LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS

ERRATUM: NOTICE TO ALL BIDDERS

Kindly be informed that the bid **CoGHSTA B006/2026-27FY: ADDITIONAL DATABASE FOR GEOTECHNICAL ENGINEERING FIRMS TO CONDUCT GEOTECHNICAL INVESTIGATION PHASE 1 AND PHASE 2 IN LINE WITH MINIMUM REQUIREMENTS AND IN ACCORDANCE WITH THE GEOTECHNICAL SITEINVESTIGATIONS FOR HOUSING DEVELOPMENT FOR THREE YEARS (3) YEARS (2026/27 UNTIL 2028/29 FINANCIAL YEARS).**

1. Terms of Reference have been amended on the requirement for a Letter of Good Standing has been replaced with the submission of a valid Registration Certificate or Privy Seal Certificate.

2. Herein are the Terms of Reference attached for full information.

Kind Regards,

HEAD OF DEPARTMENT

29/01/26
DATE

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PROVINCIAL GOVERNMENT
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DEPARTMENT OF
CO-OPERATIVE GOVERNANCE,
HUMAN SETTLEMENTS & TRADITIONAL AFFAIRS

TERMS OF REFERENCE

ESTABLISHMENT OF ADDITIONAL DATABASE FOR GEOTECHNICAL ENGINEERING FIRMS TO CONDUCT GEOTECHNICAL INVESTIGATION PHASE 1 AND PHASE 2 IN LINE WITH MINIMUM REQUIREMENTS AND IN ACCORDANCE WITH THE GEOTECHNICAL SITE INVESTIGATIONS FOR HOUSING DEVELOPMENT FOR THREE (3) YEARS (2026/27 UNTIL 2028/29 FINANCIAL YEARS)

TERMS OF REFERENCE FOR ESTABLISHMENT OF ADDITIONAL DATABASE FOR GEOTECHNICAL ENGINEERING FIRMS TO CONDUCT GEOTECHNICAL INVESTIGATION PHASE 1 AND PHASE 2 IN LINE WITH MINIMUM REQUIREMENTS AND IN ACCORDANCE WITH THE GEOTECHNICAL SITE INVESTIGATIONS FOR HOUSING DEVELOPMENT FOR THREE (3) YEARS (2025/26 UNTIL 2027/28 FINANCIAL YEARS).

1. INTRODUCTION

1.1. One of the objectives of the Department of Co-operative Governance, Human Settlements and Traditional Affairs (COGHSTA) is to ensure that housing development is properly planned in the Province. In pursuance to realize properly planned housing development for Medium Term Strategic Framework period, the Department is inviting proposals and profiles from Geotechnical Engineering firms to render geotechnical investigation services in various villages within five districts (Capricorn, Sekhukhune, Waterberg, Mopani and Vhembe) where houses would be built.

2. PURPOSE

2.1. Primary objective of the three-year (03) database is to ensure that appointed engineers work towards all five Districts having 100% Geotechnical coverage within all villages in Limpopo Province.

3. LOCATION OF THE SITES

3.1. The sites are located in several scattered rural villages within Capricorn, Sekhukhune, Waterberg, Mopani and Vhembe district municipalities. A list of villages and the associated number of units would be provided.

Allocation of sites/areas will be at the Department's discretion

- Approximate distances between Polokwane and furthest village in the municipality per district:
- Polokwane – Ga-Kibi in Blouberg LM, Capricorn DM is 130km
- Polokwane – Leboeng in Tubatse LM, Sekhukhune is 210km

- Polokwane – Marapong in Lephalale LM, Waterberg DM is 245km
- Polokwane – Botshabelo in Maruleng LM, Mopani DM is 140km
- Polokwane – Hankutswi/ Masisi in Musina LM, Vhembe DM is 280km
- Polokwane – Regorogile in Thabazimbi LM, Waterberg DM is 300km

4. SCOPE AND DELIVERABLES OF SERVICES REQUIRED

4.1. The scope of work for the assignment consists of the following components which shall be in accordance with the geotechnical site investigations for the housing development, generic specification (GFSH-2, GFSH-6, GFSH-8);

4.1.1 Stage 1: Geotechnical report for specified development areas

4.1.1.1 Conduct a Phase 1 Geotechnical Site investigation to establish soil stability and advice the Department on mitigating measures to be applied should the land need any sort of transformation for the proposed project and the geotechnical report must cover the entire village or area to the edge of the border.

