



MANKAYANE TOWN BOARD

**PROPOSAL NUMBER: MTB TENDER NO 01 OF 2018/2019
REQUEST FOR PROPOSALS FOR CONSULTANTS SERVICES FOR THE
PREPARATION OF A GENERAL VALUATION ROLL**

Mankayane Town Board
Government Offices Complex
P.O BOX 388
Mankayane
M206
Tel/Fax: 25388001



04 MAY 2018

MANKAYANE TOWN BOARD

ADVERTISEMENT

REQUEST FOR PROPOSALS(RFP)

PREPARATION OF 2018/2019 GENERAL VALUATION ROLL

1. Proposals are hereby invited from suitable and reputable Property Valuer registered in the list of approved Property Valuers with the Ministry of Housing and Urban Development.
2. Request for Proposal documents are obtainable from Friday 7th May 2018 during office working hours (08:00hrs and 16:45 hrs.), at the physical address; **Mankayane Town Board offices, Government Office Complex, Opposite Hospital road** upon payment of a non-refundable fee of E350.00. Copies of the RFP documents can also be downloaded from the SPPRA website at www.sppra.co.sz as from the 7th May 2018.
3. Completed RFP documents signed and sealed marked "**Technical Proposal -RFP No. 01 of 2018/2019 and Financial Proposal -RFP No.01 of 2018/2019 must submitted on 7th June 2018.**" The two envelopes must be enclosed in a sealed outer envelope, which shall be marked: **Request for Proposal: Preparation of the General Valuation Roll for Mankayane Town Board, RFP No.01 of 2018/2019 -Do not open**

The Town Clerk

Mankayane Town Board

P. O. Box 388

Mankayane

4. The following attachments should accompany the tender document, **Certified copy of a valid Trading Licence, Certified copy of a valid Tax Clearance Certificate, Certified copy of an official statement of the Directors and alternative directors (i.e. Form 'J') or owner/s in the case of unincorporated persons, Certified copy of an official statement of the annual summary of share capital and shares (i.e. Form 'C' or equivalent) for incorporated persons; and Certified copy of Labour Compliant Certificate (if Valuation Firm is an employer), Original receipt of RFP purchase**



Request For Proposals

The Board does not bind itself to accept the lowest or any tender.

No late or telegraphic tenders will be considered.

WANDILE D. THWALA
TOWN CLERK



SECTION 1

INSTRUCTIONS TO CONSULTANTS

DEFINITIONS

- (a) "Client" means the agency with which the selected Consultant signs the Contract for the Services
- (b) "Consultant" means any entity or person that may provide or provides the Services to the Client under the Contract
- (c) "Contract" means the Contract signed by the Parties and all the attached documents that is the General Conditions (GCC), the Special Conditions (SCC), and the Appendices
- (d) "Data Sheet" means such part of the Instructions to Consultants used to reflect specific assignment conditions
- (e) "Day" means calendar day
- (f) "Government" means the government of Swaziland
- (g) "Instructions to Consultants" means the document which provides Consultants with all information needed to prepare their Proposals
- (h) "LOI" (Section 1 of the RFP) means the Letter of Invitation being sent by the Client to the Consultants
- (i) "Personnel" means professionals and support staff provided by the Consultant or by any Sub-Consultant and assigned to perform the Services or any part thereof; "Foreign Personnel" means such professionals and support staff who at the time of being so provided had their domicile outside Swaziland; "Local Personnel" means such professionals and support staff who at the time of being so provided had their domicile inside Swaziland
- (j) "Proposal" means the Technical Proposal and the Financial Proposal

- (k) "RFP" means this Request For Proposals
- (l) "Services" means the work to be performed by the Consultant pursuant to the Contract
- (m) "Sub-Consultant" means any person or entity with whom the Consultant subcontracts any part of the Services
- (n) "Terms of Reference" (TOR) means the document included in the RFP which explains the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the Consultant, and expected results and deliverables of the assignment.

1. Introduction

- 1.1 The Client named in the Data Sheet will select a consulting firm/organization (the Consultant) in accordance with the method of selection specified in the Data Sheet.
- 1.2 Consultants are invited to submit a Technical Proposal and a Financial Proposal for consulting services required for the assignment named in the Data Sheet. The Proposal will be the basis for contract negotiations and ultimately for a signed Contract with the selected Consultant.
- 1.3 Consultants should familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the assignment and local conditions, Consultants are encouraged to visit the Client before submitting a proposal and to attend a pre-proposal conference if one is specified in the Data Sheet. Attending the pre-proposal conference is optional.

Consultants should contact the Client's representative named in the Data Sheet to arrange for their visit or to obtain additional information on the pre-proposal conference. Consultants should ensure that these officials are advised of the visit in adequate time to allow them to make appropriate arrangements.
- 1.4 The Client will timely provide at no cost to the Consultants the inputs and

facilities specified in the Data Sheet, assist the firm in obtaining licenses and permits needed to carry out the services, and make available relevant project data and reports.

- 1.5 Consultants shall bear all costs associated with the preparation and submission of their proposals and contract negotiation. The Client is not bound to accept any proposal, and reserves the right to annul the selection process at any time prior to Contract award, without thereby incurring any liability to the Consultants.

2. Conflict of Interest

- 2.1 Consultants are required to provide professional, objective, and impartial advice and at all times hold the Client's interests paramount, strictly avoid conflicts with other assignments or their own corporate interests and act without any consideration for future work.

