



**QUOTATION NO. SC 713/2009**

**VALUATION OF MUNICIPAL LAND AT THE KLEINMOND HARBOUR**

<b>BIDDING COMPANY</b>	
<b>CONTACT PERSON</b>	
<b>TELEPHONE NO.</b>	
<b>TOTAL BID PRICE (VAT INCLUSIVE)</b>	

**August 2009**

# **OVERSTRAND MUNICIPALITY**

**MANAGER: Townplanning and Property Administration**

**Overstrand ADMINISTRATION**

**QUOTATION NO: SC 713/2009**

**TITLE: THE APPOINTMENT OF PROFESSIONAL VALUERS FOR THE VALUATION OF  
MUNICIPAL LAND AT THE KLEINMOND HARBOUR**

## **CONTENT**

### **The Submission Document**

#### **Part 1: Procedures**

- 1.1 Notice and Invitation to Submit Quotation
- 1.2 Submission Data

#### **Part 2: Returnable Documents**

- 2.1 List of Returnable Documents
- 2.2 Returnable Schedules

### **The Contract**

#### **Part 3: Agreement and Contract Data**

- 3.1 Form of Offer and Acceptance
- 3.2 Contract Data
- 3.3 Pricing Data
- 3.4 Scope of Work

## 1.1 Notice and Invitation to Submit Quotation



### OPEN INVITATION FOR THE VALUATION OF MUNICIPAL LAND ADJACENT TO THE KLEINMOND HARBOUR

#### QUOTATION NO SC 713/2009

The Overstrand Municipality is desirous of effecting certain improvements to the Kleinmond harbour and its environments to, inter alia, improve the safety thereof and render it more user-friendly for the community of Kleinmond. In particular, land that could be set aside for community enterprise will be identified and opportunities for the enhancement of the historical and cultural life of the community will be created. In order to acquire the funds to finance this project, the Municipality is willing to sell certain developable land adjacent to the existing harbour precinct in order to create development opportunities that will enhance the precinct.

In terms of an agreement with a developer, Wharfside Developments (Kleinmond) (Pty) Ltd, which is the owner of land adjacent to the land owned by the Municipality, the Municipality is obliged to appoint two valuers who will prepare independent valuations of the property. Prospective valuers will be selected to be part of a panel of at least four valuers (or more) from which the two preferred valuers will be chosen after a process as has been determined in the abovementioned Agreement.

Prospective valuers are requested to make a full submission on their ability to conduct the valuation and methodology to be employed. Prospective valuers will have to demonstrate experience in valuating unutilised Municipal land with the potential for mixed use residential and commercial development. (The unutilized land consists of an area of approximately 50 000m<sup>2</sup>, and is currently zoned Public Road and Public Open Space). See attached plan.

Valuers who are registered in terms of the Property Valuers Profession Act, No. 47 of 2000, are hereby invited to submit their quotation.

Documents, in English, are obtainable from Mr Louw between 08:00 and 15:30 at Hangklip-Kleinmond Administration, Kleinmond upon payment of a non refundable tender participation fee of R400.00 (four hundred rand). Bank guaranteed cheques to be made payable to "Overstrand Municipality"

*Alternatively the documents can be downloaded free of charge from our website: [www.overstrand.gov.za](http://www.overstrand.gov.za).*

Sealed quotations clearly marked on the envelope: "QUOTATION NO SC 713/2009: VALUATION OF MUNICIPAL LAND ADJACENT TO KLEINMOND HARBOUR" must be deposited in Tender Box Number 1 at the offices of Overstrand Municipality, Magnolia Avenue, Hermanus.

The closing time and date for quotations is **12h00 on Friday, 28 AUGUST 2009.**

Quotations will be opened in public in the Committee Room, Hermanus Administration immediately after closing time.

Quotations must be valid for 12 weeks after the closing date.

Only parties who submit valid quotations shall be considered to form part of the panel mentioned above and from which the two preferred valuers will be chosen.