4.1.1.2 Provide for Laboratory Testing results from a SANAS accredited Laboratory as part of further assessment and recommendations per unit thereof.

4.1.1.3 Provide the Department with two related and separate comprehensive reports for a Phase 2 Geotechnical Site Investigation with recommendations advising the Department on whether to pursue the project of developing human settlement development or not, based on the findings of the latter reports.

4.1.2 Stage 2: Recommended Foundation designs for specified development areas

4.1.2.1 Recommended raft foundation design for soil classification conditions

4.1.2.2 Recommended strip foundation design for normal soil classification conditions

4.1.2.3 Special foundation or rational designs for adverse soil conditions

4.1.2.4 It is required that the engineers support the motivation for the design criteria used.

5. DELIVERABLES & OUTPUTS

5.1. In accordance with the relevant standards and procedures for professional practice, and contracted scope of work, the appointed professional service provider will submit and make oral presentation on the following outputs and deliverables:

5.1.1 Phase 1 Inception Report (15%)

The report must outline the agreed scope of methodology, process plan, expected outputs, deliverables and milestone with timeframes, including detailed description of content and characteristics of each of the work outputs/ deliverables of task section. An oral presentation of the inception report to client is required. A soft copy and three (3) hard copies are required.

5.1.2 Phase 2 Geotechnical investigation report (75%)

This report will incorporate feedback and comments on the above draft. The service provider will provide all necessary cross sectional schematic drawings per trial pits/test pits, and submit the full reports in PDF, word and shape files. An oral presentation of the final report to client is required. A soft copy and three (3) hard copies are required.

All other related information attained from any other relevant / responsible authorities, which assisted in undertaking of Geotechnical Assessment should form part of annexures of the comprehensive reports to be submitted to the Department.

5.1.3 Geotechnical reports shall be submitted to NHBRC for approval (10%)

The Service Provider (Professional Geotechnical Engineer or Professional Natural Scientist) should be available to address inputs or comments from NHBRC and provide technical interpretation or clarity on the report, designs and specifications prior approval.

6. EXPERIENCE IN CONDUCTING GEOTECHNICAL INVESTIGATION, FOUNDATION DESIGN AND FLOODLINE DETERMINATION

6.1 The Bidder should provide a list of all similar projects design that they have been completed in South Africa in the past five years or that they are currently underway, clearly describing the scope and value of work, contact details of each employer, the role of the tenderer and the status of the project.

6.2 The Bidder should demonstrate established working relationship with the SANAS accredited Laboratories.

7. FINANCIAL

7.1. The Geotechnical Investigation assessment shall be at the fixed cost of R5 840.00 per unit or site in line with the NHBRC rates.

The breakdown of cost is as follows:

ASSESSMENT	RATE
Forensic Engineering Assessment	R1800.00
Geotechnical Investigation	R800.00
Material Testing	R3240.00
Total investigation per unit or site	**R5840.00**

8. PROFESSIONAL INDEMNITY INSURANCE

8.1. Upon appointment, all service providers will be required to furnish the department with Professional **Indemnity Insurance amounting to 10%** of the total value of the project from accredited financial institutions. Such insurance must be submitted within 14 working days after receipt of the official appointment letter.

8.2. All Service Providers should furnish the Department with proof of All Risk Insurance policy with a short-term insurer registered in terms of the Short-Term Insurance Act 1998 (Act 53 of 1998).

9. BID EVALUATION CRITERIA

9.1. This Bid will be evaluated in terms of the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and related regulations as follows:

The bid will be evaluated in three (3) phases namely:

Phase 1a: Administrative Compliance and Phase 1b Mandatory Compliance

Phase 2: Technical/Functionality Evaluation.

Phase 3: Price and Specific Goals.

The Department reserves the right to accept all, some, or none of the bids submitted – either wholly or in part.

NB: Bid documents must be returned in the original format. Do not rearrange.

9.2 Phase 1a: Administrative Compliance

The following returnable documents and requirements should be adhered to and be provided in the proposals:

9.2.1 Completed and signed Standard Bid Document (SBD1) which forms part of the tender document.

9.2.2 Completed and signed SBD 6.1 which forms part of the tender document. Failure to fully complete and submit supporting documents will result in zero Specific Goals points. Based on the information available on the CSD, the Department will print the CSD report to validate the required information.