- 2.2 Without limitation on the generality of the foregoing, Consultants, and any of their affiliates, shall be considered to have a conflict of interest and shall not be recruited, under any of the circumstances set forth below:

(i) A firm that has been engaged by the Client to provide goods, works or services other than consulting services for a project, and any of its affiliates, shall be disqualified from providing consulting services related to those goods, works or services. Conversely, a firm hired to provide consulting services for the preparation or implementation of a project, and any of its affiliates, shall be disqualified from subsequently providing goods or works or services other than consulting services resulting from or directly related to the firm's consulting services for such preparation or implementation.

For the purpose of this paragraph, services other than consulting services are defined as those leading to a measurable physical output, for example surveys, exploratory drilling, aerial photography, and satellite imagery.

(ii) A Consultant (including its Personnel and Sub-Consultants) or any of its affiliates shall not be hired for any assignment that, by its nature, may be in conflict with another assignment of the Consultant to be executed for the



same or for another Client. For example, a Consultant hired to prepare engineering design for an infrastructure project shall not be engaged to prepare an independent environmental assessment for the same project, and a Consultant assisting a Client in the privatization of public assets shall not purchase, nor advise purchasers of such assets. Similarly, a Consultant hired to prepare Terms of Reference for an assignment should not be hired for the assignment in question.

(iii) A Consultant (including its Personnel and Sub-Consultants) that has a business or family relationship with a member of the Client's staff who is directly or indirectly involved in any part of (i) the preparation of the Terms of Reference of the assignment, (ii) the selection process for such assignment, or (iii) supervision of the Contract, may not be awarded a Contract.

2.3 Consultants have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of their Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Consultant or the termination of its Contract.

3. Association

3.1 If a shortlisted Consultant could derive a competitive advantage from having provided consulting services related to the assignment in question, the Client shall make available to all shortlisted Consultants together with this RFP all information that would in that respect give such Consultant any competitive advantage over competing Consultants.

4. Commissions

4.1 Consultants shall furnish information on commissions and gratuities, if any, paid or to be paid to agents relating to this proposal and during execution of the assignment if the Consultant is awarded the Contract, as requested in the Financial Proposal submission form

5. One Proposal

5.1 Shortlisted Consultants may only submit one proposal. If a Consultant submits or participates in more than one proposal, such proposals shall be disqualified.

However, this does not limit the participation of the same Sub-Consultant, including individual experts, to more than one proposal.

6. Validity

- 6.1 The Data Sheet indicates how long Consultants' Proposals must remain valid after the submission date. During this period, Consultants shall maintain the availability of Professional staff nominated in the Proposal. The Client will make its best effort to complete negotiations within this period. Should the need arise; however, the Client may request Consultants to extend the validity period of their proposals.

Consultants who agree to such extension shall confirm that they maintain the availability of the Professional staff nominated in the Proposal, or in their confirmation of extension of validity of the Proposal, Consultants could submit new staff in replacement, who would be considered in the final evaluation for contract award. Consultants who do not agree have the right to refuse to extend the validity of their Proposals.

7. Clarification and Amendment of RFP Documents

- 7.1 Consultants may request a clarification of any of the RFP documents up to the number of days indicated in the Data Sheet before the proposal submission date. Any request for clarification must be sent in writing, or by standard electronic means to the Client's address indicated in the Data Sheet. The Client will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all Consultants. Should the Client deem it necessary to amend the RFP as a result of a clarification, it shall do so following the procedure detailed below.
- 7.2 At any time before the submission of Proposals, the Client may amend the RFP by issuing an addendum in writing or by standard electronic means. The addendum shall be sent to all Consultants and will be binding on them. Consultants shall acknowledge receipt of all amendments. To give Consultants

reasonable time in which to take an amendment into account in their Proposals the Client may, if the amendment is substantial, extend the deadline for the submission of Proposals.

8. Preparation of Proposals

8.1 The Proposal, as well as all related correspondence exchanged by the Consultants and the Client, shall be written in the English language.

8.2 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

8.3 While preparing the Technical Proposal, Consultants must give particular attention to the following:

8.4 In preparing their Proposal, Consultants are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

8.5 While preparing the Technical Proposal, Consultants must also give particular attention to the following:

(a) The estimated number of Professional staff-months for executing the assignment shall be shown in the Data Sheet, the Proposal shall be based on the number of Professional staff-months estimated by the Consultants.

(b) Alternative professional staff shall not be proposed, and only one Curriculum Vitae (CV) may be submitted for each position.

9. Preparation of the Technical Proposal

9.1 As required in Form TECH-2, Part C, the following documents must be attached to the Technical Proposal as Appendices:

- Certified copy of a relevant Trading Licence, or equivalent for foreign consultants;
- Certified copy of a relevant Tax Clearance Certificate, or equivalent for foreign consultants;
- Certified copy of current Certificate of Company Registration, or

equivalent for foreign consultants;

- Certified copy of an official statement of the Directors, alternative directors, managers and auditors of the company (Form 'J' or equivalent);
- Certified copy of an official statement of the annual summary of shares capital and shares (Form 'C' or equivalent); and
- Police Clearance for company directors
- Certified copy of the Labour Compliant Certificate.

