

**BID NOTICE**

**STELLENBOSCH MUNICIPALITY HEREBY INVITES YOU TO TENDER FOR B/SM 39/21: TO APPOINT A PROFESSIONAL SERVICE PROVIDER** T**O** **ASSEMBLE A MULTI-DISCIPLINARY TEAM OF PROFESSIONALS IN TO UNDERTAKE A BROAD CONCEPTUAL URBAN DESIGN FRAMEWORK FOR THE NORTHERN EXTENSION, STELLENBOSCH, AND TO OBTAIN TOWN PLANNING AND DEVELOPMENT RIGHTS.**

TENDER NUMBER: **B/SM 39/21**

DESCRIPTION: **TO APPOINT A PROFESSIONAL SERVICE PROVIDER** T**O** **ASSEMBLE A MULTI-DISCIPLINARY TEAM OF PROFESSIONALS IN TO UNDERTAKE A BROAD CONCEPTUAL URBAN DESIGN FRAMEWORK FOR THE NORTHERN EXTENSION, STELLENBOSCH, AND TO OBTAIN TOWN PLANNING AND DEVELOPMENT RIGHTS.**

CLOSING DATE: **1 February 2021**

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

***INFORMATION:***

**Tender Specifications: Shaun October at** 021 808 8756**, email** [**shaun.october@stellenbosch.gov.za**](mailto:shaun.october@stellenbosch.gov.za)

**SCM Requirements: Gerald Kraukamp at 021 808 8519, email** [**gerald.kraukamp@stellenbosch.gov.za**](mailto:gerald.kraukamp@stellenbosch.gov.za)**Office hours for collection: 08h00-15h30**

A Compulsory Clarification Meeting will be held on **15 January 2021 at 11h00**. The Compulsory Clarification meeting will be held via the Microsoft Teams App. Tenderers must ensure to download the App and give Michelle Moses i[hs.admin@stellenbosch.gov.za](mailto:hs.admin@stellenbosch.gov.za) the necessary contact details (email address and cell phone number) at least 48 hours prior to the meeting to enable to set up a virtual meeting. Tenderers who fail to forward their details in the time frame will not attend the briefing session. Tenderers who fail to attend the compulsory information session will be regarded as non-compliant.

Tenders may only be submitted on the Tender documentation issued by Stellenbosch Municipality and must be valid for **180 days** after tender closing. Late, electronic format, telephonic or faxed Tenders will not be considered, and Stellenbosch Municipality does not bind itself to accept the lowest, part of or any Tender.

Sealed Tenders, with **“B/SM 39/21: TO APPOINT A PROFESSIONAL SERVICE PROVIDER** T**O** **ASSEMBLE A MULTI-DISCIPLINARY TEAM OF PROFESSIONALS IN TO UNDERTAKE A BROAD CONCEPTUAL URBAN DESIGN FRAMEWORK FOR THE NORTHERN EXTENSION, STELLENBOSCH, AND TO OBTAIN TOWN PLANNING AND DEVELOPMENT RIGHTS.”**, clearly endorsed on the envelope, must be deposited in the Tender box at the offices of the Stellenbosch Municipality, Plein Street, Stellenbosch. The Tender box is accessible 24 hours a day and Tenders must be accompanied by the completed Tender documents. Tenders not accompanied by a complete Tender document, will not be considered.

**NOTE:** **This tender will be evaluated in terms of the** General Conditions of Contract**,** Supply Chain Management Policy, relevant specification, and functionality as depicted in the documentand also the **Preferential Procurement Regulations, 2017 that was promulgated by the Minister of Finance on 20 January 2017 in Government Gazette No 40553**.

The preferential points system applied is as follows:

**Price 80**

**B-BBEE status level of contribution 20**

**Total points for Price and B-BBEE** **100**

The following conditions to Tender exist (failure to comply may result in your Tender being disqualified):

1. This Tender is subject to the Standard Conditions of Tender and special conditions for Tendering;
2. Relevant terms of reference;
3. Tenderers must be registered on the Central supplier database (CSD) if they wish to conduct business with the municipality;
4. No award will be made to tenderers whose tax status is non-compliant;
5. Tenders submitted must be in a sealed envelope clearly marked with the Tender number, placed in the tender box before closing time. Failure will result in the tender being invalid;
6. Functionality is applicable to this Tender. Tenderers are required to attain a minimum score of 80% for the functionality in order to be further evaluated in terms of the preference point’s system

*Tender documents, in English, are available free of charge on the website:* [*www.stellenbosch.gov.za*](http://www.stellenbosch.gov.za)*. Alternatively, hard copies of the document are obtainable from the offices of the Supply Chain Management Unit, Stellenbosch Municipality, 1st Floor, Plein Street, Stellenbosch, upon payment of a non-refundable fe****e of R225.00per document.***

G Mettler (Ms)

**MUNICIPAL MANAGER**