

EMALAHLENI LOCAL MUNICIPALITY



COMPILATION AND MAINTENANCE OF THE GENERAL VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLL FOR FINANCIAL YEARS 1 JULY 2026 TO 30 JUNE 2031 AS WELL AS THE SUPPLY OF OTHER VALUATIONS RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, (ACT 6 OF 2004)

SCOPE OF WORK

The tenderer will be required to compile a Valuation Roll and Supplementary Valuation Rolls for the period: 1 July 2026 to 30 June 2031. In addition to compiling the valuation roll the Tenderer nominated persons will be required to assist municipality in:

1. The review of Rates Policy in terms of the Act with regard to valuation matters.
2. Community Participation and Public awareness relating to the valuation and objection processes.
3. Attending to valuation enquiries on behalf of the municipality
4. The Tenderer will be expected to operate and manage a support office in the Emalahleni Municipal Area for the duration of the tender period.

Tenderers nominated will be required to undertake the following functions/services:

5. Valuation of different categories of properties in terms of Section 8(2)
6. Valuation of multiple purpose properties in terms of Section (9) and the review thereof, if so required by the municipality
7. Exemptions, reduction or rebates in terms of section 15 and the reviews thereof, if required by the municipality
8. Compile valuations in terms of Section 7(1) and subject to the provision of Section 30(2), where applicable.
9. Compliance with the provisions of Section 30.
10. Compile the valuation rolls as at date of valuation in terms of Section 31.
11. Comply fully with Section 34 – Functions of Municipal Valuer.
12. Comply with Section 36 – Data collectors. Assume responsibility for their performance.
13. Comply with Section 37 – Delegation where applicable and if necessary
14. Comply with Section 39 – Qualification of Municipal valuers
15. Comply with Section 40 – Prescribed Declarations
16. Comply with Section 41 – Inspection of property within the defined days and time
17. Comply with Section 42 – Access to Information
18. Comply with Section 43 – Conduct of Valuers



SCOPE OF WORK

19. Comply with Section 44 – Protection of Information
20. Comply with Section 45 – Valuation methodology and Section 13 hereof
21. Comply with Section 46 – General basis of valuation
22. Comply with Section 47 – Sectional Title Schemes.
23. Comply with Section 48 – Content of valuation roll including any additional information that the municipality may require in terms of the tender.
24. Comply with Section 51 – Processing of objections, if so required by the municipality.
25. Comply with Section 52 (1)(3) – Compulsory review
26. Comply with Section 53 – Notification.
27. Comply with Section 69 – Decision of Valuation Appeal Board and Section 34 (f).
28. Comply with Section 78 – Supplementary valuations including annual reviews of multiple properties in terms of Section 9 and properties affected in terms of Section 15 of the Act, if so required by the municipality.
29. Comply with Section 81 and 82 of the Act. Tenderer(s)/Nominated Person(s) shall provide and make available all data and valuations for purposes of internal monitoring by the municipality as well as monitoring by the MEC for local government in terms of Section 81(1) of the Act and the Minister in terms of Section 82(1) of the Act. Such data will be available in a format that is easy to read, understand and interpret.

1. DEFINITIONS

Date of Valuation:	shall mean the Date of Valuation as determined by municipality in terms of the Act;
Date of Draft Submission:	shall mean the date upon which the municipality if so required by them requires the nominated person to submit data relevant to the valuation roll to enable the municipality to use such data in the preparation of their rates policy and tariffs;
Date of Final Submission:	shall mean the date upon which the certified roll/s are handed to the municipality by the nominated person(s);
Specialised Properties:	<p>Specialised Properties are all properties other than residential dwellings, agricultural farming units, typical income producing properties and include inter alia the following type of properties:</p> <ul style="list-style-type: none"> • Regional Shopping Centres e.g. East Rand Mall • Hotels • Conference Centres • Quarries • Mines • Grain Depots • Private Hospitals • Provincial and/or State buildings such as Civic Centres, Prisons etc. • Airports, Harbours and Stations • Steel Manufacturer e.g. Iscor • Cement Factory <p>Tenderer shall be required to assist the municipality to compile a register of Specialised Properties that will enable municipality to easily refer at any time to such properties.</p>



	The register will reflect the property description and method of valuation applied. Where generally recognised methods of valuation are not appropriate in the determination of value, for properties of this nature, the nominated person will be required to obtain the written approval from the municipality for the method of valuation or technique of valuation to be applied in the valuation of such properties;
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Data and Information:	includes valuations, calculations, spreadsheets, data bases, files, maps analysis and systems, whether electronic or hard copy, photographs, field sheets, aerial photographs and/or satellite imagery and/or copies thereof, GIS data, including cadastral and other spatial data, deeds records, sale and rental records and/or any other information that is obtained and used in the fulfillment of this tender;
Data Ownership:	all data obtained, collected and/or utilised in the compilation and maintenance of the valuation roll and supplementary valuations rolls belongs to the municipality;
Data Transfer:	All data utilised and/or collected by Tenderer including that of the data capturers, will be transferred by the Tenderer to the municipality on a minimum of a monthly basis and in a format mutually agreed upon. Wherever possible all data should be collected and transferred in a recognised electronic format;
Property Master File:	<p>Shall be defined as a property master file containing all property records of the municipality relating to the valuation roll whether registered or not at date of valuation. Tenderer will be required to record changes and maintain the property master file on an ongoing basis after creation thereof. The total number of valuation entries contained in the master file may vary from the number of entries appearing in the valuation roll. The Property Master File will include properties forming part of the township owner's interest account whether registered or not. The master file will also include the entries of agricultural holdings excised into farms, farms proclaimed into townships and erven consolidated.</p> <p>Upon proclamation of a township, Tenderer will create the individual entries of all erven comprising that township in the master file. Tenderer shall thereafter administer the township owner's interest account on an ongoing basis as and when entries comprising that township are registered. Unregistered subdivisions will be handled in the same manner as township owner interest accounts.</p> <p>The purpose of the master file is to enable the public and officials of the municipality to have easy access to all properties registered or unregistered, forming part of either the master file and/or the valuation rolls of the municipality. The master file and/or valuation rolls will cross refer all entries that are no longer live deed office entries to their new counterparts appearing in the master file and/or valuation roll.</p> <p>Where such information appears in the current valuation roll, it will be transferred to the new valuation roll. It will not be necessary to obtain historic information relating to unregistered entries, other than those appearing on the current valuation roll. All new unregistered entries are to be recorded on either the master file and/or the valuation rolls. All consolidations, excisions, notarial ties, township proclamations etc which result in unregistered records being created will be recorded from date of commencement of this tender and shall continue for the full duration hereof.</p>



	<p>Example: Erf 14 & 15 Dunswart consolidated into Erf 300. Under erven 14 + 15 they will be indicated as unregistered with a cross reference to Erf 300. Under Erf 300 it will be cross-referenced to indicate consolidation of Erf 14 & 15. Holding 16 Ravenswood Agricultural Holdings excised into Portion 315 of the Farm Klipfontein 83 I.R. Under Holding 16 it will be referred to as unregistered and under Portion 315 it will cross-refer as "previously Holding 16 Ravenswood Agricultural Holding";</p>
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2. PROMOTION OF ACCESS TO INFORMATION ACT, ACT 2 OF 2000

- Tenderer will be required to fully comply with the requirements of the Access to Information Act, Act 2 of 2000.
- In terms of the Promotion of Access to Information Act, Act 2 of 2000, municipality is obliged and compelled to provide certain information to the general public.
- The Tenderer as part of his function in collecting data on behalf of the municipality will be required to comply with the provisions of the Promotion of Access to Information Act,
- Act 2 of 2000
- Accordingly, Tenderer will be required to compile a manual as required in terms of Section 51 of the Promotion of Access to Information Act, Act 2 of 2000 and that such manual will be attached under **Schedule 10** hereof.
- Tenderer will not be required to provide information obtained in terms of Section (42) of the Act that is of a confidential nature, unless required to do so in terms of Section (44) of the said Act.
- This directive should if possible be incorporated in the manual submitted in terms of the Promotion of Access to Information Act, Act 2 of 2000.
- Tenderer will however be required to supply any information that is of a general nature appearing in the valuation rolls and available to the public in the format prescribed by the municipality and against payment if so required.
- Confidential Information is to be considered as information specific to a property and unique thereto where such information is not available to the general public.
- Examples are: rentals, details of leases, purchase and sale of member's interest in a close corporation, sale of shares in a company owning property, turnover clauses etc.
- Such information may only be disclosed in terms of Sect (44) of the Act

3. CONFIDENTIALITY

In the process of collecting data and information in terms of section 42 of the Act, Tenderer will have access to sensitive and confidential information. All data accessed, obtained or collected by Tenderer and/or data collectors must at all times be kept confidential and not be disclosed. Tenderer will comply in full with the provisions of section 44 of the Act.

In addition, data may not be used for personal gain by the Tenderer or the Tenderer's business, any employee, sub-contractor or any agent of the Tenderer or any other person, body or organization receiving the information or data through the Tenderer, or any their employees or gents.

Failure to observe these conditions will constitute a breach of contract, which could result in termination of this contract.



4. PENALTIES, DEFAULTS AND RETENTIONS

4.1 DEFAULTS

It is a specific condition of this tender that Tenderer is required to perform his task to acceptable standards and shall be obliged to meet the deadlines determined by the municipality.

