



## INVITATION TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS

<b>RFQ NO.:</b>	<b>RFQ/SPD/2022-23/139</b>
<b>DESCRIPTION OF GOODS / SERVICES:</b>	<b>FEASIBILITY STUDY FOR CAMBRIDGE LOCATION INFORMAL SETTLEMENT</b>

**For publication on the Buffalo City Metropolitan Municipality Website and Supply Chain Management Unit Noticeboard**

<b>NAME OF BIDDER:</b>	
<b>BCMM SUPPLIER DATABASE REGISTRATION NO.:</b>	
<b>STREET ADDRESS:</b>	
<b>POSTAL ADDRESS:</b>	
<b>TEL NO.:</b>	<b>CELL PHONE NO.:</b>
<b>EMAIL ADDRESS:</b>	<b>FAX NO.:</b>
<b>TOTAL QUOTATION AMOUNT:</b>	<b>R</b>

<b>Issued by:</b>	<b>Prepared by:</b>
The City Manager c/o The General Manager: Supply Chain Management Unit Buffalo City Metropolitan Municipality 80 Phillip Frame Road Chiselhurst East London	

## INVITATION TO SUBMIT FORMAL WRITTEN PRICE QUOTATIONS

Buffalo City Metropolitan Municipality requests your quotation for the goods and/or services listed hereunder in this RFQ document. Bidders are requested to furnish all information requested and return their quotation submission on the date stipulated in this invitation and the RFQ advertisement. Late and incomplete submissions will invalidate the quotation submitted.

<b>RFQ NO.:</b>	<b>RFQ/SPD/2022-23/139</b>
<b>DESCRIPTION OF GOODS / SERVICES</b>	<b>FEASIBILITY STUDY FOR CAMBRIDGE LOCATION INFORMAL SETTLEMENT</b>
<b>ADVERT DATE:</b>	14 OCTOBER 2022
<b>CLOSING DATE:</b>	21 OCTOBER 2022
<b>CLOSING TIME:</b>	12:00PM
<b>COMPULSORY BRIEFING MEETING DATE &amp; TIME: VENUE:</b>	N/A
<b>RFQ DOCUMENTS ARE OBTAINABLE FROM:</b>	The BCMM Website – <a href="http://www.buffalocitymetro.gov.za/tenders">www.buffalocitymetro.gov.za/tenders</a>  OR:  Request by sending email to: <a href="mailto:sibongilesa@buffalocity.gov.za">sibongilesa@buffalocity.gov.za</a> ; <a href="mailto:sitatun@buffalocity.gov.za">sitatun@buffalocity.gov.za</a> ; <a href="mailto:bonganimn@buffalocity.gov.za">bonganimn@buffalocity.gov.za</a> ;
<b>SUBMISSION OF RFQs:</b>	<u>Informal</u> Tender Box Supply Chain Management Unit, BCMM 80 Phillip Frame Road Chiselhurst East London
<b>TECHNICAL ENQUIRIES:</b>	Name: Mr. L. Zwane Tel: 043 705 2266 Email: <a href="mailto:LungaZ@buffalocity.gov.za">LungaZ@buffalocity.gov.za</a>  Or  Name: Mr. J. Mudimbu Tel: 043 705 2022 Email: <a href="mailto:JustineM@buffalocity.gov.za">JustineM@buffalocity.gov.za</a>
<b>PROCEDURAL ENQUIRIES:</b>	Bongani Mndi Tel: (043) 705 9127 Email: <a href="mailto:bonganimn@buffalocity.gov.za">bonganimn@buffalocity.gov.za</a>

**NB: NO SUBMISSIONS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (as defined in Regulation 1 of the Local Government: Municipal Supply Chain Management Regulations)**

## 1.1 GENERAL CONDITIONS OF THE REQUEST FOR QUOTATIONS (RFQ)

### **BIDDERS ARE REQUIRED TO FAMILIARISE THEMSELVES WITH THE TENDERING CONDITIONS AND PROCEDURES AS DOCUMENTED BELOW.**

1. For the purposes of this RFQ document, the words 'bidder' and 'tenderer', and 'RFQ' and 'tender' shall bear the same meaning.
2. 'BCMM,' where referred to in this document means Buffalo City Metropolitan Municipality'.
3. No quotation will be considered unless submitted on this RFQ document.
4. The whole original RFQ document, as issued by BCMM must be submitted. A quotation will be considered invalid and will not be accepted, if any part of this RFQ document is not submitted.
5. Bidders must submit one RFQ offer only, either as a single tendering entity or as a member of a joint venture.
6. Telephonic, telegraphic, telex, facsimile or emailed RFQ submissions will not be accepted.
7. Any portion of the RFQ document not completed will be interpreted as 'not applicable'. Notwithstanding the afore-going, failure to complete any compulsory portion of the RFQ document will result in the RFQ submission being declared non-responsive.
8. **Quotations must be properly received and deposited, on or before the closing date and on or before 12:00pm**, in the **Informal Tender Box** at the BCMM Supply Chain Management Unit ('SCMU') situated at 80 Phillip Frame Road, Chiselhurst, East London. If the quotation submission is too large to fit in the allocated box, please enquire at the reception for assistance.
9. **BCMM accepts no responsibility for ensuring that quotations are placed in the correct tender box, and should a quotation be placed in the incorrect tender box, it will not be accepted.**
10. **BCMM reserves the right to accept:**
  - 10.1 the whole quotation or part of a quotation or any item or part of any item, or to accept more than one quotation (in the event of a number of items being offered), and BCMM is not obliged to accept the lowest or any quotation;
  - 10.2 a quotation which is not substantially or materially different from the RFQ specifications.
11. BCMM shall not consider quotations that are received after the closing date and time, as specified in the RFQ advertisement.
12. BCMM will not be held responsible for any expenses incurred by bidders in preparing and submitting quotations.
13. BCMM may, after the RFQ closing date, request additional information or clarification of submitted quotations, in writing.
14. A quotation may be rejected as non-responsive if the bidder fails to provide any clarification requested by BCMM within the time for submission stated in the written request for such clarification.
15. A bidder may request in writing, after the closing date, that its quotation be withdrawn. Such withdrawal will be permitted or refused at the sole discretion of BCMM after consideration of the reasons for the withdrawal, which shall be fully set out by the bidder in such written request for withdrawal.
16. The RFQ document must be signed by a person duly authorised to do so.
17. Quotations submitted by joint ventures, consortia, partnerships shall be accompanied by a joint venture, consortium, partnership agreement, in which it is defined precisely the conditions under which the joint venture, consortium or partnership will function, its period of duration, the persons authorised to represent and obligate it, the participation of the several firms of which it is formed, and any other information necessary to permit a full appraisal of its functioning.

18. **Once the RFQ is awarded, all purchases will be made through an official BCMM Purchase Order. Therefore no goods must be delivered or services rendered before an official Purchase Order has been forwarded to the successful bidder. The successful bidder must then deliver or render service upon receiving an official signed Purchase Order from BCMM.**

19. **Evaluation of RFQs**

- 19.1 **Quotations will be evaluated in accordance with the evaluation criteria set out in the Special Conditions of the Request for Quotations.**

- 19.2 Quotations will be evaluated for price and preference using the 80/20 preference points system as follows –

Price	80
BBBEE	20

- 19.3 Unless otherwise stated in the Special Conditions, a contract will be concluded with the bidder who complies with the evaluation criteria and scores the highest total price and BBBEE points.

- 19.4 Bidders may quote with or without VAT depending upon whether or not they are VAT vendors. In the calculation of price points, VAT shall be removed from the quotation amount of bidders who are registered as VAT vendors, so that financial offers can be evaluated on a comparative basis as a price advantage cannot be afforded to bidders who are not VAT vendors.