9.2 Consultants are required to submit a Full Technical Proposal The Technical Proposal shall provide the information indicated in the following paras from (a) to (g) using the attached Standard Forms:

(a) For the Technical Proposal, evidence of the Consultant's financial standing must be provided in the form of certified copies of financial statements and banking details, as stated in Form TECH-2, Part A, followed by a brief description of the Consultants' organization and an outline of the Consultant's recent experience of a similar nature as required in Form TECH-2, Part B and C. For each assignment, the outline should indicate the names of Sub-Consultants/ Professional staff who participated, duration of the assignment, contract amount, and Consultant's involvement. Information should be provided only for those assignments for which the Consultant was legally contracted by the Client as a corporation or as one of the major firms within a joint venture. Assignments completed by individual Professional staff working privately or through other consulting firms cannot be claimed as the experience of the Consultant, or that of the Consultant's associates, but can be claimed by the Professional staff themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Client.

(b) Form TECH-2 (C) request that the consultant include certified copies of: trading licence, tax clearance certificate, form 'J' and form 'C', or for foreign consultants similar documents.

(c) Comments and suggestions on the Terms of Reference including workable suggestions that could improve the quality/ effectiveness of the assignment; and on requirements for counterpart staff and facilities including: administrative support, office space, local transportation, equipment, data, etc. to be provided by the Client (Form TECH-3).

(d) A description of the approach, methodology and work plan for performing the assignment covering the following subjects: technical approach and methodology, work plan, and organization and staffing schedule. Guidance on the content of this section of the Technical Proposals is provided under Form TECH-4. The work plan should be consistent with the Work Schedule (Form TECH-8) which will show in the form of a bar chart the timing proposed for each activity.

(e) The list of the proposed Professional staff team by area of expertise, the position that would be assigned to each staff team member, and their tasks (Form TECH-5).

(f) Estimates of the staff input (staff-months of foreign and local professionals) needed to carry out the assignment (Form TECH-7). The staff-months input should be indicated separately for home office and field activities, and for foreign and local Professional staff.

(g) CVs of the Professional staff signed by the staff themselves or by the authorized representative of the Professional Staff (Form TECH-6).

(h) A detailed description of the proposed methodology and staffing for training, if the Data Sheet specifies training as a specific component of the assignment.

(i) Declaration of Eligibility (Form TECH-9) all Consultants must meet the following criteria, to be eligible to participate in public procurement

9.3 The Technical Proposal shall not include any financial information. A Technical Proposal, which contains financial information, may be declared non responsive.

10. Preparation of the Financial Proposal

- 10.1 The Financial Proposal shall be prepared using the attached Standard Forms. It shall list all costs associated with the assignment, including (a) remuneration for staff (foreign and local, in the field and at the Consultants' home office), and (b) reimbursable expenses. If appropriate, these costs should be broken down by activity and, if appropriate, into foreign and local expenditures.
- 10.2 All activities and items described in the Technical Proposal must be priced separately; activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items.
- 10.3 The Consultant shall be subject to local taxes (such as: value added or sales tax, social charges or income taxes on non-resident Foreign Personnel, duties, fees, levies) on amounts payable by the Client under the Contract.
- 10.4 Consultants must express the price of their services in Emalangeni unless otherwise specified in the Data Sheet. Commissions and gratuities, if any, paid or to be paid by Consultants and related to the assignment will be listed in the Financial Proposal Form FIN-1

11. Packing And Submission of Proposal

- 11.1 The original proposal (Technical Proposal and Financial Proposal; shall contain no interlineations or overwriting, except as necessary to correct errors made by the Consultants themselves. The person who signed the proposal must initial such corrections. Submission letters for both Technical and Financial Proposals should respectively be in the format of TECH-1 and FIN-1
- 11.2 An authorized representative of the Consultants shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been dully authorized to sign. The signed Technical and Financial Proposals shall be marked "Original".
- 11.3 The Technical Proposal shall be marked "Original" or "Copy" as appropriate. The Technical Proposals shall be sent to the addresses referred to in para 12.1

and in the number of copies indicated in the Data Sheet. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.

- 11.4 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked "Technical Proposal" Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked "Financial Proposal" followed by the Tender Number and the name of the assignment, and with a warning "Do Not Open With The Technical Proposal."

The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed.

This outer envelope shall bear the submission address and reference number and be clearly marked "Do Not Open before [insert the time and date of the submission deadline indicated in the Data Sheet]". The Client shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection.

If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.

12. Latest Date for Submission

- 12.1 The Proposals must be sent to the address/addresses indicated in the Data Sheet and received by the Client no later than the date and time indicated in the Data Sheet or any extension to this date. Any proposal received by the Client after the deadline for submission shall be returned unopened.

13. Opening of Technical Proposals

- 13.1 The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored.

- 13.2 From the time the Proposals are opened to the time the Contract is awarded, the Consultants should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by Consultants to influence the Client in the examination, evaluation, ranking of Proposals, and recommendation for award of Contract may result in the rejection of the Consultants' Proposal.

Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

14. Evaluation of the Technical Proposals

- 14.1 The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score (St).

A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP, and particularly the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Data Sheet.

- 14.2 After the technical evaluation is completed and the Tender Board has provided its approval, the Client shall inform the Consultants who have submitted proposals the technical scores obtained by their Technical Proposals, and shall notify those Consultants whose Proposals did not meet the minimum qualifying mark or were considered non responsive to the RFP and TOR, that their Financial Proposals will be returned unopened after completing the selection process.

- 14.3. The Client shall simultaneously notify in writing Consultants that have secured the minimum qualifying mark, the date, time and location for opening the Financial Proposals. The opening date should allow Consultants sufficient time to make arrangements for attending the opening. Consultants' attendance at the opening of Financial Proposals is optional.