In the event of Tenderer not conforming to the standards required by the municipality as contained in the tender document, Tenderer shall be given 30 days written notice to remedy such default failing which, the municipality will be allowed to cancel this appointment without further notice.

Serious default of this contract shall include but not be limited to:

- Non-compliance to submission dates
- Breach of confidentiality and/or conflict of interest;
- Inadequate valuation performance in terms of sections 51 and 52 of the Act and/or the results of any Valuation Appeal Board arising from this tender.
- Inadequate valuation results measured against monitoring;
- Non-compliance with the Act and any other conditions referred to in this tender.
- Dishonesty
- Corruption

In the case of dishonesty or corruption the municipality may terminate this appointment on immediate proof of conviction being made available to municipality. In all of the other events, the municipality will give Tenderer 30 days notice to remedy such default, failing which the municipality shall cancel this tender without further notice or advise.

Municipality shall in either situation of: inadequate valuation performance being suspected by the municipality and/or inadequate valuation results arising from internal monitoring, provincial monitoring or national monitoring, have the right to appoint a registered professional valuer of not less than ten years registration to act as an adjudicator on behalf of the municipality to investigate their suspicion. Such person shall consider the merits of the allegations made by the municipality.

The Nominated Person as well as the Tenderer shall be obliged to provide all documentation required by such adjudicator as well as attend all sessions of inquiry and interviews with the said adjudicator. The adjudicator shall, in his findings and deliberations declare whether in his opinion the inadequate performance by the nominated person is a serious default or not. The findings of the adjudicator will be handed to the municipality, the nominated person and Tenderer. The municipality shall consider the findings of the adjudicator and shall thereafter take the necessary steps against the nominated person and/or the Tenderer. The nominated person and/or Tenderer shall have the right to reply in full to any questions, allegations or statements made by the adjudicator. The findings of the adjudicator shall be final and binding on both the Tenderer and nominated person.

Should the municipality suffer any losses as a result of the default of Tenderer and/or the nominated person/s, the municipality shall further be entitled to recover all costs or damages, resulting from such default as well as the cost of re-appointing alternative valuers and other financial losses suffered by the municipality, as a result of the default of Tenderer and/or the nominated person/s.

The Municipality shall in addition to any of its other rights to claim damages from the Tenderer be entitled to enforce the following penalties:



4.2 PENALTIES

- 4.2.1. Delay in complying with stage 1 of the tender R3000 per day until completion.
- 4.2.2. Delay in complying with stage 2 of the tender R5000 per day until completion
- 4.2.3. Delay in complying with stage 3 of the tender R5000 per day until completion
- 4.2.4. Delay in complying with stage 4 of the tender R3000 per day until completion.
- 4.2.5. Delay in complying with stage 5 of the tender R5000 per day until completion
- 4.2.6. Delay in complying with stage 6 of the tender R5000 per day until completion
- 4.2.7. Delay in complying with stage 7 of the tender R5000 per day until completion.

Should it be apparent to the municipality that after Tenderer has been advised in writing by municipality that Tenderer is in default in complying with the deadlines of either stage 1 or 2 and that Tenderer has failed to rectify such default within the amended time limit set by municipality then in such event municipality shall be entitled to cancel the contract and appoint a substitute Tenderer. In such event, Tenderer will supply municipality with all data collected in his possession and municipality reserves the right to offset any payment due to Tenderer against the cost of appointing another person to fulfil the requirements of this tender. If the cause of delay is due to the municipality not supplying the Tenderer with agreed data, or other delays caused by the municipality themselves, then in such event, the municipality shall not be entitled to enforce this clause.

4.3 RETENTION

The municipality shall retain an amount equal to 10% of all payments made. Such retentions shall be paid over to Tenderer within 21 days of the Final Delivery Certificate having been issued by the municipality in terms of the definition hereof.

5. INSURANCE

Tenderer shall submit proof in terms of **Schedule 8** hereof relating to Professional Indemnity Insurance relating to the nominated person/s to a minimum value of R5 000,000.00 and Public Liability Insurance held by Tenderer for a minimum value of R5000, 000.00.

6. VALUATION SUMMARY

The tender requires a valuation roll to be compiled in terms of section 34(b) of the Act together with the compilation of annual supplementary valuation rolls.

The following is an approximate summary of the number of entries appearing in the current Valuation roll



DESCRIPTION	ESTIMATED NO OF PROPERTIES
Agricultural	2298
Commercial and Business	1971
Industrial	204
Mining	398
Multi-Purpose Properties	140
Municipal	4224
Place of Worship	190
Public Benefit Organisations	59
Public Roads	2
Public Service Infrastructure	829
Public Service Purposes	102
Residential	69861
Vacant Land	6697
TOTAL ESTIMATED NUMBER OF ENTRIES	86975

Tenderer(s) shall base their tender on the estimated number of entries above. Upon submission of the certified valuation roll an adjustment based on the actual number of entries as reflected in the Property Register will be made and compared to the above estimate. **The tender price will then be adjusted pro rata on the difference of entries and the price will be calculated on the type of category relating to the entry under item 1.1 to 1.13 of Bill of quantities.**

Where a property has been valued in terms of its multiple use, each multiple use will count as a separate entry in the calculation of final entries and price. Tenderer shall provide municipality with documented proof of the total number of entries contained in the property register and the municipality reserves the right to check, audit and verify such entries.

7. SUPPLEMENTARY VALUATIONS:

Supplementary valuation rolls will be compiled on an annual basis for the following periods:

- 1 July 2026 to 30 June 2027
- 1 July 2027 to 30 June 2028
- 1 July 2028 to 30 June 2029
- 1 July 2029 to 30 June 2030
- 1 July 2030 to 30 June 2031

Tenderer will be required to submit a certified supplementary valuation roll by the 31st of May of each year.

Supplementary Valuations will be compiled on an ongoing basis as they occur and supplied to municipality as soon as is reasonably possible. Tenderer will supply the municipality with a monthly schedule of all supplementary valuations compiled by him and ensure that the property master file is updated continuously as a result of such changes.

Where Tenderer has been appointed to supply GIS services to the municipality, Tenderer will be obliged to maintain the GIS and reconcile supplementary valuations made with the GIS not less than once per month.



Municipality will require that Tenderer maintains a register of all supplementary valuations in the course of being compiled by Tenderer and such register will contain provision for monthly reporting on all outstanding supplementary valuations and the reasons thereof.

All terms, conditions and references applicable to the compilation of the valuation roll shall be applicable to the compilation of supplementary valuation rolls.

The cost of compiling the supplementary Valuation Rolls and the maintenance thereof, shall be based on the fees as set out in schedule 3 hereof.

Tenderer shall if required by the municipality as part of the maintenance of the valuation roll, to annually re-inspect and review the valuations relating specifically to properties subjected to Sections 9 & 15 of the Act.

8. OBJECTIONS

Tenderer must comply with the provisions of sections 51, 52 & 53 of the Act.

The cost of complying with the objection process is reflected in **Schedule 3**.

9. APPEALS

The Tenderer must attend all hearings of the valuation appeal board hearings.

The costs of attending to the hearings are reflected in **Schedule 3**.

10. DATA COLLECTION AND DATA COLLECTION SYSTEMS

Tenderer will be fully responsible for the obtainment of all data necessary for Tenderer to compile the Valuation Roll and Supplementary Valuation Rolls.

The data collected by Tenderer must be capable of being checked, audited, verified and monitored.

Municipality will establish or have established whether the standard of data collection is accurate and in accordance with generally accepted valuation standards suggested by either The South African Institute of Valuers, or The South African Council for the Property Valuers Profession and/or any other recognised South African bodies relating to the valuation profession.

If the findings of the municipality and/or the said described bodies indicate that the standard of data collection is not in accordance with the above standards, the municipality will give Tenderer 30 day's written notice setting out their findings and request Tenderer to rectify such default, failing which municipality shall be entitled to cancel this tender without further notice. Tenderer will be given the opportunity to explain to municipality the differences between the findings of the municipality relating to data randomly checked by them and data supplied to them by Tenderer. All data collected by Tenderer in no matter what format is the property of municipality.

The collection of data on behalf of the municipality is critical and vital in the determination of true and accurate municipal valuations.

Where Tenderer has made use of aerial photography and or satellite imagery utilizes at his discretion and/or supplied by him either voluntarily or on behalf of the municipality, such aerial photographs and/or satellite imagery will become the data of the municipality and the Tenderer shall have no lien thereon.



