



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY _

To : Prospective service provider
From : SCM /store
Date : 21/10/2024
Enquiries : Procurement Office
Telephone : 015 780 6400/06
Ref : REQ6246

Kindly furnish this office with a written quotation for supply of goods/ services as detailed below. The quotation must be submitted on the letterhead of your Business and Brought to our offices No.3 Nyala Street, Phalaborwa not later than 29/10/2024 at 12H00

QUANTITY	Description	Price/unit (Inc. Vat)	Delivery Period
1	TOPOGRAPHICAL SURVEY FOR A PART OF NAMAKGALE D		
	SEE THE ATTACHED SPECIFICATION		

Please number your quotes (Your Ref no) The following conditions will apply:

- Price (s) quoted must be valid for at least thirty (30) days from date of your offer. ○
 - The municipality retains the prerogative to reject any quotes it deems to be excessive
 - A firm delivery period must be indicated.
 - Tax Clearance Pin
 - A service provider be registered with central supplier database (CSD)
 - Completed MBD4 (Declaration of Interest) Form
 - Evaluation criteria: 80/20 (Whereby 80 is for price and 20 is for Objective goals)
- 20 is further evaluated: 20 for 100% Black owned;
18 for +51% Black owned; and
14 for Less than 51% Black owned

**REQUEST FOR QUOTATION (RFQ) FOR TOPOGRAPHICAL SURVEY FOR A PART OF
NAMAKGALE D**

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access of Information Act 2 of 2000.

Ba-Phalaborwa Municipality invites qualified and experienced surveying firms to submit quotations for conducting a comprehensive topographical survey in a Part of Namakgale D. The objective of this survey is to accurately map out all properties in the area, to address noted encroachments and to ensure compliance with the approved General Plan. **2. LOCALITY MAP – A PART OF NAMAKGALE D (HIGHLIGHTED)**



The selected firm will be required to perform the following tasks:

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2.1. PRE-SURVEY PREPARATION

- 2.2.1. Review existing documentation and General Plan.
- 2.2.2. Conduct preliminary site visits to understand the scope and challenges.

2.2. FIELD SURVEY

- 2.2.1. Perform a detailed topographical survey of the properties demarcated in Namakgale D.
- 2.2.2. Identify and document all encroachments.
- 2.2.3. Utilize high-precision GPS equipment to ensure accurate data collection.
- 2.2.4. Collect data on existing structures, boundaries, and any other relevant features.

3. DATA PROCESSING

- 3.1. Process and analyse the collected survey data.
- 3.2. Generate detailed topographical maps showing all properties, boundaries, and encroachments.

4. REPORTING

- 4.1. Provide a comprehensive report detailing findings, including:
 - 4.1.1. A summary of the survey methodology.
 - 4.1.2. A description of any discrepancies between the current property layouts and the General Plan.
 - 4.1.3. Recommendations for resolving encroachments.
- 4.2. Submit digital and hard copies of the topographical maps and reports.

3. TECHNICAL SPECIFICATIONS

- Survey accuracy must be within 5cm horizontal and vertical.
- Deliverables must include:
 - CAD files (.dwg or .dxf format).
 - PDF maps.
 - A detailed report in both digital and hard copy formats.

4. Qualification and Experience Requirements

To ensure high-quality submissions, the following criteria will be used to evaluate proposals: 1.

Company Experience ○ Minimum of 5 years of experience in conducting topographical surveys.

- At least 6 similar projects completed in the past 3 years.
- Proven track record of working with municipal or government entities.

2. **Personnel** ○ Surveyors must be registered with a relevant professional body. ○ Team leader must have a minimum of 10 years of experience in topographical surveying.

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- CVs of key personnel to be included in the submission.
3. **Technical Capability** ○ Demonstrated use of advanced surveying equipment (e.g., Total Stations, GPS, UAVs).
- Capacity to process and analyse large volumes of data efficiently.
4. **References** ○ Provide at least three references from previous clients, including contact details.

5. Functional Evaluation Criteria

The functional evaluation will be scored out of 100 points, with a minimum threshold of 80 points to be considered for price evaluation. The points will be allocated as follows:

NO.	EVALUATION CRITERIA	WEIGHT	POINTS
1.	Company Experience	<ul style="list-style-type: none"> • 5-7 years: 10 points • 8-10 years: 20 points • 10+ years: 30 points 	30
2.	Relevant Projects	<ul style="list-style-type: none"> • 2 similar projects: 5 points • 4 similar projects: 10 points • 6 or more similar projects: 20 points 	20
3.	Personnel Qualifications	<ul style="list-style-type: none"> • Team leader experience (10 points) <ul style="list-style-type: none"> ○ 10-12 years: 5 points ○ 13+ years: 10 points • Professional registration (10 points) • Relevant team experience (10 points) 	30
4.	Technical Capability	<ul style="list-style-type: none"> • Use of advanced equipment (10 points) • Data processing and analysis capability (10 points) 	20
	Total Functionality Weights	100%	100%
	Threshold to Qualify for Appointment	80%	80%

6. Submission Requirements

Interested firms must submit the following:

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- A detailed proposal including methodology, timeline, and budget.
- Company profile and evidence of experience (Appointment Letters).
- CVs of key personnel.
- Proof of professional registration.