15. Opening of Financial Proposals

- 15.1 Financial Proposals shall be opened publicly in the presence of the Consultants'

representatives who choose to attend. The name of the Consultants and the technical scores of the Consultants shall be read aloud. The Financial Proposal of the Consultants who met the minimum qualifying mark will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded. A Copy of the record shall be sent to all Consultants who request it.

16. Evaluation of Financial Proposals

16.1 The Evaluation Committee will correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail. Activities and items described in the Technical Proposal but not priced, shall be assumed to be included in the prices of other activities or items. In case an activity or line item is quantified in the Financial Proposal differently from the Technical Proposal, no corrections are applied to the Financial Proposal in this respect.

16.2 The Evaluation Committee will convert prices in various currencies to the single currency specified in the Data Sheet. The official selling rates used, provided by the source indicated in the Data Sheet, will be those in effect on the date indicated in the Data Sheet. The evaluation shall exclude those taxes, duties, fees, levies, and other charges imposed under the applicable law; and to be applied to foreign and non-permanent resident consultants (and to be paid under the contract, unless the consultant is exempted)

17. Evaluation (Least Cost)

17.1 The Consultant, whose technical proposal has achieved the minimum qualifying mark and whose financial proposal is the lowest, will be invited for Negotiations.

18. Evaluation of Quality Cost based Proposals

18.1 The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as indicated in the Data Sheet. Proposals will be ranked according to their combined technical (St) and financial (Sf)



scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) indicated in the Data Sheet: $S = S_t \times T\% + S_f \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.

19. Place and Time for Negotiations

19.1 Negotiations will be held at the date and address indicated in the Data Sheet. The invited Consultant will, as a pre-requisite for attendance at the negotiations, confirm availability of all Professional staff. Failure in satisfying such requirements may result in the Client proceeding to negotiate with the next-ranked Consultant. Representatives conducting negotiations on behalf of the Consultant must have written authority to negotiate and conclude a Contract.

20. Technical Negotiations

20.1 Negotiations will include a discussion of the Technical Proposal, the proposed technical approach and methodology, work plan, and organization and staffing, and any suggestions made by the Consultant to improve the Terms of Reference. The Client and the Consultants will finalize the Terms of Reference, staffing schedule, work schedule, logistics, and reporting. These documents will then be incorporated in the Contract as "Description of Services". Special attention will be paid to clearly defining the inputs and facilities required from the Client to ensure satisfactory implementation of the assignment. The Client shall prepare minutes of negotiations which will be signed by the Client and the Consultant.

21. Financial Negotiations

21.1 If applicable, it is the responsibility of the Consultant, before starting financial negotiations, to contact the local tax authorities to determine the local tax amount to be paid by the Consultant under the Contract. The financial negotiations will include a clarification (if any) of the firm's tax liability in the Client's country, and the manner in which it will be reflected in the Contract; and will reflect the agreed technical modifications in the cost of the services. Unless there are exceptional reasons, the financial negotiations will involve

neither the remuneration rates for staff nor other proposed unit rates.

- 21.2 Having selected the Consultant on the basis of, among other things, an evaluation of proposed Professional staff, the Client expects to negotiate a Contract on the basis of the Professional staff named in the Proposal. Before contract negotiations, the Client will require assurances that the Professional staff will be actually available.

The Client will not consider substitutions during contract negotiations unless both parties agree that undue delay in the selection process makes such substitution unavoidable or for reasons such as death or medical incapacity. If this is not the case and if it is established that Professional staff were offered in the proposal without confirming their availability, the Consultant may be disqualified. Any proposed substitute shall have equivalent or better qualifications and experience than the original candidate and be submitted by the Consultant within the period of time specified in the letter of invitation to negotiate.

- 21.3 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Consultant will initial the agreed Contract. If negotiations fail, the Client will invite the Consultant whose Proposal received the second highest score to negotiate a Contract.

- 21.4 After completing negotiations the Client shall award the Contract to the selected Consultant, and promptly notify all Consultants who have submitted proposals. After Contract signature, the Client shall return the unopened Financial Proposals to the unsuccessful Consultants.

- 21.5 Information relating to evaluation of Proposals and recommendations concerning awards shall not be disclosed to the Consultants who submitted the Proposals or to other persons not officially concerned with the process, until the publication of the award of Contract.

22. Commence of Assignment

- 22.1 The Consultant is expected to commence the assignment on the date and at the location specified in the Data Sheet.

23. Corrupt, collusive, fraudulent or coercive practices

23.1 Consultants should be aware that a consultant who engages in corrupt, collusive, fraudulent or coercive practices will have their proposals rejected and may further be subject to the prosecution under the laws of Swaziland.

“Corrupt practice” means the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence the action of a public officer in the procurement process or in contract execution;

“Collusive” practices means a scheme or arrangement between two or more consultants, with or without the knowledge of the procuring entity, designed to establish tender prices at artificial, non-competitive levels;

“Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;

“Coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property, to influence their participation in a procurement process or affect the execution of a contract.

