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Better District, Better Life and Growth for all.

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Alfred Nzo Development Agency SOC Ltd
Reg nr 2008/00693/30

TERMS OF REFERENCE

FOR

**APPOINTMENT OF A PROFESSIONAL LAND SURVEYOR FOR FACILITATING
THE SUB-DIVISIONAL DIAGRAM, REZONING OF AGRICULTURAL LAND AND
PRODUCE A VALUATION REPORT FOR TOLENI AREA SITUATED AT
UMZIMVUBU LOCAL MUNICIPALITY**

Issued and prepared by:

Alfred Nzo Development Agency

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*It is the intention of ANDA to enter into a contract with a service provider to provide the services described herein.
These Terms of Reference and the provider's proposal will form the basis of the contract*

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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1. BACKGROUND

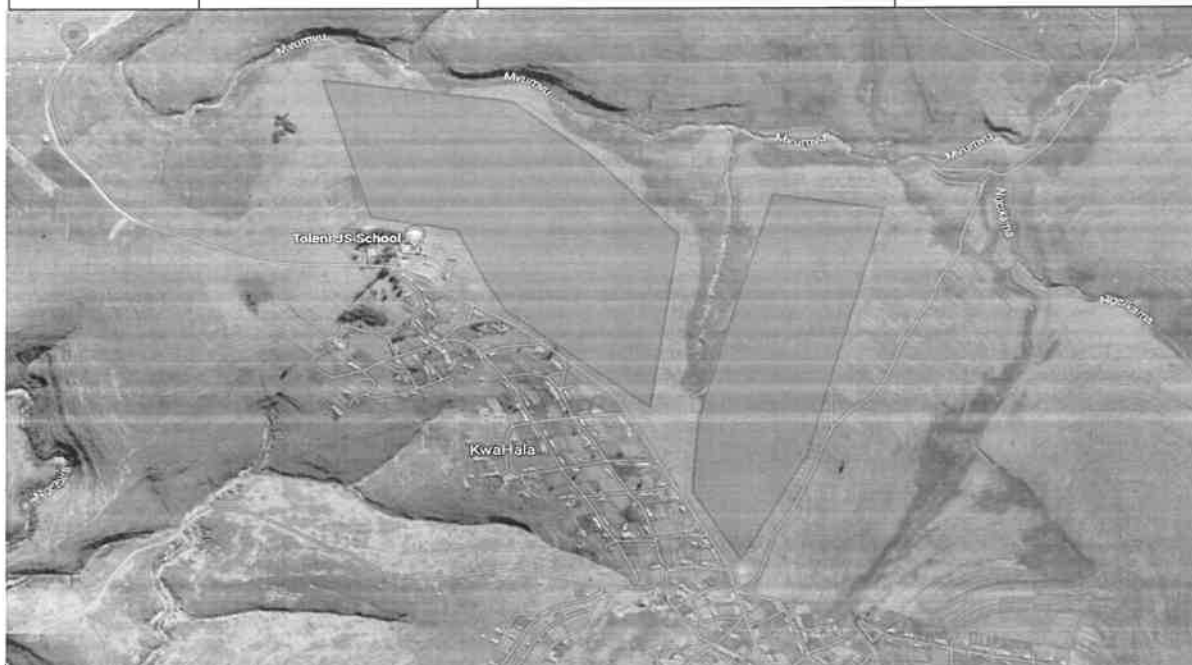
The Alfred Nzo Development Agency (ANDA) is an economic development agency wholly owned by the Alfred Nzo District Municipality mandated to pursue and facilitate investment, economic development and empowerment in the Alfred Nzo District. The objective of ANDA is to improve the competitiveness of the Alfred Nzo Region by creating an environment that will enable local and international businesses to compete successfully at commercial level.

Alfred Nzo Development Agency (ANDA) intends to appoint a professional and a suitably qualified land surveyor who will facilitate the process of acquiring an approved sub divisional diagram, an application for consent and long term lease agreement from the National Department of Agriculture for rezoning of prime agricultural land for commercial usage.

2. LOCATION OF THE PROJECT

Bids are invited from suitably qualified professional service providers to prepare and submit proposals. The following tables shows the location of the site:

Name of the sites	Size	Coordinates	Municipality
Toleni	1, 307 335.6M ²	-30.949866328406994, 28.90229202445384	Umzimvubu



3. PROJECT OBJECTIVE

- The primary objective of land surveying includes determining property boundaries, including establishing property lines. Successful bidders will also be expected to do gathering of data (topographic data and site characteristics) and support development and construction (infrastructure planning).
- The purpose of this assignment is to prepare Land Use Plans to enable sustainable development of land to be consistent with the overall development objective/vision of the Agrivoltaics concept. The topographic surveys will facilitate effective administration and management of land information.
- The output of the works will benefit land use planners at local and District levels for land-use management and development.

4. SCOPE OF WORK

- The land surveyor will survey the above-mentioned land portion in accordance with the provisions of the Land Survey Act
- The diagram for the proposed sub-division is to be prepared and submitted to the surveyor general for approval.
- The land surveyor is to conduct a valuation of the abovementioned property and produce a valuation report for approval by the National treasury.

5. PROJECT TIME FRAME

- The overall project duration is 4 months from the date of appointment.

6. MODUS OPERANDI FOR THE EVALUATION

- Evaluation and appointment will be for a service provider who has at least one of the company's directors registered as Land Surveyor with the South African Geomatics Council// The South African Council for the Quantity Surveying Profession.