The Overstrand Municipality does not bind itself to accept the lowest or any quotation and reserves the right to accept any quotation, as it may deem expedient. Quotations are subject to the Preferential Procurement Regulations of 2001 and the Supply Chain Management Policy of the Overstrand Municipality.

Queries can be directed by e-mail to Mr. Briand Louw at [blouw@overstrand.co.za](mailto:blouw@overstrand.co.za) or telephonically at 028-271 8473 or cell 082 857 9077.

**Manager:Townplanning and Property Administration  
Overstrand Administration**

## OVERSTRAND MUNICIPALITY

TITLE: THE APPOINTMENT OF PROFESSIONAL VALUERS FOR THE VALUATION OF MUNICIPAL LAND AT THE KLEINMOND HARBOUR

### 1.2 Submission Data

Clause number	
	<p>The Standard Conditions of Submission for Procurements make several references to the Submission Data for details that apply specifically to this submission. The Submission Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the standard conditions of submission.</p> <p>Each item of data given below is cross-referenced to the clause in the Standard Conditions of Submission to which it mainly applies.</p>
F.1.1	The employer is Overstrand Municipality
F.1.2	<p>The submission documents issued by the employer comprise:</p> <p><b>Part 1: Procedures</b></p> <p>1.1 Notice and invitation to submit quotations</p> <p>1.2 Submission data</p> <p><b>Part 2: Returnable Documents</b></p> <p>2.1 List of returnable documents</p> <p>2.2 Returnable schedules</p> <p><b>Part 3: Agreements and contract data</b></p> <p>3.1 Form of offer and acceptance</p> <p>3.2 Contract data</p> <p>3.3 Pricing data</p> <p>3.4 Scope of work</p>
F.1.4	<p>The employer's agent is:</p> <p>Name: Mr. B Louw</p> <p>Address: The Area Manager Hangklip-Kleinmond Administration Overstrand Municipality Private Bag X3 KLEINMOND 7195</p> <p>Tel: (028) 271-8473 or 082 857 9077</p> <p>E-mail: <a href="mailto:blouw@overstrand.gov.za">blouw@overstrand.gov.za</a></p>
F1.5.1	<p>Overstrand Municipality reserves the right to accept all, some, or none of the submissions / bids submitted – either wholly or in part – and it is not obligated to accept the lowest submission / bid. Further more the Municipality reserves the right to award to any bidder of the Municipality's choice to ensure a fair and equitable distribution of the Municipality's work to all people of the Western Cape Province in particular, and RSA in general.</p>

F.2.1	Only those Bidding Entities which satisfy the following eligibility criteria are eligible for consideration: 1. Bidding entities that have in their management and employment valuers suitably registered in terms of the Property Valuers Profession Act, No. 47 of 2000. 2. The employer shall not award a contract to any Bidding Entity that does not hold valid professional indemnity (PI) insurance. Proof of insurance must be submitted with the submission, appended to Part 2.2 Returnable Schedule. 3. Tax Clearance Certificate.
F.2.7	Compulsory briefing session: None.
F.2.12	No alterative offers will be considered.
F.2.13.3	Parts of each submission communicated on paper shall be submitted as an original, plus 1 copy.
F.2.13.5	The employer's address for delivery of submissions and identification details to be shown on each submission offer package are:  Tender Box No.1: Overstrand Municipality, Administration Building Physical address: Overstrand Municipality, Magnolia Avenue, Hermanus  <b>IDENTIFICATION DETAILS: QUOTATION NO. SC 713 / 2009: THE APPOINTMENT OF PROFESSIONAL VALUERS FOR THE VALUATION OF MUNICIPAL LAND AT THE KLEINMOND HARBOUR</b>
F.2.13 F.3.5	A two-envelope procedure will <b>not</b> be followed.
F.2.15	The closing date and time for quotations is 28 August 2009 at 12h00.
F.2.15	Telephonic, telegraphic, telex, facsimile or e-mailed quotations will <b>not</b> be accepted.
F.2.16	The quotation validity period is 12 weeks.
F.2.23	The Bidding Entity is required to submit with his submission documents: 1. an original valid Tax Clearance Certificate issued by the South African Revenue Services;
F.3.4	The time and location for opening of the quotation is: Time: 12h00 on Friday 28 August 2009. Location: Overstrand Municipality, Hermanus, Administration Building, Magnolia Avenue Quotations will be opened immediately after the closing time in the Finance Committee room, Hermanus Administration, Magnolia Avenue, Hermanus.