Notwithstanding Section 45(2) (a) of the Act, whereby inspections are optional, Tenderer will be required to adhere to the following minimum data collection requirements: -

In all cases the following data will be applicable: -

Extent of erf
Date of purchase (where available)
Purchase price (where available)
Multiple use (if applicable)
Name of owner (including part owners)
Street address (where available)
Zoning and use

In addition to the above data the following minimum data is required: -

10.1 RESIDENTIAL ERVEN AND BUILDINGS

Age
Adverse features i.e. next to informal settlement, busy road, etc.
Condition and rating
Number of storeys
Quality
Size of dwelling/s, outbuildings and other structures on the property
Special features i.e. swimming pool, walling
Topography/slope
View

10.2 SECTIONAL TITLE RESIDENTIAL SCHEMES

Age
Adverse features
Condition of section
Condition of scheme
Developable Land reserved for future extension to scheme
Erf no (cross referred)
Exclusive use area
Floor level
Name of scheme
No of storeys in the scheme
Participation quota
Positive features
Registration no of scheme
Unit and flat no
Unit type i.e. simplex, duplex, etc
View

10.3 INCOME PRODUCING PROPERTIES

Condition rating
Description of units i.e. 12 x 1 bedroom flats, 6 x ground floor shops



Expense ratio to gross income
Rentable or usable area
Gross building area
Other income factors e.g. car bays
Quality of building rating
Rentals actual and/or estimates provided by agents, tenants, landlords etc
Sales capitalization rates and other information obtained from agents, brokers, purchasers etc.
Surplus developable land
Turnover contribution if available

10.4 SPECIALISED PROPERTIES

Data relating to specific type of property e.g. number of beds in hospital etc.
Schedule reflecting description and use of buildings.
Size of all buildings

10.5 PROPERTIES USED FOR AGRICULTURAL PURPOSES

Analysis of land use e.g. Irrigation, dry land, grazing, homestead land etc
Description of all buildings including use, condition and functionality.
Schedule of estimated building sizes
Investigation of land claims, land tenure etc

10.6 AGRICULTURAL SMALL HOLDINGS

Where used as a farming unit 10.5 will apply
Where used for other purposes 10.1, 10.3 or 10.4 may have to be followed.

10.7 URBAN VACANT LAND

Adverse features
Positive features
Topography/slope
Soil conditions
Services
View

10.8 MINING LAND

All data relating to the freehold including inter alia offices, hostels, dwellings etc.
Buildings must be measured and fully described.

Mining equipment and/or machinery i.e. shafts, headgear etc. are excluded.

Where mining land is held under separate mining title all details of the activities relating to the title must be stated in full including inter alia: - size and description of buildings and improvements that are not deemed to be plant or equipment.



10.9 REGISTERED LEASES

Salient features of the lease.

10.10 PUBLIC INFRASTRUCTURE

All relevant data including description, size and use of buildings.

All equipment and/or machinery relating to Public Infrastructure must be excluded from the valuation process.

10.11 GENERAL

Sales are to be comprehensively inspected and analysed during the compilation and Maintenance phase of this tender.

Such analysis is to be fully documented and made available for internal and external monitoring purposes.

In the case of all properties other than agricultural farming units, where aerial photography and/or satellite imagery is not being used a digitised site plan must be submitted.

This requirement will apply to the compilation of the valuation roll as well as the supplementary valuation rolls.

Records relating to rentals, vacancies, expense ratios, capitalization rates, construction costs and any other data that will have a bearing on the influence of market value are to be documented, recorded and analysed during the duration of this tender.

Sales are to be recorded and distinguished between vacant and improved sales.

If building plans are used, they are to be verified and checked against actual buildings erected on the property and the data collected must reflect an “as is” situation found on the site. Categories of properties as well as multiple purpose properties are to be reflected.

Actual use and town planning zonings are to be reflected. This includes illegal uses.

All data collected will be internally monitored, verified and checked by the municipality on an ongoing basis.

The municipality does not guarantee the accuracy or correctness of any data supplied to Tenderer and it is the responsibility of Tenderer to check and correct any such data supplied.

Tenderer(s) must satisfy themselves in regard to the number of entries both registered and unregistered forming part of the existing Municipal records and reflected under paragraph 9 hereof. The valuation roll must be fully compatible with the billing system of the municipality. Other data must be capable of being adapted to other systems of the municipality.



11. INFORMATION AND SERVICES TO BE PROVIDED BY THE MUNICIPALITY AND/OR TENDERER

11.1 UPON APPOINTMENT, THE MUNICIPALITY WILL PROVIDE TENDERER WITH THE FOLLOWING DATA:

1. Current Valuation Roll (where no valuation roll exists municipality to specify);
2. Copies of all Supplementary Valuation Rolls;
3. Available data such as field sheets, valuation records etc.

OPTIONS

Municipality will provide the following data indicated by (Y) to the Tenderer and the data indicated by (N) the Tenderer must obtain at their own cost.

11.2 DATA RELATING TO COMPILATION OF THE VALUATION ROLL

	FUNCTION	MUNICIPALITY TO PROVIDE	TENDERER TO PROVIDE/OBTAIN
1.	Aerial photographs/satellite Imagery		Tenderers to provide aerials (at the cost of the Tenderer)
2.	Building plans	Yes	
3.	Bulk deeds download at commencement date		Yes
4.	Cadastre	Yes, at the risk of Tenderers	Tenderers to reconcile Valuation Roll with Deeds records and Cadastre
5.	Copies of all offers received to purchase and/or lease Municipal properties	Yes	
6.	Copies of all sales/rental agreements relating to properties sold by municipality whether registered or not	Yes	
7.	Copies of all consent use applications received, approved or declined	Yes	
8.	Copies of all township applications, rezonings, consolidations, notarial ties submitted to municipality	Yes	
9.	Copies of all approvals and/or rejections by municipality of the above	Yes	
10.	Copies of all policy decisions relating to immovable property within municipality	Yes	
11.	Copies of water and electricity deposits relating to properties not previously connected	Yes	
12.	Development Plan	Yes	
13.	Geographic information System	Yes	Tenderers to reconcile valuation Roll with Deeds records and GIS
14.	Monthly clearance certificates	Yes	



COMPILATION AND MAINTENANCE OF THE GENERAL VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLL FOR FINANCIAL YEARS 1 JULY 2026 TO 30 JUNE 2031 AS WELL AS THE SUPPLY OF OTHER VALUATIONS RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, (ACT 6 OF 2004)

15.	Monthly Deeds downloads		Yes
16.	Monuments and Heriatge buildings declared from time to time	Yes	
17.	Occupation Certificates where available	Yes	
18.	Planned roads and other infrastructural services, i.e. proposed reservoirs, power lines, sewer mains, water mains, etc.	Yes	
19.	Report of properties affected by environmental restraints or subjected to onerous environmental impact assessment requirements	Yes	
20.	Reports on properties that are adversely affected by adverse soil conditions or prohibition on development i.e. land subject to dolomite etc.	Yes	
21.	Town planning scheme	Yes	
22.	With each approved subdivision, consolidation and/or Township Proclamation or opening of a Township Register. - Copy of Proclamation Notice - Amendment scheme - Services agreement	Yes	

11.3 SUPPLEMENTARY VALUATION ROLL

Municipality will specify which of the following data it will make available to Tenderer and what data it requires Tenderer to obtain at their cost **(Indicate with a tick what is applicable)**

DATA RELATING TO THE COMPILATION OF SUPPLEMENTARY VALUATION ROLLS.

	FUNCTION	MUNICIPALITY TO PROVIDE	TENDERER TO PROVIDE/OBTAIN
1.	Aerial photographs/ satellite Imagery	Yes, at the risk of Tenderers	Tenderers can decide at his discretion to use and/or provide additional aerial photography or not. If Tenderers so decides complete schedule 13
2.	Building plans and schedule of monthly completed buildings.	Yes	
3.	Cadastre monthly updates	Yes, at the risk of the Tenderer	Tenderer to reconcile Valuation Roll with Deeds records and cadastre
4.	Monthly copies of all offers received to purchase and/or lease Municipal properties	Yes	



5.	Monthly copies of all sales/ rental agreements relating to properties sold by municipality whether registered or not 6 Monthly copies of all consent use applications received, approved or declined	Yes	
6.	Monthly copies of all township applications, rezonings, consolidations, notarial ties submitted to municipality	Yes	
7.	Monthly copies of all approvals and/or rejections by municipality of the above	Yes	
8.	Monthly copies of all policy decisions relating to immovable property within municipality	Yes	
9.	Monthly copies of water and electricity deposits relating to properties not previously connected	Yes	
11.	Development Plan and changes thereto	Yes	
12.	Geographic information system Monthly maintenance thereof - if applicable	Yes	
13.	Monthly clearance certificates	Yes	
14.	Monthly Deeds downloads	Yes	
15.	Monuments and Heritage buildings declared from time to time	Yes	
16.	Occupation Certificates where available	Yes	
17.	Planned roads and other infrastructural services, i.e. proposed reservoirs, power lines, sewer mains, water mains, etc. –ongoing basis	Yes	
18.	Regular report of properties affected by environmental restraints or subjected to onerous environmental impact assessment requirements – ongoing basis	Yes	
19.	Reports on properties that are adversely affected by adverse soil conditions or prohibition on development i.e. land subject to dolomite etc.	Yes	
20.	Town planning scheme –	Yes	



	updates thereof		
21.	With each approved subdivision, consolidation and/or Township Proclamation or opening of a Township Register. - Copy of Proclamation Notice - Amendment scheme - Services agreement	Yes	
22.	Annual inspection and review of section 9 & 15 properties referred to in the Act	Yes	Tenderer to comply
23.	Monthly diagrams from surveyor general	No	
24.	Notices appearing in government/provincial gazettes relating to properties within the municipality	Yes	
25.	Annual review of rates policy copy thereof	Yes	

Note: Where the municipality fails to provide the Tenderer with any of the information it undertakes to do so in terms hereof resulting in delays being incurred in the compilation of the supplementary valuations and/or the supplementary valuation rolls, Tenderer will not be held liable for any such delays. Tenderer will however be held fully liable for any delays in the submission of supplementary valuations to the municipality.