INSTRUCTIONS TO CONSULTANTS

Proposal Data Sheet

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| Paragraph reference | |
| 1.1 | Name of the Local Authority: Mankayane Town Board Method of selection: Quality & Cost-based Selection (QCBS |
| 1.2 | Validity Proposals must remain valid for 90 (ninety) days after the submission date. |
| 1.3 | Clarification and Amendment of RFP Documents Clarifications may be requested in writing (email only), 10 days before the submission. The request for requesting clarification is: townclerk@mankayane.org |
| 1.4 | Preparation of the Technical Proposal The following documents shall be included as appendices to the Technical proposal if is tendering as required in Form Tech-6 (In case of Joint Venture each member must provide the following documents: <ul style="list-style-type: none"> • Certified copy of a valid Trading Licence; • Certified copy of a valid Tax Clearance Certificate; • Certified copy of an official statement of the Directors and alternative directors (i.e. Form 'J') or owner/s in the case of unincorporated persons; • Certified copy of an official statement of the annual summary of share capital and shares (i.e. Form 'C' or equivalent) for incorporated persons; and • Certified copy of Labour Compliant Certificate (if Valuation |

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| | <p>Firm is an employer).</p> <ul style="list-style-type: none"> • Directors' / Partners' police clearances. • Original receipt of RFP purchase |
| 1.5 | Preparation of the Financial Proposal |
| | <p>Taxes: All Valuation firm(s) must take note that a withholding tax of 10% on Swazi resident companies/contractors unless the Local Authority/contractor has a tax exemption certificate from the Commissioner of Taxes (Refer to Income Tax Order No. 21 of 1975 as amended) Information on taxes may be obtained from the following: The Commissioner General P.O. Box 186 Mbabane Swaziland Tel. +268 2406 4050 (contact centre)</p> |
| 1.6 | Packing and Submission of the Proposal |
| | <p>The Valuation firms must submit One (1) original and Three (3) copies of the Technical Proposal, and One (1) original and Three (3) copies of the Financial Proposal</p> |
| | <p>The proposal shall consist of a Technical Proposal and a Financial Proposal, which shall be in separate sealed envelopes marked "Technical Proposal – No. 1 OF 2018/2019" and Name of Valuation Firm and "Financial Proposal - No. 1 OF 2018/2019", and Name of Valuation Firm respectively. The two envelopes must be enclosed in a sealed outer envelope, which shall be marked: "Request for Proposal: PREPARATION OF MANKAYANE TOWN BOARD GENERAL VALUATION ROLL – No. 1 OF 2018/2019- Do Not Open before 12:00 noon (Swaziland time) on the 7th June 2018" and addressed to: The Town Clerk /CEO Mankayane Town Board P.O. Box 388 Mankayane Failure to mark the envelope clearly and accurately may result in rejection of the application. The Proposal should be deposited in the RFP Box situated at Mankayane Town Board, Reception, Mankayane at the latest by 12:00noon (Swaziland time) on the 7th June 2018. Late applications will not be considered☐</p> |

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| 1.7 | Evaluation of the Technical Proposals |
| | Criteria, sub-criteria and point system for the evaluation of Full Technical Proposals are: |
| | <p>Criteria Point Profile and experience of the Firm (at least 3 relevant projects) 20 Response to the Terms of Reference:</p> <ul style="list-style-type: none"> i) Methodology ii) Work plan iii) Project Completion Schedule <p>50 Qualifications of the proposed team, including the team leader:</p> <ul style="list-style-type: none"> i) Team Leader Qualifications (at least Bsc in Land Economy degree) ii) Team Leader experience (at least 7-10 years relevant experience) iii) Relevant experience in the SADC region <p>30 Total points 100</p> |
| | The price/cost of each of the technically compliant proposals shall be considered only after evaluation of the above technical criteria |
| | The minimum Technical Score (St) required to pass is: 70 (seventy) % |
| 1.8 | Evaluation of the Financial Proposals |
| | <p>Foreign currency rate will be converted to Lilangeni (SZL) at the official selling rate published by the Central Bank of Swaziland on the day of the latest submission date of the tender.</p> <p>Evaluation will take place in Lilangeni (SZL) only.</p> |
| 1.9 | Evaluation of Quality Cost Based Proposals |
| | <p>The lowest evaluated Financial Proposal (Fm) will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed as follows: $Sf = 100 \times Fm / F$, in which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration. Proposals will be ranked according to their combined technical (St) and financial (Sf)</p> |

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| | <p>scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated in the Data Sheet: $S = S_t \times T\% + S_f \times P\%$. The firm achieving the highest combined technical and financial score will be invited for negotiations. The weights given to the Technical and Financial Proposals are: T = 0.6 P = 0.4</p> |
| 1.10 | Modifications and Withdrawal of RFP |
| | <p>A Valuation Firm may modify or withdraw its RFP after submission, provided that written notice of the modification is received by the Mankayane Town Board prior to the deadline for its submission. A withdrawal notice may also be sent to townclerk@mankayane.org , but followed by a signed confirmation copy. A Valuation Firm's representative shall initial RFP changes or modifications in black ink.</p> <p>No RFP may be modified after the deadline for submission of RFPs. No RFP may be withdrawn in the interval between the deadline for submission of RFPs and the expiration of its validity</p> |
| 1.11 | Negotiations |
| | <p>Expected address for contract negotiations: Mankayane Town Board, P.O. Box 388 Mankayane</p> |
| 1.12 | Commencement of Assignment |
| | <p>The assignment is expected to commence on or before 4th July 2018 or immediately after contract award (subject to confirmation by the Local Authority).</p> |

SECTION 2

TECHNICAL PROPOSAL - STANDARD FORMS

Paragraph 9 of 'Instructions to Consultants' informs about, the format in which the Technical Proposal shall be submitted.