F.3.11.3	<b>Description of Quality Criteria</b>		<b>Elevation points</b>	
	<b>1. Specific project applicable expertise</b>		<b>30</b>	
	• Firms Capacity-personnel (10)		20	
	• Years of existence of firm systems (10)			
	• Valuation experience by proposed project team- years experience (10)		10	
	<b>2. Track Record</b>		<b>20</b>	
	• Track record of service provider on similar projects (10)		10	
	• Experience in region (Overstrand) (10)		10	
	<b>3. Price</b>		<b>30</b>	
	• Price		30	
	<b>4. Empowerment:</b>		<b>20</b>	
	• HDI - MBD 6.1 (ANNEXURE E)		4	
	• Women - MBD 6.1(ANNEXURE E)		2	
	• Disabled - MBD 6.1(ANNEXURE E)		2	
	• SMME - MBD 6.3 (ANNEXURE E)		4	
	• Locality of Bidding Entity - MBD 6.9 or 6.10 or 6.11 (ANNEXURE E)		6 or 7 or 8	
F3.13.1	<p>Quotations will only be considered if:</p> <p>a) the bidding entity has an original valid Tax Clearance Certificate issued by the South African Revenue Services</p> <p>b) the bidding entity is not in arrears for more than 3 months with municipal rates and taxes and municipal service charges (where applicable);</p> <p>c) the bidding entity or any of its directors is not listed on the Register of Submission Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector; and</p> <p>d) the bidding entity has not:</p> <p>i) abused the Employer's Supply Chain Management System; or</p> <p>ii) failed to perform on any previous contract and has been given a written notice to this effect.</p> <p>e) it is considered that the performance of the services will not be compromised through any conflict of interest.</p>			
F.3.18	The number of paper copies of the signed contract to be provided by the employer is one			

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QUOTATION NO: SC713 /2009

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### 2.1 List of Returnable Documents

The bidding entity must complete the following returnable documents:

#### RETURNABLE SCHEDULES REQUIRED FOR QUOTATION EVALUATION PURPOSES

- 2.1.1 Infrastructure Of Firm
- 2.1.2 Professional Indemnity Insurance
- 2.1.3 Authority Signatory

#### OTHER DOCUMENTS REQUIRED FOR QUOTATION EVALUATION PURPOSES

- 2.2.1 Certificate of Authority for Joint Ventures (If Applicable)
- 2.2.2 Record Of Consultancy Services Provided To Organ Of State
  - ANNEXURE A: General Conditions
  - ANNEXURE B: MBD 1 - Invitation to Bid
  - ANNEXURE C: MBD 2 - Tax Clearance Certificate Requirements
  - ANNEXURE D: MBD 4 - Declaration of Interest
  - ANNEXURE E: MBD 6.1; 6.3; 6.9; 6.10 & 6.11 - Preference Point Claim Forms
  - ANNEXURE F: MBD 8 - Declaration of Bidder's Past Supply Chain Management Practices

#### RETURNABLE SCHEDULES THAT WILL BE INCORPORATED INTO THE CONTRACT

- 2.2.3 Record of Addenda
- 2.2.4 Compulsory Enterprise Questionnaire
- 2.2.5 Proposed amendments and qualifications

#### AGREEMENT AND CONTRACT DATA

- 3.1 Form Of Offer And Acceptance
- 3.2 Contract Data
- 3.3 Pricing Data
- 3.4 Scope of Work

### 2.1.1 INFRASTRUCTURE OF FIRM

(Can be submitted as an annexure.)