Where the municipality is not fulfilling their obligations in terms of this paragraph Tenderer will advise the Municipal Manager of such default and request that the default of municipality be rectified by them

12. PRINTING AND BINDING OF ROLLS

Tenderer shall be responsible for providing 3 final copies of the valuation roll, which will be certified by him. The valuation rolls shall be printed in A3 or A4 format, back to back and shall be appropriately indexed.

The valuation roll shall be spirally bound and each volume shall be numbered and contain a cover and back page. All pages of the valuation roll shall be consecutively numbered. The printing and binding of the valuation roll shall be for the account of the Tenderer. In addition, Tenderer shall provide the municipality with an electronic copy of the valuation roll and supplementary rolls in a printable format.

Additional copies of the valuation roll and/or supplementary valuation rolls will be as indicated in **Schedule 3** hereof.

13. VALUATION SYSTEM

Tenderer shall satisfy municipality that its valuation system will adequately be capable of not only producing the valuation rolls, but also storing historic data necessary in terms of the Promotion of Access to Information Act, Act 2 of 2000. The minimum, requirements of the Valuation System must be as follows: -



- 13.1 If a mass valuation system is used by Tenderer, the system must be compatible with the valuation system of the municipality if applicable.
- 13.2 The valuation system must be compatible with the GIS system utilized by the municipality as well as other management systems that are affected by the valuation process.
- 13.3 The valuation system must be compatible with the billing system of the municipality
- 13.4 The valuation system must have an audit trail and the system must be able to verify all data that has an influence on values.
- 13.5 It must have adequate securities and controls to ensure that critical valuation data cannot be manipulated or corrupted.

13.6 In The Case Of Property Data

The valuation system must be able to store changes relating to inter alia;-

Land use, zonings, size, sub divisions, consolidations, excisions, notarial ties etc.

- Current and previous owners
- Date of sale and transfer
- Sales price
- Title deed numbers
- Servitudes
- Caveats
- Type of sale i.e. vacant or improved

13.7 In The Case Of Valuations

- All current and future valuations
- All changes to valuations to be historically reflected
- Ability to produce monthly supplementary rolls for auditing and checking purposes

13.8 Objections

- The valuation system must be capable of recording objections and appeals and must reflect
- Name of objector
- Name of owner
- Objection number
- Entry required by objector
- Decision of valuer
- Reasons of valuer
- Decision of appeal board
- Existing valuations and valuations reflected in the valuation roll
- Adjustments made by the appeal board
- Historic records of all objections lodged in terms of the Act against the property from date of commencement and for the full duration hereof.

13.9 Other

The valuation System must be capable of storing inter alia: -

- Building plan data where used in the valuation process, site plans, aerial photographs, GIS data, and all other pertinent data on a historic basis. Such data must be capable of being linked to each erf in a way that a full history of all data from date of appointment in terms of this tender, pertaining to that erf can be extracted by reference to that erf.
- The valuation system must be capable of extracting all properties that are subject to multiple entries, rebates, reductions or exemptions.



- The valuation system must be able to extract properties on a specific owner type i.e. municipal properties, state owned properties as well as categories of properties in terms of the rates policy of the municipality.
- The valuation system must also be able to extract vacant properties and other information that the municipality may require for statistical purposes.
- The valuation system must be able to download data directly from the deeds offices as well as recording and linking properties from various databases with the property key number of the Surveyor General.

14. DATA BACK UP AND DISASTER RECOVERY PLAN

All data collected by Tenderer is the property of the municipality.

Tenderer will be required at all times to fully protect such data against theft, data corruption, data espionage and data loss.

The maintenance and protection of data on behalf of municipality is critical and vital.

Tenderer will ensure that all data protected and backed up is capable of being restored and reinstalled into the valuation system of either municipality or Tenderer in less than seven working days from date of data disaster.

Where Tenderer utilizes data collection methods such as aerial photographs, electronic measurements, GIS etc such data will also have to be fully protected and capable of restoration in the event of a data disaster. All such data will be made available to municipality in a format specified by municipality.

Municipality reserves the right to appoint either its own officials to assess the data protection and disaster recovery procedure or appoint independent specialists to evaluate and consider the merits and adequacy of the plan as set out under **SCHEDULE 3** hereof.

Tenderer will comply with the following minimum requirements for data protection and data recovery:

- Tenderer will ensure that all data collected manually on paper be scanned into PDF document 'read only' format.
- Tenderer shall keep an original copy of the document in conjunction with the document in electronic PDF format stored on magnetic based media.
- Tenderer shall enforce all other static documents - formats are set as read only and set the relative permissions on GIS and all third-party data.
- All data stored on any magnetic based media shall be hosted by an operating system capable of setting security permissions down to the individual file level.
- Tenderer will ensure that all scanned documents attributes stored on magnetic based media are filled in accurately and to the requirements requested by the municipality.
- Tenderer will ensure that all servers hosting the documents referred to in this paragraph and schedule be protected and accessed at server level by the Tenderer(s) appointed network administrator/s only.
- Tenderer will ensure strong password protection at the administrator level on the servers referred to in this section.
- Tenderer(s) will ensure that data which is available to the public and not of a confidential nature is in 'read only format' and the original data or documents cannot be altered in any form



whatsoever, whilst hosted on the Tenderer's infrastructure or appointed third party service provider's infrastructure.

- Tenderer will ensure that all metadata stored in custom designed relational database systems, cannot be altered once entered into the database and must be protected by the maximum levels of protection recommended by the manufacturers and as set out in this schedule.
- Tenderer may make use of approved 'open source' software products available on the market, to build proprietary systems, provided prior approval is obtained from the municipality in writing.
- All data output from a relational database system will be provided and made available in an approved format to municipality.
- Tenderer will ensure that all data is backed up on a daily basis and verified.
- Tenderer will ensure that 2 sets of media be created and used for backup purposes each set will be used and alternated on a separate weekly basis.
- Tenderer will create a fortnightly backup independent of the weekly backups, to be stored off site from the next business day when the backup is completed.
- Tenderer will ensure that a monthly backup be enforced on the last business day of the month, this backup set will be removed the next business day and stored off site in a secure facility.
- Tenderer will ensure that this backup cycle be enforced for the duration of the tender. Tenderer will adhere to and implement the backup software vendors 'best practice specifications.
- Tenderer will adhere to and comply with the backup hardware manufacturers specifications.
- Tenderer will ensure that all backup hardware is serviced regularly; service intervals shall not exceed a period of 120 days between intervals.

Municipality may review and amend this requirement at any time to keep pace with changes in technology and equipment. Should municipality require that a revised basis of backup be implemented that is substantially different from that contained herein, they will consider a contribution towards the cost of Tenderer, implementing such changes.

Municipality reserves the right to authorise and appoint a third-party consultant, to check and monitor the data protection methods of Tenderer during the duration of this tender.

Tenderer shall ensure that the data protection policy implemented by Tenderer is within the specifications and requirements of the municipality for the full period of this tender.

In the absence of a data protection policy, annexed to this tender the following minimum data collection specifications will apply to the appointed Tenderer/s.

15. DATA TRANSFER

- Bulk data transfer shall be made available to municipality in a format specified by municipality.
- Tenderer will ensure that a minimum of LTO 2 Tape Backup technology or equivalent is utilized on a daily basis.
- Municipality may request these tapes/media from time to time to verify and ensure data integrity.
- Tenderer may utilise optical based media technology for archiving purposes.
- Tenderer may utilise optical based media technology for data presentation.
- Tenderer will ensure that all optical based media be 'read only'.
- Tenderer will ensure secure site protocols are enforced for all website/internet available data.
- Tenderer will ensure that all data collected be transferred to municipality on a minimum of a fortnightly basis.



16. GENERAL

Tenderer will ensure that he fully acquaints himself with the amount of data to be stored and what data needs to be protected and satisfies the municipality or its duly appointed consultant that the Tenderer has an adequate Computer System to fully comply with the needs of paragraph 15 hereof as well as any other computer needs of the Tender.

17. KEY TASK FUNCTION

Tenderer(s) will be required to follow the stages set out below and adhere to the following deadlines;
Conditional upon award of tender by



COMPILATION AND MAINTENANCE OF THE GENERAL VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLL FOR FINANCIAL YEARS 1 JULY 2026 TO 30 JUNE 2031 AS WELL AS THE SUPPLY OF OTHER VALUATIONS RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, (ACT 6 OF 2004)

STAGE	DESCRIPTION	DEADLINE COMPLETION DATE
1.	Initial Data Collection, deeds down load, existing valuation roll down load, establishment of master file, comparison between newly created property master and existing Municipal valuation records or where no existing valuation roll exists creation of property master.	Start Complete 3months
2.	Obtaining of new data necessary to compile valuations; Including inspections, data capture, sales, measurement, rentals, expense ratio etc	Start Complete 13 months
3.	Compiling of valuations	Start Complete 3 months
4.	Internal monitoring of valuations including accuracy of data, review of sales and valuations between dates of commencement and date of evaluation	Start Complete 1 month
5.	Submission of draft roll	Start Complete 1 month
6.	Corrections and submissions of certified roll and reconciliation between property master file and existing valuation records of the municipality	Start Complete 1 month
7.	Objection process as per Act	

Note these items are optional and may not be required by Municipality. If Municipality requires any of the above options they must indicate under this paragraph

18. GUIDELINES OF WHAT IS REQUIRED IN EACH STAGE:

Accurate data collection is critical during the duration of the entire contract. Tenderer(s) will have to ensure that data collected can be monitored by municipality and verified. Critical data that has a direct



effect on valuations i.e. size, zoning, values etc must be able to be fully audited by way of an acceptable audit trail.

