



SEKHUKHUNE
District Municipality

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PUBLIC NOTICE: SK-8/2/1-032/2025/2026

IN TERMS OF SEKHUKHUNE DISTRICT MUNICIPALITY SUPPLY CHAIN MANAGEMENT POLICY, QUOTATIONS ARE HEREBY INVITED FROM ELIGIBLE AND INTERESTED COMPANIES, CONSORTIUM OR JOINT VENTURES TO APPOINT SERVICE PROVIDER TO PROCURE SERVICES OF PROPERTY VALUATERS TO EVALUATE 2 HECTARES LAND AT GA-SEOPELA, 1.2 HECTARES AT MATLEREKENG AND 13 549,77 SQUARE METERS AT LEBOENG FOR PROPOSED SDM DEPOT OFFICES AND RELATED USE

SPECIFICATION:

EVALUATION OF LAND	VILLAGE	NUMBER OF HECTARES
	MATLEREKENG	1.2
	LEBOENG	13 549,77 SQUARE METERS
	GA-SEOPELA	2
	SEE THE ATTACHED TERMS OF REFERENCE	

Fully Completed quotation documents, Priced, and initialed each page must be placed in a sealed envelope and marked (**REQUEST FOR QUOTATIONS TO PROCURE SERVICES OF PROPERTY VALUATERS TO EVALUATE 2 HECTARES LAND AT GA-SEOPELA, 1.2 HECTARES AT MATLEREKENG AND 13 549,77 SQUARE METERS AT LEBOENG FOR PROPOSED SDM DEPOT OFFICES AND RELATED USE**) deposited in a tender box at Groblersdal Fire Station by no later than 11h00 on **27 February 2026**. No compulsory briefing session will be held. For further information, contact **Voster Masemola** of SCM on 013 262 7656 or **Rebotile Makgati** of PED on 013 262 7300.

Please note:

The following returnable documents are compulsory and will lead to disqualification if not attached.

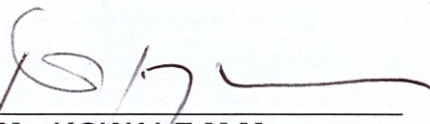
- Tax Compliance Status Pin/Tax Clearance Certificate
- Valid Copy of Company Registration documents
- Original Certified ID copies of Directors (Not older than 3 months)
- Proof of municipal rates and taxes for both company and Director(s) not in arrears for more than three months or proof of lease agreement including rates for the landlord. In case the Company or Director is registered in a rural area where the rates are not paid, please attach proof from Local Authority and affidavit under oath indicating that there are no municipal rates payable.

- MBD 4, MBD 8, MBD 9 and MBD 6.1 forms must be signed and attached with quotation.
- CSD Summary Report.
- Any alterations must be signed. ((NB: not initialed)
- Telegraphic, facsimile, e-mailed, Copy and telefaxed bids will be not accepted.
- No late bids will be accepted.

Evaluation Criteria

- The bid will be evaluated on functionality.
- A preferential points system shall apply whereby the points will be allocated in accordance with the Preferential procurement Regulations of 2022, where 80 points will be allocated in respect of price and 20 points in respect of preference points claimed for attainment of other specified goals summarized as follows:

HDI SPECIFIC GOALS	POINTS
HDI (Blacks, Indians and Coloureds)	12
Woman-Ownership of more than 50%	2
Disability ownership of more than 50%(Physically impaired)	2
Youth	2
Locality	2
Total	20



Mr. KGWALE M.M
MUNICIPAL MANAGER



Date



SEKHUKHUNE DISTRICT MUNICIPALITY

3 Wes Street, Groblersdal, 0470
Tel: 013 262 7300

TERMS OF REFERENCE FOR APPOINTMENT OF QUALIFIED PROFESSIONAL PROPERTY VALUERS TO PROVIDE VALUATION SERVICES FOR SDM SATELLITE OFFICES, DEPOT AND RELATED USE

1. INTRODUCTION AND PURPOSE

Sekhukhune District Municipality require the services of qualified professional Property Valuers to evaluate 2 Hectares land at Ga-Seopela, 1,2 hectares at Matlerekeng and 13 549,77 square meters at Leboeng for proposed SDM Satellite Offices, Depot and related use.