**Name of Bidding Entity:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## 2.1.2 PROFESSIONAL INDEMNITY INSURANCE

The Bidding Entity is referred to clause F.2.1 of the Submission Data and shall state below details of the professional indemnity insurance held by the Bidding Entity. Where the Bidding Entity is a joint venture, each party to the joint venture must submit details of their professional indemnity insurance. Proof of insurance must be appended to this schedule.

PROFESSIONAL INDEMNITY INSURANCE		
NAME OF INSURED	NAME OF INSURER	LIMIT OF INDEMNITY IRO EACH CLAIM

### 2.1.3 AUTHORITY SIGNATORY

In the case of a submission being submitted on behalf of a Company, Close Corporation or Partnership, assurance shall be given at the time of submission that the document has been signed by someone properly authorized thereto by virtue of the Articles of Association, or resolution of the Directors, Members or Partners, or other authority as applicable. Signatories shall confirm their authority by completing the form below and attaching a copy of the relevant authority duly signed and dated.

I, the undersigned, declare that I am duly authorized to sign the offer on the form of offer and acceptance on behalf of .....by virtue of the Articles of Association/Resolution of the Board of Directors\* or .....  
.....

\* Delete whichever is not applicable, or if neither is applicable, indicate alternate authority.

NAME: .....

CAPACITY: .....

SIGNATURE: .....

DATE: .....

WITNESSES: 1. .... 2. ....

## 2.2 Returnable Schedules

### 2.2.1 CERTIFICATE OF AUTHORITY FOR JOINT VENTURES

This Returnable Schedule is to be completed by joint ventures.

We, the undersigned, are submitting this submission offer in Joint Venture and hereby authorize Mr./Ms . . . . . , authorized signatory of the company . . . . .  
. . . . . , acting in the capacity of lead partner, to sign all documents in connection with the submission offer and any contract resulting from it on our behalf.

NAME OF FIRM	ADDRESS	DULY AUTHORIZED SIGNATORY
Lead partner		Signature ..... Name ..... Designation
		Signature ..... Name ..... Designation
		Signature ..... Name ..... Designation
		Signature ..... Name ..... Designation

## 2.2.2 RECORD OF CONSULTANCY SERVICES PROVIDED TO ORGANS OF STATE

Bidding Entities are required to complete this record in terms of the Supply Chain Management Regulations issued in terms of the Municipal Finance Management Act of 2003.

Include only those contracts where the Bidding Entity identified in the signature block below was directly contracted by the Employer. Bidding Entities must not include consultancy services provided in terms of a sub consultancy agreement.

Where contracts were awarded in the name of a joint venture and the Bidding Entity formed part of that joint venture, indicate in the column entitled "Title of contract for the consultancy service" that it was in joint venture and provide the name of the joint venture that contracted with the employer. In the column for the value of the contract for the service, record the value of the portion of the contract performed (or to be performed) by the submission.

Complete the record or attach the required information in the prescribed tabulation.

### Part A: All consultancy services commenced or completed to an organ of state in the last five years

#	Organ of state, i.e. national or provincial department, public entity, municipality or municipal entity.	Title of contract for the consultancy service	Value of contract for service incl. VAT (Rand)	Date completed (State current if not yet completed)
1.				
2.				
3.				

### Part B: Similar consultancy services provided to an organ of state

The following contracts recorded in Part A provided similar consultancy services to those required in terms of the scope of work to this submission:

# .....

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this schedule are within my personal knowledge and are to the best of my belief both true and correct.

Signed

Date

Name

Position

Bidding Entity

### 2.2.3 RECORD OF ADDENDA

We confirm that the following communications received from the Employer before the submission of this submission offer, amending the submission documents, have been taken into account in this submission offer:

	Date	Title or Details
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Attach additional pages if more space is required.

Signed .....

Date .....

Name .....

Position .....

Bidding Entity .....