Failure to meet the deadlines will result in a cumulative knock-on effect with regard to the submission of the certified roll and subsequent rendering of Municipal rates and taxes accounts.

Failure to meet the deadlines in regard to the submissions of draft and certified valuation rolls will result in delays in the finalisation of the annual rates policy, which will ultimately affect the determination of the rates structure of the municipality.

Although stages may overlap each other it is critical that each stage be completed within the prescribed deadlines. Deadlines may only be changed with the written approval of the municipality.

Payments will be effected on a pro-rata basis payable either at the end of a stage or in progressive performance related payments during a stage.

19. MINIMUM REQUIREMENTS PER STAGE:

Stage 1: DOCUMENTATION

Obtain the following:

- Copy of current valuation roll (if compiled)
- All supplementary valuation rolls
- Cadastre information
- Aerial photographs if supplied by municipality

Bulk Deeds download.

Download all data onto Tenderer(s) valuation system and create property master.

Compare cadastre with the deeds download and existing Municipal Valuation Roll.

Download other data in terms of section 48(2).

Order aerial photographs if not supplied by municipality.

Stage 2: DATA COLLECTION:

Includes: -

Inspections, measurements, sales, field sheets, data capture forms, updating of historic sales, obtaining relevant data applicable to specific property types, i.e. rentals, turnover, yields, etc.

Use of aerial photographs for identification and/or electronic measurement.

Stage 3: VALUATION COMPILATION:

Analysis of all data and compiling of draft valuations.

Stage 4: INTERNAL MONITORING OF VALUATIONS:

Internal quality control to be conducted by Tenderer and measured against current sales and other relevant market data and adjusted to date of valuation.



Basis on which the initial roll has been internally monitored must be made available to the municipality or its appointed monitors.

The initial roll after internal monitoring must be amended and/or corrected if necessary. This includes cross boundary monitoring within the Municipal area if applicable.

Stage 5: SUBMISSION OF DRAFT ROLL:

Draft roll to be submitted and internally checked and/or monitored by the municipality at their sole discretion.

Stage 6: CORRECTIONS TO DRAFT ROLL AND SUBMISSION OF CERTIFIED ROLL:

Tenderer will be required to correct any entry that has been found to be incorrect in terms of size, description, zoning, ownership, etc. as well as incorrect valuations based on sales ratio analysis and other factually indicated market trends.

All draft valuation rolls submitted may be subjected to external monitoring by the municipality.

After correcting the Draft Roll, if it is a requirement of municipality to do so, Tenderer shall bind and certify the roll for submission to the Municipal Manager.

Stage 7: OBJECTION PROCESS:

Tenderer will be obliged to attend to the following:

Receive objections in terms of section 50(5)

Comply with section 51 and where section 52(1) is applicable comply with section 52(a)

Comply with section 53(1) and 53 (3)

Stage 8: VALUATION APPEALS BOARD HEARINGS:

In terms of section 34(f) Tenderer shall be obliged to attend all sittings of the Valuation Appeals Board.

Stage 9: ATTENDING TO ALL VALUATION ENQUIRIES:

Tenderer will, if required by municipality attend to all valuation enquiries from time to time regarding the valuation roll and supplementary valuation rolls.

Stage 10: SUBMISSION OF ALL DATA OR COPIES THEREOF TO MUNICIPALITY & ISSUING OF FINAL DELIVERY CERTIFICATE

Tenderer(s) will have to ensure that within 30 (thirty) days of submission of the valuation roll and each supplementary valuation roll thereafter that a copy of all data in their possession has been provided to municipality in either an electronic or hard copy format. A final delivery certificate can only be issued once this provision has been fulfilled.

To enable municipality to issue a final delivery certificate, Tenderer shall issue a signed declaration that he has transferred copies of all data in either electronic or hard copy format to municipality and will continue to do so at monthly intervals thereafter.



20. PUBLIC PARTICIPATION AND AWARENESS:

Tenderer(s) may be required to attend meetings in regard to the rating policy as well as being involved in public awareness relating to the valuation process. Tenderer(s) may be required by the municipality to handle all valuation enquiries on their behalf particularly during the objection notice period and the months during which the first rates account based on the new valuation roll are levied. The costs hereof are set out in **Schedule 3** hereof.

If the municipality elect to require Tenderer to participate in public awareness and/or public participation, they shall issue a schedule of their requirements which they will attach to this tender.

21. METHODS OF PAYMENT:

The municipality will pay Tenderer on a progress basis measured against performance of each stage.

STAGE NO	DESCRIPTION	% PAYMENT	PAYABLE ON COMPLETION	PAYABLE IN MONTHLY PAYMENTS
1.	Commencement phase	10%	✓	
2.	Data collection	30%	✓	
3.	Valuation compilation	20%	✓	
4.	Internal monitoring	-	✓	
5.	Submission Draft Roll	5%	✓	
6.	Submission of certified roll	5%	✓	
7.	Objection process and completion of reasons	10%	✓	
8.	Valuation appeal board hearing	10%	✓	At conclusion of the hearings, or if the date of the appeal board hearings has not been set down within six months after the Certified roll has been submitted, then six months after the date of such Submission.
9.	Submission of data to municipality and issue by municipality of final delivery certificate	10%	✓	
		100%	✓	

22. SCHEDULE OF FEES

The Bill of Quantities must be completed by the Tenderer and will be read as the Tenderer(s) fee proposal in terms of this tender as well as the FORM OF OFFER (C1.1).



23. GEOGRAPHIC INFORMATION SYSTEM (GIS) SPECIFICATION

This section will only apply if required by the municipality. If the Tenderer is required to provide a GIS, the following will be the minimum requirements and specifications of such a system.

23.1 GENERAL DESCRIPTION OF SERVICE

The Tenderer will employ a GIS in a supportive role to:

- Identify and describe the cadastral boundaries of each property within the municipal area;
- Guide Valuation Inspectorate to the sites to be inspected;
- Balance the properties of the municipal area with the entries registered in the Deeds Office as well as the Surveyor-General;
- Display geo-referenced aerial photographs of the area so as to provide the Valuer with a clear picture of the subject properties;
- Maintain the cadastral data during the maintenance period so as to reflect the properties contained in the valuation roll at all times

23.2 GIS DATA STANDARDS

The following minimum standards will apply in respect of the GIS data format and compatibility:

- All GIS data will be available in a format compatible with the GIS of the municipality (if applicable);
- Cadastral data will be available in geographic coordinates on the WGS84 datum;
- The sizes of cadastral entities represented by means of the GIS, shall match the registered size of such properties, subject to a deviation of acceptable tolerance;
- A copy of all aerial photography used by Tenderer will be provided to municipality in either electronic and/or hard copy versions, 30 (thirty) days after submission of the certified valuation roll;
- Municipality must state the maximum age of aerial photography and/or satellite imagery to be used. As a guide line where no spatial data base representing footprints of buildings is available, older aerial photographs which are more economical to obtain can be used. However, where aerial photographs are required to detect changes in the data from year to year, only new photographs can be used.
- Despite the age of the aerial photography used in the valuation process, it remains the responsibility of the Tenderer to ensure that the data reflected on the valuation roll is an accurate and true reflection as at date of valuation of what is found on the properties comprising the roll. Tenderer(s) must therefore use ground control measures to verify and confirm the results obtained from aerial photography.
- The GIS shall be fully compatible with the Tenderer(s) valuation system. As well as being compatible with the municipal system.



23.3 SPECIFICATIONS OF AERIAL PHOTOGRAPHY REQUIRED FOR DATA COLLECTION

Where Tenderer is required as a condition of tender to supply such photography in terms of item 1, paragraph 11.2 hereof. The following minimum specifications will apply

DESCRIPTION	SPECIFICATION	
	<u>Urban</u>	<u>Rural</u>
Colour	Nice to have but panchromatic will suffice	
Scale of negatives	1:10 000	n.a
Off-nadir angle	0° - 15°	
Digital format	Tiff or Mr Sid with the applicable world file (*.tifw or *.sidw).	
Projection	Transverse Mercator 29° East	W929
Datum	WGS84	
Accuracy	<= 1m	5m to 15m
Resolution	<= 0,25m	0,50m to 1,25m
Ground control	Yes	No
Ortho rectification	Yes	Yes
Mosaicing	Yes	Yes
Geo-referencing	Yes	Yes
Collection method	Aerial photography	Aerial photography or satellite imagery
Application	Suitable for capturing footprints of buildings and structures as well as broad land uses	Suitable for capturing broad land uses and identify position and approximate size of buildings and structures
Cloud cover	<5%	



SCHEDULE 1 (A)

AFFIDAVIT, NOMINATION AND DECLARATION OF MUNICIPAL VALUER

The Tenderer hereby nominates the following person to be designated by the municipality in terms of section 33
(1) as the municipal valuer

FULL NAMES

I.D NUMBER

PROFESSIONAL QUALIFICATION.....

PROFESSIONAL REGISTRATION.....

