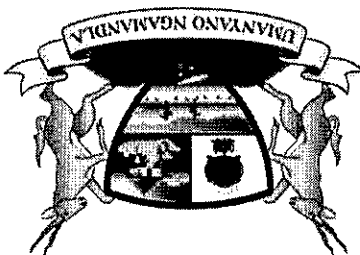


# Mbizana Local Municipality

Office of the Municipal  
Manager

Tel: 039 251 0230  
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Imahlakaka@mbizana.org.za



Physical Address  
51 Winnie  
Mandela Street  
Mandela Address  
P O Box 12  
Bizana

## REQUEST FOR QUOTATION MBIZ LM/30/10/20/MA&SA

### ADVERT MAPPING OF AGRICULTURAL AND ENVIRONMENTAL SENSITIVE AREAS

Quotations are hereby invited from suitable service providers for Mapping of Agricultural and Environmental Sensitive Areas. Specifications and terms of reference are available in the municipal website.

**NB: MANDATORY DOCUMENTS TO BE SUBMITTED, FAILURE TO DO SO WILL LEAD TO THE TENDER BEING REGARDED AS NON-RESPONSIVE.**

A Tax Pin printout as provided by SARS, Proof of registration with central supplier database (CSD), Copy of company Registration/Founding Statement/CIPC Document, Original/Certified B-BBEE certificate or a consolidated B-BBEE in the case of a joint venture (non-elimination item), Signed JV Agreement for Joint venture where applicable, Prices quoted must be firm and must be inclusive of VAT for vat vendors, Certified ID Copies of Managing Directors/ Owners, No couriered, hand delivered, taxed, incomplete and late tenders will be accepted. No bidders will be considered if not registered on the Central Supplier Database. Mbizana Local Municipality reserves the right not to appoint the highest scoring bidder. Value for money will be one of key determinant. Mbizana Local Municipality supply chain management policy will apply. **MBD 1, 4, 6.1, 6.2, 6.4, 8 and 9** are compulsory submission. A signed certificate by the bidder and proof certifying that the bidder has no undisputed commitments for municipal services towards a municipality or other provider in respect of which payment is overdue more than 30 days. All the certified copies of documents must not be more than 6 months old. Mbizana Local Municipality does not bind itself to accept the lowest or any bid and reserves the right to accept the whole or part of the bid. Evaluation Criterion is 80/20.

Published: on the 30/10/2020.

Compulsory Briefing: Not Applicable.

**NB: NOTENDERS WILL BE CONSIDERED FROM PERSON(S) IN THE SERVICE OF THE STATE AND COMPANY(IES) NOT REGISTERED IN THE CENTRAL DATBASE.**

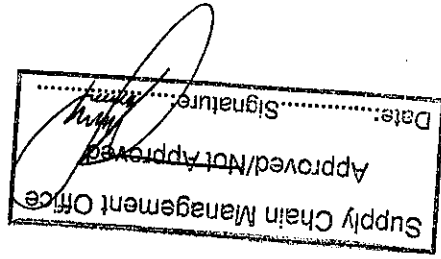
Closing date: 10 November 2020; All tenders must be emailed to [quotes.scm@mbizana.gov.za](mailto:quotes.scm@mbizana.gov.za) by not later than 12h00. All quotations must be referenced stating "Name of the project and Reference number indicated above".

Terms of reference or specification must be downloaded from the following link/ address by selecting the project name as indicated: <http://www.mbizana.gov.za/tenders/>

All required MBD forms must be downloaded from the following link/ address: <http://www.mbizana.gov.za/wp-content/uploads/2020/06/Mbizana-LM-MBD-Forms.pdf>

Enquiries: Technical enquiries are addressed to Ms. N. Matumbatha, Senior Manager: Development Planning, @ 082 370 7201, email: [matumbathan@mbizana.gov.za](mailto:matumbathan@mbizana.gov.za) and SCM enquiries to Supply Chain Manager, Mr. Z Khala @079 886 0942, email: [khalez@mbizana.gov.za](mailto:khalez@mbizana.gov.za).