## 2.2.4 COMPULSORY ENTREPRISE QUESTIONNAIRE

The following particulars must be furnished. In the case of a joint venture, separate enterprise questionnaires in respect of each partner must be completed and submitted.

**Section 1: Name of enterprise:**

**Section 2: VAT registration number, if any:**

**Section 3: CIDB registration number, if any:**

**Section 4: Particulars of sole proprietors and partners in partnerships**

Name*	Identity number*	Personal income tax number*

\* Complete only if sole proprietor or partnership and attach separate page if more than 3 partners

**Section 5: Particulars of companies and close corporations**

Company registration number . . . . .

Close corporation number . . . . .

Tax reference number . . . . .

**Section 6: Record in the service of the state**

Indicate by marking the relevant boxes with a cross, if any sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months in the service of any of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity  |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature  |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            |   |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |   |

If any of the above boxes are marked, disclose the following:

Name of sole proprietor, partner, director, manager, principal shareholder or stakeholder	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

**Section 7: Record of spouses, children and parents in the service of the state**

Indicate by marking the relevant boxes with a cross, if any spouse, child or parent of a sole proprietor, partner in a partnership or director, manager, principal shareholder or stakeholder in a company or close corporation is currently or has been within the last 12 months been in the service of any of the following:

- |  |   |
|--|---|
| <input type="checkbox"/> a member of any municipal council                                     | <input type="checkbox"/> an employee of any provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act 1 of 1999) |
| <input type="checkbox"/> a member of any provincial legislature                                | <input type="checkbox"/> a member of an accounting authority of any national or provincial public entity  |
| <input type="checkbox"/> a member of the National Assembly or the National Council of Province | <input type="checkbox"/> an employee of Parliament or a provincial legislature  |
| <input type="checkbox"/> a member of the board of directors of any municipal entity            |   |
| <input type="checkbox"/> an official of any municipality or municipal entity                   |   |

Name of spouse, child or parent	Name of institution, public office, board or organ of state and position held	Status of service (tick appropriate column)	
		Current	Within last 12 months

\*insert separate page if necessary

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) authorizes the Employer to obtain a tax clearance certificate from the South African Revenue Services that my / our tax matters are in order;
- ii) confirms that the neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Submission Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- iii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iv) confirms that I / we are not associated, linked or involved with any other tendering entities submitting submission offers and have no other relationship with any of the Bidding Entities or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest; and
- iv) confirms that the contents of this questionnaire are within my personal knowledge and are to the best of my belief both true and correct.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Position \_\_\_\_\_

Enterprise name \_\_\_\_\_

## 2.2.5 PROPOSED AMENDMENTS AND QUALIFICATIONS

The Bidding Entity should record any deviations or qualifications he may wish to make to the submission documents in this Returnable Schedule. Alternatively, such deviations and qualifications may be stated in a covering letter to his submission and reference such letter in this schedule.

The Bidding Entity's attention is drawn to clause F.3.8 of the Standard Conditions of Submission referenced in the Submission Data regarding the employer's handling of material deviations and qualifications.

Bidding Entities must not include deviations or qualifications relating to the scope of work in this schedule where they are required to submit an Approach Paper.

Page	Clause or item I	Proposal

Signed.....

Date.....

Name .....

Position.....

Bidding Entity.....



## OVERSTRAND MUNICIPALITY

QUOTATION NO: SC 713 / 2009

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MUNICIPAL LAND AT THE KLEINMOND HARBOUR

### 3.1 Form of Offer and Acceptance

#### Offer

The employer, identified in the acceptance signature block, has solicited offers to enter into a contract for the procurement of:

**QUOTATION NO SC 713 / 2009:**

**OPEN INVITATION FOR THE VALUATION OF CERTAIN MUNICIPAL LAND ADJACENT TO THE  
KLEINMOND HARBOUR**

The Bidding Entity, identified in the offer signature block, has examined the documents listed in the submission data and addenda thereto as listed in the returnable schedules, and by submitting this offer has accepted the conditions of submission.

