the strategic focus and the key challenges identified.
- Documentation and mapping of biophysical spatial challenges and opportunities.
- Conduct a strategic analysis of the socio-economic situation of the municipality in terms of legacy, current and future challenges
- Conduct a strategic analysis of the built environment elements of the municipality in terms of legacy, current and future challenges.

5.2.2 Spatial Challenges & Opportunities

- Agree on the scope of work with sector stakeholders and include it in a Service Level Agreement and Memorandum of Understanding with the service provider
- Synthesise the legislative and policy context through considering relevant national and provincial policy directives
- Involve sector departments through discussions on relevant sector plans and policies.
- Outline the spatial directives emanating from the national, provincial and municipal spatial policy review
- Hold initial discussions with client on the key spatial issues that need to be addressed to discuss and collaboratively develop a draft vision for the municipal area.

5.2.1 Policy Context and Vision Directives

5.2 Details pertaining to the relevant deliverables for each milestone are contained in the SDF SPLUMA guidelines document. Each service provider is expected to consult the guideline document while preparing the proposals and when executing the project and in line with the ILUS, LUMS.

- Phase 4: Implementation Framework, and
- Phase 5: Final Reviewed MSDF,

5.2.3 Spatial Proposals

- To move towards the vision aspired to, a conceptual framework needs to be formulated based on the synthesis of the key challenges and opportunities from Phase 2.
- Update the draft vision as developed during Phase 1 to align with the spatial concept (if required).
- Develop spatial strategies which support the spatial concept and are in line with the vision for the municipal area that redress/address/mitigate against the challenges and unlock the opportunities identified in Step P2
- Combine the spatial strategies into a composite MSDF map.
- Develop more detailed proposals for settlements within the municipal jurisdiction based on the SDF strategies after developing the composite MSDF.
- Compile all of the elements of P1, P2 and P3 into a draft MSDF report.

5.2.4 Implementation Framework

- Develop a set of policies that will support the implementation of the spatial proposals as contained within the MSDF.
- Develop a set of guidelines that will support the implementation of the spatial proposals as contained within the MSDF.
- Develop a capital investment framework that identifies priorities, institutional arrangements and implementation requirements.
- Compile the supporting policies and guidelines as well as the capital investment framework into a consolidated draft implementation framework.

5.2.5 Final Reviewed MSDF

- Refine, update and finalise the draft MSDF and implementation framework based on stakeholder engagement during Phase 3 and 4.

- 6.3 Improved Comprehensive National SDF guidelines are expected out of the process of formulating each of the Reviewed MSDF:
- 6.2 The Reviewed MSDF must be both a vertical and a horizontal alignment tool for government-wide activities, plans, policies and legislation. It must be a tool to facilitate structured implementation of programmes, and be an effective decision-making instrument.
- 6.1 The Reviewed MSDF should respond to the government strategic priorities (NSDP, EC PGDS, and PSEDS). It shall demonstrate how job creation in the municipality facilitated through spatial planning. The end product must contribute positively towards local economic development, sustainable livelihoods in rural areas and poverty alleviation.
- 6. OUTCOMES AND DELIVERABLES.**

- Prepare summary brochures, pamphlets or posters of the key spatial proposals contained within the MSDF report.
- Submit the final MSDF report and brochures to the local municipal officials and Council for approval.
- Facilitate follow-up discussions with the relevant municipal departments to discuss required alignment interventions to ensure that the MSDF proposals are incorporated into all relevant sector plans.
- Initiate the delineation and implementation of the required local area plans or precinct plans as set out in the capital investment framework.
- Ensure that the key proposals contained within the capital investment framework is fed into the next review of the IDP through facilitating discussions with relevant municipal officials.

- 6.4 All objectives of the project as stipulated in this Terms of Reference should be met. A document with clear deliverables is expected, and should be moulded around what is stipulated under. The Reviewed MSDF documents should indicate all cross- broader issues, challenges and alignment of programmes shared with neighbouring municipalities and provinces.
- 6.5 Submissions should be in the form of both hard and electronic versions of the Reviewed MSDF. All spatial information collected should be submitted in GIS capable file format (shape-files, layer files, mxd files) for use in a GIS environment. The shape-files must have clear attribute information that differentiates each Reviewed MSDF construct and its purpose, for example a service node shape-file should have an attribute called "description" with the value "service node". The project steering committee (including but not limited to Municipal Officials and DRDLR, COGTA, District Officials) will comment on the review of MSDF and send them to the service provider for amendment purposes.
- 6.6 It is recommended that more visual representation (maps, graphics and photographs) form the bulk part of the spatial analysis/current reality and the conceptual framework section of the MSDF. A text box or other mechanisms may be used to provide an explanation, relevant information or analysis.
- 6.7 Required copies of the MSDF document for consultation purposes shall be prepared by the service provider. The copies shall be distributed a week prior to the meeting taking place.
- 6.8 The Service provider would be expected to submit a final consolidated report which consists of:
- MSDF textual document including all maps, tables and figures in both hardcopy (printed) and softcopy (electronic as MS word document); A0 Draft SDF Plan, a separate Executive Summary Document and a public participation report.
 - All maps contained in MSDF textual document as electronic image files (eg. JPEG, windows Bitmap, GIF, etc.);
 - All spatial information used to generate the MSDF maps in shapefile (GIS