2. BACKGROUND

The municipality is currently leasing offices and storerooms to accommodate Emergency Services under Community Service Department and Infrastructure and Water Services. The municipality has on its Ordinary Council Meeting held on the 27 July 2022 resolved to extend the contracts for lease of offices on various properties for a period of 12 months and secondly resolved that during that period the municipality should explore options of acquiring its own land and where it will in the meantime provide mobile office containers before building own permanent premises.

The council has previously resolved that the municipality acquire its own land and avoid losing money on leasing properties that the municipality does not own.

The planning department is championing the project of land acquisition as the relevant department/ custodian for the project.

The District Municipality has engaged with all the landowners to avail land for development of SDM Satellite Offices and Depot. Both Bakone Ba Seopela and Matlerekeng Tribal Office agreed to the District request and issued offer to purchase letters. Land offered Bakone ba Dinkwanyane was through donation. MOU was prepared and signed by Sekhukhune District Municipality and all the affected Traditional Authorities.

3. OBJECTIVES

- 3.1. The aim of this TOR is to ensure that the Municipality appoints a qualified professional property valuer to evaluate 2 hectares land at Ga-Seopela, 1,2 hectares at Matlerekeng and 13 549,77 square meters at Leboeng for proposed SDM Satellite Offices, Depot and related use.
- 3.2. The appointed service provider to provide report of the current value of the proposed land parcel.
- 3.3. To achieve transfer of ownership from the landowners to the Municipality.

4. PROJECT REQUIREMENTS/SCOPE OF WORK

- 4.1. The projects scope of the work includes the following:
 - 4.1.1. To evaluate 2 hectares land at Ga-Seopela, 1,2 hectares at Matlerekeng and 13 549,77 square meters at Leboeng for proposed SDM Satellite Offices, Depot and related use.
 - 4.1.2. The need for full inspection and valuation.
 - 4.1.3. Detailed analysis of property condition, location, market trends and financial data.
 - 4.1.3 To acquire market information and bulk services within the property.

5. MILESTONES, ACTIVITIES AND DELIVERABLES

In order to undertake this project, the service provider must ensure that the following outcomes are achieved, namely:

- 5.1. Full valuation report with a clear statement asset with the following key components:
 - 5.1.1.**Purpose and Scope:** The report should clearly state the purpose of the valuation (e.g., for sale, mortgage, insurance) and define the scope, including the date of valuation and any limitations.
 - 5.1.2.**Property Details:** This section provides comprehensive information about the property, including its address, size, dimensions, and descriptions of improvements (buildings, fixtures, amenities). Photographs and property plans may also be included.

5.1.3. Market Analysis: A thorough analysis of the local property market is essential. This includes recent sales data, market trends, and comparable properties (comps) to establish the property's value in relation to similar properties.

5.1.4. Valuation Methods: The report should explain the valuation methods used, such as the sales comparison approach, cost approach, or income capitalization approach. Each method should be appropriate for the property type and market conditions.

5.1.5. Comparable Sales: If applicable, the report should list comparable sales in the area, detailing each property's characteristics and explaining any adjustments made to reflect differences.

5.1.6. Income and Expense Analysis: For income generating properties, an analysis of potential income and operating expenses should be included, examining rental income, vacancy rates, and operating costs.

5.1.7. Assumptions and Limitations: Clearly state any assumptions made during the valuation process and highlight any limitations that may affect the accuracy of the valuation.

5.1.8. Value Conclusion: The report should provide a clear statement of the estimated value of the property, supported by data and reasoning from the analysis conducted.

6. CLOSE-OUT

6.1. A close out report must be prepared at the end of the project that summarizes amongst others, the project process, milestones and highlights.

6.2. It must be noted and reiterated that the mapping of specific issues, as mentioned above, must;

6.3. Be clearly numbered and in correspondence with the related report;

6.4. Be an A4 size;

6.5. Items within the legend that do not conflict in terms of color (undistinguishable); and

6.6. Have a legible and comprehensive legend.

7. METHODOLOGY

The consultant must provide a clear indication of the methodology proposed with respect to the activities mentioned above.

8. TIME FRAME

The anticipated timeframe for the completion of this project is 2 months.

9. PAYMENT PROCEDURES

Payment will be effected upon satisfactory delivery of achieved milestone(s).

- The total amount of the project includes transport and accommodation.

- Due to the urgency of the project, it is critical that timeframes are strictly adhered to. Financial penalties may be imposed for any delay or non-compliance with time and quality requirements.

