



UMZIMVUBU

— LOCAL MUNICIPALITY —

ADVERTING DATE: 12 APRIL 2017

UMZ/2016-17/BTO/DATA CLEANSING/003

SERVICE PROVIDER TO DO DATA CLEANSING OF ULM IN MT FRERE AND MOUNT AYLIFF AS PER SPECIFICATION.

Bidders are hereby invited to submit proposals/Quotations for Data Cleansing of Mount Frere and Mount Ayliff as per specification. Specifications are available at SCM office for free.

MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/CIPC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 25 April 2017**, where they will be opened in public. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof.

The municipality will not make award any award to a person or persons working for the state.

Enquiries: All technical enquiries may be directed to Mr Ntshikilana 039 255 8549 / Mr Mbukushe (SCM Manager) 039 255 8555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

Attention: Mr G.P.T Nota

813 Main Street or P/Bag X9020

MT FRERE

5090

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GPT NOTA (MUNICIPAL MANAGER)

Request for Quotation To assist with Data Cleansing for Umzimvubu LM (Mount Frere and Mount Ayliff).

PROPERTIES	Ayliff in terms of who the lessee is, lease agreement, area of ground leased and period of lease.	payments and municipal service cannot be billed for. ► Risk, should anything happen, the land owner becomes responsible i.e. Municipality.	municipality is to meet with the occupier of Erf 188, Mount Ayliff in order to obtain a copy of the lease agreement for their record purposes. Should a lease agreement not be available, the Property Department (Planning and BTO) is to submit a report to council in order to obtain a decision as to whether portions of Erf 188, Mount Ayliff should be leased or not ► Should Council resolve not to lease portions of Erf 188, Mount Ayliff, the Property Department (Planning and BTO) is to notify the current occupier of councils decision, and requests that he or she relocate within a certain period of time. ► Should Council decide to lease portions of Erf 188, Mount Ayliff, the Property Department (Planning and BTO) is to appoint a professional land surveyor to prepare a lease diagram of Erf 188, Mount Ayliff and obtain approval for such diagram from the Surveyor General. ► Once the lease diagram has been approved by the Surveyor General, a conveyancer is to be appointed to draw up a lease agreement, which is to be signed between the municipality and the person leasing the property. ► On finalisation of the lease agreement, the Planning unit or the service provider appointed is to create a Lease Register in electronic and hard copy format to record the details of the lease and any other future leases. All this should be incorporated to the proposed system.
ZONING SCHEME	► Zoning Scheme Maps not update since its inception in 2010. However Planning is currently updating its zoning maps as well as	► Zoning Scheme cannot be used to confirm zoning of properties created after 2010. ► The absence of a Town	► The municipality is currently in the process of preparing Land Use and Zoning Scheme Maps for the towns of Mount Ayliff and Mount Frere and the service

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	<p>upgrading the Town Planning Scheme which is linked to the Spatial Planning and Land Use Management Act 16 of 2013</p>	<p>Planning Register makes it difficult to source information with regards to the history of the properties in the town.</p>	<p>provider would be expected to ensure that the Zoning Scheme Maps are captured electronically in Arc View GIS. This will assist in updating these maps with ease as and when required.</p> <ul style="list-style-type: none"> ▶ The Town Planning Department is to ensure that all rezoning applications that are approved are forwarded to the service provider in order for the Zoning Scheme Maps to be updated accordingly. ▶ The service provider should develop a register that is feasible to use and the municipality should maintain that register. ▶ In terms of SPLUMA, the municipality is to develop Land Use Scheme Regulations and Maps within five years of its date of implementation which the municipality has done within a year of SPLUMA implementation.
NON CONFORMING LAND USES	<ul style="list-style-type: none"> ▶ 104 properties in the town of Mount Ayliff, which are being illegally used. ▶ 122 properties in the town of Mount Frere, which are being illegally used. 	<ul style="list-style-type: none"> ▶ Non-compliance with municipal regulations; ▶ Financial loss to the municipality – incorrect billing for rates and taxes; and ▶ Precedent will be set for other land owners to follow suit if not rectified. 	<ul style="list-style-type: none"> ▶ The service provider would be required to come with recommendations to deal with such issues.
BILLING	<ul style="list-style-type: none"> ▶ There are numbers of registered properties in the towns of Mount Ayliff and Mount Frere that are not being billed for rates, water and sanitation. ▶ There are number of properties in the towns of Mount Ayliff and Mount Frere that are not being billed for rates according to their zonings. ▶ There are number of 	<ul style="list-style-type: none"> ▶ Financial loss to the municipality. 	<ul style="list-style-type: none"> ▶ The service provider would be expected to provide informed information of these subject properties and review their current billing information data. ▶ Valuation roll must be properly analysed to ensure correct values for billing as well as verifying if properties are billed according to their land uses and zoning. ▶ Indigent data must be verified against the properties in

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	properties in the towns of Mount Ayliff and Mount Frere that are not being billed for water and sanitation according to their land uses		question. <ul style="list-style-type: none"> Correct street name, number, contact details to be supplied for each property. Municipal debt collector information to be used to assist with the process.
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Functionality Criteria

Methodology <ul style="list-style-type: none"> Quality assurance (20) System(s) to be used/Data sources (20) Communication plan (20) 	60
Experience <ul style="list-style-type: none"> 0-5 years (10) 5 and above (20) 	20
Detailed Work Plan	20

I hope the above meets your satisfaction, however should you further request any information pertaining the above, please don't hesitate to contact the enquire.

Yours in service delivery



X VENN (MRS)
CHIEF FINANCIAL OFFICER