(Attach certified copy of certificate)

Have you ever been disqualified as a valuer? If yes, full details and reasons to be supplied.

.....

.....

Have you been summoned to appear at any disciplinary hearing of either the South African Institute of Valuers
and/or South African Council for the Property Valuers Profession or other recognized professional bodies
relating to the valuation profession? If yes, full details including date of hearing, presiding officer and outcome.

.....

.....

WORK EXPERIENCE IN COMPILING MASS MUNICIPAL VALUATIONS:

NAME OF MUNICIPALITY	PERIOD OF VALUATION ROLL	NO. OF PROPERTIES ON ROLL	REFERENCE	CONTACT NUMBER



COMPILATION AND MAINTENANCE OF THE GENERAL VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLL FOR FINANCIAL YEARS 1 JULY 2026 TO 30 JUNE 2031 AS WELL AS THE SUPPLY OF OTHER VALUATIONS RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, (ACT 6 OF 2004)

List properties included in any of the valuation rolls compiled by you of a special nature/requiring specific skills, i.e. airport, mines, quarries, etc.

DESCRIPTION OF PROPERTY	TYPE OF PROPERTY	METHOD OF VALUATION	MUNICIPALITY

Have you compiled any valuation rolls utilizing GIS and/or Aerial Photography? If yes, provide full details:

NAME OF MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	CONTACT NUMBER

Have you had any experience in reconciling cadastre data with deeds data and thereafter with the Municipal valuation roll?

If yes, provide full details.

NAME OF MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	CONTACT NO.



VALUATION BOARD HEARING EXPERIENCE

Have you appeared in front of any valuation boards in terms of previous legislation?

If yes:

NAME OF MUNICIPALITY	NAME OF CHAIRPERSON	NAME OF SECRETARY	DATE OF HEARING

VALUATION APPEAL BOARD HEARINGS

Have you appeared in front of a Valuation Appeal Board in terms of previous legislation or the Act?

If yes:

NAME OF MUNICIPALITY	NAME OF CHAIRPERSON	NAME OF SECRETARY	DATE OF HEARING	NO OF APPEALS	No of appeals upheld by the board	What was the % reduction awarded by the board compared to the valuations compiled by you?

I, The undersigned _____
do hereby make oath and say that:

The questionnaire has been completed by me in full.

I have not withheld any information in regards the completion of this questionnaire and that all information supplied by me is true and correct.

I do further declare that I have read all the tender requirements including all schedules, forms and other information set out and confirm that I have fully acquainted myself with the terms and conditions thereof and fully understand the content and implication of all such conditions.

I further undertake by my signature hereof (if I am not the Tenderer) to bind myself jointly and severally with Tenderer to fulfil all obligations and requirements of this tender.



COMPILATION AND MAINTENANCE OF THE GENERAL VALUATION ROLL AND
SUPPLEMENTARY VALUATION ROLL FOR FINANCIAL YEARS 1 JULY 2026 TO 30 JUNE 2031 AS
WELL AS THE SUPPLY OF OTHER VALUATIONS RELATED SERVICES IN COMPLIANCE WITH
THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, (ACT 6 OF 2004)

Signed by me at _____ this _____ day _____ 20__

SIGNATURE: NOMINATED PERSON AS MUNICIPAL
VALUER

JUSTICE OF PEACE/COMMISSIONER OF OATHS

*I hereby certify that the deponent has acknowledged that he/she knows and understands the contents of this
affidavit and that it was signed and sworn to before me
at _____ on theday of20__*

Justice of Peace/Commissioner of Oaths

**TO BE STAMPED
JUSTICE OF PEACE/COMMISSIONER OF
OATHS**



SCHEDULE 1 (B)

AFFIDAVIT, NOMINATION AND DECLARATION OF SUBSTITUTE MUNICIPAL VALUER

In the event of the nominated person as municipal valuer, not being able to carry out his functions and/or duties in terms of this tender due to accident, death, ill health or insolvency, the person nominated as the substitute municipal valuer shall continue with the functions of the Municipal valuer and shall assume all responsibilities in terms hereof as if he were the Municipal valuer.

FULL NAMES

I.D. NUMBER

PROFESSIONAL QUALIFICATIONS

PROFESSIONAL REGISTRATION
(Attach certified copy of certificate)

Have you ever been disqualified as a valuer? If yes, full details and reasons to be supplied.

.....

.....

Have you been summoned to appear at any disciplinary hearing of either the South African Institute of Valuers and/or South African Council for the Property Valuers Profession or other recognized professional bodies relating to the valuation profession? If yes, full details including date of hearing, presiding officer and outcome.

.....

.....

WORK EXPERIENCE IN COMPILING MASS MUNICIPAL VALUATIONS:

NAME OF MUNICIPALITY	PERIOD OF VALUATION ROLL	NO. OF PROPERTIES ON ROLL	REFERENCE	CONTACT NUMBER



COMPILATION AND MAINTENANCE OF THE GENERAL VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLL FOR FINANCIAL YEARS 1 JULY 2026 TO 30 JUNE 2031 AS WELL AS THE SUPPLY OF OTHER VALUATIONS RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, (ACT 6 OF 2004)

List properties included in any of the valuation rolls compiled by you of a special nature/requiring specific skills, i.e. airport, mines, quarries, etc.

DESCRIPTION OF PROPERTY	TYPE OF PROPERTY	METHOD OF VALUATION	MUNICIPALITY

Have you compiled any valuation rolls utilizing GIS and/or Aerial Photography? If yes, provide full details:

NAME OF MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	CONTACT NUMBER

Have you had any experience in reconciling cadastre data with deeds data and thereafter with the municipal valuation roll? If yes, provide full details

NAME OF MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	CONFIRMATION NO



VALUATION BOARD HEARING EXPERIENCE

Have you appeared in front of any valuation boards in terms of previous legislation?

If yes:

NAME OF MUNICIPALITY	NAME OF CHAIRPERSON	NAME OF SECRETARY	DATE OF HEARING

VALUATION APPEAL BOARD HEARINGS

Have you appeared in front of a Valuation Appeal Board in terms of previous legislation or the Act?

If yes

NAME OF MUNICIPALITY	NAME OF CHAIRPERSON	NAME OF SECRETARY	DATE OF HEARING	No of appeals	No of appeals upheld by the board	What was the % reduction awarded by the board compared to the valuations compiled by you?

I,

The undersigned _____

do hereby make oath and say that:

The questionnaire has been completed by me in full.

I have not withheld any information in regards the completion of this questionnaire and that all information supplied by me is true and correct.

I do further declare that I have read all the tender requirements including all schedules, forms and other information set out and confirm that I have fully acquainted myself with the terms and conditions thereof and fully understand the content and implication of all such conditions.



I further undertake by my signature hereof that in the event of the nominated Municipal valuer in terms of **Schedule 1(A)** hereof not being able to carry out his duties as a result of accident, death, ill health or insolvency, I hereby bind myself jointly and severally with Tenderer and/or the Municipal valuer to fulfil all obligations and requirements of this tender. I do further declare that I have read all the tender requirements including all schedules, forms and other information set out and confirm that I have fully acquainted myself with the terms and conditions thereof and fully understand the content and implication of all such conditions.

Signed by me at _____ this _____ day _____ 20_____

SIGNATURE: NOMINATED PERSON AS SUBSTITUTE
MUNICIPAL VALUER

JUSTICE OF PEACE/COMMISSIONER OF OATHS

I hereby certify that the deponent has acknowledged that he/she knows and understands the contents of this affidavit and that it was signed and sworn to before me

at _____ on theday of20_____

Justice of Peace/Commissioner of Oaths

**TO BE STAMPED BY
JUSTICE OF PEACE/
COMMISSIONER OF OATHS**



SCHEDULE 2(A)

AFFIDAVIT, NOMINATION AND DECLARATION OF ASSISTANT MUNICIPAL VALUER

In the case of nomination for assistant municipal valuer a minimum of two persons must be nominated. This is necessary to provide for succession in the event of one of the nominated assistant municipal valuers not being able to perform his duties as a result of accident, death, ill health or insolvency provided that they accept the appointment jointly and severally.

FULL NAMES

I.D. NUMBER

PROFESSIONAL QUALIFICATIONS.....

PROFESSIONAL REGISTRATION
(Attach certified copy of certificate)

Have you ever been disqualified as a valuer? If yes, full details and reasons to be supplied.

.....
.....

Have you been summoned to appear at any disciplinary hearing of either the South African Institute of Valuers and/or South African Council for the Property Valuers Profession or other recognized professional bodies relating to the valuation profession? If yes, full details including date of hearing, presiding officer and outcome.

.....
.....

WORK EXPERIENCE IN COMPILING MASS MUNICIPAL VALUATIONS:

NAME OF MUNICIPALITY	PERIOD OF VALUATION ROLL	NO. OF PROPERTIES ON ROLL	REFERENCE	CONTACT NUMBER



List properties included in any of the valuation rolls compiled by you of a special nature/requiring specific skills, i.e. airport, mines, quarries, etc.

DESCRIPTION OF PROPERTY	TYPE OF PROPERTY	METHOD OF VALUATION	MUNICIPALITY

Have you compiled any valuation rolls utilizing GIS and/or Aerial Photography? If yes, provide full details:

NAME OF MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	CONTACT NO

Have you had any experience in reconciling cadastre data with deeds data and thereafter with the municipal valuation roll? If yes, provide full details.