- TECH-1 Technical Proposal Submission Form

- TECH-2 Consultant's Organization, Experience and Financial Standing
 - A. Consultant's Financial Standing
 - B. Consultant's Organization
 - C. Consultant's Experience

- TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE CLIENT

- TECH-4 Description of the Approach, Methodology and Work Plan for Performing the Assignment

- TECH-5 Proposed Timelines

- TECH-6 Document's Comprising the Proposal (For Valuation Firm (S))
- TECH-7 Staffing Schedule

- TECH-8 Work Schedule

- TECH-9 Declaration of Eligibility

FORM TECH-1: TECHNICAL PROPOSAL SUBMISSION FORM

[>>>Location, Date>>>]

To: [>>>Name and address of Procuring Entity>>>]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [>>short description of what the Consultants are required to do>>] in accordance with your Request for Proposal dated [>>>Insert date>>>] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We are submitting our Proposal in association with: [>>Insert a list with full name and address of consultant or each associated consultant>>]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 6.1 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 22.1 of the Data Sheet.

We understand Mankayane Town Board is not bound to accept the lowest or any proposal.



We remain,

Yours sincerely,

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

[Stamp of the Firm]

FORM TECH-2 CONSULTANT’S ORGANIZATION AND EXPERIENCE

| | |
|---|--|
| 1. What is the size of the firm from which the Valuation would be performed? Please provide information on the number for each level of professional staff in the Valuation firm. | |
| 2. Please provide the number of Valuations performed annually by the Valuation firm. | |
| 3. What experience does the firm have in Local Authorities valuation? | |
| 4. What is the nature of the firm’s affiliation with its worldwide firm? If it has | |
| 5. What is the nature of the firm’s access to the worldwide firm’s knowledge base and other resources to support its work? | |
| 6. What arrangements does the Valuation firm have to ensure that if | |



Section 2: Technical Proposal – Standard Forms

| | |
|--|--|
| key personnel (partners, managers, Valuers in charge, specialist Valuers) proposed for the Valuation cannot be made available, must be substituted during the course of the engagement, that similarly qualified and experienced staff can be assigned in their place in a timely fashion? | |
| 7. Are there any legal actions or potential conflicts of interest that may impact the ability to provide the services to the Local Authority? | |
| 8. Can the Valuation firm provide references to support its proposal? Please state three recent references with contact persons and contact details | |
| | |



FORM TECH-3: COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE CLIENT

| | |
|---|--|
| 1. Please provide the organogram structure of the organization in relation to the team to be assigned for the services | |
| 2. Please provide the CVs of the proposed partners, managers, Valuators-in-charge and any specialist Valuators | |
| 3. Note the professional and academic qualifications, years of Valuation experience, recent professional development activities, experience with Valuation of Local Authorities. | |
| 4. What is the time allocation for the various proposed members of the professional team? Please provide a time breakdown by preparation of the Draft Valuation and Valuation court sittings. | |

Certification: I, the undersigned, certify that to the best of my knowledge and belief, these CVs correctly describes the, qualifications, and experience of the team to be assigned for the Valuation services. I understand that any wilful misstatement described herein may lead to the firm’s disqualification or dismissal, if engaged.

Date



**FORM TECH-4: DESCRIPTION OF APPROACH, METHODOLOGY AND WORK
PLAN FOR PERFORMING THE ASSIGNMENT**

[Technical approach, methodology and work plan are key components of the Technical Proposal. The presentation of the Technical Proposal can be up to (30 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,



FORM TECH-5: PROPOSED TIMELINES

| ACTIVITY | TIMEFRAME | START AND COMPLETION DATE |
|--|-----------|---------------------------|
| a) Consultant briefed by the Mankayane Town Board Management. | | |
| b) Consultant provides a schedule setting out the times for visits to Townships. | | |
| c) Issuance of inspection permits to the Consultant as per Section 14 of the Rating Act of 1995. | | |
| d) Consultant provides a list of all postal addresses of property owners in the new urban areas. | | |
| e) Consultant delivers the draft Valuation Roll to the Council. | | |



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| | | |
|--|--|--|
| f) Review of the Draft General Valuation Roll by the Council (maximum of 30 days). | | |
| g) Submission of amendments to Draft Roll. | | |
| h) Submission of Section 17 notices to the Council ready for posting to property owners. | | |
| i) Gazette Notice prepared and submitted by the Council. | | |
| j) Consultant's attendance of Valuation Court hearings (within 60 days of Gazette notice). | | |
| k) Revision of roll pursuant to court rulings. | | |
| l) Certification of the General Valuation Roll | | |
| m) Submission of working papers to the Town Board | | |



Section 2: Technical Proposal – Standard Forms

| | | |
|--|--|--|
| | | |
|--|--|--|



FORM TECH-6: DOCUMENTS COMPRISING THE PROPOSAL (FOR VALUATION FIRM (S))

The Technical Proposal must include the following documents:

- Signed Declaration of Eligibility (TECH-9 below);
- Certified copy of a valid Trading Licence;
- Certified copy of a valid Tax Clearance Certificate;
- Certified copy of an official statement of the Directors and alternative directors (i.e. Form 'J') or owner/s in the case of unincorporated persons;
- Certified copy of an official statement of the annual summary of share capital and shares (i.e. Form 'C' or equivalent) for incorporated persons
- Original Receipt of 350.00 for the RFP Document
- Certified copy of Labour Compliant Certificate (if Valuation Firm is an employer).
- A copy of approved registration notice with the Ministry of Housing & Urban Development.