10. PROJECT REQUIREMENTS

Service providers are requested to submit the following with their proposals for this work;

10.1. First Part:

- Background and experience of the firm.
- Detailed CV of professional teams.
- Track records in relevant aspects of land and property.
- Technical approach and methodology.
- Details of how the consultant would organize the work.
- Capacity to undertake the work within stipulated time frame.
- Names of consulting staff to be assigned to the work together with individual responsibilities and experience.

10.2. Second Part:

- Work schedule and detailed breakdown of fees.
- Total estimated budget including VAT.
- No hidden cost will be considered.

10.3. It is therefore recommended that the service provider ensures that people with relevant skills are part of the project. Project leader must hold a tertiary qualification in Property Valuation/Studies and must be registered with SACPVP as a professional Property Valuers in terms of the Property Valuers Profession Act, 2000(Act No. 47 of 2000) A list of people containing, among other things, names, qualifications, and experience who will be directly involved in the project must be submitted. This should clearly indicate what roles each team member will play. A company / team profile containing, among other things, names, qualifications, and experience of persons who will be directly involved in the project must be included.

11. PRESENTATION FORMAT OF THE PROJECT DELIVERABLES

The strategy is not meant to be a voluminous document with minimal practical use. Instead, it is meant to complement other decision support systems of the municipality. Deliverables will be presented in a Comprehensive report(s), clearly addressing all aspects indicated above in hard copy and digital format with an adequate executive summary.

13. FINANCIAL PENALTIES

13.1. Financial penalties shall be imposed for agreed upon milestones, targets, and deadline not met without providing:

- Timely notification of such delays.
- Valid reasons for the delays.
- Supporting evidence that the delays were outside of the influence of the service provider.

13.2. Payments will be made only for work performed to the satisfaction of Sekhukhune District Municipality.

13.3. Financial penalties will be imposed if the outputs produced do not meet the agreed upon deliverables criteria as stipulated in the General Conditions of Contract.

13.4. Original invoices to substantiate all costs must be provided.

13.5. A pricing schedule, submitted on a separate sheet from the technical proposal for ease of evaluation. The pricing schedule should include the following:

- The names of the persons nominated to be used on the project;
- The number of hours allocated to each nominated person for the duration of the project;
- The hourly tariff applicable to each nominated person;
- All monetary amounts must be in South African Rand;
- Disbursements must be indicated separately and inclusive; and
- VAT must be included.

14. RETENTION

14.1. The Municipality shall retain 15% of the total project cost in the case of late or non-delivery of the appointed work.

14.2. The service provider shall forfeit the total payment of the activities in the case of the project being delayed for longer than 30 days after the due date.

14.3. The service provider may apply to the Municipality for an extension on the delivery date on any milestone – provided that the service provider gives valid reason(s) to the sole satisfaction of the Municipality.

15. EXTRA WORK

15.1 Any costs for extra work by the service provider, incurred over and above this bid which, in the sole opinion of the Municipal Manager of Sekhukhune District Municipality are due to reasons attributable to the service provider during activities of the project shall be borne by the service provider.

16. CONTRACTUAL REQUIREMENTS

16.1. The project should be completed within the time frame as stipulated in the contract between the service provider and the Municipality or those which will be agreed upon with the service provider.

16.2. The report is to be delivered in both hard copy and electronic formats and comprehensive report at the end of the activities of the project. The contractual agreements will not be altered and/or interfered without the conscious knowledge of both parties (i.e. SDM and service provider).

16.3. The service provider may be required to make amendments and/or corrections as determined by the Municipality. No payment will be made for work that is deemed not suitable.

17. ELIGIBILITY CRITERIA

The following table provides organisational eligibility criteria and service providers will be assessed in relation to these eligibility criteria, provided that any service providers that do not meet any of the criteria above and in the table below, will be disqualified

18. THRESHOLD FOR QUALIFICATION / FUNCTIONALITY

The criteria for scoring of technical requirements are as set out below:

MINIMUM REQUIREMENT	Scoring Points	COMMENTS / PROOF TO BE PROVIDED
Organisational Capacity		
1. Experience in property/land valuation cadastral work (Refer to the number of property valuation work which the company has undertaken) <ul style="list-style-type: none"> ● 5 appointment letters with completion certificates -25 ● 3 appointment letters with completion certificates -15 ● 1 appointment letter with completion certificates -10 ● No appointment letter-0 	25	- Company Profile. - signed appointment letter(s) - Completion Certificates or Signed & Stamped reference letters or happy letters.
2. Company Directors/Members Experience and capacity cumulative 5 years' experience) <ul style="list-style-type: none"> ● More than 5 years cumulative experience: 15 points ● Between 3-5 years cumulative experience 10 points ● Between 1-3 years cumulative experience 5 points ● Less than one year experience: 0 	15	- CVs with contactable references. Signed & stamped completion certificates and or happy letters with client company letterhead.
Project Manager capability – qualifications, experience and registrations		
3. Degree/National Diploma-property valuer & registered with South African Council for Property Valuers Profession (SACPVP) and/or South African Institute of Valuers (SAIV).	20	- Certified copies of qualifications. - Signed Employment appointment letters with company letterhead

<ul style="list-style-type: none"> ● Degree with more than 10 years experience-20 points ● Degree with 5-10 years experience -15 points ● Degree with 1-5 years experience -10 points ● ND with more than10 years experience -15 Points ● ND with 5-10 years experience -10 Points ● ND with 1-5 years experience- 05 points ● No professional registration & qualification-0 points 		
<p>4. Registration as a professional property valuer registered with SACPVP and SAIV</p> <ul style="list-style-type: none"> ● Registered for more than 10 years - 15 points ● Registered for more than 5 years - 10 points ● Registered for 1-5 years - 5 points 	15	- Valid Proof of Registrations
<p>5. Methodology and Approach</p> <p>Methodology must be explicit & simple. The company must demonstrate an understanding of scope of work activities and deliverables</p> <ul style="list-style-type: none"> ● Fully indicated/Demonstrated: 25 points. <p>Assets to be valued :(clear identification and description of the property being valued)</p> <p>Extent of investigation :(details on the scope of valuers investigation)</p> <p>Assumption and special assumptions: (Any assumptions made in the valuation process must be clearly stated, along with the nature and source of the information relied upon)</p> <p>Partially indicated scope of work activities and deliverables)-17 points</p> <ul style="list-style-type: none"> ● Partially Demonstrated with no clear indication of activities and deliverables -8 points ● No indication/Demonstration -0 points. 	25	Submitted Proposal with clear indication of all work activities
TOTAL	100	

NB: Bid will be disqualified if it fails to meet the minimum threshold of 60% for functionality.

19. SUBMISSION OF PROPOSALS

Proposals must be delivered to the address indicated thereon, on or before the time and date stipulated, in accordance with the advertised stipulations.

Late proposals will not be considered.

No qualifications of proposals will be allowed, and service providers are hereby warned that any proposals containing special quotation conditions that differ or deviate from the official quotation form will be disqualified.

The Municipality is not compelled to accept the lowest or any quotation.

Proposals must be submitted in sealed envelopes and only one proposal may be submitted per envelope, which must be endorsed with the project name and number as well as the closing date and time, as indicated below, with the name and address of the service provider reflected on the reverse side of the envelope.

20. INFORMATION GATHERING

The successful service provider is expected to contact the District Municipality officials to obtain relevant information that are required for the project. Existing information which are available within the municipality will be made available to the successful service provider.

In an event where the service provider needs a letter to confirm the motive of requesting information from the different spheres of government or parastatals, the municipality will provide such a letter.

21. PRICING SCHEDULE/BILL OF QUANTITIES (TABLE 1)

SPECIFICATION FOR QUALIFIED PROFESSIONAL PROPERTY VALUER| PRICING SCHEDULE

SITE NO	SITE DESCRIPTION	SIZE	QUANTITY	UNIT	TOTAL
1	Ga-Seopela	2.0 hectares (20,000 m ²)	1		
2	Matlerekeng	1.2 hectares (12,000 m ²)	1		
3	Leboeng	13,549.77 m ² (±1.35 hectares)	1		
TOTAL LAND AREA				45,549.77 m²	
		SUB-TOTAL			
		VAT			R
		TOTAL AMOUNT			R

GIVE SUB-HEADING OF BELOW GRAPH

No	Key Activity	Scope of Work and Deliverables	Outputs	%Payment
1.	Project Inception and Valuation Report	<ul style="list-style-type: none"> ❖ Project Inception Meeting with the full project team ❖ Confirmation of project area boundary 	<ul style="list-style-type: none"> Inception Meeting Signed Service Level 	100

		<ul style="list-style-type: none">❖ Preparation of Project Report❖ Finalization and Submission of Report	Agreement (SLA) Project Work Plan	
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