



UBUHLEBEZWE MUNICIPALITY  
CHIEF FINANCIAL OFFICE  
SUPPLY CHAIN MANAGEMENT UNIT  
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REF: 26928  
QUOTE NO: UBU-Q-10/03/16  
Date: 29 March 2016

Dear Sir / Madam

**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR PROFESSIONAL SERVICE PROVIDER TO CONDUCT CONVEYANCING SERVICES FOR 78 TITLE DEEDS FAIRVIEW HOUSING PROJECT**

Kindly furnish me with a written quotation for the supply of the goods/services as detailed in the enclosed schedule.

The quotation must be submitted on the letterhead of your business and must be submitted in a sealed envelope to the Tender BOX. The envelope must be clearly marked "**PROFESSIONAL SERVICE PROVIDER TO CONDUCT CONVEYANCING SERVICES FOR 78 TITLE DEEDS FAIRVIEW HOUSING PROJECT**": - & UBU-Q-10/03/16" not later than the 8<sup>th</sup> April 2016 at 12h00 to: 29 Margaret Street, Ixopo 3276.

The following conditions will apply:


- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- The quote must be submitted on a separate page containing the letterhead of your business.
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the enclosed forms MBD 2, MBD 4, MBD 6.1, MBD 6.2, MBD 8 & MBD 9 must be scrutinized, completed and submitted together with your quotation.
- Valid Tax Clearance Certificate(MBD2)
- A proof of registration in the database not older than 1 year.
- **A valid certified copy of BBBEE Certificate or sworn affidavit**
- Proof of Company Registration Document
- Copy of ID if Sole Trader
- Letter/Statement confirming status of municipal accounts (i.e. rates, water) not older than 2 months.
- Attach the affidavit confirming that none of the Directors/Shareholders are employed in the Service of the state.

**NB: No quotations will be considered from persons in the service of the state.**

The council does not bind itself to accept the lowest or any quotation and reserves the right to accept the quotation as whole or in part, at the rates quoted

Failure to comply with these conditions may invalidate your offer.

Yours faithfully

  
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Mr G M Sineke  
MUNICIPAL MANAGER

ITEM NUMBER	QUANTITY	DESCRIPTION	PRICE INCL. VAT IF VAT VENDOR
		REQUEST FOR PROFESSIONAL SERVICE PROVIDERS TO CONDUCT CONVEYANCING SERVICES FOR 78 TITLE DEEDS	

DELIVERY ADDRESS  
**29 MARGARET STREET**  
**IXOPO**  
**3276**

UBUHLEBEZWE

29 Margaret Street

Ixopo

3276

Tel: 039 837700

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technical@ubuhlebezwe.org.za



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## UBUHLEBEZWE MUNICIPALITY

Office of the Director: Infrastructure Planning and Development.

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### SPECIFICATION FOR CONDUCTING THE RELEVANT CONVEYANCING PROCEDURES FOR THE PRODUCTION OF 78 TITLE DEEDS FOR FAIRVIEW HOUSING PROJECT WARD 4

#### BACKGROUND:

The Municipality currently seeks professional services of a conveyancer to produce and facilitate the production of 63 Title Deeds as well as track and prepare 15 title deeds which were lost as part of the Fairview Rural Housing Project located at Ward 4

Project Name : Fairview Housing Project  
Developer : Ubuhlebezwe Municipality

#### LOCALITY:

#### DESCRIPTION OF REQUIRED SERVICES:

- The Municipality requires the services of professional registered conveyancer to facilitate and register with the Deeds Office of 75 title Deeds under the Fairview Housing Project.
- The conveyancer will facilitate the process under the advisement of the Municipality and using the relevant available information concerning the beneficiaries.
- The service provider will also advise the relevant public participation procedures to be facilitated in order to administer the rightful beneficiaries as part of the process.
- The service provider will be required to draft a program on how the processes need to unfold.
- To conduct a comprehensive land audit of the subject sites
- Establishment of the Deed search of the subject properties
- In conjunction with the Municipality, the service provider is expected to advise and assist with the expected social facilitation with the relevant beneficiaries to benefit through this process.
- To establish a site visit and administration of the land parcels to form part of this process
- Submit monthly progress report and relevant legal documentation to the Municipality in

## **UBUHLEBEZWE**

both hard and soft copy formats.

- The service provider is to be in constant consultation with the Municipality throughout the process
- The service provider will be required to attend meetings to communicate progress over and above the submission of monthly progress reports

**Delivery of completed no later than end of June 2016**



## EVALUATION CRITERIA FOR THE CONVEYANCING PROCEDURES FOR THE PRODUCTION OF A TITLE DEEDS FOR FAIRVIEW HOUSING PROJECT

### STAGE 1: FUNCTIONALITY

In order to reach the final stage, the bidder must obtain at least 60% of the points for functionality. The company should demonstrate the relevant experience of the project. Bidders who do not score more than 60% will not be considered for the 2<sup>nd</sup> stage and will be eliminated. The points scored in this stage are for qualification only and they will not be added to the final stage.

#### Qualification and functionality:

CRITERIA	GUIDELINES FOR CRITERIA APPLICATION		WEIGHT	TOTAL
1) EXPERIENCE OF THE BUSINESS IN SIMILAR PROJECTS	Please provide a table indicating the nature of previous work, value, date commence and date completed	1-2 years	10	40
		2-3 years	20	
		3+ year	40	
2) SIZE OF PREVIOUS EXPERIENCE IN SIMILAR PROJECT	Size value of previous jobs (maximum points= 20)	R1 to R50 000	10	30
		R 50 001 – R 200 000	15	
		R 200 001 +	30	
3) EXPERIENCE AND TRACK RECORD	List of relevant work completed work of the company with proof in the form of orders or appointment letters.			30
	1-2 orders or appointment letters.		10	
	3-4 orders or appointment letters.		20	
	4+ orders or appointment letters.		30	

<b>TOTAL: 100</b>				<b>100</b>
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## STAGE 2

80 points for price

20 points for BBBEE

This is the final stage of evaluation is purely based on 80 points for the price and 20 points for the BBBEE LEVEL. In order to claim the 20 points bidders are required to complete MDB 6.1 and submit their certified copy of BBBEE Certificate.