20. **Test for Responsiveness**

20.1 **Invalid Submissions**

Quotations shall be invalid if:

- (a) The quotation submission is not sealed when submitted into the tender box.
- (b) The quotation submission is not completed in non-erasable ink.
- (c) The form of offer has not been completed.
- (d) The bidder has been listed on the National Treasury's Register for Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, or has been listed on the National Treasury's List of Restricted Suppliers and who is therefore prohibited from doing business with the public sector.
- (e) The bidder is prevented from doing business with BCMM in terms of Regulation 38 and 44 of the Supply Chain Management Regulations (MFMA).

20.2 **Non-responsive Submissions**

Quotations will be declared as non-responsive and eliminated from further evaluation in the following circumstances –

- (a) The submission has not achieved the minimum score for functionality as set out in the evaluation criteria, where functionality is applicable.
- (b) Where there are material deviations or qualifications to the RFQ which in BCMM's opinion would –
  - (i) Detrimentially affect the scope, quality or performance of the works, services or supply identified in the scope of works;
  - (ii) Significantly change BCMM's or the bidder's risks and responsibilities under the contract, or
  - (iii) Affect the competitive position of the bidder, or other bidders presenting responsive submissions, if it were to be rectified.

- (c) The submission will be declared non-responsive if the bidder fails to adhere to a written request (within the specified period set out in such request) to –
- (i) Comply with the general conditions applicable to RFQs as contained in the BCMM Supply Chain Management Policy;
  - (ii) Complete and/or sign any declarations and/or authorisations;
  - (iii) Submit items 2 - 3 of the list of returnable documents in Part 2 (section 2.1) of this bid document.
- (d) **The bid will be declared non-responsive in the event that the bidder's tax matters, as verified on the government Central Supplier Database, are shown not be in order, and the bidder fails to ensure that its tax matters are in order within such timeframe as may be required by BCMM in writing.**

**21. Clarification of quotation after submission**

The bidder must provide clarification of its submission in response to a request to do so from BCMM during the evaluation process. This may include providing a breakdown of rates or prices and correction of arithmetical errors by the adjustment of certain rates or item prices (or both). No change in the competitive position of bidders or substance of the submission may be sought, offered, or permitted.

**22. Provide other material**

The bidder shall provide, on request by BCMM, any other material that has a bearing on the RFQ submission, the tenderer's commercial position (including notarized joint venture agreements), or samples of materials, considered necessary by BCMM for the purpose of a full and fair risk assessment. Should the bidder not provide the material, or a satisfactory reason as to why it cannot be provided, by the time for submission stated in BCMM's request, BCMM may regard the RFQ submission as non-responsive.

**23. Inspections, tests and analysis**

The bidder shall, at the request of BCMM, provide access during working hours to its business premises for any inspections, tests and analyses as required for the RFQ.

**24. Securities, bonds, policies, etc**

If required, the bidder must submit for BCMM's acceptance before formation of the contract, all securities, bonds, guarantees, policies and certificates of insurance required in terms of the conditions of contract.

**25. BCMM supplier database**

- 25.1 **Bidders must be registered on the BCMM Supplier Database, or meet the listing criteria set out in the BCMM Supply Chain Management Policy, in order to be considered responsive to the RFQ.**
- 25.2 Bidders must be registered within 7 days of being requested to do so, failing which its submission shall be declared to be non-responsive.
- 25.3 It is each bidder's responsibility to keep all the information on the BCMM Supplier Database updated. If any information required (e.g. tax clearance certificate, CIDB certificate, etc) is not valid or has expired, all transactions with the vendor may, in the sole discretion of BCMM, be suspended until such time as the correct, verified information is received.

**26. Tax compliance status**

- 26.1 **No award shall be made to a person whose tax matters have not been declared to be in order by the South African Revenue Service (SARS).**
- 26.2 **Each party to a consortium, joint venture or partnership must comply with the above.**

**27. Declarations and authorisation**

Bidders are required to complete all statutory declarations and authorisations in the schedules attached to this RFQ document, failing which the submission may be declared non-responsive.

**28. Samples**

If the specifications require a bidder to provide samples, these shall be provided strictly in accordance with the instructions set out in the special conditions of the RFQ below.

29. **Alterations to tender document**

Bidders may not make any alterations or additions to the RFQ document, except to comply with instructions issued by BCMM, or as are necessary to correct errors made by the bidder. All signatories to the RFQ submission shall initial all such alterations. Erasures and the use of masking fluid are prohibited.

30. **Objections, Complaints, Queries and Disputes / Appeals in terms of Section 62 of the Systems Act**

30.1 **Objections, complaints, queries and disputes**

Persons aggrieved by decisions or actions taken by BCMM in the implementation of the supply chain management system or any matter arising from a contract awarded in terms of the supply chain management system may, within 14 days of the decision or action, lodge a written objection or compliant or query or dispute against the decision or action.

30.2 **Section 62 Appeals**

- (a) In terms of section 62 of the Systems Act, a person whose rights are affected by a decision taken by a political structure, political office bearer, councillor or staff member of a municipality in terms of a power or duty delegated or sub-delegated by a delegating authority, may appeal against that decision by giving written notice of the appeal and reasons to the Accounting Officer within 21 days of the date of notification of the decision.
- (b) An appeal shall contain the following:
  - (i) The reasons and/or grounds for the appeal;
  - (ii) The manner in which the appellant's rights have been affected;
  - (iii) The remedy sought by the appellant.

30.3 **Lodging of appeals, objections, complaints, queries and disputes relating to this tender**

Appeals, objections, complaints, requests for information, queries and disputes must be submitted in writing to the Office of the Municipal Manager, 10<sup>th</sup> Floor, Trust Centre Building, Cnr of Oxford & North Streets, East London, OR by email, [amandaq@buffalocity.gov.za](mailto:amandaq@buffalocity.gov.za) .

## 1.2 SPECIAL CONDITIONS OF THE REQUEST FOR QUOTATIONS (RFQ)

The special conditions qualify, or are in addition to the general conditions in section 1.1 above. In the event of any ambiguity or inconsistency between the general conditions and the special conditions, the latter shall have precedence.

These special conditions, the general conditions, and the returnable schedules are only required for evaluation purposes, and shall not form part of any contract arising from the invitation to tender.

<b>General Conditions Clause No.</b>	<b>Additions or Variations to General Conditions</b>
<b>Clause 13 &amp; 21</b> <b>CLARIFICATION OF RFQ SUBMISSION</b>	Where a bidder is requested to provide additional information or clarification of its submission, this shall not be an opportunity for the bidder to bolster its submission in any way, so as to afford it an unfair competitive advantage.
<b>Clause 16</b> <b>AUTHORITY OF SIGNATORY</b>	The bidding entity must submit a letter of authority on its letterhead authorising the signatory to this RFQ to sign all documents in connection with the RFQ, and any contract which may arise therefrom, on behalf of the bidding entity.  The letter of authority must be attached to Schedule A.
<b>Clause 18</b>	After the Service provider has been notified of the Award and signs Letter of Award, the bidder will have to wait for an official signed Purchase Order before commencing with the delivery or rendering of services appointed for.
<b>Clause 19</b> <b>EVALUATION OF RFQs</b>	RFQs will be evaluated in accordance with the evaluation criteria set out on page 08 of this document.
<b>Clause 23</b> <b>INSPECTION, TESTS AND ANALYSES</b>	No inspections, tests and analyses shall be required for this RFQ.

**RFQ EVALUATION CRITERIA**

Each tender submission will be first evaluated on the basis of its functionality as specified in below.

