

JOZINI LOCAL MUNICIPALITY



INVITATION TO SUBMIT TENDERS COMPILATION OF THE GENERAL VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLLS FOR 2018-19 TO 2023-24 JMC002/04/18

The Jozini Municipality must in terms of the Municipal Property Rates Act 6 of 2004 prepare a General Valuation Roll of all properties within its area of jurisdiction.

Property Valuers who are qualified as required by Law and with the necessary experience to perform this function, are invited to submit tenders.

The General Valuation Roll will be implemented on **1 July 2019 and will be valid for a period of five years**. The valuation date will be **2 July 2018** and a draft Roll will have to be submitted on **30 November 2018 and a final Roll on 31 January 2019**.

The tenders must comply with the Specifications as contained in the tender documents and will have to commit themselves to the required reporting procedures as contained in the Bid documentation.

Service providers are requested to attach these requirements for their bids on the pages indicated in the document:

- Valid original tax clearance certificate/Pin
- Proof of payment of municipal rates
- Pricing schedule including Vat
- Proof of company registration
- Certified Id copies of Directors
- Valid original or certified copy of BBBEE Verification Certificate to claim Preferential points
- List of a minimum of 3 Traceable References.
- Proof of registration with relevant bodies
- Certified copies of current and previous MPR projects as proof of experience of the prospective bidder in the municipal environment.
- Company profile with a list of CV's and certified copies of qualifications of key personnel that will be assigned to Jozini Municipality.

Bid documents can be obtained from Municipal offices upon the payment of a non-refundable cash payment of **R300.00** from the **04th May 2018** and cheque payments will not be accepted. Bids which are not deposited in the Bid box within the closing date will be marked as late bids and will not be considered by the Municipality. Tenders sent by email, post or courier services will not be considered.

Prospective tenderers will have to attend a compulsory briefing session that will take place at the Municipal Offices Circle Street, Bottom Town, Jozini, 3969 on the **08th May 2018** at **10:00**. Bids submitted by tenderers who did not attend the briefing session will not be considered.

Documents are to be completed in accordance with the conditions and bid rules contained in the bid documents. All bid documents and supporting documents must be sealed and clearly marked "**Bid Number JMC002/04/18 Valuation Roll**" and placed in the Bid box at the Municipal reception not later than **Friday the 18th May 2018 at 12h00** where bids will be opened in public. The lowest bid will not necessarily be accepted and the Municipality reserves the right not to consider any bid not fully completed. All pages of the forms and schedules forming part of the bid documents must be initialled by the bidder.

Evaluation Criteria : 80/20 Preferential points system as presented in the "Preferential Procurement Policy Framework Act, 2000: Preferential Procurement Regulations, 2017", for this purpose MBD2, MBD4 and MBD6.1 must be completed and submitted with your quotation. Failure in submitting these documents will result in a quotation being disqualified, this tender will be evaluated on two stages.

The First stage of evaluation will be for functionality as follows :

Evaluation Criteria	Maximum points
Experience of the bidder with the Municipal Property Rates (MPR)	20
List of a minimum of 3 traceable references	15
Proof of registration with relevant bodies	10
Company profile with CV's and qualifications of the team to be allocated to Jozini municipality	30
Detailed methodology	15
Skills transfer plan to the municipal employees	10
Total points	100

Only bidders that will score the minimum of **70** points will be evaluated further for preferential point calculation on 80/20 point system for this contract.

The successful tenderer will have to sign a Memorandum of Agreement with the Municipality immediately on being awarded the tender.

All enquiries must be submitted to the **Finance Manager, Mr. VI Gumede on 071 4307654.**

Mr JFK Khumalo
Municipal Manager