9.2.3 Completed SBD 3.3 which forms part of the tender document.

NB: Successful bidders will be required to sign SBD 7.2 Contract form.

9.3 PHASE 1b: Mandatory Compliance

The following returnable documents and requirements must be adhered to and be provided in the proposals; failure to comply will result in an offer being disregarded and not considered for further evaluation:

9.3.1 In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit separate required documents, any other clearance or registration forms.

9.3.2 In the case of a Joint Venture/Consortium/Partnerships submitting a tender, include the following:

a. Signed joint venture agreement indicating the ***lead partner***.

b. Resolution by its members authorizing a member of the joint venture to sign the documents on behalf of the joint venture.

9.3.3 Proof of authority to sign on behalf of the bidder (e.g., company resolution) must be submitted.

9.3.4 Completed and signed Standard Bid Document (SBD4) which forms part of the tender document (***in case where the required information is more than the allocated space includes an annexure and must be referenced***).

a. Bidders should take note of clause no.3.3 to 3.6 of the SBD 4 forms.

9.3.5. At least one Director/Member should be registered with a professional body SACNASP (as a Professional Natural Scientist) or submit a valid registration certificate or Privy Seal Certificate) or ECSA (as a Professional Engineer or Technologist).

9.3.6. Submit a copy of valid registration certificate or Privy Seal certificate with SACNASP for the Professional Natural Scientist (Geological Sciences) as part of the technical team.

9.3.7. Submit a copy of valid registration certificate or Privy Seal certificate registration with ECSA for the Professional Engineer/Technologist as part of the technical team. Submit copies of Minimum Degree/B Tech in Geotechnical Engineering.

9.3.8. Submit a copy of valid registration certificate or Privy Seal certificate registration with ECSA for the Professional Engineer/Technologist as part of the technical team. Submit copies of Minimum Degree/B Tech in Structural Engineering.

9.3.9. The Department will validate all required professional registrations.

9.3.10 It is the bidder's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and submit proof of SAQA accreditation certificate.

9.3.11. Period of Additional Database will be aligned to the remaining months of the existing database ending 31 March 2028.

9.3.12. This bid is subject to the General Condition of Contract (GCC).

9.3.13. Closing time and date for all bids will be indicated on SBD1. Bids received after the specified closing time on the closing date shall be regarded as late and will not be accepted.

9.3.14. Bid submission method(s) will be indicated on SBD1.

9.3.15. Bids submitted other than as indicated on SBD1 will not be considered.

9.3.16. Validity period will be indicated on SBD 3.3.

9.3.17. The Department reserves the right to negotiate all prices submitted by bidders.

9.3.18. Bidders must make use of the prescribed bid documents. Do not retype or copy.

9.3.19. Use of correction pens is prohibited.

9.3.20. No amendments without initializing will be accepted.

9.3.21. The Department will not enter into a contract with service providers who are not registered on the Centralized Supplier Database (CSD).

9.3.22. Deviation from Specifications/Terms of Reference is not permitted.

9.4. Phase 2: Technical Evaluation (Functionality)

100% (70 points) will be allocated for technical requirements in accordance with the following rating scale:

0 = Poor, 1 = Below Average, 2 = Average, 3= Good, 4= Very Good, 5 = Excellent

With regard to functionality the following criteria will be applicable, and the maximum weight of each criterion is indicated hereunder:

Criteria A: Tenderer's experience		**Points**
Project completed: (Attach appointment letters and completion certificates that indicate the start and completion dates for similar work done in 60 months prior to date of this submission)	Number of projects completed of similar nature with verifiable references, appointment letters and completion certificates. Rating scale 5 (09 projects and above completed = 30 points) Rating scale 4 (7 to 8 projects completed = 24 points) Rating scale 3 (5 to 6 projects completed = 18 points) Rating scale 2 (3 to 4 projects completed = 12 points) Rating scale 1 (1 to 2 projects completed = 6 points) Rating scale 0 (No projects completed = 0 points)	**30**