7. PROJECT DELIVERABLES

The service provider will be required to provide the following deliveries:

- Certified copy of subdivision diagram/ Survey general diagram approved by the surveyor general for registration process
- A Valuation report for approval by National Treasury

8. IMPORTANT COMPLIANCE SUBMISSIONS

- All bidders must be registered on Central Supplier Database (Updated CSD summary to be submitted)
- All bids submitted should remain valid for a period of 90 days after the bid closing date
- Formal methodology or implementation plan from the service provider with project initiation, project management, project milestones, time management, and clear outcomes with specific time frames and project costs
- Submission of Clear financial breakdown with the proposal.
- Municipal clearance certificate certifying that no municipal rates and service charges are in arrears for more than three months by the bidder to Alfred Nzo District Municipality or to any other municipality where the bidder's business operations are located. Provide Lease agreement/ Proof of Residence and affidavit
- Valid Tax Clearance Certificate and/or Pin should be attached
- Joint Venture agreement (where applicable)
- Proposal must be duly completed together with all declaration of interest/ standard bidding documents (MBD's 4, 6.1, 8, and 9).
- Detailed information of project team such as their CVs and qualifications, ID copies and their positions in the business (all attachments enclosed must be certified with the certification not older than three months).
- Team Leader must a qualified land surveyor registered with South African Geomatics Council with at least 3 years' experience (Attach CV, qualification and certificates)
- Attach certified copies of IDs of directors and certification must not be older than 3 months
- Provide and attach a copy of the company registration certificate.
- Company profile with the relevant experience and track record. Please clearly index your company profile

9. SELECTION AND EVALUATION CRITERIA

ANDA subscribes to the Preferential Procurement Regulations 2022, pertaining to the Preferential Procurement Policy Act (PPPFA) principles whereby a bidder's submission will be evaluated according to the sum of the award of points in respect of the tender value and Specific Goals.

Price and Preference goal 3 will be used for evaluation. The 80/20 preferential point system will be applicable, with 80 points for price and 20 points for Specific Goals.

The proposal will be evaluated in two stages, namely:

- **Stage 1- Capacity to Execute Work**
- **Stage 2 - Price and Preference Point system (Goal 3)**

Proposal will be evaluated in terms of the SCM Policy of Alfred Nzo Development Agency and shall be applied as follows: -

- **Price – 80**
- **Specific Goals – 20**

The following criteria will be considered for the appointment of a successful Service provider(s).

ITEM		WEIGHT
<u>STAGE 1: CAPACITY TO EXECUTE WORK</u>		
- Detailed methodology or implementation plan with project initiation, project management, project milestones and clear outcomes, specific time frame and project costs		40
-Company profile with detailed information for the team members such as their CVs and qualifications copies and the positions in the business		20
-Certificate of registration with South African Geomatics Council/ The South African Council for Quantity Surveying Profession.		10
Company experience for professional services in Land surveying:		
• Three (3) completion certificates / reference letters. (30)		
• Two (2) completion certificates / reference letters. (20)		
• One (1) completion certificate / reference letter. (10)		
<u>STAGE: PRICE & PREFERENCE POINTS</u>		
Price		80
Preferential Goal 3- COMBINATION OF ANY GOALS		20
SPECIFIC GOAL 3: COMBINATION OF ANY GOALS	Attachment to claim maximum points	Criteria Points
Business owned more than 50% by Priority population groups (Black/Indian etc.)	CIPC certificate, Certified ID, detailed	10
Business owned more than 50% by Women	CIPC certificate, Certified ID, detailed	5
Business located in rural areas	Proof of residence and Affidavit	5
TOTAL WEIGHT		20

Each provider must score a minimum of 70% to proceed to the next stage.

10. REPORTING PROCEDURE

It is expected that regular progress reports will be submitted to ANDA. The Project Manager has the right to change the frequency of reporting as and when necessary. Progress report will be required for every milestone or deliverable of the project as per the project proposal.

The successful bidder will be required to report on progress relating to the relevant consent applications within 4 weeks of appointment. Further progress reports will be required every 4 weeks thereafter.

In the event of a query or rejection by the surveyor general, the documents are to be re-lodged by the consultant with the surveyor general within a period of 1 week of such query or rejection.

11. PRICING

All items described in the project specification are to be priced in full. If the service provider does not quote all items, his/her quotation may be rejected. Per item prices include VAT for VAT vendors. Transport/Delivery costs must be included in the pricing. The quotation must be signed by an authorized person.

12. SERVICE LEVEL AGREEMENT

The successful service provider and the Alfred Nzo Development Agency will sign a Service Level Agreement prior to commencement of work.

13. PROJECT SITE HANDOVER TO SERVICE PROVIDER

The Service Provider will be introduced to the project participants following the project award. The sites will be handed over to the service provider who will control the sites for the contract duration.

14. PROJECT MANAGEMENT

In cases where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility for the work of the sub-contractors. ANDA will deal with the contracted service provider and not with subcontracted consultants.

15. BID SUBMISSION

Proposals must be placed in a sealed envelope and clearly marked: "**LAND SURVEYING AND VALUATION OF TOLENI AGRICULTURAL LAND**" and placed in the tender box at the Alfred Nzo Development not later than 12H00 on the 08/09/2025 2025.

For any queries please contact Ms. F Nketshisa and at telephone number 039 492 0011/ 0838467527 or Email: Nketshisaf@anda.org.za during office hours or; Ms Olona Sompao for SCM related queries at tel. number 039 492 0011/ 066 440 7301 or email: Sompao@anda.org.za

APPROVED BY:



LUMKO MTIMDE

CHIEF EXECUTIVE OFFICER