Metadata) format together with correct and descriptive attribute information as to what each MSDF construct represents.

7. PROJECT DURATION AND COST

7.1 It is expected that the project be completed in a period of ten (12) months effective from the date of appointment. The target dates for each milestone (as well as the associated deliverable) and the amount of financial compensation for the work done is scheduled under Table 1.

7.2 Due to the urgency of the project it is critical that timeframes are strictly adhered to. Financial penalties will be imposed for any delay or non-compliance with time and quality requirements.

TABLE 1: PROJECT COST AND TIME FRAME

Phases	% Payable	Time	Submission/ Output
Phase 1: Policy Context and Vision Directives	20%	3 month	<ul style="list-style-type: none"> Service Level Agreement; Legislative & Policy synthesis; Vision statement
Phase 2: Spatial Challenge & Opportunities	20%	3 month	<ul style="list-style-type: none"> Summary of sector plans; Documentation and mapping of biophysical spatial challenges and opportunities; Documentation and mapping of socio-economic spatial challenges and opportunities; Documentation and mapping of built environment spatial challenges and opportunities
Phase 3: Spatial Proposals	20%	3 months	<ul style="list-style-type: none"> Spatial Concept diagram and supporting text Spatial Strategies maps and supporting text Draft MSDF report and maps

<ul style="list-style-type: none"> • Spatial Strategies • DRAFT MSDF 			
Phase4: Implementation Framework <ul style="list-style-type: none"> • Supporting Policies • Supporting Guidelines • Capital Investment Framework • Draft Implementation Framework 	15%	2 months	<ul style="list-style-type: none"> • Draft set of policies • Draft set of guidelines • Draft Capital Investment Framework • Draft Implementation Framework
Phase 5: Final Reviewed MSDF <ul style="list-style-type: none"> • Final MSDF • Sector Plan Alignment • Priority Local Plans • Capital Investment Framework Into IDP 	10%	1 months	<ul style="list-style-type: none"> • MSDF final report, Executive Summary, brochures, pamphlets or posters • Sector plan alignment proposals and discussions • Identified and delineated local plans/ precinct plans • IDP and SDF alignment proposals and discussions
RETENTION	15%		APPROVED SDF
Total	100%		

7.3 An amount for the final draft is payable upon ratification by the municipality as well as by the Standing Committee for Development Planning/ mayoral committee /EXCO/ of the municipality.

7.4 15% rate ntion will be paid once proof of approval of the Reviewed Mbizana SDF as part of the IDP by the Municipal Council is provide and service provider will be required to report via a written and electronic report.

8. RELEVANT SKILLS AND EXPERIENCE.

8.1 Below is a summary of Mandatory requirements:

- Project leader must hold a *tertiary qualification in planning* which is recognised for registration in the category of Professional Planner by the South African Council for Planners (SACPLAN) in terms of the Planning Profession Act, 2002 and must be registered with SACPLAN) as a Professional Planner (a Copy of valid certificate and proof of payment of fees up to date is to be attached).

8.2 Skills and abilities required in the team to execute the project include the following:

- Town and Regional / Development Planning;
- Thorough understanding of SDF, strategic planning process, and urban design;
- Proven SDF, Precinct / Nodal Plan compilation experience;
- Understanding of the interrelationship amongst the following: social, economic, land use, transport and environmental issues;
- Geography and hands on GIS (at least at Technician Level);
- Project Management;
- Facilitation;
- Research, analytical, writing and communication skills;
- Strategic planning.

8.3 It is therefore recommended that the service provider ensures that people with relevant skills are part of the project. A list of people containing, among other things, names, qualifications and experience who will be directly involved in the project must be submitted. This should clearly indicate what roles each team member will play.

A company / team profile containing, among other things, names, qualifications and experience of persons who will be **directly** involved in the project must be included.

- 8.4 All team members that will be directly involved in the project will be expected to attend all progress report meetings as scheduled and agreed upon by both parties. The selected team members shall stay the same for the duration of the project and cannot be changed without prior discussions with and approval from the municipality.

(It should be the spatial planner and GIS person led by the project team leader who will be attending the steering committee meetings)

9. CAPACITY BUILDING AND SKILLS TRANSFER.

- 9.1. The municipality consider skills development as an integral part of the out sourcing process. The process should ensure that skills development and transfer is achieved within the municipality. Proposals should indicate how skills development and transfer would be achieved in the municipality.

10. INFORMATION GATHERING

- 10.1 The successful Service Provider is expected to make contact with all the relevant GIS, Planning and required officials and units within the local and provincial spheres of government to obtain relevant information that is required for the project. Existing information on SDFs which are available within the municipality/plans will be made available to the successful service provider.

- 10.2 In the light of the event that the service provider needs a letter to confirm the motive for requesting information from the different spheres of government or parastatals, the municipality will provide the requested letter.

However, the responsibility for collecting information necessary for the successful execution of the project remains entirely with the service provider.

11. TERMS AND CONDITIONS OF THE BID

11.1 General

11.1.1 Awarding of the bid will be subject to the Service Provider's express acceptance of the municipal Supply Chain Management general contract conditions.

11.1.2 The municipality and Service Provider will sign a Services Level Agreement upon appointment.

11.1.3 Staffing requirements will be identified on the onset of the project and shall remain unchanged for the duration of the project, unless prior written consent has been granted by the Department municipality (Same as 8.4)

11.1.4 No material or information derived from the provision of the services under the contract may be used for any other purposes except for those of the municipality, except where duly authorized to do so in writing by the municipality.

11.1.5 Copyright in respect of all documents and data prepared or developed for the purpose of the project by the Service Provider shall be vested in municipality.

11.1.6 The successful Service Provider agrees to keep all records and information of, or related to the project confidential and not discloses such records or information to any third party without the prior written consent of municipality.

11.1.7 The municipality reserves the right to terminate the contract in the event that there is clear evidence of non-performance and non compliance with the contract.

11.1.8 The short-listed service providers may be required to do a presentation in person to the municipality; at their own cost should it be deemed necessary to do so.

11.2 Format of Proposal

11.2.1 All proposals are to respond to requirements as per the Terms of Reference

11.2.2 All proposals should be clearly indexed and easy to read

12. FINANCIAL PENALTIES

12.1 Financial penalties shall be imposed for agreed upon milestones, targets, and deadline not met without providing:

- Timely notification of such delays.
- Valid reasons for the delays.
- Supporting evidence that the delays were outside of the influence of the service provider.

12.2 Payments will be made only for work performed to the satisfaction of the municipality. The Project Steering Committee will need to take a resolution concerning the work undertaken by the service provider. This resolution will then be reflected in the minutes of the meeting. The minutes will be submitted as part of the documentation required in order to process payment.

12.3 Financial penalties will be imposed if the outputs produced do not meet the agreed upon deliverables criteria as stipulated in the General Conditions of Contract.

Milestone	% Payment	5 days overdue	10 days overdue	15 days overdue	30 days overdue	More than 30 days overdue
Phase 1: Policy Context and Vision Directives	20%	10%	25%	50%	75%	100%
Phase 2: Spatial Challenges & Opportunities	20%	10%	25%	50%	75%	100%

13.1 Should it be found that the delay of the project in terms of the agreed time period is unreasonable then for every 5 (five) days or other stipulated time frame there shall be a penalty in terms of percentages which will be deducted from the payment as indicated below

13. UNDUE DELAY REMEDIES

- 12.4 Original copies of invoices to substantiate all costs must be provided. The service provider's invoices should include the municipality order number that will be provided to the selected service provider upon acceptance of the bid.
- 12.5 A pricing schedule, submitted on a separate sheet from the technical proposal for ease of evaluation. The pricing schedule should include the following:
 - The names of the persons nominated to be used on the project;
 - The number of hours allocated to each nominated person for the duration of the project;
 - The hourly tariff applicable to each nominated person;
 - All monetary amounts must be in South African Rand;
 - Disbursements must be indicated separately and inclusive; and
 - VAT must be included.