**Functionality Points Scoring**

**The Points Scoring for Functionality is reflected in the tables below.** General responsiveness in terms of experience, expertise and methodology will be combined to make 100 points. Bidders who score below 70 % overall (i.e., 70 points out of a total of 100 points allocated as per Table 1 ,2, 3 and 4 below) or fail to meet the **mandatory team composition** inclusive of the team leader requirement indicated below will be declared non-responsive and will not qualify to proceed to the next assessment stage.

**Schedule “E” Contracts of a Similar Nature** will be used to complete the Functionality Scoring in the tables below. **Failure to complete Schedule “E” and the information required will result in the disqualification of the tenderer.**

It is the Bidders’ responsibility to ensure that all documentation submitted is unambiguous and concise as well as in accordance with the aforementioned. BCMM accepts no liability for unsuccessful bids due to the lack of proper and sufficient supporting documentation.

The Points Scoring for Functionality are reflected in table 1, 2, 3 and 4 below:

**TABLE 1: Points Allocated to the Qualifications Category**

<b>PLANNING QUALIFICATIONS OF SERVICE PROVIDER</b>	<b>POINTS</b>
<p>The <b>Core Team Leader</b> of the <b>Mandatory Core Team</b> must be registered with SACPLAN as a Professional Town &amp; Regional Planner. The lead consultant must have a minimum of 5 years post registration experience.</p> <p><i>Note: Certified Proof of Qualification and Proof of Registration in the format of a valid NEW SACPLAN ‘Registration Certificate’ with the corresponding names of Project Leader/Top Practitioner/ Lead Consultant and a CV must be provided separately as <b>Schedule “D”</b>.</i></p> <p><i>(16 points for the first 5 years of experience and 2 points for every additional year of registration to a maximum of 4 points)</i></p>	<b>20</b>
<b>TOTAL</b>	<b>20</b>

**NOTE: For Table 1 the tenderer must complete and submit details on Schedule “D” as a separate Annexure.**



**TABLE 2: Points Allocated to the Expertise and Technical Category**

EXPERIENCE	POINTS
<p>Town Planning Expertise: Similar Township Establishments projects undertaken by Bidder (Minimum of 2 projects).</p> <p>The Information provided must be listed in the <b>Schedule “E”: Tenderer’s Past Experience on Contracts of a Similar Nature</b>, on page 30.</p> <p><b>Stamped Letter of appointment / Award letter with the corresponding confirmation in the form of signed order and stamped invoices by the institution where the services were rendered must be attached as proof. In addition the bidder is <u>required</u> to submit a Certified Completion Certificate / Letter Confirming work was Completed on the letterhead of the institution where the services were rendered.</b> (15 points per similar project completed to a max of 30 points)</p>	30
<b>TOTAL</b>	<b>30</b>

**NOTE:** For Table 2 the tenderer must complete and submit details on Schedule “E” on page 30 of this document.

**TABLE 3: Points Allocated to Technical Capacity and Team Composition**

TECHNICAL CAPACITY	POINTS
<p>Team composition, qualifications and professional registration of the <b>Mandatory Core Team</b> comprising of at least the following professionals and a CV of each must be provided as <b>Schedule “F”</b>:</p> <ul style="list-style-type: none"> <li>• <i>Professional Civil Engineer registered with ECSA = 3</i></li> <li>• <i>Professional Traffic Engineer registered with ECSA = 3</i></li> <li>• <i>Professional Environmental Scientist registered with the South African Council for Natural Scientific Professions (SACNASP) or the Environmental Practitioners Association of South Africa (EAPSA) = 4</i></li> <li>• <i>GIS Practitioner registered with the South African Geomatic Council (SAGC) as a Geomatics Professional = 3</i></li> <li>• <i>Professional Geologist registered with South African Council of Natural Scientific Professions (SACNASP) = 3</i></li> <li>• <i>Professional Land Surveyor registered with the South African Geomatics Council (SAGC) = 4</i></li> </ul> <p><b>Current Certified Proof of Professional Registration and Qualifications must be provided.</b></p>	20

<p><i>It must be noted that all members of the Bidders Technical Team must have the required professional registration with their respective Regulatory/ Professional bodies. Failure to provide such proof will result in the entire team being non-responsive and the bidder disqualified.</i></p>	
<p><b>TOTAL</b></p>	<p><b>20</b></p>

**NOTE: For Table 3 the tenderer must complete and submit details on Schedule “F” as a separate Annexure.**

**Table 4: Points Allocated to Methodology and timeframes**

METHODOLOGY	POINTS
<p>Detailed <b>Gantt Chart MUST be provided</b> showing all the detail of all the relevant components such as <b>activities, costs, and phasing</b> of the project and whether the timeframes will be met and are within guidance</p> <p><i>10 = Excellent (Meets and exceeds the functionality requirements)</i></p> <p><i>5 = Good (Satisfactory and should be adequate for stated element)</i></p> <p><i>0 = Poor (Unacceptable - does not meet requirements)</i></p>	<p>10</p>
<p>Detailed <b>Approach and Methodology</b> to be implemented by the bidders.</p> <p><i>10= Excellent</i></p> <ul style="list-style-type: none"> <li>• <i>Proposal demonstrated an in-depth understanding of the scope of the project and how it will be undertaken over the specified timeframes.</i></li> <li>• <i>Proposal addressed all areas of the requirements stipulated in the ToR, including a detailed approach, design and methodology, and proposed value-add items such as interesting approaches for undertaking the project</i></li> <li>• <i>Timeframes for implementation are in line with the requirements of the ToR.</i></li> <li>• <i>The team put forward possesses all the relevant skills and adequate experience to successfully conduct the assignment with details on the information to be provided by the team members</i></li> </ul> <p><i>5 = Good</i></p> <ul style="list-style-type: none"> <li>• <i>Proposal addressed most of the requirements stipulated in the ToR. The project can be implemented but not at the expected standard.</i></li> <li>• <i>Timeframes for implementation are in line with the requirements of the ToR</i></li> <li>• <i>The team put forward possesses some of the relevant skills and experience to successfully conduct the assignment</i></li> </ul>	<p>10</p>

<p><i>0 = Poor</i></p> <ul style="list-style-type: none"> <li><i>Proposal did not meet the requirements set out in the ToR and is unlikely to address the needs of the assignment– i.e. scope not addressed,</i></li> <li><i>The timeframes are misaligned to ToR</i></li> </ul> <p><i>The team put forward does not possess all the appropriate/ relevant skills and experience to successfully conduct the assignment</i></p>	
<p><b>Innovative ideas</b> / proposals to be considered during the project implementation.</p> <p><i>4 points</i></p> <p><i>Yes, Presence of innovation in proposals and recommendations, including innovative approaches to develop study area should it be deemed viable</i></p>	4
<p><b>Communication and Stakeholder participation</b> process strategy and implementation plan proposed by the bidder.</p> <p><i>6 = Excellent</i></p> <ul style="list-style-type: none"> <li><i>Presence of innovation in stakeholder engagement and identification</i></li> <li><i>Proposal addressed all areas of the requirements stipulated in the ToR.</i></li> </ul> <p><i>3 = Average</i></p> <ul style="list-style-type: none"> <li><i>Proposal adequately addresses requirements stipulated in the ToR.</i></li> </ul> <p><i>0 = Poor</i></p> <p><i>Proposal did not meet the requirements set out in the ToR.</i></p>	6
<b>TOTAL</b>	<b>30</b>
<b>GRAND TOTAL</b>	<b>100</b>

**NOTE: For Table 4 the tenderer must complete and submit details on Schedule “G” as a separate Annexure.**

**NOTE:**

Points for functionality cannot be allocated to Table 2 if Schedule E “Tenderer’s Past Experience on Contracts of a Similar Nature” on page 30 is not fully and correctly completed.