By the representative of the Bidding Entity, deemed to be duly authorized, signing this part of this form of offer and acceptance, the Entity offers to perform all of the obligations and liabilities of the service provider under the contract including compliance with all its terms and conditions according to their true intent and meaning for an amount to be determined in accordance with the conditions of contract identified in the contract data.

This offer may be accepted by the employer by signing the acceptance part of this form of offer and acceptance and returning one copy of this document to the Bidding Entity before the end of the period of validity stated in the submission data, whereupon the Entity becomes the party named as the service provider in the conditions of contract identified in the contract data.

Signature .....

Name .....

Capacity .....

**for the Bidding Entity** .....  
(Name and address of organization)

Name and signature of witness

..... Date .....

#### Acceptance

By signing this part of this form of offer and acceptance, the employer identified below accepts the Bidding Entity's offer. In consideration thereof, the employer shall pay the service provider the amount due in accordance with the conditions of contract identified in the contract data. Acceptance of the Bidding Entity's offer shall form an agreement between the employer and the Bidding Entity upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

The terms of the contract, are contained in:

- Part 3.1 Form of Offer and Acceptance;
- Part 3.2 Contract Data;
- Part 3.3 Pricing Data;
- Part 3.3 Scope of work, and drawings and documents or parts thereof, which may be incorporated by reference into Parts 3.1 to 3.4 above.

Deviations from and amendments to the documents listed in the submission data and any addenda thereto as listed in the submission schedules as well as any changes to the terms of the offer agreed by the Bidding Entity and the employer during this process of offer and acceptance, are contained in the schedule of deviations attached to and forming part of this agreement. No amendments to or deviations from said documents are valid unless contained in this schedule.

The Bidding Entity shall within two weeks after receiving a completed copy of this agreement, including the schedule of deviations (if any), contact the employer's agent (whose details are given in the contract data) to arrange the delivery of any bonds, guarantees, proof of insurance and any other documentation to be provided in terms of the conditions of contract identified in the contract data. Failure to fulfill any of these obligations in accordance with those terms shall constitute a repudiation of this agreement.

Notwithstanding anything contained herein, this agreement comes into effect on the date when the Bidding Entity receives one fully completed original copy of this document, including the schedule of deviations (if any). Unless the Entity (now contractor) within five working days of the date of such receipt notifies the employer in writing of any reason why he cannot accept the contents of this agreement, this agreement shall constitute a binding contract between the parties.

Signature .....

Name .....

Capacity .....

**for the Employer** .....  
(Name and address of organization)

Name and signature of witness ..... Date .....

#### **Schedule of Deviations**

1 Subject .....

Details .....

2 Subject .....

Details .....

3 Subject .....

Details .....

By the duly authorized representatives signing this agreement, the employer and the Bidding Entity agree to and accept the foregoing schedule of deviations as the only deviations from and amendments to the documents listed in the submission data and addenda thereto as listed in the submission schedules, as well as any confirmation, clarification or changes to the terms of the offer agreed by the Bidding Entity and the employer during this process of offer and acceptance.

It is expressly agreed that no other matter whether in writing, oral communication or implied during the period between the issue of the submission documents and the receipt by the Bidding Entity of a completed signed copy of this Agreement shall have any meaning or effect in the contract between the parties arising from this agreement.

## OVERSTRAND MUNICIPALITY

QUOTATION NO: SC 713 / 2009

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### 3.2 Contract Data

The following contract specific data are applicable to this Contract:

Clause					
	The Employer is the <b>Overstrand Municipality</b>				
3.4 and 4.35	The Authorised and Designated representative of the Employer is <b>Mr. B Louw</b>				
	The Employer's address for receipt of communications is:				
	<table> <tr> <td>Physical address:</td><td>Postal address:</td></tr> <tr> <td><b>Overstrand Municipality Magnolia Avenue Hermanus 7200</b></td><td><b>Overstrand Municipality P.O Box 20 Hermanus 7200</b></td></tr> </table>	Physical address:	Postal address:	<b>Overstrand Municipality Magnolia Avenue Hermanus 7200</b>	<b>Overstrand Municipality P.O Box 20 Hermanus 7200</b>
Physical address:	Postal address:				
<b>Overstrand Municipality Magnolia Avenue Hermanus 7200</b>	<b>Overstrand Municipality P.O Box 20 Hermanus 7200</b>				
	Telephone: <b>028 271 8473</b> Fax: <b>028 271 4100</b> E-mail: <b>blouw@overstrand.gov.za</b>				
	<b>QUOTATION NO SC 713/2009, OPEN INVITATION FOR THE VALUATION OF MUNICIPAL LAND ADJACENT TO THE KLEINMOND HARBOUR</b>				
3.6.1	The Service Provider may release public or media statements or publish material related to the Services or Project subject to the approval of the Employer.				
3.14	A Programme shall be submitted within 10 working days of the award of the contract.				

5.1.1 and 5.1.2	The Service Provider is required to provide the Service with all reasonable care, diligence and skill in accordance with generally accepted professional techniques and standards. Where services include the powers certify, decide or otherwise exercise discretion in regard to a contractor agreement between the Employer and others then the Service provider shall act as in respect of that contract/agreement as an independent	
5.4.1	The Service Provider is required to provided the following insurances:	
	1. Insurance against	<b>Risk in performing professional services (Professional Indemnity Cover)</b>
	Cover is:	Equivalent to the project value, with a maximum of One Million Rands (R1,000,000.00) per project
	Period of cover:	Duration of Project
	Deductibles are:	NONE
5.5	The Service Provider is required to obtain the Employer's prior approval in writing before taking any of the following actions: 1. Commencement of Valuation 2. Appointing Sub Consultants for the performance of any part of the Services	
9.1	Copyright of documents prepared for the Project shall be vested with Overstrand Municipality	

## **OVERSTRAND MUNICIPALITY**

**MANAGER:**Townplanning and Property Administration

**OVERSTRAND ADMINISTRATION**

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MUNICIPAL LAND AT THE KLEINMOND HARBOUR**

### **3.3 Pricing Data**

#### **PRICING INSTRUCTION**

The Quotation fee will be based on relevant professional council / institute Tariff of fees.

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### **3.4 Scope of Work**

**3.4.1** Quotation for the appointment of professional valuers for the valuation of municipal land at the Kleinmond harbour

#### **3.4.2 PROJECT BRIEF**

As described in Par 1.1 "Notice and Invitation to Submit Quotation" above. Kindly contact Briand Louw for any further enquiries in this regard.

#### **3.4.3 CONTENTS AND STRUCTURE OF THE SUBMISSION**

The submission should include the following key items:

- interpretation of the project brief;
- summary of the service provider's understanding of the required valuation approach ;
- description of the methodology to be adopted;
- project budget; and (hourly rate)
- *Profile of company and Curriculum Vitae* of the project team, with specific reference to similar projects undertaken.

### 3.4.4 DETAILS OF FIRM / CONSULTANTS

It should be noted that only valuers suitably registered in terms of the Property Valuers Profession Act, No. 47 of 2000 can submit offers.

**The following information must be provided as part of the submission:**

- Name of team member
- Qualifications
- Professional registration category and registration number
- Designation (e.g., partner or professional staff member) and field of responsibility on the project (e.g., project manager or CAD-operator)
- Years of experience
- PDI category (i.e., persons with no national voting power before 1983 or 1994, women or disabled persons)

Specific reference should also be made on the firm's capacity to undertake the study and experience and knowledge of the study subject (all work must be executed in the successful firm's office).

The project is to be overseen by a dedicated director / partner of the successful firm, such director / partner who shall be an appropriately registered professional person and who shall at all times accept responsibility, including professional responsibility, for the execution of the project. However, it will not be expected from such director / partner to accept professional responsibility for specialist inputs from professionals (if any) from outside the firm.

The successful firm is entitled to input from the already mentioned professionals.