Mr. L. Mahlaka  
Municipal Manager



AMOUNT:

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NAME OF TENDERER:

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ISSUED BY:  
Mbizana Local Municipality  
Development Planning Department  
51 Main Street  
Bizana  
4800  
Municipal Manager: Mr. L. Mahlaka  
Contact Person: Ms. M. Filane  
Tel: 039 251 0230

SEPTEMBER 2020

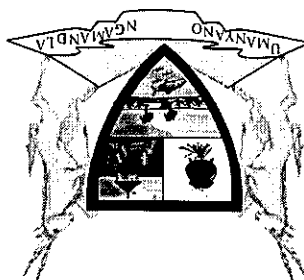
CONTRACT NO:

MAPING OF AGRICULTURAL AND ENVIRONMENTAL SENSITIVE AREAS

FOR

TENDER DOCUMENT

MBIZANA LOCAL MUNICIPALITY



resources.

The mapping of agricultural and environmental sensitive areas will serve as a fresh approach to economic development and environmental sustainability within the municipality. The framework will focus on enabling the community within to understand and be in control of their environment, with the support from government, and thereby dealing effectively with economic development and environmental sustainability through the optimal use and management of natural resources.

The proposed mapping of agricultural and environmental sensitive areas for the municipality is aimed to be utilized and considered during the application for Environmental Authorization or developments of areas in which environmental management applies. As a result, it will function as a support mechanism in Environmental Impact Assessment (EIA) processes during the evaluation and review of development applications within the affected municipality boundaries.

and environmental resource management decisions.

The Mbizana Local Municipality, located in the Wild Coast region of the Eastern Cape within Alfred Nzo District Municipality, has embarked on developing mapping of agricultural and environmental sensitive areas for its geographic area. The objective of the mapping of agricultural and environmental sensitive areas is to provide a decision-making tool to ensure a balance between developments, political

## 2. BACKGROUND.

areas.

The Mbizana Local Municipality requires the services of one (1) firm or a consortium of suitable qualified firms to prepare Mapping of agricultural and environmental sensitive

## 1. INTRODUCTION

This could be achieved through a coordinated and integrated broad-based land transformation as well as the strategic investment in economic and social infrastructure that will benefit entire communities.

### 3. PROBLEM STATEMENT

The municipality has notice, the fast-growing spatial pattern, that is developing haphazardly and uncoordinated.

Currently the Municipality does not have detailed local spatial development framework to guide the development within the Municipality areas for future development and the areas is fast growing in terms of the current uncoordinated developmental pattern this is obviously an undesirable situation, as the Municipality has virtually no control to guide the development in the area that environmental sensitive and have a potential of developing as the second node for the municipal economic growth.

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 traditional leaders of the areas to guide the development to cater for future needs and to preserve agricultural and environmental sensitive areas.

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 framework.

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 un-strategic in nature; do shows a clear direction for growth but not in a proper manner and not responding 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.

#### **4. THE OBJECTIVES OF THE PROJECT.**

4.1 The main objective of the project is to develop Maps of agricultural and environmental sensitive areas that will respond to the current dynamic of the area 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 Mapping of agricultural and environmental sensitive areas shall be achieved by the development of a rural-specific Mapping of agricultural and environmental sensitive areas for the municipality in compliance with the provisions and guidelines as per the applicable legislation.

4.2 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; municipality;
- 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-

Mapping of agricultural and environmental sensitive areas

- (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 bioregional planning
- contain a strategic assessment of the environmental impact;
- 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 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 do mapping of agricultural and environmental sensitive areas for the Municipality in line with the applicable legislation.

One service provider or a consortium may tender for the mapping of agricultural and environmental sensitive areas according to capacity, skills and competence.

## 5. CRITICAL MILESTONES.

5.1 The following seven critical milestones/phases

- Phase 1: Policy context and vision directives,
- Phase 2: Spatial Challenges; Opportunities and Proposal,
- Phase 3: The Draft Maps,
- Phase 4: Finalization of Maps and Implementation Framework.

5.2 Details pertaining to the relevant deliverables for each milestone are contained in the National 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.

## 6. OUTCOMES AND DELIVERABLES.

6.1 The Maps of agricultural and environmental sensitive areas should respond to the Environmental Management Framework and the government strategic priorities (NSDP, EC PGDS, and PSEDS). It shall demonstrate how job creation in the municipality facilitated through spatial planning.

Mapping of agricultural and environmental sensitive areas

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6.7 Required copies of the mapping of agricultural and environmental sensitive areas document for consultation purposes shall be prepared by the service provider. The copies shall be distributed a week prior to the meeting taking place.