FORM TECH-7: STAFFING SCHEDULE¹

| N° | Name of Staff | Staff input (in the form of a bar chart) ² | | | | | | | | | | | | | Total staff-month input | | | | |
|-----------------|---------------|---|---|---|---|---|---|---|---|---|----|----|----|---|-------------------------|--------------------|-------|--|--|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | n | Home | Field ³ | Total | | |
| Foreign | | | | | | | | | | | | | | | | | | | |
| 1 | | [Home] | | | | | | | | | | | | | | | | | |
| | | [Field] | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| n | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |
| Subtotal | | | | | | | | | | | | | | | | | | | |
| Local | | | | | | | | | | | | | | | | | | | |
| 1 | | [Home] | | | | | | | | | | | | | | | | | |
| | | [Field] | | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | |



Section 2: Technical Proposal – Standard Forms

- 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: draft report), and other benchmarks such as Client approvals.
- 2 Duration of activities shall be indicated in the form of a bar chart.



FORM TECH-9: DECLARATION OF ELIGIBILITY

[The Property Valuation firm must provide a signed declaration on its Company letterhead in the following format. If the Proposal is being presented by a joint venture or consortium all members must each sign their own declaration.]

[>>>Name of Valuation firm, Address, and Date>>>]

To: The Town Clerk / CEO

Mankayane Town Board

P.O. Box 388

Mankayane

Dear Sirs,

Re: RFP Reference: RFP NO. 1 OF 2018/19

We hereby declare that: -

- (a) I/We, including any joint venture partners or consortium partners, are a legal entity and have the legal capacity to enter into the contract;
- (b) I/We are not insolvent, in receivership, bankrupt or being wound up, our affairs are not being administered by a court or a judicial officer, our business activities have not been suspended, and we are not the subject of legal proceedings for any of the foregoing;
- (c) I/We have fulfilled our obligations to pay taxes and social security contributions;
- (d) I/We have not, and our directors or officers have not, been convicted of any criminal offence related to our/their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a contract within a period of five years preceding the commencement of the procurement proceedings; and
- (e) I/We do not have a conflict of interest in relation to the procurement requirement.



Signed

Authorised Representative

Date



SECTION 3

FINANCIAL PROPOSAL - STANDARD FORMS

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to instructions provided under para. 10 of the 'Instructions to Consultants'.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Proposal or Activity Costs

FIN-3 Summary of Fees



FORM FIN-1: FINANCIAL PROPOSAL SUBMISSION FORM

[Note to Tenderers: This Financial Proposal Submission Form should be on the letterhead of the Tenderer and should be signed by a person with the proper authority to sign documents that are binding on the Tenderer. It should be included by the Tenderer in its financial proposal.]

[>>>Location>>>]

[>>>Date>>>]

Procurement Reference No: [>>>insert Proposal Reference number>>>]

To: [>>>Name and address of Procuring Entity>>>]

Dear Sirs:

We, the undersigned, declare that:

- (a) We offer to provide the consulting services for [>>insert a brief description of the Services>>] in conformity with your Request for Proposals and our technical and financial proposals;
- (b) The total price of our proposal is Emalangani: [>>insert the total proposal price in words and figures>>], inclusive of local taxes *[amend if local taxes are not required to be included];*



- (c) Our proposal shall be valid for a period of [**>>specify the number of calendar days>>**] days from the date fixed for the proposal submission deadline in accordance with the Request for Proposals, and it shall remain binding upon us, subject to any modifications resulting from negotiations, and may be accepted at any time before the expiration of that period;
- (d) We understand that you are not bound to accept any proposal that you receive;

Dated on _____ day of _____, _____ *[insert date of signing]*

Name: *[insert complete name of person signing the proposal]*

In the capacity of *[insert legal capacity of person signing the proposal]*

Signed: *[signature of person whose name and capacity are shown above]*

Duly authorised to sign the proposal for and on behalf of: *[insert complete name of Tenderer]*



FORM FIN-2: Summary of Proposal or Activity Cost

[Note to Valuation firm s: Valuation firm(s) may reproduce this form in landscape format with additional columns, rows or fields] [Commissions and gratuities, if any, paid or to be paid to agents by Valuation firm(s) and related to the assignment should be listed]

| Cost Item | Cost (SZL) |
|---|------------|
| Fees (provide detailed rates and descriptions) | |
| Reimbursable costs ¹ (provide detailed rates and descriptions) | |
| Local taxes (provide detailed rates and descriptions) | |
| Total | |

[The above table may be expanded to include more categories and types of relevant data and information as appropriate]



FORM FIN - 3 BREAKDOWN OF COSTS BY ACTIVITY1

| N | Activity | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|----|----------|---|---|---|---|---|---|---|
| 1. | | | | | | | | |
| 2. | | | | | | | | |
| 3. | | | | | | | | |
| 4. | | | | | | | | |
| 5. | | | | | | | | |





TERMS OF REFERENCE

1. Background

Mankayane Town Board is an Urban Local Authority established in terms of the Urban Government Act No. 8 of 1969. The mandate of the Local Authority is basically to provide municipality services to the population of Mankayane, both residential and commercial. It is also responsible for the coordination of all the stakeholders that offer utility services to the Mankayane urban population and also manages the development within the Mankayane Urban Area.

2. MANKAYANE TOWN BOARD VISION AND MISSION STATEMENT

a) Vision

Mankayane will strive to provide quality service delivery, socio economic and environmental sustainability.

b) Mission

To provide quality urban services through active resident participation, for promoting a safe and healthy, investor-friendly environment, whilst ensuring the preservation of natural and historical features for tourism.

c) Values

- Transparency and accountability
- Honesty
- Integrity
- Cooperation
- Respect
- Patience/perseverance
- Timeliness
- Hard work/ service deliverance
- Zero tolerance to corruption

3. Scope of Work

The successful Consultants/ Property Valuer shall produce a General Valuation Roll comprising of all immovable property within Mankayane Urban Boundaries. The

Property Valuer will be expected to consult the Surveyor General Office for Information on approved subdivisions and consolidations. Information of transfer of owner shall be obtained from the Registrar of Deeds office.