NAME OF MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	CONTACT NO



VALUATION BOARD HEARING EXPERIENCE

Have you appeared in front of any valuation boards in terms of previous legislation?

If yes:

NAME OF MUNICIPALITY	NAME OF CHAIRPERSON	NAME OF SECRETARY	DATE OF HEARING

VALUATION APPEAL BOARD HEARINGS

Have you appeared in front of a Valuation Appeal Board in terms of previous legislation or the Act?

If yes:

NAME OF MUNICIPALITY	NAME OF CHAIRPERSON	NAME OF SECRETARY	DATE OF HEARING	NO OF APPEALS	No of appeals upheld by the board	What was the % reduction awarded by the board compared to the valuations compiled by you?

I, The undersigned _____ do hereby make oath and say that :

The questionnaire has been completed by me in full.

I have not withheld any information in regards the completion of this questionnaire and that all information supplied by me is true and correct.

I do further declare that I have read all the tender requirements including all schedules, forms and other information set out and confirm that I have fully acquainted myself with the terms and conditions thereof and fully understand the content and implication of all such conditions.



COMPILATION AND MAINTENANCE OF THE GENERAL VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLL FOR FINANCIAL YEARS 1 JULY 2026 TO 30 JUNE 2031 AS WELL AS THE SUPPLY OF OTHER VALUATIONS RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, (ACT 6 OF 2004)

I further undertake by my signature hereof (if I am not the Tenderer) to bind myself jointly and severally with Tenderer to fulfil all obligations and requirements of this tender.

Signed by me at _____ this _____ day _____ 20_____

SIGNATURE: ASSISTANT NOMINATED MUNICIPAL VALUER NO. 1

JUSTICE OF PEACE/COMMISSIONER OF OATHS

I hereby certify that the deponent has acknowledged that he/she knows and understands the contents of this affidavit and that it was signed and sworn to before me
at _____ on theday of20_____

Justice of Peace/Commissioner of Oaths

**TO BE STAMPED BY
JUSTICE OF PEACE/COMMISSIONER
OF OATHS**



SCHEDULE 2(B)

AFFIDAVIT, NOMINATION AND DECLARATION OF ASSISTANT MUNICIPAL VALUER

In the case of nomination for assistant municipal valuer a minimum of two persons must be nominated. This is necessary to provide for succession in the event of one of the nominated assistant municipal valuers not being able to perform his duties as a result of accident, death, ill health or insolvency provided that they accept the appointment jointly and severally.

FULL NAMES

I.D NUMBER

PROFESSIONAL QUALIFICATIONS

PROFESSIONAL REGISTRATION NO

(Attach certified copy of certificate)

Have you ever been disqualified as a valuer? If yes, full details and reasons to be supplied.

.....

.....

Have you been summoned to appear at any disciplinary hearing of either the South African Institute of Valuers and/or South African Council for the Property Valuers Profession or other recognized professional bodies relating to the valuation profession? If yes, full details including date of hearing, presiding officer and outcome.

.....

.....

WORK EXPERIENCE IN COMPILING MASS MUNICIPAL VALUATIONS:

NAME OF MUNICIPALITY	PERIOD OF VALUATION ROLL	NO. OF PROPERTIES ON ROLL	REFERENCE	CONTACT NUMBER



List properties included in any of the valuation rolls compiled by you of a special nature/requiring specific skills, i.e. airport, mines, quarries, etc.

DESCRIPTION OF PROPERTY	TYPE OF PROPERTY	METHOD OF VALUATION	MUNICIPALITY

Have you compiled any valuation rolls utilizing GIS and/or Aerial Photography? If yes, provide full details:

NAME OF MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	CONTACT NO

Have you had any experience in reconciling cadastre data with deeds data and thereafter with the municipal valuation roll? If yes, provide full details.

NAME OF MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	PHONE NO

VALUATION BOARD HEARING EXPERIENCE

Have you appeared in front of any valuation boards in terms of previous legislation?

If yes:

NAME OF MUNICIPALITY	NAME OF CHAIRPERSON	NAME OF SECRETARY	DATE OF HEARING



COMPILATION AND MAINTENANCE OF THE GENERAL VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLL FOR FINANCIAL YEARS 1 JULY 2026 TO 30 JUNE 2031 AS WELL AS THE SUPPLY OF OTHER VALUATIONS RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, (ACT 6 OF 2004)

VALUATION APPEAL BOARD HEARINGS

Have you appeared in front of a Valuation Appeal Board in terms of previous legislation or the Act?

If yes:

NAME OF MUNICIPALITY	NAME OF CHAIRPERSON	NAME OF SECRETARY	DATE OF HEARING	No of appeals	No of appeals upheld by the board	What was the % reduction awarded by the board compared to the valuations compiled by you?

I, The undersigned _____

do hereby make oath and say that :

The questionnaire has been completed by me in full.

I have not withheld any information in regards the completion of this questionnaire and that all information supplied by me is true and correct.

I do further declare that I have read all the tender requirements including all schedules, forms and other information set out and confirm that I have fully acquainted myself with the terms and conditions thereof and fully understand the content and implication of all such conditions.

I further undertake by my signature hereof (if I am not the Tenderer) to bind myself jointly and severally with Tenderer to fulfil all obligations and requirements of this tender.



COMPILATION AND MAINTENANCE OF THE GENERAL VALUATION ROLL AND
SUPPLEMENTARY VALUATION ROLL FOR FINANCIAL YEARS 1 JULY 2026 TO 30 JUNE 2031 AS
WELL AS THE SUPPLY OF OTHER VALUATIONS RELATED SERVICES IN COMPLIANCE WITH
THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, (ACT 6 OF 2004)

Signed by me at _____ this _____ day _____ 20_____

SIGNATURE: ASSISTANT NOMINATED
MUNICIPAL VALUER NO. 2

JUSTICE OF PEACE/COMMISSIONER OF OATHS

*I hereby certify that the deponent has acknowledged that he/she knows and understands the contents of this
affidavit and that it was signed and sworn to before me*

at _____ on theday of20_____

Justice of Peace/Commissioner of Oaths

**TO BE STAMPED BY
JUSTICE OF PEACE/COMMISSIONER
OF OATHS**



SCHEDULE 2(C)

AFFIDAVIT, NOMINATION AND DECLARATION OF ASSISTANT MUNICIPAL VALUER

In the case of nomination for assistant municipal valuer a minimum of two persons must be nominated. This is necessary to provide for succession in the event of one of the nominated assistant municipal valuers not being able to perform his duties as a result of accident, death, ill health or insolvency provided that they accept the appointment jointly and severally.

FULL NAMES

I.D. NUMBER

PROFESSIONAL QUALIFICATIONS

PROFESSIONAL REGISTRATION NO
(Attach certified copy of certificate)

Have you ever been disqualified as a valuer? If yes, full details and reasons to be supplied.

.....

.....

Have you been summoned to appear at any disciplinary hearing of either the South African Institute of Valuers and/or South African Council for the Property Valuers Profession or other recognized professional bodies relating to the valuation profession? If yes, full details including date of hearing, presiding officer and outcome.

.....

.....

WORK EXPERIENCE IN COMPILING MASS MUNICIPAL VALUATIONS:

NAME OF MUNICIPALITY	PERIOD OF VALUATION ROLL	NO. OF PROPERTIES ON ROLL	REFERENCE	CONTACT NUMBER



COMPILATION AND MAINTENANCE OF THE GENERAL VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLL FOR FINANCIAL YEARS 1 JULY 2026 TO 30 JUNE 2031 AS WELL AS THE SUPPLY OF OTHER VALUATIONS RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, (ACT 6 OF 2004)

List properties included in any of the valuation rolls compiled by you of a special nature/requiring specific skills, i.e. airport, mines, quarries, etc.

DESCRIPTION OF PROPERTY	TYPE OF PROPERTY	METHOD OF VALUATION	MUNICIPALITY

Have you compiled any valuation rolls utilizing GIS and/or Aerial Photography? If yes, provide full details:

NAME OF MUNICIPALITY	DATE OF VALUATION	CONTACT PERSON	CONTACT NO

Have you had any experience in reconciling cadastre data with deeds data and thereafter with the municipal valuation roll? If yes, provide full details

NAME OF MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	CONTACT NO



VALUATION BOARD HEARING EXPERIENCE

Have you appeared in front of any valuation boards in terms of previous legislation?

If yes:

NAME OF MUNICIPALITY	NAME OF CHAIRPERSON	NAME OF SECRETARY	DATE OF HEARING

VALUATION APPEAL BOARD HEARINGS

Have you appeared in front of a Valuation Appeal Board in terms of previous legislation or the Act?

If yes:

NAME OF MUNICIPALITY	NAME OF CHAIRPERSON	NAME OF SECRETARY	DATE OF HEARING	No of appeals	No of appeals upheld by the board	What was the % reduction awarded by the board compared to the valuations compiled by you?

I, The undersigned _____

do hereby make oath and say that :

The questionnaire has been completed by me in full.

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COMPILATION AND MAINTENANCE OF THE GENERAL VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLL FOR FINANCIAL YEARS 1 JULY 2026 TO 30 JUNE 2031 AS WELL AS THE SUPPLY OF OTHER VALUATIONS RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, (ACT 6 OF 2004)

I do further declare that I have read all the tender requirements including all schedules, forms and other information set out and confirm that I have fully acquainted myself with the terms and conditions thereof and fully understand the content and implication of all such conditions.