Criteria B: Experience of technical project team post professional registration			
Criteria	**Requirement(s)**	**Relevant Work Experience**	**points**
Professional Natural Scientist	CV(s) must be submitted	**Experience as Professional Natural Scientist** Rating scale 5 (5 years and above = 10 points) Rating scale 4 (4 but less than 5 years = 8 points) Rating scale 3 (3 but less than 4 years = 6 points) Rating scale 2 (2 but less than 3 years = 4 points) Rating scale 1 (1 but less than 2 years = 2 points) Rating scale 0 (less than 1 year = 0 points)	**10**
Professional Engineer/ Technologist (Geotechnical Engineering)	CV(s) must be submitted	**Experience as Professional Engineer/Technologist (Geological Engineering)** Rating scale 5 (5 years and above = 20 points) Rating scale 4 (4 but less than 5 years = 16 points) Rating scale 3 (3 but less than 4 years = 12 points) Rating scale 2 (2 but less than 3 years = 8 points) Rating scale 1 (1 but less than 2 years = 4 points) Rating scale 0 (less than 1 year = 0 points)	**20**
Professional Engineer / Technologist (Structural)	CV(s) must be submitted	**Experience as Professional Engineer/Technologist (Structural)** Rating scale 5 (5 years and above = 10 points) Rating scale 4 (4 but less than 5 years = 8 points)	**10**

		Rating scale 3 (3 but less than 4 years = 6 points) Rating scale 2 (2 but less than 3 years = 4 points) Rating scale 1 (1 but less than 2 years = 2 points) Rating scale 0 (less than 1 year = 0 points)	
GRAND TOTAL			**70**

IMPORTANT NOTE:

A bid which scores less than eighty percent (80% or 56 points) in respect of the requirements in Technical or Functionality Evaluation will be deemed to be non-responsive.

10. Phase 3: Price and Specific Goals

In terms of the Preferential Procurement Policy Framework Act (Act No. 5 of 2000) and related regulations as follows: **the 80/20 preference points system is applicable for the acquisition of goods or services for rand value equal to or below R50 million.**
The adjudication of this bid will be based on the 80/20-point scoring system.

10.1. Price

Price will be allocated 80 points as the price is a subsidy quantum.

10.2. Specific Goals

A maximum of 20 points may be awarded for the specific goals specified here under.
The following specific goals with **verifiable means of verification** and applicable points will be utilized for awarding points:

Ownership	Points	Means of Verification
Limpopo Province	4	Latest (not older than three months) Municipal Account in the name of the bidding company/Traditional Council letter in the name of the bidding company. (Lease agreement to be attached in cases where names differ)
Black People • 100% company owned by people who are blacks = 4 points • >51% and <100% company owned by people who are Black = 3 points • >0% and <51% company owned by people who are Black = 2 point • 0% company owned by people who are Black = 0 points	4	Latest CSD report printed by the Department

Youth • 100% company owned by people who are Youth = 6 points • >51% and <100% company owned by people who are Youth = 4 points • >0% and <51% company owned by people who are Youth = 2 points • 0% company owned by people who are Youth = 0 points	6	Latest CSD report printed by the Department
Women • 100% company owned by people who are Women = 6 points • >51% and <100% company owned by people who are Women = 4 points • >0% and <51% company owned by people who are Women =2 points • 0% company owned by people who are Women = 0 points	6	Latest CSD report printed by the Department
Total	**20**	

The tenderer must indicate how they claim points for each preference point system on the SBD 6.1 form.

The scored for the specific goal will be added to the points scored for price and the total will be rounded off to the nearest two decimal places.

11. SUBMISSION PROCEDURE

Proposal submitted through e-mail or fax will not be considered.

All bids must be submitted in the Bid Box @ 20 Rabe Street, Cnr Landdros Mare & Rabe Streets, Polokwane addressed to:

The Chief Director

Supply Chain Management

Department of Co-operative Governance, Human Settlements & Traditional Affairs

Private Bag X9485

Polokwane

0700

12. INFORMATION

Should additional information or clarification be required regarding the terms of reference before the closing date of bid, contact may be made through telephone or email with the following officials:

NAME	TELEPHONE	EMAIL ADRESS
Technical Enquiries		
Mogotsi K	015 284 5471	MogotsiKP@coghsta.limpopo.gov.za
Maisela ND	015 284 1841	MaiselaND@coghsta.limpopo.gov.za
Nemadzhilili AC	015 284 5303	Nemadzhililiac@coghsta.limpopo.gov.za
Administrative Enquiries		
Phiri JM	015 294 2154	PhiriJM@coghsta.limpopo.gov.za
Peta MM	015 294 2154	PetaMM@coghsta.limpopo.gov.za

DBSC SIGNATURES

Chairperson : _____

Member : _____

Member : _____

Member : _____

Secundus : _____

HOD : _____