



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 : REQ6249

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	PROPOSED RELOCATION OF BEACONS AND ASSESSMENT OF PUBLIC OPEN SPACE (PARKS)- ERVEN 2307, 1761, 2305 AND 39 LULEKANI B		
	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): ERVEN 2307, 1761, 2305 AND 39 LULEKANI - PROPOSED  
RELOCATION OF BEACONS AND ASSESSMENT OF PUBLIC OPEN SPACES (PARKS)**

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**1. INTRODUCTION**

Ba-Phalaborwa Municipality is experiencing encroachments on its public open spaces. To address this, we require a qualified land surveyor to undertake the relocation of beacons, assess the status of encroachments, and provide comprehensive reports on servitudes and other related aspects. The primary objective is to gather accurate and detailed information that will enable the municipality to develop informed solutions for the optimal use of these parcels of land.

**2. PROJECT SCOPE**

The scope of work includes, but is not limited to:

**2.1. SITE ASSESSMENT:**

2.1.1. Conduct a detailed survey of the following Public Open Space

- a) **2307 LULEKANI B**
- b) **1761 LULEKANI B**
- c) **2305 LULEKANI B**
- d) **39 LULEKANI B**

**2.2. IDENTIFY AND DOCUMENT EXISTING BEACONS AND BOUNDARY MARKERS.**

**2.3. ENCROACHMENT ASSESSMENT:**

2.3.1. Conduct a thorough investigation to identify any encroachments on the parks. 2.3.2. Prepare a detailed report on the nature, extent, and impact of the encroachments.

**2.4. SERVITUDE REPORT:**

2.4.1. Assess existing servitudes and easements affecting the parks.  
2.4.2. Provide a comprehensive report detailing the status, conditions, and implications of these servitudes.

**2.5. BOUNDARY DELINEATION AND DOCUMENTATION:**

2.5.1. Develop and submit boundary maps showing the beacon locations and park boundaries.  
2.5.2. Ensure all documentation complies with local, provincial, and national regulations.

**2.6. RECOMMENDATIONS FOR LAND USE:**

2.6.1. Provide recommendations based on the survey and assessment findings for the optimal use of the parcels of land, considering the needs for residential and business sites.

### 3. DELIVERABLES

**3.1. Preliminary Report:** An initial report outlining the survey methodology, project timeline, and preliminary findings.

**3.2. Survey Data:** Detailed survey data including GPS coordinates and survey notes.

**3.3. Beacon Certificate & Relocation Plan:** Beacon Certificate and a plan detailing the proposed new beacon locations and the methodology that will be used for the proposed placement.

**3.4. Encroachment Report:** A comprehensive report detailing all encroachments, with maps and sketches.

**3.5. Land Survey Certificate:** A certificate from the land surveyor attesting to the accuracy and completeness of the survey work performed

**3.6. Final Boundary Maps:** Updated maps with precise boundary delineations and beacon locations.

**3.7. Recommendations Report:** A detailed report providing recommendations for the optimal use of the parcels of land, considering the survey findings and community needs.

### 4. EVALUATION CRITERIA

The selection of the land surveyor will be based on the following criteria:

NO.	EVALUATION CRITERIA	WEIGHT	POINTS
1.	Personal Qualifications	<ul style="list-style-type: none"> <li>• Team leader experience (10 points)               <ul style="list-style-type: none"> <li>○ 5-7 years: 5 points</li> <li>○ 8+ years: 10 points</li> </ul> </li> <li>• Professional registration (10 points)</li> </ul>	20
2.	Experience	<ul style="list-style-type: none"> <li>• 1-3 years: 5 points</li> <li>• 3-5 years: 10 points</li> <li>• 5+ years: 20 points</li> </ul>	20
3.	Relevant Projects	<ul style="list-style-type: none"> <li>• 2 similar projects: 5 points</li> <li>• 4 similar projects: 10 points</li> <li>• 6 or more similar projects: 20 points</li> </ul>	20

<b>4.</b>	Technical Proposal	<ul style="list-style-type: none"> <li>• Detailed methodology for the relocation of beacons: 10</li> <li>• Detailed assessment of encroachments: 10</li> <li>• Detailed report providing recommendations for the optimal use of the parcels of land: 10</li> </ul>	<b>30</b>
<b>5.</b>	Technical Capability	• Use of advanced equipment (5 points)	<b>10</b>
		• Data processing and analysis capability (5 points)	
	<b>Total Functionality Weights</b>	<b>100%</b>	<b>100%</b>
	<b>Threshold to Qualify for Appointment</b>	<b>80%</b>	<b>80%</b>