Property Valuers are expected to visit all developed properties and take pictures of all properties visited and give clear location of the property on the Picture itself. The service provider is expected to include the Surveyor General's identification number of the properties. No pre-proposal conference will be held but the service provider may obtain clarification from the Town Clerk's office.

4. Expected outputs

- **Presentation of data** – The General Valuation Roll must be presented in both hard copies and computerised version. The computerised version must be in Excel spreadsheet and have the summary of all computations made on the entire Valuation Roll.
- **Arrangement** - The General Valuation roll shall be prepared to conform to the provisions of Section 24 of the Rating Act of 1995. The Valuation roll shall be arranged in a way that the reader can easily find an individually listed property seriatim in numerical order, starting with the lowest and gradually build onto the highest number. All pages in the document shall be serially numbered and should provide an index of all townships and a summary of the lots listed on each page.
- **Registered Owners** - The name of the owner, as registered at the Deeds Office, shall be recorded in the Valuation roll. Unregistered subdivisions shall not make their way to the Valuation roll. Information on the land use zoning (details of which will be provided by the Board) and the actual use description shall also be entered with respect to each plot. For an indicative schedule of township names, abbreviations and land use zoning, service providers are to use the Mankayane Town Board Town Planning Scheme of 2007.
- **Computerised Version** -a computerised version of the General Valuation must be presented in Excel spreadsheet and must have a summary of the Following:
 - i. **Privately owned Land**



Developed Residential Properties- Land and Improvement

Developed Commercial Properties- Land and Improvement

Undeveloped Properties – Residential and Commercial

- ii. **Government Properties** -Developed Land, Improvements and Vacant Land
- iii. **Exempt Properties** – Land and Improvements

5. Preparation of Section 17 Notices (Draft Valuation Notices to Property owners)

The successful service provider shall prepare, on behalf of the Board, all draft valuation notices required under section 17 of the Rating Act of 1995 and place them in unsealed and addressed envelopes (without postage stamps). Where an individual organization or person owns a number of properties, the said notice shall be sent in a single package containing notices of all of the properties owned by that person or organization. The Board will provide a pro forma for the notice at the commencement of the contract. All statutory advertisement costs shall be carried by the consultant.

6. Completion of Work Papers

The Consultant shall prepare a field sheet for each property and submit them to the Board on completion of the assignment. The sheet should be placed in loose ring binders and indexed in a manner consistent with the Valuation roll. The field data sheet must further have on it the signature and full names of the owner or occupier of a developed or improved property who was present when the inspection was done

7. **Summaries** – The Valuation Roll must contain a summary of both government and private rateable and non-rateable immovable properties as well as a summary of the following land use zones. The consultant must use our 2007 Town Planning scheme and consult with our Engineering department for any rezoned properties.

- i. Low Density Residential (R-1)

- ii. Medium Density Residential (R-2)
- iii. High Density Residential (R-3)
- iv. High Density Residential Upgrading (R-3U)
- v. Agriculture Use (AG)
- vi. Central Business District (C-1)
- vii. General Business District (C-2)
- viii. Neighbourhood Commercial (C-3)
- ix. Light Industry District (I-1)
- x. General Industry District (I-2)
- xi. Public Facility District (PF)
- xii. Educational Facility (EF)
- xiii. Utility Use (UD)
- xiv. Active Open Space District(O-1)
- xv. Passive Open Space District (O-2)
- xvi. Planned Unit Development (PUD)

8. Data sheet

The Board intends to use the General Valuation roll information as a basis for calculating rates bills for the 2019/2020 Financial Year and subsequent years subject to updated information from General valuations for affected properties. The Consultant shall provide a detailed time timetable for carrying out this assignment and how they propose dealing with the following activities, though not limited to these ones assuming the commencement date of the assignment is 4th July 2018

- a) Consultant briefed by the Mankayane Town Board Management.
- b) Consultant provides a schedule setting out the times for visits to Townships;
- c) Issuance of inspection permits to the Consultant per Section 14 of the Rating Act of 1995;

- d) Consultant provides a list of all postal addresses of property owners in the new urban areas;
- e) Consultant delivers the draft Valuation Roll to the Board.
- f) Review of the Draft General Valuation Roll by the Board (maximum of 30 days);
- g) Submission of amendments to draft roll.
- h) Submission of Section 17 notices to the Town Board ready for posting to property owners.
- i) Gazette Notice prepared and submitted by the Board
- j) Consultant's attendance of Valuation Court hearings (within 60 days of Gazette notice).
- k) Revision of roll pursuant to court rulings.
- l) Certification of the General Valuation Roll.
- m) Submission of working papers to the Town Board

9. Independence, Qualification, Knowledge and Experience

As Board is heavily dependent on income from property rates, it is of paramount importance that this assignment is undertaken to a high standard and delivered within agreed time period. The Board intends to select a Consultant that can demonstrate a clear understanding of the issues affecting the satisfactory completion of the work and has relevant experience of similar assignments.

10. Relevant Experience

Tenderers shall furnish evidence of valuation work undertaken in Swaziland and of similar assignments their firm might have undertaken, stating their approximate size (in terms of numbers of properties valued) and the date of completion.

Tenderers shall also provide details of the address, contact name and telephone number of at least three recent (i.e. Five years and less) clients who can be contacted in order to obtain a reference.