6.6 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 mapping of agricultural and environmental sensitive areas. A text box or other mechanisms may be used to provide an explanation, relevant information or analysis.

6.4 Submissions should be in the form of both hard and electronic versions. 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 mapping of agricultural and environmental sensitive areas and its purpose, for example DMOSS areas shape-file should have an attribute called "description" with the value "DMOSS".

6.3 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 mapping of agricultural and environmental sensitive areas documents should indicate all cross-broader issues, challenges and alignment of programmes shared with neighbouring municipalities and provinces.

6.2 The mapping of agricultural and environmental sensitive areas 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.

The end product must contribute positively towards local economic development, sustainable livelihoods in rural areas and poverty alleviation.



6.8 The Service provider would be expected to submit a final consolidated report which consists of:

- mapping of agricultural and environmental sensitive areas document including all maps, tables and figures in both hardcopy (printed) and softcopy (electronic as MS word document); A0 LDraft SDF Plan, a separate Executive Summary Document and a public participation report.
- All maps contained in textual document as electronic image files (eg. JPEG, windows Bitmap, GIF, etc.);
- All spatial information used to generate the maps in shapefile (GIS Metadata) format together with correct and descriptive attribute information as to what each construct represents.

**7. PROJECT DURATION AND COST**

7.1 It is expected that the project be completed in a period of twelve (6) months effective from the date of appointment.

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.

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

15% retention will be paid once proof of approval of the mapping of agricultural and environmental sensitive areas

**8. RELEVANT SKILLS AND EXPERIENCE.**

8.1 Below is a summary of Mandatory requirements:

- Project leader must hold a *tertiary qualification in Town and Regional Planning, GIS and Environmental Management or Environmental Science qualification.*

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

- Town and Regional / Development Planning;
- Environmental Management or Environmental Science
- 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

Mapping of agricultural and environmental sensitive areas

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.***

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**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

Mapping of agricultural and environmental sensitive areas

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.

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;

Mapping of agricultural and environmental sensitive areas

- 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.
- 14.1. The municipality shall retain 15% of the total project cost in the case of late or non-delivery

#### 14. RETENTION

- 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

- 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.

**15. EVALUATION PROCEDURE**

- 15.1 The 80/20 preference points system as prescribed in the Preferential Procurement Policy Framework Act (PPFA) 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**

No.	CRITERIA	CAPACITY AND EXPERTISE	REQUIREMENT	Max Possible Points
1.	Attach relevant qualification and CVs of the Project Leader and project team showing experience in leading similar projects NB: 0 points will be claimed where the above is not attached and submitted	5 YEARS 3-4 YEARS 1-2 YEARS		30 25 20
2.	MAXIMUM TOTAL	EXPERIENCE	2 Clients and above	30
				15

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		Reference letters from satisfied previous clients that have been serviced in the past should be provided; the submission must be on the relevant client's letterhead and signed. Landline telephone details of clients should be also provided Signed NB: 0 points will be claimed where submitted clients/ references cannot be contacted	
10	1 Clients		
5	0 Clients		
		MAXIMUM TOTAL	3
		Accreditation Certificate	
		Attached- Proof of registration with South African Council for Planners (SACPLAN), (SACAP) (ECSA), and (SAGC), etc	
		MAXIMUM TOTAL	25
		Methodology and approach are fully adequate to meet the requirements of the assignment relating to the deliverables required by these terms of reference.	30
		Inadequate methodology and approach	25
		METHODLOGY	4.
		Detail Proposal, Gantt Chart and detailed project implementation plan as per deliverables.	



Prepared by  
 Mr. M. Filtane  
 Town Planner  
 Date:

Approved by  
 Ms N. Marumbatha  
 Senior Manager: Development Planning  
 Date:

- 17.4 Contact persons with regard to this disposal brief
1. Mr Z Zukulu Chief Financial Officer  
 Tel: (039) 251 0230
  2. Mr M. Filtane Town Planner  
 Tel: (039) 251 0230

**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.

15.3 The Bids that fail to achieve a minimum of 60 points for functionality will be disqualified.  
 The evaluation of the functionality will be evaluated individually by Members of Bid Evaluation Committee in accordance with the below functionality criteria and values.

MAXIMUM TOTAL	30