Phase 3: Spatial Proposals	20%	20%	40%	60%	80%	100%
Phase 4: Implementation Framework	15%	20%	40%	60%	80%	100%
Phase 5: Final Reviewed MSDF	10%	10%	25%	50%	75%	100%
Retention	15%					
Total	100%					

14. RETENTION

- 14.1. The municipality shall retain 15% of the total project cost in the case of late or non-delivery of the Council approved SDF.
- 14.2. The service provider shall forfeit the total payment per milestone in the case of the project being delayed for longer than 30 days after milestone due date.

15. EVALUATION PROCEDURE

- 15.1 The 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPPFA) will be applied to evaluate this bid. The lowest acceptable bid will score 80 points for price and maximum of 20 points will be awarded for attaining the Broad-Based Black Economic Empowerment (B-BBEE) status level of contribution.
- 15.2 This bid shall be evaluation in two stages. On first stage bids will be evaluated on functionality, second stage in accordance with 80/20 preference points system as stipulated above.

First Stage - Evaluation of Functionality

The evaluation of the functionality will be evaluated individually by Members of Bid Evaluation Committee in accordance with the below functionality criteria and values.
 The applicable values that will be utilized when scoring each criteria ranges from 1 being poor, 2 being average, 3 being good, 4 being very good and 5 being excellent.

GUIDELINES FOR CRITERIA APPLICATION		CRITERIA
WEIGHT		
20	10	<ul style="list-style-type: none"> Project team / Human Resources to be used in completing the project successfully and relevant qualifications (CVs attached).
	5	<ul style="list-style-type: none"> Availability to start immediately and carry out the progress on a sustained basis until completion. Capacity (Human Resources, material/technical support in relation to other projects/work already doing) to complete the project within the specified
		<ul style="list-style-type: none"> Infrastructure Capacity

	timeframes.		
	<ul style="list-style-type: none"> • Availability of technical and material support to undertake this project. 	5	
<p>2. CAPABILITY</p> <p>Qualification Experience & Track Record Competency</p>	<ul style="list-style-type: none"> • Team leader qualification and registration as a paid up Professional Town Planner (SACPLAN), Urban Planner with at least five years experience, • Team leader's proven expertise in managing and coordinating a multi-disciplinary project (Project management skills within the spatial planning environment); • Proof of registration with relevant Organisations, Councils and Institutes such as 	15	50

<p>15</p>	<p>Required experience and understanding is a prerequisite. Three references of similar work undertaken (preferably last 3 similar projects)- List names, addresses, telephone numbers, fax numbers and e-mail addresses of the three, and briefly describing the type of service provided for them.</p>	<p>5</p>	<p>Qualifications and expertise of the other team members with clear roles and responsibilities for the execution of the project.</p>			
					<p>SACPLAN, ECSA, PLATO and other applicable bodies.</p>	

	<ul style="list-style-type: none"> • Thorough knowledge and expertise of Integrated Development Planning and Spatial Planning (verification, proof of work completed, examples of contact numbers of previous projects); • Experience in developing Spatial Development Frameworks and the application of GIS. 		
	<ul style="list-style-type: none"> • Clear deliverables pertaining to Spatial Planning Policy and Implementation; • Understanding of legal aspects in line with Land development. 	10	
	<ul style="list-style-type: none"> • Excellent analytical, report writing, presentation, research and communication 	5	
1. METHODOLOGY & PROJECT MANAGEMENT	<ul style="list-style-type: none"> • A step-by-step methodology to undertake project and appropriateness 	10	30

<p>10</p>	<ul style="list-style-type: none"> Indicators and means of verifying progress; Quality assurance steps indicated; 	<p>10</p>	<ul style="list-style-type: none"> Proposed project management linked to milestones and timeframes. List of all other projects currently involved in (project location, duration and project work load) and detail how these will be managed not to affect timelines and quality of deliverables for this project; Programme with clear timelines and output. 		<ul style="list-style-type: none"> The degree to which the methodology proposed is sound, professional, realistic and logical. Method and clarity regarding presentation of the final outputs of the project.

	<ul style="list-style-type: none"> • Clear reporting mechanism. 		
TOTAL POINTS ON FUNCTIONALITY MUST ADD TO 100		100	

17.3 The Bids that fail to achieve a minimum of 60 points for functionality will be disqualified.

Second Stage - Evaluation in terms of 80/20 Preference Points System

Only bids that achieve the minimum qualifying score for functionality will be evaluated further in accordance with the 80/20 preference points system.

Prepared By

Approved By

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Mr M. Filtane
Town Planner

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Ms N. Mafumbatha
Senior Manager: Development Planning