Bidders must make a submission on each section of the “Functionality Points Scoring” section (Tables 1 – 4) above. Bidders who score below 70 % overall and fail to make a submission on any of the above sections (Table 1 – 4) will be declared non-responsive and will not qualify to proceed to the next assessment stage.

Bidders who fail to meet the mandatory team composition inclusive of the team leader requirement indicated in terms of the above points allocation will also be declared non-responsive and will not qualify to proceed to the next assessment stage.

### 1.3 RETURNABLE DOCUMENTS

In addition to the requirements stipulated in this tender, tenderers are required to submit the documentation listed below.

Failure to submit a BBBEE certificate will result in no points being allocated to the bidder for BBBEE.

ITEM NO.	RETURNABLE DOCUMENT	AVAILABLE (TICK ✓)
1.	Original or certified copy of BBBEE certificate or sworn affidavit; if points are claimed (a copy of a certified certificate will not be accepted)	
1.1	A sworn affidavit confirming annual total revenue and level of black ownership, if bidder is an Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE)	
1.2	Original or certified copy of BBBEE certificate, if bidder is a Trust, Joint Venture or Consortium that is a legal entity	
1.3	Original or certified copy of consolidated BBBEE scorecard, if bidder is a Trust, Joint Venture or Consortium that is an unincorporated entity	
2.	Certified copy of Joint Venture or Consortium Agreement; if bidder is a Joint Venture or Consortium	
3.	Original Municipal debt clearance certificate / bidders' business premises lease agreement.	
4.	ID copies of directors	
5.	Print-out of Tax Clearance Certificate	
6.	Current Central Supplier Database printout	

**In the event that the bidding entity is a joint venture, consortium, or partnership, each partner must supply the above information.**

**NOTE:**

**Bidders' Tax Compliance Status before award of Formal Written Quotation will be verified on Central Supplier Database. Therefore bidders are required to ensure that they are registered on the database (CSD) upon submission of this RFQ.**

**1.4 RETURNABLE SCHEDULES**

All returnable schedules below must be completed by the bidding entity, save for those schedules which are not applicable to it in which case the bidder must indicate which schedules are not applicable. Should the bidder fail to complete all applicable and compulsory schedules, its quotation submission shall be deemed to be non-responsive in accordance with clause 20.2 (d) (ii) of the general conditions.

The schedules required to be completed are as listed below –

Schedule A	Letter of Authority for Signatory
Schedule B	Confirmation of Registration of Bidder on Central Supplier Database (CSD)
Schedule C	Municipal Bidding Documents
Schedule D	CV of Lead Consultant
Schedule E	Tenderer's Past Experience on Contracts of a Similar Nature
Schedule F	CV's of Mandatory Core Team
Schedule G	Detailed Methodology

**SCHEDULE A – LETTER OF AUTHORITY FOR SIGNATORY**

Indicate the status of the bidder by ticking the appropriate box hereunder with an x.

COMPANY	CLOSE CORPORATION	PARTNERSHIP	JOINT VENTURE	SOLE PROPRIETORSHIP

**NOTE:**

**BIDDERS MUST ATTACH A LETTER OF AUTHORITY TO THIS PAGE, AUTHORIZING THE SIGNATORY TO THIS RFQ TO SIGN ALL DOCUMENTS IN CONNECTION WITH THE RFQ AND ANY CONTRACT WHICH MAY ARISE THEREFROM, ON BEHALF OF THE BIDDING ENTITY.**

**SCHEDULE B – CONFIRMATION OF REGISTRATION OF BIDDER ON CENTRAL SUPPLIER DATABASE (CSD)**

NAME OF BIDDER	REGISTERED ON CSD? (YES/NO)	CSD SUPPLIER NUMBER

Bidders are required to register as suppliers on the government Web-based Central Supplier Database (CSD) prior to submission of this RFQ, and provide their CSD supplier number in the table above.

It is the responsibility of a bidder to ensure that this requirement is complied with. In the case of Joint Ventures and Consortia, this requirement will apply to each party to the Joint Venture or Consortium.

**BIDDER’S SIGNATURE:** .....

**SCHEDULE C – MUNICIPAL BIDDING DOCUMENTS**

**MBD 4**

**DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state<sup>1</sup>.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name of bidder or his or her representative:.....

3.2 Identity Number: .....

3.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....

3.4 Company Registration Number: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

3.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state? **YES / NO**

3.8.1 If yes, furnish particulars.....  
.....

<sup>1</sup> MSCM Regulations: "in the service of the state" means to be –

- (a) a member of –
  - (i) any municipal council;
  - (ii) any provincial legislature; or
  - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

<sup>2</sup> Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

3.9 Have you been in the service of the state for the past twelve months? ..... **YES / NO**



3.9.1 If yes, furnish particulars.....  
.....

3.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? ..... **YES / NO**

3.10.1 If yes, furnish particulars .....  
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?..... **YES / NO**

3.11.1 If yes, furnish particulars.....  
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?..... **YES / NO**

3.12.1 If yes, furnish particulars.....  
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?..... **YES / NO**

3.13.1 If yes, furnish particulars.....  
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders, or stakeholders of this company have any interest in any other related companies or business whether or not they are bidding for this contract. **YES / NO**

3.14.1 If yes, furnish particulars.....  
.....

4. Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	State Employee Number

.....  
**Signature**

.....  
**Date**

.....  
**Capacity**

.....  
**Name of Bidder**

## PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2017

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017.**

### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2

- a) The value of this bid is estimated to **not exceed** R50 000 000 (all applicable taxes included) and therefore the 80/20 preference point system shall be applicable; or
- b) Either the 80/20 or 90/10 preference point system will be applicable to this tender (*delete whichever is not applicable for this tender*).

1.3 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.4 The maximum points for this bid are allocated as follows:

	POINTS
<b>PRICE</b>	80
<b>B-BBEE STATUS LEVEL OF CONTRIBUTOR</b>	20
<b>Total points for Price and B-BBEE must not exceed</b>	<b>100</b>

1.5 Failure on the part of a bidder to submit proof of B-BBEE Status level of contributor together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.

1.6 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser

## 2. DEFINITIONS

- (a) “**B-BBEE**” means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) “**B-BBEE status level of contributor**” means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) “**bid**” means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) “**Broad-Based Black Economic Empowerment Act**” means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) “**EME**” means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) “**functionality**” means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) “**prices**” includes all applicable taxes less all unconditional discounts;
- (h) “**proof of B-BBEE status level of contributor**” means:
  - 1) B-BBEE Status level certificate issued by an authorized body or person;
  - 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
  - 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

## 3. POINTS AWARDED FOR PRICE

### 3.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

**80/20**                      **or**                      **90/10**

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \quad \text{or} \quad P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P<sub>s</sub> = Points scored for price of bid under consideration

P<sub>t</sub> = Price of bid under consideration

P<sub>min</sub> = Price of lowest acceptable bid

**4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR**

4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

**5. BID DECLARATION**

5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

**6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1**

6.1 B-BBEE Status Level of Contributor: . = .....(maximum of 10 or 20 points)

(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

**7. SUB-CONTRACTING**

7.1 Will any portion of the contract be sub-contracted?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

7.1.1 If yes, indicate:

i) What percentage of the contract will be subcontracted.....%

ii) The name of the sub-contractor.....

iii) The B-BBEE status level of the sub-contractor.....

iv) Whether the sub-contractor is an EME or QSE

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

v) Specify, by ticking the appropriate box, if subcontracting with an enterprise in

terms of Preferential Procurement Regulations,2017:

<b>Designated Group: An EME or QSE which is at last 51% owned by:</b>	<b>EME</b> √	<b>QSE</b> √
Black people		
Black people who are youth		
Black people who are women		
Black people with disabilities		
Black people living in rural or underdeveloped areas or townships		
Cooperative owned by black people		
Black people who are military veterans		
<b>OR</b>		
Any EME		
Any QSE		

**8. DECLARATION WITH REGARD TO COMPANY/FIRM**

8.1 Name of company/firm:.....

8.2 VAT registration number:.....

8.3 Company registration number:.....

**8.4 TYPE OF COMPANY/ FIRM**

- Partnership/Joint Venture / Consortium
- One person business/sole propriety
- Close corporation
- Company
- (Pty) Limited

[TICK APPLICABLE BOX]

**8.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES**

.....  
 .....  
 .....  
 .....

**8.6 COMPANY CLASSIFICATION**

- Manufacturer
- Supplier
- Professional service provider
- Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

**8.7 MUNICIPAL INFORMATION**

**Municipality where business is situated:**  
 .....

**Registered Account Number:** .....

**Stand Number:**.....

8.8 Total number of years the company/firm has been in business:.....

8.9 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contributor indicated in paragraphs 1.4 and 6.1 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 6.1, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;
- iv) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –
  - (a) disqualify the person from the bidding process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution.

<p>WITNESSES</p> <p>1. ....</p> <p>2. ....</p>
--

<p>.....</p> <p>SIGNATURE(S) OF BIDDERS(S)</p>
<p>DATE: .....</p>

## DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
  - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
  - b. been convicted for fraud or corruption during the past five years;
  - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
  - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?</p> <p><b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b></p>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		



4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME) .....  
CERTIFY THAT THE INFORMATION FURNISHED ON THIS  
DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT,  
ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE  
TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

- 1 This Municipal Bidding Document (MBD) must form part of all bids<sup>1</sup> invited.
- 2 Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
- 3 Municipal Supply Regulation 38 (1) prescribes that a supply chain management policy must provide measures for the combating of abuse of the supply chain management system, and must enable the accounting officer, among others, to:
  - a. take all reasonable steps to prevent such abuse;
  - b. reject the bid of any bidder if that bidder or any of its directors has abused the supply chain management system of the municipality or municipal entity or has committed any improper conduct in relation to such system; and
  - c. cancel a contract awarded to a person if the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract.
- 4 This MBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
- 5 In order to give effect to the above, the attached Certificate of Bid Determination (MBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

in response to the invitation for the bid made by:

\_\_\_\_\_  
(Name of Municipality / Municipal Entity)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of Bidder

**SCHEDULE “E”:TENDERER’S PAST EXPERIENCE ON CONTRACTS OF A SIMILAR NATURE**

**DECLARATION OF SIMILAR PROJECTS COMPLETED**

*Service Providers are to **ONLY** list 2 similar completed projects (type and size related to a Feasibility Study) that have previously been executed. **The information provided below will be used to calculate the functionality on RFQ EVALUATION CRITERIA** (Pages 8-11)*

Name of Project	Name of Employer and Contact Details	Monetary Value of Project	Date of Appointment

.....  
DATE

.....  
SIGNATURE OF BIDDER

## 2.1 AGREEMENT & CONTRACT DATA

### 2.1.1 FORM OF OFFER AND ACCEPTANCE

#### PART 1 (OFFER TO BE COMPLETED BY THE BIDDER)

1. Buffalo City Metropolitan Municipality has solicited offers to enter into a procurement contract for :

#### **FEASIBILITY STUDY FOR CAMBRIDGE LOCATION INFORMAL SETTLEMENT**

2. I, the Bidder, hereby undertake to supply and deliver all or any of the goods and/or works; OR render the services described in the attached bidding documents to BCMM in accordance with the requirements and specifications stipulated in RFQ number **RFQ/SPD/2022-23/139** at the price/s quoted. My offer/s remains binding upon me and open for acceptance by the purchaser during the validity period indicated and calculated from the closing time of RFQ.
3. The following documents shall be deemed to form and be read and construed as part of this Agreement:
  - (i) The Scope of Work;
  - (ii) This RFQ document, viz
    - Scope of Services;
    - The Pricing Data;
    - This Form of Offer & Acceptance;
  - (iii) Bidder's RFQ submission;
  - (iv) The Special Conditions of Contract;
  - (v) The General Conditions of Contract; and
  - (vi) Any Service Level Agreement that may be concluded by the appointed bidder and BCMM.
4. I confirm that I have satisfied myself as to the correctness and validity of my quote; that the price(s) and rate(s) quoted cover all the goods and/or works specified in the RFQ document; that the price(s) and rate(s) cover all my obligations and I accept that any mistakes regarding price(s) and rate(s) and calculations will be at my own risk.
5. I accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me under this agreement as the principal liable for the due fulfillment of this contract.
6. I declare that I have no participation in any collusive practices with any bidder or any other person regarding this or any other bid.
7. I confirm that I am duly authorized to sign this contract.

The **TOTAL QUOTATION AMOUNT** inclusive of value-added tax (where applicable) is

..... Rand

(in words); R ..... (in figures)

This offer may be accepted by the authorised BCMM representative signing the acceptance part of this form of offer and acceptance, and returning one copy of this document to the bidder before the end of the period of validity stated in the tender conditions, whereupon the bidder becomes the party named as the appointed service provider in terms of the conditions of contract identified in the contract data.

NAME (PRINT) .....  
CAPACITY .....  
SIGNATURE .....  
NAME OF FIRM .....  
DATE .....

WITNESSES: 1 ..... 2 ..... DATE: .....
---

**FAILURE BY THE BIDDER TO SIGN OR FILL IN THIS FORM SHALL DISQUALIFY ITS SUBMISSION.**



**PART 2 (ACCEPTANCE TO BE COMPLETED BY BCMM)**

By signing this part of this form of offer and acceptance, BCMM accepts the bidder’s offer. In consideration thereof, BCMM shall pay the appointed service provider the amount due in accordance with PART 1 of this offer and acceptance. Acceptance of the bidder’s offer shall form an agreement between BCMM and the bidder upon the terms and conditions contained in this agreement and in the contract that is the subject of this agreement.

1. I..... in my capacity as **GM: SUPPLY CHAIN MANAGEMENT** accept your bid under reference number **RFQ/SPD/2022-23/139** date **21OCTOBER2022** for the supply or the rendering of services indicated hereunder and/or further specified in the annexures
2. An official order indicating service delivery instructions is forthcoming.
3. I undertake to make payment for the services rendered in accordance with the terms and conditions of the contract, within 30 (thirty) days after receipt of an invoice.

DESCRIPTION OF SUPPLY/ SERVICE	PRICE (ALL APPLICABLE TAXES INCLUDED)	COMPLETION DATE	B-BBEE STATUS LEVEL OF CONTRIBUTION	MINIMUM THRESHOLD FOR LOCAL PRODUCTION AND CONTENT (if applicable)
FEASIBILITY STUDY FOR CAMBRIDGE LOCATION INFORMAL SETTLEMENT.				

4. I confirm that I am duly authorised to sign this contract.

SIGNED AT ..... ON .....

NAME (PRINT) .....

SIGNATURE .....

OFFICIAL STAMP

WITNESSES

1 .....

2 .....

DATE: .....

## 2.1.2 CONTRACT DATA

### GENERAL CONDITIONS OF CONTRACT

The contract will be administered in terms of the **General Conditions of Contract 2015** as issued by National Treasury.

A copy of the General Conditions of Contract may be obtained from the National Treasury website – [www.treasury.gov.za](http://www.treasury.gov.za)

## **2.2 PRICING DATA**

### **2.2.1 PRICING INSTRUCTIONS**

- (i) The rates and prices submitted by the bidder must be entered into the pricing schedule below.
- (ii) No deviations from the pricing schedule will be permitted, except where indicated separately in the schedule of deviations.
- (iii) The quotation amount must be inclusive of VAT, where the bidder is a registered VAT vendor.
- (iv) Bidders must provide rates that are fixed for the duration of the contract and not subject to adjustment except as provided for in the conditions of contract.
- (v) Bidders are required to pay attention to clause 25 of the general conditions (imbalance in quoted rates).
- (vi) Should there be a discrepancy between the total quotation amount in the pricing schedule, and that in the form of offer; the price in the form of offer will take precedence. Where there is a discrepancy between the amount in figures and the amount in words, the amount in words will govern.
- (vii) The pricing sheet is to be signed and stamped by the prospective company.

**2.2.2 PRICING SCHEDULE**

DESCRIPTION	OUTPUT	LUMP SUM AMOUNT
Phase 1: Project Initiation and finalisation of Terms of Reference (15% of the Total Tender Price)	Inception Report as described in Section 2.3.11 below.	
Phase 2: Formulation of a Development Perspective (35% of the Total Tender Price)	Development Perspective Report: Power Point presentation as described in Section 2.3.11 below.	
Phase 3: Formulation of Draft Concept Plan and circulation to affected government departments i.e. SANRAL, Telkom, Eskom, Department of Education etc. (30% of the Total Tender Price)	A Concept Plan will be created as described in Section 2.3.11 below.	
Phase 4: Formulation and finalization of Draft Feasibility Report & Concept Plan for Submission to Council for approval (15% of the Total Tender Price)	Final draft Feasibility Study Report and Concept Plan (also see Table 6 on page 41: Expected Outputs and 2.3.11 below)	
Phase 5: Council Decision (5% of the Total Tender Price)	Buffalo City Metropolitan Municipality (BCMM) Council Resolution as described in Section 2.3.11 below.	
<b>SUB TOTAL (Excluding VAT)</b>		
<b>VAT (15%)</b>		
<b>SUBTOTAL</b>		
<b>TOTAL TENDER PRICE (to be carried over to form of offer page)</b>		

Name of Tenderer .....

Date ..... Signature .....

Company Stamp:



## 2.3 SCOPE OF WORK

### 2.3.1 Scope of Supply or Services

Buffalo City Metropolitan Municipality ('BCMM') calls for the preparation of a detailed **Feasibility Study for Cambridge Location Informal Settlement** located in BCMM.

### 2.3.2 Location of Project and Affected Properties:

The Cambridge Location informal settlement near the suburb of Cambridge is located on erven 4402, 5152, 56451 and 56449 East London within Ward 15 of BCMM. This informal settlement is situated adjacent to the existing Cambridge Location. (32° 57' 48.71"South, 27° 53' 3.69"East). Cambridge Location Informal Settlement is located approximately 10km north of the East London CBD (see Locality Plan Attached as **Annexure "A"**).

The affected properties upon which Cambridge Location Informal Settlement is located on are owned by Buffalo City Metropolitan Municipality and private individuals, the extent, zoning and ownership is depicted on the table 1 below:

**Table 5**

ERF	ZONING	REGISTERED OWNER
4402, East London	Public Open Space 1	Labuschagne Kathleen, Miller Allan, Wilson Jenny Jacqueline, Miller Thomas, Miller Michael John, Miller Brian
5152, East London	Multiple Zone	Buffalo City Metropolitan Municipality
56451, East London	Agricultural	Buffalo City Metropolitan Municipality
56449, East London	Institutional 2	Buffalo City Metropolitan Municipality

### 2.3.3 Project Background

The study area is Cambridge Location, an informal settlement located in Cambridge, East London, within ward 15 and falls within the Buffalo City Metropolitan Municipality jurisdiction. Cambridge Location is an Informal Settlement consisting of informal structure/shacks.

The settlement forms part of the National Upgrading Support Program (NUSP) round 1, which was approved by BCMM Council in 2015. The purpose of NUSP is to provide basic services incrementally as government has realised that providing sustainable Human Settlements to all inhabitants is a very long exhaustive process which leads to civil unrest and service delivery

protests. National government decided to implement NUSP with the hope of providing the much-needed services to communities while they wait for formal housing with all associated uses.

#### **2.3.4 Problem Statement**

The following represents the key issue that has been identified:

- To determine the extent of housing development that the identified land parcels (as illustrated on table 1 above) can contain.
- Identify alternative land parcels which can be developed to cater for any access beneficiaries/ residents.
- Investigate possibility / desirability of high-density housing in order to accommodate all beneficiaries.

#### **2.3.5 Project Objectives**

Buffalo City Metropolitan Municipality identified the need to appoint a service provider to assist in the preparation of the required Feasibility Studies for Amalinda Forest to achieve the following objectives:

- to explore the technical feasibility for the land with the view of township establishment, based on the principles of integrated human settlement concept.
- to determine the total developable area and potential (erven/ site) yield from the affected land parcels.
- to investigate the possibility / desirability of high-density housing and alternative housing typologies.
- to formulate a Concept Development Framework Plan that identifies future land usage.
- Formulate recommendations on how best the land can be developed and identify any alternative land within close proximity that can be developed to cater for any access beneficiaries / inhabitants.

#### **2.3.7 Feasibility Study**

The Feasibility Study must ensure that the implementation of the project and the ultimate development / construction of houses can be accommodated on the proposed land parcels.

If the Feasibility Study concludes that the land is unsuitable or only partially suitable for development, it will have implications for Township Establishment.

It is anticipated that the following types of service providers and professional services will be required for the project i.e.:

- Town Planning: to undertake Project Management and Concept Development Framework Plan including GIS specialist function for map preparation and database;
- Engineering - Engineering Services, Geotechnical Report, Groundwater Study, Flood Line Assessment, etc.
- Environmental Management: to undertake an Environmental Scoping Report;
- Property Valuation: Privately owned land to be valued (only if the subject properties are found to be suitable and/or adequate to accommodate the planned development proposals);
- Surveyor - to scrutinise Title Deeds regarding any restrictive conditions, servitudes and cadastral issues etc.

To ensure the expedition of the project implementation it is proposed that some activities run concurrently. It is therefore recommended that the professional appointed for the Development Concept Plan also act as the overall Project Manager.

### 2.3.8 The Scope of Work

In achieving the successful completion of the **CAMBRIDGE LOCATION INFORMAL SETTLEMENT FEASIBILITY STUDY**, the following activities / tasks are included in the project programme:

1. Market assessment - to identify demand for a mixed-use development that will potentially alter the predominant land but will include housing for the full range of income groups and housing typologies and densities as well as appropriate non-residential land uses associated with developments of this nature;
2. Site assessment - to determine suitability of the site to cater for above identified demand as well as the technical feasibility of developing a mixed-use type of development;
3. Environmental Assessment - Formulation of an Environmental scoping report;
4. Traffic and Transport assessment - to determine needs based on the concept;
5. Geo-technical Assessment - The formulation of a Geo-Technical Report (Desktop) for the residential component;
6. Scrutinise Title Deeds regarding any restrictive conditions, servitudes *etc.*
7. Engineering Services Assessment to include:
  - Availability of bulk municipal water services required to develop the proposed area, with the required capacity to support the proposed development.
  - Availability of bulk municipal sewer supply and with the required capacity to support the proposed development. The identification of various suitable types of sanitation options for the development of the area.
  - Availability of electricity with the required capacity to support the proposed development.
  - Access (Traffic survey excluded) to the project area.

8. Engagement with relevant stakeholders;
9. Calculate total developable area and potential (erven/ site) yield from the affected land parcels and provide the total percentages.
10. Calculation of the Residential yield for different density scenarios;
11. Concept layout with a residential yield calculation of any land identified to demonstrate the feasibility of any proposals with specific emphasis on High Density housing options/ typologies;
12. A clear land use plan showing existing land uses;
13. Implementation and phasing programme with related budget estimates;
14. Draft Concept/Layout Plan - the preparation of a draft Concept/Layout Plan for the area in support of the above-mentioned Feasibility Studies.

It is important to note that all existing documentations in the format of Basic Assessments Reports, Scoping Reports or Feasibility Studies etc which are available for these properties, are to be studied and whatever information is available must be utilized in order to avoid possible duplication. Before any of these documentations are used, permission must be sourced from the relevant property owner to utilize the relevant information.

**The following activities are also included:**

- Liaising with all relevant National and Provincial Departments to obtain their comments and approval.
- Liaising with Ward Councillors and Ward Committees and submission of written approval of these parties
- Attend monthly meetings and submit monthly progress reports to Buffalo City Municipality
- Public Participation and obtaining support from community structures.
- Liaising with all Municipal Service Departments.

**2.3.9 GUIDING DOCUMENTS/LEGISLATIONS**

- The Spatial Development Framework Review (2020)
- Buffalo City Zoning Scheme Regulations of 2007
- Spatial Planning and Land Use Management (Act 16 of 2013)
- BCMM Corporate GIS Structures Dot Count
- Housing Needs Register (Beneficiary List)

**2.3.10 Project Outputs**

The Service Provider will be required to deliver the outputs and general reports as per Table 6 below:



**Table: 6**

<b>Phase</b>	<b>Task</b>	<b>Output</b>
Phase 1	Project Initiation and finalisation of Terms of Reference	Inception Report as described in Section 2.3.11 below.
Phase 2	Formulation of a Development Perspective	Development Perspective Report: Power Point presentation as described in Section 2.3.11 below.
Phase 3	Formulation of draft Concept Plan	A Concept Plan will be created as described in Section 2.3.11 below.
Phase 4	Final draft Report and Concept Plan for Feasibility study	Final Draft Feasibility Study Report and Concept Plan including all applicable studies and scoping reports such as Environmental Scoping, Infrastructure Services Scoping, Geotechnical Scoping Report and Traffic Analysis Report amongst others: X25 copies of Feasibility Report (hardcopy); X10 A0 colour copies of Feasibility Concept Plan (hardcopy) X1 CD containing electronic copy of Feasibility Report and Concept Plan, GIS files in ArcGIS format, AllyCAD (dxf;. dwg; drg or dr4) and as described in Section 2.3.11 below.
Phase 5	Buffalo City Metropolitan Municipality Council Decision	Buffalo City Metropolitan Municipality (BCMM) Council Resolution as described in Section 2.3.11 below.

### 2.3.11 PROJECT PHASING

This section outlines the anticipated activities that the project will consist of per phase:

#### **Phase 1: Project Initiation and finalisation of terms of reference**

The project will be initiated through the appointment of Service Providers, agreement and finalisation of the terms of reference and Inception Report, the establishment of the technical project committee.

**Phase 2: Development Perspective**

All opportunities, constraints and problems relating to the study area will have to be identified including any policy gaps. The status quo of the area to be developed must be explained, providing reports on the availability of bulk engineering services, environmental, traffic & geological implications. As part of the development perspective a report on how the application will be undertaken providing clear details of the application.

**Phase 3: Formulation of a Concept plan and a layout**

A concept plan will be created, linked to goals and objectives for development within the study area. The concept will be based on principles and guidelines for development within the study area, based on the outcomes to be achieved. The potential residential and associated land use yield must be indicated including different typology options and their potential yield.

**Phase 4: Formulation of Draft Report and Submission to Council for Approval**

Final Draft Feasibility Study Report and Concept Plan: X25 copies of Feasibility Report (hardcopy); X10 A0 colour copies of Feasibility Concept Plan (hardcopy) X1 CD containing electronic copy of Feasibility Report and Concept Plan, GIS files in ArcGIS format, AllyCAD (dxf; dwg; drg or dr4) and all applicable studies and scoping reports including Environmental Scoping, Infrastructure Services Scoping, Geotechnical Scoping Report and Traffic Analysis Report amongst others.

**Phase 5:**

The Buffalo City Metropolitan Municipality Council Resolution to be provided.

**2.3.12 ORGANISATION OF WORK****2.3.12.1 Organisational structure and management of the project**

The contact person regarding the daily activities and implementation of the project will be the Manager: Settlement Planning who will report via the Senior Manager: City & Regional Planning, to the BCMM Administration and the Portfolio Councillor for Spatial Planning & Development.

## Technical Task Team

A **Technical Task Team** will manage the technical aspects of the project. The task team will discuss the findings, proposals and recommendations and meet on a monthly basis or as often as required and determined by the Technical Task Team. It is proposed that representation on the Technical Task Team will be as follows:

- City & Regional Planning Division
- Property Management Department
- Transport and Planning Operations Dept.
- Finance Department.
- Economic & Development Agency's
- Infrastructure Services
- Human Settlement Directorate
- Geomatics Division
- Integrated Environmental Management Programme
- Consultant Team
- Any other representative, as determined by the needs of the Technical Task Team.

### 2.3.12.2 Consultant Team Composition

The composition of the Bidder's Team must have the following expertise, technical capacity and resources to undertake the project:

- *Professional Civil Engineer registered with ECSA*
- *Professional Traffic Engineer registered with ECSA*
- *Professional Environmental Scientist registered with the South African Council for Natural Scientific Professions (SACNASP)*
- *GIS Practitioner registered with PLATO as a Geomatics Professional*
- *Professional Geologist registered with South African Council of Natural Scientific Professions (SACNASP)*
- *Professional Land Surveyor / Geomatics Professional registered with South African Geomatics Council (SAGC)*

### 2.3.13 Project Activities

The following activities need to be undertaken by the service provider:

- Conduct site visits;
- Consult with the various departments regarding their respective plans and activities in the Study area;
- Investigation into the existing planning proposals, current projects and planning initiatives in the area;

- Consult with relevant regulatory authorities;
- Preparation of base maps;
- Prepare draft concept layout plans;
- Prepare and submit a report to Council.

#### **2.3.14 Project time frames**

It is anticipated that the duration of this project will be **± 6 months** which excludes the submission to Council for approval. The Project Programme must also include a Gantt Chart with clear timeframes and budgets. It is also important to note that those activities / tasks, which can run parallel, must be done simultaneously, in order for the project to be completed in the shortest possible time.

#### **2.3.15 Reporting**

The consultant will be required to prepare the following general reports:

- An Inception Report must be submitted to the Acting Manager: Settlement Planning after three weeks from the date of the letter of appointment. This first report shall include a detailed work plan and a refined budget utilisation.
  - It is to be noted that the final payment will be 10% of the total bid and will only be payable once the competent authority has made its determination.
- Monthly written summary reports to the Acting Manager: Settlement Planning on progress made, plans for the next phase, constraints and challenges in relation to the project. The reports shall be structured so that the progress and achievements within the project are clearly detailed. Pertinent observations and recommendations should be dealt with in the same manner.
- The Consultant shall on request be prepared to make verbal presentations and participate in workshops related to his/her service contract with BCMM.
- Feasibility report including the draft concept layout plans with the potential yield of erven that can be developed.

Other related matters include inter alia:

- Special reports on topical issues as might be required from time to time.
- The Consultant shall on request be prepared to make verbal presentations.
- All outputs must be forwarded to the Project Manager in advance of meetings.

#### **2.3.16 Services to be provided by BCMM**

BCMM will provide the consultant with:

- Access to all relevant personnel for interviews and assist in arranging meetings with departments, etc.;

- Access to Supporting documents and the National Upgrading Support Program Policy & Strategy for Amalinda Forest, 2015;
- BCMM Spatial Development Framework, BCMM Urban Edge Report,
- Informal Settlements Upgrading Policy and Strategy, 2014
- Reviews and comments on consultant's reports;
- Monitoring and evaluation of the study and the design of the implementation programme for the project.

### **2.3.17 Requirements from Service Provider**

This Bid Specification calls for a suitably qualified and experienced Service Provider(s) to act as the project manager and to undertake the preparation of the **CAMBRIDGE LOCATION INFORMAL SETTLEMENT FEASIBILITY STUDY**.

The Bidder is required to submit a proposal outlining the proposed **methodology, activities, phasing, time frames, composition of the Service Provider team, budget and the anticipated outputs** for undertaking the project as outlined in this Terms of Reference.

To ensure the expedition of the project implementation it is proposed that some activities run concurrently. It is therefore recommended that the professional appointed for the **CAMBRIDGE LOCATION INFORMAL SETTLEMENT FEASIBILITY STUDY**, also act as the overall Project Manager.

### **2.3.18 GIS Standards and Specifications**

Service Providers are to supply all GIS data and mapping as per the standards described in **Annexure B**

LOCALITY PLAN



## BCMM GIS DATA SPECIFICATIONS

### 1.0 Format of spatial data submitted to BCMM

All spatial data gathered, produced or acquired by BCMM, or for BCMM by any third party, should conform to formats and standards prescribed by the GIS Unit. All spatial data should comply with the following conditions:

- Software requirements would be a minimum of ArcGis 9.1;
- Spatial data should be saved in ESRI supported spatial formats Geo-databases with attribute fields in attribute tables discussed with City Planning prior to populating it.
- Data should have fully defined coordinate reference systems readable by ESRI software (prj file for shapefiles, for example). If this is not possible, the coordinate reference system should be fully defined in the metadata supplied with the data.
- The spatial reference system to be used should preferably be “un-projected” i.e. a geographic coordinate system based on the Hartebeesthoek 94 datum. If this is not possible, data should be projected to the “Buffalo City Projection”. This is a Transverse Mercator projection with the central meridian being 27 degrees east and based on the Hartebeesthoek 94 datum. Exact details in ESRI format:
  - Projection: Transverse\_Mercator
  - False\_Easting: 0.000000
  - False\_Northing: 0.000000
  - Central\_Meridian: 27.000000
  - Scale\_Factor: 1.000000
  - Latitude\_Of\_Origin: 0.000000
  - Linear Unit: Meter (1.000000)
  - Geographic Coordinate System: GCS\_Hartebeesthoek\_1994
  - Angular Unit: Degree (0.017453292519943299)
  - Prime Meridian: Greenwich (0.000000000000000000)
  - Datum: D\_Hartebeesthoek\_1994
  - Spheroid: WGS\_1984
  - Semimajor Axis: 6378137.000000000000000000

- The use of CAD file formats as a data sharing/ transferring format is discouraged, especially since most CAD packages now have the ability to create ESRI shapefiles, which is the preferred format.
- Consistency and continuity in terms of symbology and labelling are regarded as important since BCMM is striving towards a standardized system of symbolizing and labelling. This is critical for overlaying and comparative analyses purposes.
- For the purpose of this SDF Review one continuous layer for geocoding is required, eg. as lines, points and polygons.

All spatial data should be accompanied with relevant metadata as detailed below.

## **2.0 Metadata**

In order to comply with the Spatial Data Infrastructure Act (Act 54 of 2003), all spatial data for which BCMM is deemed to be the custodian, must have metadata. Capturing/publishing of metadata must also be included in the manual on functions as described in section 14 of the Promotion of Access to Information Act. 2000 (Act No. 2 of 2000).

All spatial data in the Corporate GIS will therefore describe the following metadata elements:

- The date when the data was captured or created
- The time period that this data is relevant to (in case the data is historical or depicts a temporary state)
- Who should be credited with the creation of the data (this could be the author, source, copyright holder, creator or custodian)
- The applicability or purpose i.e. what this data can or should be used for
- The accuracy - spatial accuracy/resolution or largest scale that the data should be used at
- The contact details of the author/custodian
- The distribution rights, for example: details of the copyright owner (if any), specifics of any license agreement relating to the data, indication if the data can be freely distributed.

## **3.0 Data disclaimers**

The service provider (on behalf of BCMM) will include a spatial data disclaimer, along with metadata as prescribed by the Spatial Data Infrastructure Act, whenever sharing spatial data with any other entity or person. The data will be accompanied by a standard letter obtained



from the GIS Unit describing the data, copyrights, permissions and a disclaimer. The disclaimer will read as follows:

*1) The data extraction was done on ...(current date)... and the data is current as at the date of extraction or sourcing.*

*2) The data and information supplied remains the sole property of Buffalo City Municipality and any unauthorized alteration; modification; propaganda; and/or use for gain or otherwise is strictly prohibited.*

#### **4.0 Database design**

A draft database design should be submitted in Microsoft Word or Microsoft Visio or as a file geodatabase created with ESRI software. In this draft database design, the relevant service provider should:

- list the field names,
- list the field types,
- identify/specify domains (use the domains in the look-up table),
- list domain codes to be utilized (use land use codes available from City Planning),
- identify subtypes,
- list subtype codes to be utilized,
- list default values,
- define field lengths,
- include the full field name in the field alias, if a fieldname is abbreviated
- not use spaces in field names (use underscores instead).

The data naming conventions should also adhere to the requirements of BCMM as outlined below:

<b>Database Conventions</b>	<b>Naming</b>	<b>Department</b>
am		Amenities
arch		Architecture
bil		Billing
cem		Cemetery
coo		Human Settlement
cp		City & Regional Planning

cs	Community Services
dm	Disaster Management
ecbcp	Eastern Cape Biodiversity Conservation Plan – 2007
elec	Electricity
emf	Environmental Management Framework
env	Environmental
fin	Finance
fs	Fire Services
gv	General Valuations
hlth	Health Services
hs	Housing
ict	Information and Communication Technology
idp	Integrated Development Planning
kms	Knowledge Management
la	Property Management Department
led	Local Economic Development
ls	Geomatics
mb	Municipal Biodiversity
pmu	Project Management Implementation
pp	Public Participation
pp	Public Participation
rds	Roads Department
rts	Rates
sanbi	South African National Biodiversity Institute
sc	Scientific Services
stw	Storm Water
surv	Survey
te	Traffic Engineering

tp	Transport Planning
trf	Traffic and Law Enforcement
vw	IEWS (Spatial Views prefix)
wa	Water
ww	Waste Water

## 5.0 Project sign off process

In line with the provisions described above, it should be noted that any project with a spatial component should follow a prescribed process to ensure that quality spatial data is produced and delivered to BCMM.

Spatial data quality assurance is a stipulation in standard BCMM procurement policy/contractual conditions. Any spatial data produced/used/delivered during any project with a spatial component must comply with the policy requirements laid out in the BCMM GIS Operational Policy.

Payments (final or phased) for a contract/project will be withheld until quality assurance has been performed and the quality of the spatial data found to be adequate. These requirements should be met before a project is finally “signed off” and deemed complete.

-END-