The Knysna Municipality is inviting quotations from suitable service providers for the services described below.

**Category:** Appointment of a Professional Land Surveyor

<table>
<thead>
<tr>
<th>ADVERTISEMENT DATE:</th>
<th>09 July 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>QUOTATION NUMBER:</td>
<td>B08/2018/19</td>
</tr>
</tbody>
</table>

**DESCRIPTION OF GOODS/SERVICES:**
Appointment of a Professional Land Surveyor to confirm the natural ground level and height of structures on Erf 5395, Knysna.

**QUOTATION DOCUMENTS ARE OBTAINABLE FROM:**
- **Company:** Knysna Municipality
- **Contact Person:** Vuyolwethu Nobatana
- **Email:** vnobatana@knysna.gov.za
- **Tell:** 044 302 6595

<table>
<thead>
<tr>
<th>CLOSING DATE:</th>
<th>11 July 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>TIME:</td>
<td>12h00</td>
</tr>
</tbody>
</table>

**SUBMISSIONS:**
Sealed quotations clearly marked, “B08/2018/19”, can be submitted:
- By hand to: Scm Dept.-Knysna Municipality
- By email to: vnobatana@knysna.gov.za

Contact person: Vuyolwethu Nobatana
Electronic bid documents must reach SCM office before the closing time

**COMPULSORY REQUIREMENTS:**
Professional Land Surveyor must be registered with the SAGC as per legislation.

<table>
<thead>
<tr>
<th>TECHNICAL ENQUIRIES:</th>
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</thead>
<tbody>
<tr>
<td>Company: Knysna Municipality</td>
</tr>
<tr>
<td>Contact Person: Hennie Smit</td>
</tr>
<tr>
<td>Email: <a href="mailto:hsmi@knysna.gov.za">hsmi@knysna.gov.za</a></td>
</tr>
<tr>
<td>Tell: 044 302 6319</td>
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</tbody>
</table>

The following conditions will apply:
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT when applicable.
- Price must include all related expenses, i.e. transport, accommodation etc.
- Bidders must insist on an official order number.
- Only an official order will bind the Council.
B08/2018/19: Appointment of a Professional Land Surveyor to confirm the natural ground level and height of structures on Erf 5395, Knysna.

1. Background

During the Fire Disaster in June 2017, Mr. & Mrs. Page dwelling was destroyed. The then decided to build a new dwelling that was different from the previous dwelling. Building Plans were subsequently approved for their new dwelling that indicates the height below the 8m height Restriction of the Knysna Zoning Scheme Regulations (1992). Attached is a copy of the approved plan as Annexure “A”. A site plan with contours accompanied the building plan and is enclosed as Annexure “B”.

It is important to note below the definitions and restrictions for a “Single Residential 1” zoning of the Knysna Scheme Regulations in relation to building height restrictions and natural ground level:

“height” means also the maximum number of storeys permitted, the number of storeys being the multiple of 4m permitted in the height restriction.
“natural ground level” means the natural ground height as depicted on an approved contour map, i.e. prior to any earthworks or landscaping.
“natural ground level” means the natural ground height as depicted on an approved contour map, i.e. prior to any earthworks or landscaping;
“storey” means a single level of a building, including a basement, which does not exceed a height of 4m, measured from finished floor level to finished floor level or to the ceiling in the case of the top storey;

3.2.2 Land Use Restrictions

Coverage
• at most 30% for plot sizes larger than 1500m²
• at most 35% for plot sizes between 500m² & 1500m²
• at most 50% for plot sizes smaller than 500m²

Height
• at most 8m above natural ground level directly below a given point of the building with a maximum of 2 storeys;
• provided that a departure from the 2 storey limit may be considered due to the slope of the site;
• provided further that the 8m restriction is maintained and that the additional storey is added to the building on the lower side of the slope.

Building lines
• no building or any portion thereof, except boundary walls and fences, shall be erected on a site closer than 4.5m from the street boundary or less than 2.0m from the lateral and rear boundaries of the site.
• Further, a building line of 5.0m shall apply with regard to the lagoon boundary as well to the registered site boundary adjacent to the lagoon. Notwithstanding these
building lines Council, may without advertisement approve the erection of an outbuilding or second dwelling unit which exceeds a side and/or rear building line, subject to:

a) compliance with the street building line;
b) such building not exceeding a height of 5m above the natural ground level directly below a given point or portion of the building;
c) no doors or windows being permitted in any wall of such building which fronts onto the side and/or rear boundary concerned; and
d) the provision of an access way, other than through a building and at least 1m wide, from a street to every vacant portion of the land unit concerned, other than a court-yard.

Subsequent to approval of the building plan, the owners of the site commenced with construction. It resulted in complaints received from the surrounding property owners who were concerned about their views as well as the possibility that the height limit encroachment. The applicant then appointed two land surveyors to perform height surveys. The neighbours in response appointed their own land surveyor to determine the height and natural ground level. The matter has now reached a stage where litigation by the applicant is in process regarding the issuing an occupation certificate.

In order for Knysna Municipality to address this matter, an independent and objective height and natural ground level survey needs to be conducted by a Professional Land Surveyor to determine the appropriate action to be taken.

2. Scope of Work

A suitably qualified and registered Professional Land Surveyor needs to perform the following work:

1) Natural ground level is to be determined as the level of the property before any development of the property was undertaken.
2) For the purposes of the determination of the level of the property and in the event that such determination had not been undertaken prior to the property being developed, an assessment of the property must be undertaken to determine which parts of the property appear undisturbed from which original levels may be interpolated.
3) The height of the building is to be measured from the highest point of the building to the undisturbed level of the property vertically below the highest point of the building.

3. Methodology

The Land Surveyor needs to confirm the methodology been used in his report for the determination of natural ground level and the height of the building on the site.

4. Deliverables

A report needs to be produced and signed by the Professional Land Surveyor covering the methodology, limitations of the survey, the findings of the survey and recommendations to address legal compliance (if required).

5. Time Frames

The litigation process relating to the issuing of an occupation certificate requires that the survey be concluded as a matter of urgency. The work needs to be finalized two weeks after appointment date.
<table>
<thead>
<tr>
<th>ITEM</th>
<th>SHORT DESCRIPTION</th>
<th>QTY</th>
<th>Unit price</th>
<th>AMOUNT ( R ) EXCL VAT</th>
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<td>15% VAT (if VAT registered)</td>
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<td>TOTAL</td>
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Sub total: R

15% VAT (if VAT registered): R

TOTAL: R
YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF MUNICIPALITY/ MUNICIPAL ENTITY)

BID NUMBER: B08/2018/19 CLOSING DATE: 11/07/2018 CLOSING TIME: 12:00

DESCRIPTION: Appointment of a Professional Land Surveyor

THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (MBD7).

BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)

<table>
<thead>
<tr>
<th>SUPPLIER INFORMATION</th>
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<tbody>
<tr>
<td>NAME OF BIDDER</td>
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<tr>
<td>POSTAL ADDRESS</td>
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<tr>
<td>STREET ADDRESS</td>
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<tr>
<td>TELEPHONE NUMBER</td>
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<td>CODE</td>
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<td>CELLPHONE NUMBER</td>
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<td>CODE</td>
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<td>FACSIMILE NUMBER</td>
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<tr>
<td>E-MAIL ADDRESS</td>
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<tr>
<td>VAT REGISTRATION NUMBER</td>
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<tr>
<td>TAX COMPLIANCE STATUS</td>
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<tr>
<td>TCS PIN:</td>
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<tr>
<td>B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]</td>
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<tr>
<td>Yes</td>
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<tr>
<td>B-BBEE STATUS LEVEL SWORN AFFIDAVIT</td>
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<tr>
<td>Yes</td>
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</tbody>
</table>

[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES & QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]
| ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED? | ☐ Yes ☐ No | ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED? | ☐ Yes ☐ No |
| TOTAL NUMBER OF ITEMS OFFERED | | TOTAL BID PRICE | R |
| SIGNATURE OF BIDDER | | DATE |
| CAPACITY UNDER WHICH THIS BID IS SIGNED | | |

**BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:**

- **DEPARTMENT**: SCM
- **CONTACT PERSON**: VUYOLWETHU NOBATANA
- **TELEPHONE NUMBER**: 044 302 6595
- **FACSIMILE NUMBER**: N/A
- **E-MAIL ADDRESS**: vnobotana@knysna.gov.za

**TECHNICAL INFORMATION MAY BE DIRECTED TO:**

- **CONTACT PERSON**: VUYOLWETHU NOBATANA
- **TELEPHONE NUMBER**: 044 302 6595
- **FACSIMILE NUMBER**: N/A
- **E-MAIL ADDRESS**: vnobotana@knysna.gov.za
1. **BID SUBMISSION:**

1.1. **BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.**

1.2. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED—(NOT TO BE RE-TYPED) OR ONLINE**

1.3. **THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.**

2. **TAX COMPLIANCE REQUIREMENTS**

2.1. **BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.**

2.2. **BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER’S PROFILE AND TAX STATUS.**

2.3. **APPLICATION FOR THE TAX COMPLIANCE STATUS (TCS) CERTIFICATE OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.**

2.4. **FOREIGN SUPPLIERS MUST COMPLETE THE PRE-AWARD QUESTIONNAIRE IN PART B:3.**

2.5. **BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.**

2.6. **IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.**

2.7. **WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.**

3. **QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS**

3.1. **IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?**

3.2. **DOES THE ENTITY HAVE A BRANCH IN THE RSA?**

3.3. **DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?**

3.4. **DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?**

3.5. **IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?**

**IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.**

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

**SIGNATURE OF BIDDER:** .................................................................

**CAPACITY UNDER WHICH THIS BID IS SIGNED:** .................................................................