I further undertake by my signature hereof (if I am not the Tenderer) to bind myself jointly and severally with Tenderer to fulfil all obligations and requirements of this tender.

Signed by me at _____ this _____ day _____ 20_____

SIGNATURE:
ASSISTANT NOMINATED MUNICIPAL VALUER NO. 3

JUSTICE OF PEACE/COMMISSIONER OF OATHS

I hereby certify that the deponent has acknowledged that he/she knows and understands the contents of this affidavit and that it was signed and sworn to before me
at _____ on theday of20_____

Justice of Peace/Commissioner of Oaths

**TO BE STAMPED BY
JUSTICE OF PEACE/COMMISSIONER OF
OATHS**



SCHEDULE 2(D)

AFFIDAVIT, NOMINATION AND DECLARATION OF ASSISTANT MUNICIPAL VALUER

In the case of nomination for assistant municipal valuer a minimum of two persons must be nominated. This is necessary to provide for succession in the event of one of the nominated assistant municipal valuers not being able to perform his duties as a result of accident, death, ill health or insolvency provided that they accept the appointment jointly and severally.

FULL NAMES

I.D. NUMBER

PROFESSIONAL QUALIFICATIONS

PROFESSIONAL REGISTRATION NO
(Attach certified copy of certificate)

Have you ever been disqualified as a valuer? If yes, full details and reasons to be supplied.

.....
.....

Have you been summoned to appear at any disciplinary hearing of either the South African Institute of Valuers and/or South African Council for the Property Valuers Profession or other recognized professional bodies relating to the valuation profession? If yes, full details including date of hearing, presiding officer and outcome.

.....
.....

WORK EXPERIENCE IN COMPILING MASS MUNICIPAL VALUATIONS:

NAME OF MUNICIPALITY	PERIOD OF VALUATION ROLL	NO. OF PROPERTIES ON ROLL	REFERENCE	CONTACT NUMBER



List properties included in any of the valuation rolls compiled by you of a special nature/requiring Specific skills, i.e. airport, mines, quarries, etc.

DESCRIPTION OF PROPERTY	TYPE OF PROPERTY	METHOD OF VALUATION	MUNICIPALITY

Have you compiled any valuation rolls utilizing GIS and/or Aerial Photography? If yes, provide full details:

NAME OF MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	CONTACT NO

Have you had any experience in reconciling cadastre data with deeds data and thereafter with the municipal valuation roll? If yes, provide full details.

NAME OF MUNICIPALITY	DATE OF VALUATION ROLL	CONTACT PERSON	CONTACT NO



VALUATION BOARD HEARING EXPERIENCE

Have you appeared in front of any valuation boards in terms of previous legislation?

If yes:

NAME OF MUNICIPALITY	NAME OF CHAIRPERSON	NAME OF SECRETARY	DATE OF HEARING

VALUATION APPEAL BOARD HEARINGS

Have you appeared in front of a Valuation Appeal Board in terms of previous legislation or the Act?

If yes:

NAME OF MUNICIPALITY	NAME OF CHAIRPERSON	NAME OF SECRETARY	DATE OF HEARING	No of appeals	No of appeals upheld by the board	What was the % reduction awarded by the board compared to the valuations compiled by you?

I, The undersigned _____

do hereby make oath and say that:

The questionnaire has been completed by me in full.

I have not withheld any information in regards the completion of this questionnaire and that all information supplied by me is true and correct.

I do further declare that I have read all the tender requirements including all schedules, forms and other information set out and confirm that I have fully acquainted myself with the terms and conditions thereof and fully understand the content and implication of all such conditions.

I further undertake by my signature hereof (if I am not the Tenderer) to bind myself jointly and severally with Tenderer to fulfil all obligations and requirements of this tender.



COMPILATION AND MAINTENANCE OF THE GENERAL VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLL FOR FINANCIAL YEARS 1 JULY 2026 TO 30 JUNE 2031 AS WELL AS THE SUPPLY OF OTHER VALUATIONS RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, (ACT 6 OF 2004)

Signed by me at _____ this _____ day _____ 20_____

SIGNATURE: ASSISTANT NOMINATED MUNICIPAL
VALUER NO. 4

JUSTICE OF PEACE/COMMISSIONER OF OATHS

I hereby certify that the deponent has acknowledged that he/she knows and understands the contents of this affidavit and that it was signed and sworn to before me
at _____ on theday of20____

Justice of Peace/Commissioner of Oaths

**TO BE STAMPED BY
JUSCTICE OF PEACE/COMMISSIONER OF
OATHS**



SCHEDULE 3

DATA BACK UP AND DISASTER RECOVERY PLAN

The minimum level of data protection and recovery plan will be as set out under paragraph 17 hereof.

In the event of Tenderer not wishing to conform to such standards Tenderer shall attach as **Schedule 3**, a complete proposal in this regard.

Municipality shall not be obliged to accept such proposal of Tenderer and municipality reserves the right to refer the proposal of Tenderer for evaluation by a recognised expert in the field of data back-up and recovery

SCHEDULE 4

COMPUTER SYSTEM

Tenderer to attach a detailed inventory of the current computer equipment owned by him as well as future computer needs necessary to comply with this tender. Tenderer may appoint a specialist to assist him to meet the computer and IT requirements to comply with this tender.

Where the Tenderer elects to employ a specialist organisation to assist him in regards to the computer requirements a proposal by such specialist must be attached hereto.

Municipality reserves the right to appoint a duly qualified computer expert to check, verify and confirm that the computer equipment, system and other IT resources of the Tenderer, will adequately manage and cope with the requirements of this tender for the full duration of the tender

SCHEDULE 5

HUMAN RESOURCES

Tenderer and/or nominated person/s to complete the following schedule:

Schedule 5 must be accompanied by a human resources organogram of Tenderer and nominated person/s

NAME OF PERSON	EXPERIENCE	YEARS OF EXPERIENCE	FULLTIME OR PART TIME ON PROJECT	PROFESSIONAL QUALIFICATIONS



SCHEDULE 6

PROJECT WORK PLAN

Tenderer to attach as Schedule 7 comprehensive work plan reflecting inter-alia:-

Work definition

Work flow

Timelines

Deadlines per Tender (which may not be altered)

Note the above schedule will together with the key Task Functions under paragraph 18 hereof become the basis on which the municipality will monitor the Tenderer(s) progress and municipality shall be entitled to take action against Tenderer if the above time limits and project plan are not adhered to. Municipality reserves the right to review the time frames indicated by the Tenderer and enforce time frames or deadlines as provided under paragraph 7 hereof.

Tenderer to include hereunder a workflow diagram or chart illustrating his understanding of the entire valuation process necessary to compile valuations referred to in this tender.

SCHEDULE 7

STATEMENT OF ADDITIONAL SERVICES THAT TENDERER WILL PROVIDE

Tenderer should indicate under **Schedule 7** any item and/or additional service that will be included in the tender.

E.g. Tenderer may as part of his services include aerial photography at his cost.

However, Tenderer may not vary any of the terms and conditions of this tender. If so, such variation will invalidate the tender.

The purpose of this schedule is to draw to the attention of the municipality any services that Tenderer will provide at his cost that have not been provided for in the Tender document and that will be of benefit to the municipality.

SCHEDULE 8

PUBLIC AWARENESS POLICY

The Tenderer will be required to fulfil the following requirements:

14.1 Arrange 5 public awareness workshops to councillors, officials, ward committee, etc

14.2 Comment on press releases and issue press releases if required by the Municipality.

14.3 Comment on television and/or radio interviews and conduct such interviews or participate in panel discussions relating thereto if so required by the municipality.



14.4 Have a representative available at the office of the municipality to assist objectors with objections and attend to any enquiries during the objection period.

SCHEDULE 9

WORK IN THE COURSE OF BEING AWARDED THE TENDER, NOMINATED MUNICIPAL VALUER AND/OR ASSISTANT MUNICIPAL VALUER

The Tender is required to fully disclose all tenders that have been tendered for by the Tenderer, nominated municipal valuer .

Tenderer will be required to set out in full what capacity he has in terms of human and I.T resources should such tenders be awarded to him .

Tenderer is to indicate clearly how the award of any or all of such pending tenders will impact on the Tenderer's ability to comply with the requirements of this tender.

PART A

VALUATION ROLL APPOINTMENTS TENDERER FOR:

TENDER NO.	NAME OF MUNICIPALITY	CLOSING DATE	NO. OF PROPERTIES



COMPILATION AND MAINTENANCE OF THE GENERAL VALUATION ROLL AND SUPPLEMENTARY VALUATION ROLL FOR FINANCIAL YEARS 1 JULY 2026 TO 30 JUNE 2031 AS WELL AS THE SUPPLY OF OTHER VALUATIONS RELATED SERVICES IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, (ACT 6 OF 2004)

PART B

TENDERER, NOMINATED MUNICIPAL VALUER AND/OR NOMINATED ASSISTANT MUNICIPAL VALUER
IS TO DECLARE ALL TENDERS AWARDED FOR THE COMPILATION OF MASS VALUATION ROLLS
SINCE 1 January 2006:

TENDER NO.	NAME OF MUNICIPALITY	SUBMISSION DATE	NO. OF PROPERTIES

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder