



## REQUEST FOR QUOTATIONS (RFQ) FOR PROCUREMENT OF GOODS AND SERVICES

### DESCRIPTION OF WORK

**Request for Town Planning Services at Komatipoort Extension 20 (Nkomazi SEZ) for the amendments of the approved layout plan and the inclusion of an additional portion to accommodate a prospective investor within the Nkomazi SEZ Development in Nkomazi Local Municipality, Mpumalanga Province.**

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### QUOTATION DETAILS

**QUOTATION NUMBER: RFQ 28-SEZ**

**CLOSING DATE**    **Date: 18 JULY 2025**  
**TIME**            **Time: 12H00**

**Compulsory Briefing session:**

**If Yes, Date and time of compulsory briefing session:**

**Date:** \_\_\_\_\_ **Time: 10:00 am**

Yes

☐

No

☒

### DETAILS OF RESPONDENT

**Name of bidder:** \_\_\_\_\_

Please indicate whether it is the original or copy, tick the applicable block

ORIGINAL

☐

COPY

☐

## **REQUEST FOR QUOTATIONS (RFQ)**

### **1. GENERAL CONDITIONS OF THE RFQ:**

- 1.1. The 80/20 evaluation criteria for requirements with a Rand value of up to R50 000 000 (all applicable taxes included) will be used for this bid.
- 1.2. The value of this bid is estimated not exceed R1 000 000.00 (all applicable taxes included).
- 1.3. Fully comply with the scope of work / service or **(Attached Scope of work / service)**
- 1.4. Quotations must be valid for a period of 30 days
- 1.5. The Bidder's quotation to bear correct contact details and address
- 1.6. Fully completed Standard Bidding Documents (SBD4 and SBD 6.1)
- 1.7. The bidder must be registered on the Central Supplier Database (CSD)
- 1.8. This bid will be evaluated on functionality and specific goals

### **2. SCOPE OF WORK / SERVICE OR ITEMS**

<b>SCOPE OF WORK ATTACHED</b>	
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**Submissions and enquiries should be directed at:**

[scm@mega.gov.za](mailto:scm@mega.gov.za)

# **Request for Town Planning Services at Komatipoort Extension 20 (Nkomazi SEZ) for the amendments of the approved layout plan and the inclusion of an additional portion to accommodate a prospective investor within the Nkomazi SEZ Development in Nkomazi Local Municipality, Mpumalanga Province.**

## **1. Background Information:**

The Mpumalanga Provincial Government is looking for a registered Town and Regional Planner to accommodate a prospective investor into a site of approximately 30 hectares in extent which is located on the southern side of the township necessitating it to be incorporated into the already approved township of the Nkomazi SEZ (Komatipoort Extension 20). The need for the amendment of the layout plan arises from the fact that the site is to be located on the southern side of the township, necessitating it to be incorporated into the already approved township.

Further to this, the Town Regional Planner would also have to accommodate several amendments to the approved Layout Plan of Komatipoort Extension 20 in order to accommodate the reworked road master plan as well as various requirements from other potential investors as well as partial redesign of the road network within the SEZ development.

Since an approval is already in place for Komatipoort Extension 20 the bidder is requested to pursue an amendment of the already obtained approval from the Nkomazi Municipal Planning Tribunal, in terms of Section 56, sub-sections 5 and 6 of the Nkomazi Spatial Planning and Land Use Management By-Law.

The proposed amendment of the Komatipoort Ext. 20 Township Establishment Approval may trigger some specialist studies which are already underway like the Environmental Impact Assessment. Other studies that might be required are, due to the size of the proposed development will be the implications on the bulk engineering services, a geotechnical report and traffic impact report, which are also being reworked by the appointed engineers on the detailed engineering designs.

## **2. Purpose:**

To provide professional Town Planning Services at Komatipoort Extension 20 (Nkomazi SEZ) for the inclusion of an additional portion to accommodate a prospective investor within the Nkomazi SEZ Development in Nkomazi Local Municipality, Mpumalanga Province as well as the required amendments to the approved Layout Plan of Komatipoort Extension 20

### 3. Scope of Work

Based on the legislative implications mentioned above, the scope of work entail the amendment of the approved township and to include the proposed development and to review and conduct the required specialist studies and submit an application to the Nkomazi Municipal Planning Tribunal, for amendment of the already granted approval. The scope of work is summarized as follows:

Amendment of a township layout plan and Conditions of Establishment, as well as procurement of an approval for the amendment of the approved Komatipoort Extension 20 township from the Nkomazi Municipal Planning Tribunal. Establish the implication of the additional erf on the bulk engineering services, as well as cost estimates for engineering services based on the preliminary engineering services layout.

Pegging, re-generation of a General Plan and approval thereof

Opening of township register

Township Proclamation

**Note:** The required Environmental Impact Assessment and Traffic Impact Assessment is already underway and does not form part of the proposed scope of this appointment. The phase 1 geotechnical report has already been completed and is also available.

#### **Deliverables:**

The proposed execution of the task by the service provider comprise of the following:

<b>Activity</b>	<b>Price</b>
Amendment of a township layout plan and Conditions of Establishment, as well as obtaining approval for the amendment of the approved Komatipoort Extension 20 township from the Nkomazi Municipal Planning Tribunal.	
Establish the implication of the additional erf on the bulk engineering services, as well as cost estimates for engineering services based on the preliminary engineering services layout.	
Pegging, re-generation of a General Plan and approval thereof	
Opening of township register	
Township Proclamation	
<b>Sub Total</b>	
<b>VAT (Value Added Tax) ( If a registered Vat Vendor)</b>	
<b>TOTAL</b>	

#### 4. Project Deliverables:

In line with the timelines agreed as part of the contracting process, the service provider will be required to produce:

- Inception report- Project Plan & Milestones
- Progress Report 1- Submission to Municipal Planning Tribunal
- Progress Report 2- Approval from Municipal Planning Tribunal
- Progress report 3-Surveying and opening of township register
- Final Report-Close Out and progress towards Township Proclamation

#### 5. Methodology:

The service provider is required, as part of the inception report, to define a clear methodology for the proposed project which will be agreed with DEDT in advance of the project commencing. The defined methodology will be required to deliver quality findings, taking cognisance of the effectiveness of various research methodologies and the time commitments required by stakeholders to build meaningful insights and recommendations.

#### 6. Project Timelines:

The project must be completed within the shortest possible timeframe (while adhering to legislative prescripts) from the date of signing the service level agreement.

#### 7. Technical Evaluation Criteria

Criteria	Weight	Score	Final points awarder
<b>Experience and Capacity</b>			
Bidder must have five (5) years or more relevant experience in township establishment and other town planning related projects. The Bidder must provide a detailed profile of rendering the required services as described in the Scope of Work	25		

<b>Measure of Experience:</b>				
Five years and more	4			
Between 3-5 years	3			
Between 1-3 years	2			
Less than 1 year	1			
The project must be implemented by a qualified registered Town and Regional Planner and assisted by the required engineering expertise to conduct the impact on services as well as a formally qualified and registered land surveyor to implement the required surveying work. Detailed CV of team members with certified qualifications must be included in the response:		25		
<b>Measurement of Qualifications:</b>				
The project members have the relevant qualifications and registrations. (Town Planner, Engineer and Land Surveyor)	4			
Most of the project members have the relevant qualifications and registrations. (Town Planner, Engineer and Land Surveyor)	3			
Some of project members have the relevant qualifications and registrations. (Town Planner, Engineer and Land Surveyor)	2			
None of the project members have the relevant qualifications and registrations. (Town Planner, Engineer and Land Surveyor)	1			
Knowledge and understanding of the scope of work. A detailed methodology and proposed plan for the scope of work to be provided- it should include: implementation of the project plan, timelines, the approach to be implemented and motivations, and resources to be allocated.		30		
<b>Measurement of understanding of the scope of work:</b>				

Bidder demonstrates an exceptional understanding of the scope of work	4			
Bidder demonstrates a above average understanding of the work	3			
Bidder demonstrates an average understanding of the work	2			
Bidder demonstrates a below average understanding of the work	1			
<b>References</b>				
Three traceable references for similar work done to be provided. The bidder must provide at least three (3) valid reference letters as proof to have successfully completed projects in conducting township establishment or related town planning projects. Letters will only be considered valid if they meet the following criteria: on official client letterhead- where similar work was done, not older than 5 years- signed by the referees.		20		
<b>Measurement of References:</b>				
Three traceable references	4			
Two traceable references	3			
One traceable reference	2			
No traceable references	1			
<b>Total Points Awarded</b>		100		

**Bidders can score a maximum of 400 points (full marks)**

**Only bidders that score a minimum of 70 points will be considered for further evaluation on Price and Specific goals**

## BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state? **YES/NO**

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

**SBD4**

<b>Full Name</b>	<b>Identity Number</b>	<b>Name of State institution</b>

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

### 3 DECLARATION

I, the undersigned, (Name).....  
in submitting the accompanying bid, do hereby make the following  
statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- 3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**SBD4**

1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	.....
Signature	Date
.....	.....
Position	Name of bidder

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

#### 1.2 To be completed by the organ of state

- a) The applicable preference point system for this tender is the **80/20** preference point system.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and  
(b) Specific Goals.

#### 1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	
Enterprise owned by Black people	4
Enterprise owned by Women	4
Enterprise owned by Youth	4
Enterprise owned by Disabled	4
Enterprise owned by SMME's-QSE and EME	4
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right) \quad \text{or} \quad Ps = 90 \left( 1 - \frac{Pt - P_{min}}{P_{min}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmin = Price of lowest acceptable tender

### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

#### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ \\ \mathbf{Ps = 80 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left( 1 + \frac{Pt - P_{max}}{P_{max}} \right)} \end{array}$$

Where

- Ps = Points scored for price of tender under consideration
- Pt = Price of tender under consideration
- Pmax = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
  - (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise owned by Black people	N/A	4	N/A	
Enterprise owned by Women	N/A	4	N/A	
Enterprise owned by Youth	N/A	4	N/A	
Enterprise owned by Disabled	N/A	4	N/A	
Enterprise owned by SMME's-QSE and EME	N/A	4	N/A	

#### **DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One-person business/sole propriety
- ☐ Close corporation
- ☐ Public Company
- ☐ Personal Liability Company
- ☐ (Pty) Limited
- ☐ Non-Profit Company
- ☐ State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

.....  
**SIGNATURE(S) OF TENDERER(S)**

**SURNAME AND NAME:** .....

**DATE:** .....

**ADDRESS:** .....

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