



SUPPLY CHAIN MANAGEMENT

Enquiries: Ms. I Thesen

Ref: 6/4/2

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As per e-mail:

Dear Sir /Madam

NOTICE TO BIDDERS

ADDENDUM: TENDER B/SM 42/21:

REQUEST FOR TECHNICAL PROPOSAL FOR THE APPOINTMENT OF A SUITABLE, QUALIFIED AND EXPERIENCED PROFESSIONAL SERVICE PROVIDER TO ASSEMBLE A MULTI-DISCIPLINARY TEAM OF PROFESSIONALS IN ORDER TO OBTAIN THE NECESSARY LAND USE RIGHTS AND REGISTRATION OF DIAGRAMS IN THE SURVEYOR-GENERAL'S OFFICE FOR CERTAIN HOUSING PROJECTS IN KAYAMANDI, STELLENBOSCH.

The compulsory virtual meeting held on 18 January 2020 at 11h00 am via the Microsoft Teams App, has reference.

1. Replace the Item 18 (Page 62-66):

Pricing Schedule

With:

Attached amended Pricing Schedule

The amended pricing schedule will now also include the cost and services of a Heritage Practitioner and an Environmental Assessment Practitioner as part of the Key personnel required for this tender.

2. Replace the Item 1 (Page 2-5):

Tender Notice & Invitation to Tender

TENDER NUMBER: B/SM 42/21

DESCRIPTION: Proposal for the appointment of a suitable, qualified and experienced professional service provider to assemble a multi-disciplinary team of professionals in order to obtain the necessary land use rights and registration of diagrams in the surveyor-general's office for certain housing projects in Kayamandi, Stellenbosch

CLOSING DATE: 8 February 2021

CLOSING TIME: 12h00: Bids will be opened in the **Council Chambers or Supply Chain Management Boardroom**

INFORMATION:

Tender Specifications: Lester van Stavel (021 808 8462); email: Lester.Vanstavel@stellenbosch.gov.za

Anthea Shortles (021 808 8773); email: Anthea.Shortles@stellenbosch.gov.za

SCM Requirements: Jeanette Williams (021 808 8524); email : Jeanette.Williams@stellenbosch.gov.za

Office hours for collection: 08h00-15h30



With:

TENDER NUMBER: B/SM 42/21

DESCRIPTION: Proposal for the appointment of a suitable, qualified and experienced professional service provider to assemble a multi-disciplinary team of professionals in order to obtain the necessary land use rights and registration of diagrams in the surveyor-general's office for certain housing projects in Kayamandi, Stellenbosch

CLOSING DATE: 15 February 2021

CLOSING TIME: 12h00: Bids will be opened in the **Council Chambers or Supply Chain Management Boardroom**

INFORMATION:

Tender Specifications: Lester van Stavel (021 808 8462); email: Lester.Vanstavel@stellenbosch.gov.za

SCM Requirements: Jeanette Williams (021 808 8524); email : Jeanette.Williams@stellenbosch.gov.za

Office hours for collection: 08h00-15h30

The following Questions were raised at the virtual meeting and were answered as follows:

Question 1: The land use application could require the services of a Heritage Practitioner

Answer: The Kayamandi Housing Projects can possibly trigger the Heritage Resources Act under the following conditions:

- (a) If the proposed extend of the development is greater than 5000m² and involves a rezoning of land of 10 000m² (Section 38 of the National Heritage Resources Act will be triggered), then a Heritage Impact Assessment will be required and a permit from Heritage Western Cape will be required.
- (b) If there are buildings that are older than 60 years which will require demolition(Section 34 of the Act will be triggered and the permit to demolish those building will be required)

A heritage notice of intent to develop (NID) will be required to be completed as a first phase, and dependant on the outcome of the first phase, a heritage impact assessment could be required as decided by Heritage Western Cape. A Heritage practitioner must therefore be included as part of the key personnel, either for the submission of the heritage NID and/or heritage impact assessment.

For the purpose of pricing the tender, a cost must be provided for the heritage checklist and heritage impact assessment respectively and the joint cost must form part of the total amount tendered. It should be noted that payment will only be made for heritage work required as per Heritage Western Cape requirements.

Question 2: The land use application could require the services of an Environmental Assessment Practitioner

Answer: The project images were overlayed with the data from the Biodiversity Spatial Plan and it is unlikely that a NEMA process will be required. An environmental assessment practitioner must however be appointed to complete the environmental checklist from the Department of Environmental Affairs and Development Planning. Pending the outcome of the environmental checklist,



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an environmental impact assessment could be required. An Environmental practitioner must therefore be included as part of the key personnel, either for the submission of the environmental checklist and/or the heritage impact assessment.

For the purpose of pricing the tender, a cost must be provided for the environmental checklist and environmental impact assessment respectively and the joint cost must form part of the total amount tendered. It should be noted that payment will only be made for environmental work required as per the requirements of the Department of Environmental Affairs and Development Planning.

It should be noted that all other stipulations remain in effect.

**DIRECTOR
CORPORATE SERVICES**

DATE:

1/2/2021.

Note: Confirmation to the addendum

CONFIRMATION

I (Name) hereby declare on behalf of
..... (Company's name),
to agree/not agree (please encircle) to the above changes in the bidding documentation.

Address:
.....
.....

Tel no.:
Fax no.:

Signature of bidder:

Date:
.....

PRICING SCHEDULE

KEY PERSONNEL

The tenderer must have the following key personnel in its employment or alternatively, a signed undertaking from a specialist consultant/firm having the required personnel, stating that they will undertake the necessary work on behalf of the tenderer in terms of a sub-consultant agreement, will be acceptable. Such undertaking must be attached.

Scope of Works for Key Personnel (Project Manager and Sub-consultants).

PSP / Sub-Consultant	Activity / Work Description	Work to be Performed / Deliverables	Total Cost (R)
Project Manager	Project Management & Administration	<ul style="list-style-type: none"> • Undertake overall Project Management of project up to the obtaining of development rights • Appoint, manage and remunerate sub-consultants as needed • Prepare the Project Action Plan • Arrange and manage Monthly Progress Meetings with key stakeholders (including the taking and distribution of minutes of these meetings) • Provide Progress Reports on a monthly basis • Lead presentations 	
Sub-Consultant - Town Planner	Development of a Site Development Plan	<ul style="list-style-type: none"> • Prepare and submit rezoning applications for applicable projects • Prepare and submit Subdivisional Plans for each of the various housing projects in terms of the Stellenbosch Land Use Planning By-Law (2015) • Allocate corresponding zonings in terms of the Stellenbosch Municipal Zoning Scheme By-Law (2019) 	

PSP / Sub-Consultant	Activity / Work Description	Work to be Performed / Deliverables	Total Cost (R)
		<ul style="list-style-type: none"> Investigate and indicate closure of public roads and public places Liaise with professional land surveyor in respect of consolidations, subdivisions and closure of public roads and public places required. 	
	Layout Development	<ul style="list-style-type: none"> Prepare and finalize draft Layout for the statutory process (LUPA) 	
	LUPA Draft Application	<ul style="list-style-type: none"> Draft a detailed Integrated Statutory Process Plan Submit and obtain approval of draft layout based on the SDP Prepare final layout 	
	LUPA Application	<ul style="list-style-type: none"> Prepare and submit LUPA Applications Provide inputs during public comment period Manage public participation process as needed Draft advertisement to be placed on website and local newspapers 	
	LUPA Approval	<ul style="list-style-type: none"> Obtain final approval and all necessary development rights 	
Sub-Consultant Professional Land Surveyor (Includes Pegging and Examination Fees)	Land Surveyor (Sub-consultant to be appointed)	<ul style="list-style-type: none"> Prepare a Base Map with Cadastral information, an detailed Site Survey Undertake and manage Land Survey and pegging of site boundaries Prepare and submit consolidation plans Prepare and submit subdivisional plans 	

PSP / Sub-Consultant	Activity / Work Description	Work to be Performed / Deliverables	Total Cost (R)
		<ul style="list-style-type: none"> • Prepare and submit SG diagrams • Indicate and show proposed road closures etc. • Indicate and show proposed closure of open spaces • Compile and submit Sectional Title Plans in respect of 146 units • Submit General Plan/s to Office of Surveyor General for approval and registration (attend to all relevant matters to secure approval and open Township Register) • Manage Land Surveyor Examination fees (Payable to Surveyor General) • Address and complete street naming and numbering process and approval • Rectification of erf boundaries to be addressed, if and where applicable 	
Sub-Consultant Consulting Civil Engineer	Bulk Services Investigation & Designs	<ul style="list-style-type: none"> • Compile Services Report for LUPA submission • Obtain formal Council approval of all (preliminary) designs and reports • Provide input and responses with regard to LUPA objections and comments 	

PSP / Sub-Consultant	Activity / Work Description	Work to be Performed / Deliverables	Total Cost (R)
Sub-Consultant – Electrical Engineer	Bulk Services Investigation & Designs	<ul style="list-style-type: none"> Assist with the compilation of the Services Report for LUPA submission Assist in obtaining formal Council approval of (preliminary) designs (Electrical) and reports Provide input and responses with regard to LUPA objections and comments 	
Sub-Consultant - Community Liaison Officer (CLO)	Establish two-way communication	<ul style="list-style-type: none"> CLO to ensure two-way communication between the service provider and the community. CLO to appoint separate assistants from the Stellenbosch Municipality's Unemployment Database, who has strong local community knowledge and Xhosa as a first language, for each of the five projects. Community assistants to physically check and confirm in writing whether a water meter and electrical meter exist for each unit to be registered. 	
Sub-Consultant - Heritage Practitioner	To be appointed to adhere to heritage requirements	<ul style="list-style-type: none"> Ensure compliance with the heritage requirements Submit a Notice of Intent to Develop, if required Submit a heritage impact assessment, if required 	Please provide: Cost for NID only; Cost for HIA only; and Joint cost for NID and HIA Joint cost to form part of total tendered amount

PSP / Sub-Consultant	Activity / Work Description	Work to be Performed / Deliverables	Total Cost (R)
Sub-Consultant - Environmental Assessment Practitioner	To be appointed to adhere to environmental requirements	<ul style="list-style-type: none"> • Ensure compliance with the environmental requirements • Submit the environmental checklist, if required • Submit an environmental impact assessment (EIA), if required 	Please provide: Cost of environmental checklist only; Cost for EIA only; Joint cost for said checklist and EIA Joint cost to form part of total tendered amount
SUBTOTAL			
15% VAT			
TOTAL AMOUNT TENDERED			

The professional registration numbers of the key personnel must be indicated and the *curriculum vitae* of all key personnel (including sub-consultants), must be submitted with the tender submission. Please provide proof (Hard copies)

Should it become necessary to replace any of the key personnel listed at the time of tender during the course of this contract, they may only be replaced by individuals with similar or better qualifications and experience, who satisfy the minimum requirements and then only with the approval of the Employer.