



BA-PHALABORWA MUNICIPALITY  
MEMORANDUM  
- BUDGET AND TREASURY \_

**TO** : **Prospective Service Provider**  
**FROM** : **SCM /STORES**  
**DATE** : **06/06/2024**  
**ENQUIRIES** : **PROCUREMENT OFFICE**  
**TELEPHONE** : **015 780 6361/62**  
**REF** : **TOPOGRAPHICAL SURVEY**

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 at No 3 Nyala Street, Phalaborwa not later than 19/06/2024 **at 12H00**

| QUANTITY | Description   | PRICE/UNIT<br>(Inc. VAT) | DELIV<br>ERY<br>PERI<br>OD |
|----------|---|--------------------------|----------------------------|
|          | TOPOGRAPHICAL SURVEY IN<br>NAMAKGALE E, BA-PHALABORWA<br>LOCAL MUNICIPALITY – PHASE 1 |                          |                            |

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

Registered with CIPRO (CK 1 or 2 document)

BBBEE Certificate certified by a SANAS accredited institution.

Evaluation criteria: 80/20 (where 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 IN NAMAKGALE E, BA-PHALABORWA LOCAL MUNICIPALITY – PHASE 1

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## 1. INTRODUCTION

Ba-Phalaborwa Municipality invites qualified and experienced surveying firms to submit quotations for conducting a comprehensive topographical survey in Namakgale E – Phase 1. 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 – NAMAKGALE E – PHASE 1



## 2. SCOPE OF WORK

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

### 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 all properties in Namakgale E.
- 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. ○ 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"><li>• 5-7 years: 10 points</li><li>• 8-10 years: 20 points</li><li>• 10+ years: 30 points</li></ul>  | 30          |
| 2.  | 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          |
| 3.  | Personnel Qualifications                    | <ul style="list-style-type: none"><li>• Team leader experience (10 points) ○ 10-12 years: 5 points ○ 13+ years: 10 points</li><li>• Professional registration (10 points)</li><li>• Relevant team experience (10 points)</li></ul> | 30          |
| 4.  | Technical Capability                        | <ul style="list-style-type: none"><li>• Use of advanced equipment (10 points)</li><li>• Data processing and analysis capability (10 points)</li></ul>  | 20          |
|     | <b>Total Functionality Weights</b>          | <b>100%</b>  | <b>100%</b> |
|     | <b>Threshold to Qualify for Appointment</b> | <b>80%</b>   | <b>80%</b>  |

### 6. Submission Requirements

Interested firms must submit the following:

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

### 8. Contact Information

For any queries or further information, please contact:

