



MALUTI-A-PHOFUNG SPECIAL ECONOMIC ZONE

REQUEST FOR TENDER

BID NUMBER: MAPSEZ 003/2026(T)

APPOINTMENT OF A MULTIDISCIPLINARY PROFESSIONAL FIRM TO UNDERTAKE THE REVIEW AND UPDATE OF THE MAPSEZ MASTER PLAN

TENDER PARTICULARS

FIELD	DETAILS
Tender / Bid Number	MAPSEZ 003/2026(T)
Advert Date	22 September 2026
Closing Date	13 October 2026
Closing Time	11:00
Bid Validity	90 calendar days from the closing date
Contract Period	Twenty-four (24) weeks from the written commencement date
Submission Address	MAPSEZ Head Office, Cnr Amanda and De Lange Streets, Tshiame, Harrismith, 9880

BIDDER / COMPANY DETAILS

FIELD	TO BE COMPLETED BY BIDDER
Bidder / Company Name	
Company Registration Number	
CSD Supplier Number	MAAA
Authorised Representative	
Contact Number and E-mail	

Issued by:

Maluti-a-Phofung Special Economic Zone
Cnr Amanda and De Lange Streets
Tshiame, Harrismith
Tel: 058 635 1120
www.mapsez.co.za

VERY IMPORTANT NOTICE ON DISQUALIFICATION

A Bid not complying with the peremptory requirements stated hereunder will be regarded as being a “not Acceptable Bid” and as such will be rejected.

“Acceptable Bid” means any bid which, in all respects, complies with the conditions and specifications set out in this document, including the applicable Preferential Procurement Policy Framework Act, 2000 and related procurement legislation.

Bidders are expected to:

- i. Submit the bid on or before the closing date and time.
- ii. Fill in the required information in all prescribed forms and schedules.
- iii. Complete all forms and schedules in black ink. Do not use pencil or correction fluid.
- iv. Make corrections only by placing a line through the incorrect words or numbers, inserting the correction and initialling next to the amendment.
- v. Ensure that witnesses sign where required.
- vi. Attend the compulsory briefing / clarification meeting, where applicable.
- vii. Attach a signed Joint Venture / Consortium agreement, where applicable.
- viii. Ensure that only the duly authorised person signs the tender offer and prescribed forms.
- ix. Provide the CSD and SARS tax-compliance information required in the tender returnables.
- x. Be registered on the Central Supplier Database.
- xi. Hold any other registration expressly required by this tender, where applicable.

Furthermore, the Bid will be considered as not acceptable if:

- i. There are attempts by the bidder to improperly influence the evaluation or awarding of the bid.
- ii. The bidder or any of its directors is listed on the Register of Bid Defaulters, where applicable.
- iii. The bidder has abused the MAPSEZ Supply Chain Management System or is restricted from doing business with the public sector, where applicable.
- iv. The bidder, or a relevant director, manager, principal shareholder or stakeholder, is in the service of the state where this is prohibited by applicable prescripts.
- v. An actual conflict of interest exists and is not properly disclosed or managed.
- vi. The bidder submits the tender on documentation other than that issued or formally amended by MAPSEZ.

MAPSEZ:	Initial _____	Witness:	Initial _____
Bidder:	Initial _____	Witness:	Initial _____

IN THIS DOCUMENT AND OTHER DOCUMENTS REFERRED TO BUT NOT ATTACHED, THE FOLLOWING WORDS ARE SYNONYMOUS WITH EACH OTHER

1. CLIENT, EMPLOYER, MALUTI-A-PHOFUNG SPECIAL ECONOMIC ZONE
2. BIDDER, CONTRACTOR, SERVICE PROVIDER
3. QUOTATION, BID, TENDER AND VARIATIONS THEREOF
4. JOINT VENTURE / CONSORTIUM

MASTER TABLE OF CONTENTS – ALL FOUR VOLUMES

VOLUME	TITLE	PRINCIPAL CONTENT
Volume 1	Tendering Procedures, Evaluation and Special Conditions of Contract	• Invitation to Tender • Tender Data and Conditions • Evaluation Process • Administrative and Mandatory Compliance • Functionality Evaluation • Price and Preference • Award • Special Conditions of Contract
Volume 2	Scope of Work / Technical Requirements	• Background and Context • Existing Master Plan Baseline • Objectives of the Assignment • Scope of Work • Technical Requirements • Professional Responsibilities • Deliverables and Milestones • Programme Requirements • Stakeholder Engagement • Handover Requirements
Volume 3	Financial Tender	• Pricing Instructions • Professional Fees • Supporting / Sundry Professional Rates • Disbursements • Milestone Pricing • VAT • Total Tender Price • Price Declaration
Volume 4	Returnable Documents and Bidder Response Schedules	• Returnable Document Checklist • Bidder Information • Standard Bid Documents • Authority to Sign • JV / Consortium Information • Mandatory Key Personnel Schedule • Key Personnel CV and Relevant Experience Schedules • Company Experience Schedule • Implementation Response • Financial Capacity Schedule • Specific Goals Schedule • Addenda Acknowledgement • Bidder Declaration • Supporting Documentation Index

The four volumes form one integrated Request for Tender and must be read together. Requirements contained in one volume may be cross-referenced in another volume.

VOLUME 1

TENDERING PROCEDURES, EVALUATION AND SPECIAL CONDITIONS OF CONTRACT

REVIEW AND UPDATE OF THE MAPSEZ MASTER PLAN

VOLUME 1 – TABLE OF CONTENTS

1.0. GLOSSARY OF TERMS	6
1.1. INVITATION TO TENDER.....	7
1.1.1. Tender Invitation	7
1.1.2. Tender Information	7
1.1.3. Bidding Procedure Enquiries.....	7
1.1.4. Technical Enquiries	7
1.2. TENDER DATA AND CONDITIONS	8
1.2.1. Procurement Process.....	8
1.2.2. Communication and Clarification	8
1.2.3. Compulsory Briefing Session	8
1.2.4. Submission Requirements	8
1.2.5. Tender Validity	8
1.2.6. Addenda and Amendments.....	9
1.2.7. Joint Ventures, Consortia and Subcontracting.....	9
1.2.8. Reservations and Disclaimers.....	9
1.3. EVALUATION PROCESS	10
1.3.1. Evaluation Sequence	10
1.4. ADMINISTRATIVE AND MANDATORY COMPLIANCE	11
1.4.1. Administrative Compliance.....	11
1.4.2. Mandatory Requirements	11
1.4.2.1. Six Key Mandatory Personnel	11
1.4.2.2. Other Mandatory Requirements	13
1.4.3. Supporting / Sundry Professional Resources	13
1.5. FUNCTIONALITY EVALUATION	15
1.5.1. Functionality Evaluation Matrix	15
1.6. PRICE AND PREFERENCE.....	26
1.6.1. Price – 80 Points	26

1.6.2. Specific Goals – 20 Points	26
1.7. AWARD.....	27
1.8. SPECIAL CONDITIONS OF CONTRACT	28
1.8.1. Application of the General Conditions of Contract.....	28
1.8.2. Contract Documents and Order of Precedence	28
1.8.3. Commencement, Duration and Programme	28
1.8.4. Key Personnel.....	28
1.8.5. Fees, Invoicing and Payment.....	28
1.8.6. Contract Variations After Award.....	28
1.8.7. Professional Indemnity Insurance	29
1.8.8. Data, Intellectual Property and Handover	29
1.8.9. Confidentiality and Protection of Information	29
1.8.10. Conflicts of Interest and Subcontracting	29

1.0. GLOSSARY OF TERMS

TERM	DEFINITION
Addendum	A written amendment, clarification or additional instruction formally issued by MAPSEZ before tender closing.
Bid / Tender	The complete response submitted by a bidder in accordance with the requirements of the RFT.
Bidder / Service Provider	The entity, firm, Joint Venture or Consortium submitting a tender; after award, the appointed service provider.
CSD	Central Supplier Database.
ECSA	Engineering Council of South Africa.
FDC	Free State Development Corporation.
GCC	National Treasury General Conditions of Contract.
JV / Consortium	A formal arrangement between two or more entities jointly submitting the tender.
MAPSEZ	Maluti-a-Phofung Special Economic Zone.
Master Plan	The MAPSEZ Master Plan to be reviewed and updated under this tender.
Professional Indemnity Insurance	Insurance cover for liability arising from professional errors, omissions or negligence in the provision of professional services.
SACPLAN	South African Council for Planners.
SAQA	South African Qualifications Authority.
SBD	Standard Bidding Document.
Specific Goals	The goals used for preference-point allocation under the applicable 80/20 preference system.

1.1. INVITATION TO TENDER

1.1.1. Tender Invitation

The Maluti-a-Phofung Special Economic Zone invites suitably qualified multidisciplinary professional firms, Joint Ventures or Consortia to submit tenders for the appointment of a multidisciplinary professional firm to undertake the review and update of the MAPSEZ Master Plan.

The assignment period will be twenty-four (24) weeks from the written commencement date.

1.1.2. Tender Information

ITEM	REQUIREMENT
Procuring Institution	Maluti-a-Phofung Special Economic Zone
Bid Number	MAPSEZ 003/2026(T)
Description	Review and update of the MAPSEZ Master Plan
Procurement Method	Open competitive Request for Tender for professional services
Contracting Basis	Single multidisciplinary firm, Joint Venture or Consortium
Closing Date	13 October 2026
Closing Time	11:00
Bid Box	MAPSEZ Head Office, Cnr Amanda and De Lange Streets, Tshiame, Harrismith, 9880
Bid Validity	90 calendar days
Contract Period	24 weeks
Preference System	80/20
Functionality Threshold	70/100
Briefing Session	Bidders MUST register with Ms. N. Sekaja via telephone (058) 635 1120/1134 and/or via e-mail at nneheng@mapsez.co.za before 09:00am on the 28 th September 2026 to be registered on the list of clarification meeting attendees

1.1.3. Bidding Procedure Enquiries

Mr Thapelo Moloi

Supply Chain Management

Tel: 058 635 1120

E-mail: thapelom@mapsez.co.za

1.1.4. Technical Enquiries

Mr Vusmuzi Nyathi

Junior Civil Engineer

Tel: 058 635 1120

E-mail: vusmuzi@mapsez.co.za

1.2. TENDER DATA AND CONDITIONS

1.2.1. Tender Advert and Closing Date

Advert Date:

22 September 2026

Compulsory Briefing Session:

A compulsory briefing session will be held on 28 September 2026. Bidders who fail to attend the compulsory briefing session will be disqualified.

Attendance of the virtual/online clarification meeting is mandatory. Bidders MUST register with Ms. N. Sekaja via telephone (058) 635 1120/1134 and/or via e-mail at nneheng@mapsez.co.za before 09:00am on the 28th of September 2026 to be registered on the list of clarification meeting attendees. A link will be provided upon successful registration.

Closing Date:

The tender will close on 13 October 2026 at [insert time]. Bids received after the closing date and time will not be considered.

Tender Period:

The tender will be advertised for a period of twenty-one (21) days, from 22 September 2026 to 13 October 2026.

1.2.2.

1.2.3. Procurement Process

This tender will follow a single-envelope quality-and-price process.

The complete submission must contain all prescribed administrative documents, mandatory evidence, technical and functionality information, the Financial Tender and preference documentation.

The tender will be evaluated sequentially in accordance with Section 1.3.

1.2.4. Communication and Clarification

All requests for clarification must be submitted in writing by e-mail.

Procurement-related enquiries must be directed to the SCM contact stated in Section 1.1.3, and technical enquiries to the technical contact stated in Section 1.1.4.

Requests for clarification must reach MAPSEZ no later than five (5) working days before the tender closing date.

Where a clarification is relevant to all prospective bidders, MAPSEZ may issue the response through a formal clarification notice or addendum.

No oral clarification, explanation or representation will bind MAPSEZ unless confirmed in writing.

1.2.5. Compulsory Briefing Session

A compulsory in-person briefing session will be held. Attendance is mandatory. A bidder that fails to attend the briefing session and complete the official attendance register will be regarded as non-responsive.

COMPULSORY BRIEFING DETAILS	
FIELD	DETAILS
Date	28 September 2026

COMPULSORY BRIEFING DETAILS	
FIELD	DETAILS
Time	11:00
Venue	Link will be provided at registration. Bidders must register with MAPSEZ by 09:00am on Monday 28 September 2026 to be on the list of registered participants for the meeting. The Microsoft Teams link will be provided only to bidders who have registered by the deadline (See Tender Notice and Invitation).

1.2.6. Submission Requirements

SUBMISSION ITEM	REQUIREMENT
Signed Original	One (01) complete signed original tender submission
Electronic Copy	One (01) searchable PDF copy on USB flash drive
Packaging	Signed original and USB in one sealed envelope
Envelope Marking	Tender number, tender description, closing date, bidder name and return address

The signed original will prevail where a discrepancy exists between the hard-copy and electronic versions.

The Financial Tender must not be submitted in a separate envelope.

E-mail, facsimile, telegraphic and late tender submissions will not be accepted.

Corrections must be initialled by the authorised signatory. Correction fluid may not be used.

1.2.7. Tender Validity

The tender must remain valid for 90 calendar days after the closing date.

MAPSEZ may request an extension before expiry. A bidder agreeing to an extension may not alter its tender.

1.2.8. Addenda and Amendments

MAPSEZ may issue formal addenda before tender closing. Bidders must acknowledge all applicable addenda.

Where an addendum materially affects the tender requirements, MAPSEZ may extend the closing period.

After closing, MAPSEZ may request lawful clarification of information already submitted. Such clarification may not be used to alter the price or scope, improve the bidder's competitive position, or cure a material non-compliance.

1.2.9. Joint Ventures, Consortia and Subcontracting

A Joint Venture or Consortium must submit a signed agreement identifying:

- the Lead Partner;
- all participating members;
- percentage participation;
- roles and responsibilities;
- relevant professional disciplines;
- authority of the authorised representative; and
- joint and several liability.

A consolidated JV / Consortium CSD registration report must be submitted.

A Key Mandatory Professional may be provided by any participating JV / Consortium member, provided that the proposed individual:

- is named in the tender;
- forms part of the proposed project team;
- meets the prescribed qualification and experience requirements;
- holds the prescribed professional registration, where applicable; and
- is available to perform the assignment.

No material subcontractor or Key Professional may be replaced after award without prior written approval from MAPSEZ.

1.2.10. Reservations and Disclaimers

MAPSEZ reserves the right to:

- verify information contained in a tender;
- request lawful clarification;
- reject a materially non-responsive tender;
- cancel the procurement process in accordance with applicable requirements; and
- not accept the lowest-priced or any tender.

The cost of tender preparation is for the bidder's account.

An award remains subject to the applicable approval processes, availability of budget and conclusion of a written contract.

1.3. EVALUATION PROCESS

1.3.1. Evaluation Sequence

The tender will be evaluated sequentially. A bidder must satisfy the requirements of each stage before proceeding to the next stage.

STAGE	ASSESSMENT	COMPLIANCE / ASSESSMENT REQUIREMENTS	COMPLIANCE CHECK	OUTCOME
1	ADMINISTRATIVE COMPLIANCE	The tender must be received before the closing date and time and submitted in the prescribed manner. The tender document must be completed in full, in permanent ink, and signed or initialled wherever required. All applicable fields must be completed or marked N/A where not applicable. Corrections must be initialed and correction fluid may not be used. The prescribed original and electronic copy must be submitted.	☐ Document completed in full ☐ Signed / initialled where required ☐ N/A indicated where applicable ☐ Submission requirements met	Pass / Fail. A tender that is not administratively complete will not proceed to Mandatory Compliance.
2	MANDATORY COMPLIANCE	The bidder must comply with all mandatory requirements stated in Section 1.4.2, including the six (6) Key Mandatory Personnel and all prescribed mandatory returnable documents and supporting evidence.	☐ Mandatory requirements responded to ☐ Required documents attached ☐ Mandatory personnel requirements met	Pass / Fail. Failure to meet any applicable mandatory requirement will render the tender non-responsive and it will not proceed to Functionality Evaluation.
3	FUNCTIONALITY / QUALITY	Bidders that pass Mandatory Compliance will be evaluated against the approved functionality criteria and weighting. The bidder must submit the prescribed functionality response and supporting evidence.	☐ Functionality response submitted ☐ Supporting evidence submitted ☐ Evaluation completed	Minimum 70/100. A bidder scoring below 70% will not proceed to Price and Specific Goals.
4	PRICE AND SPECIFIC GOALS	Qualifying bidders will be evaluated in accordance with the applicable 80/20 Preference Point System.	☐ Financial Tender completed ☐ Preference documentation submitted ☐ Evaluation completed	80 points for Price + 20 points for Specific Goals.

A bidder must pass each evaluation stage before proceeding to the next stage. A bidder that fails Administrative Compliance will not proceed to Mandatory Compliance; a bidder that fails Mandatory Compliance will not proceed to Functionality Evaluation; and a bidder scoring below 70% for Functionality will not proceed to Price and Specific Goals.

1.4. ADMINISTRATIVE AND MANDATORY COMPLIANCE

All tenders will first be assessed for Administrative Compliance in accordance with Section 1.4.1. Only tenders found to be administratively compliant will proceed to Mandatory Compliance.

Bidders are required to comply with all mandatory requirements set out in Section 1.4.2. Failure to comply with any applicable mandatory requirement will render the tender non-responsive and the tender will not proceed to Functionality or Price and Specific Goals.

1.4.1. Administrative Compliance

For purposes of Administrative Compliance, MAPSEZ will assess whether the tender:

- was received at the official tender submission point before the closing date and time;
- was submitted in the prescribed format;
- has been completed in full and in permanent ink;
- has been signed or initialled in all places where a signature or initial is required;
- has all applicable fields completed or marked N/A where not applicable;
- contains no unauthorized alterations or use of correction fluid;
- has all corrections properly initialled by the authorised signatory;
- includes the prescribed signed original and electronic copy; and
- is appropriately labelled with the tender number, tender description and bidder details.

A tender that is not fully completed and duly signed as prescribed will be regarded as administratively non-compliant and will not proceed to the Mandatory Compliance stage.

1.4.2. Mandatory Requirements

Bidders must comply with all mandatory requirements set out in this section. Failure to comply with any applicable mandatory requirement will render the tender non-responsive and the bidder will not proceed to Functionality Evaluation.

1.4.2.1. Six Key Mandatory Personnel

Bidders are required to provide the six (6) Key Mandatory Professional Resources / Personnel required to lead the execution of the contract.

The proposed personnel must hold the prescribed qualifications and minimum experience and must be registered with the appropriate professional body or council where professional registration is applicable to the relevant discipline.

For each proposed professional, the bidder must attach:

- a maximum two-page Curriculum Vitae (CV);
- a certified copy of the relevant qualification(s);
- a SAQA Certificate of Evaluation for any qualification obtained outside South Africa; and
- certified proof of current professional registration with the relevant professional body or council, where applicable.

The information stated in the tender must correspond with the supporting documentation submitted. Failure to provide any one of the six (6) Key Mandatory Personnel, or failure to submit the prescribed supporting documentation, will render the tender non-responsive and the bidder will not proceed to Functionality Evaluation.

For bidders that satisfy the mandatory administrative and personnel requirements, the same six Key Mandatory Personnel will thereafter be assessed under the Functionality Evaluation Criteria in Section 1.5.

Table 1.4.2.1: Mandatory Key Personnel Requirements

NO.	PROFESSIONAL RESOURCE / DISCIPLINE	MINIMUM QUALIFICATION	MANDATORY PROFESSIONAL REGISTRATION	ROLE AND RESPONSIBILITY	BIDDER REGISTRATION DETAILS / SUPPORTING DOCUMENTS
1	Town and Regional Planner – Project Director / Master Plan Team Leader	Postgraduate qualification in Town and Regional Planning, Urban and Regional Planning, City and Regional Planning, Spatial Planning, or an equivalent relevant planning qualification.	Current SACPLAN registration as a Professional Planner	Strategic leadership, multidisciplinary integration, stakeholder engagement, coordination, review and final quality assurance.	Personnel Name: _____ Professional Body: _____ Registration Level: _____ Registration No.: _____ CV & required supporting documents: Yes ☐ No ☐
2	Civil Engineer – Civil Infrastructure Engineering Lead	BEng / BSc Eng / BTech / BEngTech in Civil Engineering, or an equivalent relevant Civil Engineering qualification.	Current ECSA registration as Pr. Eng or Pr. Tech. Eng	Overall civil infrastructure strategy and integration across roads, stormwater, water, sanitation and bulk civil services.	Personnel Name: _____ Professional Body: _____ Registration Level: _____ Registration No.: _____ CV & required supporting documents: Yes ☐ No ☐
3	Electrical Engineer – Electrical Infrastructure Engineering Lead	BEng / BSc Eng / BTech / BEngTech in Electrical Engineering, or an equivalent relevant Electrical Engineering qualification.	Current ECSA registration as Pr. Eng or Pr. Tech. Eng	Overall electrical infrastructure: demand, bulk supply, substations, reticulation, distribution and internal / external electrical planning.	Personnel Name: _____ Professional Body: _____ Registration Level: _____ Registration No.: _____ CV & required supporting documents: Yes ☐ No ☐

NO.	PROFESSIONAL RESOURCE / DISCIPLINE	MINIMUM QUALIFICATION	MANDATORY PROFESSIONAL REGISTRATION	ROLE AND RESPONSIBILITY	BIDDER REGISTRATION DETAILS / SUPPORTING DOCUMENTS
4	Transport Planner / Civil Engineer – Transport, Traffic, Rail and Logistics Lead	Bachelor's degree in Transport Planning, Town and Regional Planning, Civil / Transport Engineering, or an equivalent relevant qualification.	Current SACPLAN Professional Planner or ECSA Pr. Eng / Pr. Tech. Eng, according to discipline proposed	Plan transport, traffic, rail, access and logistics integration.	Personnel Name: _____ Professional Body: _____ Registration Level: _____ Registration No.: _____ CV & required supporting documents: _____ Yes ☐ No ☐
5	Architect	Bachelor's degree in architecture studies, designer or relevant qualification.	Current SACAP registration as a quantity surveyor	Translating the vision, site and spatial analysis, circulation and flow, design and regulatory compliance etc.	Personnel Name: _____ Professional Body: _____ Registration Level: _____ Registration No.: _____ CV & required supporting documents: _____ Yes ☐ No ☐
6	Quantity Surveyor / Cost Engineer	Bachelor's degree in quantity surveyor relevant qualification.	Current SACQSP/ /ASAQS registration as a quantity surveyor	Initial cost modeling, financial feasibility, master budget allocation etc, Compiling of bill of quantity, cost estimates.	Personnel Name: _____ Professional Body: _____ Registration Level: _____ Registration No.: _____ CV & required supporting documents: _____ Yes ☐ No ☐

Note: SACPLAN refers to the South African Council for Planners. ECSA refers to the Engineering Council of South Africa. Qualifications obtained outside South Africa must be accompanied by a SAQA Certificate of Evaluation confirming the comparable NQF level and relevant field.

1.4.2.2. Other Mandatory Requirements

NO.	MANDATORY REQUIREMENT	DOCUMENT / EVIDENCE REQUIRED
1	Completed and signed SBD 1	Completed SBD 1 signed by an authorised person
2	Completed and signed SBD 4	SBD 4 for the bidder and each JV / Consortium member, where applicable
3	Completed and signed SBD 6.1	Preference Points Claim form in terms of the Preferential Procurement Regulations 2011

NO.	MANDATORY REQUIREMENT	DOCUMENT / EVIDENCE REQUIRED
4	Authority to Sign	Board resolution, members' resolution, power of attorney or other acceptable authority
5	JV / Consortium Agreement	Signed JV / Consortium Agreement, where applicable
6	CSD Registration	Proof of CSD registration / consolidated JV or Consortium CSD
7	CIPC Registration Documentation	CIPC Registration Certificate (CoR 14.3) or applicable equivalent according to entity type
8	Financial Tender	Completed Volume 3 with a determinable Total Tender Price
9	Professional Indemnity Insurance	Proof of Professional Indemnity Insurance of at least R5 000 000, or a letter from a registered insurer / insurance broker confirming that the required cover will be put in place upon award.

1.4.3. Supporting / Sundry Professional Resources

In addition to the six (6) Key Mandatory Personnel, the assignment may require supporting professional and specialist resources during implementation.

These resources are not required to be named at tender closing and will not form part of the mandatory personnel or functionality evaluation.

The list below is provided to inform bidders of the specialist disciplines that may be required and to enable them to make appropriate provision in their methodology, programme and pricing. Bidders must provide the applicable hourly rates in Volume 3 – Financial Tender.

Where a supporting resource is required after award, the successful service provider must submit the proposed person's CV, qualifications and professional registration, where applicable, for MAPSEZ approval before deployment.

NO.	SUPPORTING / SUNDRY PROFESSIONAL RESOURCE
1	SEZ, Economic and Investment Specialist / Development Economist
2	Town and Regional Planner – Spatial / Town and Regional Planning Specialist
3	Civil Engineer – Roads and Stormwater Specialist
4	Civil Engineer – Water Resources / Water and Sanitation Engineer
5	Electrical Engineer – Renewable Energy / Solar Farm Specialist
6	Mechanical Engineer – Solid Waste and Industrial Wastewater Specialist
7	ICT / Telecommunications Professional – ICT Infrastructure Architect
8	ICT / Digital Technology Professional – Smart City, IoT and Cybersecurity Specialist
9	Environmental Professional – Environmental and Social Specialist
10	Finance / Economics Professional – Project Finance / Funding Strategy Specialist
11	Legal / Commercial / Procurement Professional – PPP, Commercial, Legal and Procurement Adviser
12	GIS / Geomatics Professional – GIS, Data Modelling and Digital 3D Visualisation Specialist

NO.	SUPPORTING / SUNDRY PROFESSIONAL RESOURCE
13	Geotechnical Engineer / Survey Professional – Geotechnical, Survey and Land Information Specialist
14	Built Environment / Technical Documentation Professional – Document Control, BIM/CAD and Quality Assurance Manager

1.5. FUNCTIONALITY EVALUATION

Only bidders that have passed the Administrative Compliance and Mandatory Compliance stages will proceed to Functionality Evaluation.

Functionality will be evaluated out of **100 points**. A bidder must achieve a minimum score of **70 points** out of **100** to proceed to Price and Specific Goals Evaluation.

The qualification, minimum experience and professional registration requirements for the six (6) Key Personnel are assessed under Mandatory Compliance and will not be scored again under Functionality.

For Key Personnel, functionality will assess the relevant comparable assignments personally undertaken by the proposed professional.

1.5.1. Functionality Evaluation Matrix

NO.	CRITERIA	INFORMATION AND EVIDENCE	SCORE	WEIGHT
1	COMPANY EXPERIENCE	Relevant experience means completed work involving the development, review, update or implementation of a Master Plan, Precinct Plan, Development Framework/Town Planning, Infrastructure or Implementation Plan, Strategic Development Plan, or a comparable multidisciplinary planning assignment.		20
		Only completed assignments undertaken during the ten (10) years preceding the closing date of the tender will be considered. For each assignment claimed, the bidder must submit: a) a dated appointment letter, contract or purchase order, signed and/or officially stamped by the client; and b) a matching dated completion certificate or client reference letter, signed and/or officially stamped by the client. The two documents must relate to the same assignment and must identify the bidder or participating JV/Consortium member, the client, scope and relevant dates. Ongoing assignments, unmatched supporting documents and experience attributable only to an employee rather than the bidding entity will not count. <i>Bidder Response: Complete the prescribed Company Experience Schedule in Volume 4 and attach the required supporting evidence.</i>	5 or more qualifying completed assignments = 20 4 = 15 3 = 10 2 = 5 1 = 2 0 = 0	

NO.	CRITERIA	INFORMATION AND EVIDENCE	SCORE	WEIGHT
2	KEY PERSONNEL	The personnel assessed below must be the same six (6) Key Personnel accepted at the Mandatory Compliance stage. The prescribed minimum qualification, minimum experience and professional registration requirements will not be scored again. Each professional will be assessed on completed comparable assignments in which the individual personally performed work relevant to the professional role for which they are proposed. For every assignment relied upon for scoring, the CV / Relevant Experience Schedule must include a contactable referee: referee name, position / organisation and contact number. MAPSEZ reserves the right to verify the information submitted.		60
2.1	PROJECT DIRECTOR / MASTER PLAN TEAM LEADER	Relevant experience means completed assignments involving a Master Plan, Precinct Plan, Development Framework, SEZ / industrial-park planning assignment or comparable multidisciplinary planning assignment in which the proposed professional personally performed a leadership or coordination role. The experience should demonstrate one or more of the following: a) leadership or coordination of a multidisciplinary professional team; b) integration and coordination of specialist professional inputs; c) stakeholder engagement and coordination; d) management and coordination of project deliverables; and/or e) overall project review and quality assurance. The CV / Relevant Experience Schedule must clearly identify the assignment, client, period, organisation/employer, the professional's role and the relevant work personally performed. A project will not be counted where the CV merely lists the assignment but does not demonstrate the individual's role or relevant responsibilities.	3 or more qualifying assignments = 10 2 = 5 1 = 2 0 / unsupported = 0	10

NO.	CRITERIA	INFORMATION AND EVIDENCE	SCORE	WEIGHT
		<i>Bidder Response: Complete the prescribed Key Personnel CV and Relevant Experience Schedule in Volume 4, or submit the professional's CV in the prescribed format provided in Volume 4.</i>		
2.2	CIVIL INFRASTRUCTURE ENGINEERING LEAD	Relevant experience means completed assignments where the proposed professional personally undertook professional assessment, planning, review or design relating to: a) roads; b) stormwater; c) water and sanitation; d) bulk civil services; e) internal reticulation; f) infrastructure-capacity requirements; and/or g) infrastructure phasing. Routine maintenance, physical construction work or site supervision without professional engineering-planning, assessment or design responsibility will not count. The CV / Relevant Experience Schedule must clearly identify the assignment, client, period, organisation/employer, professional role and relevant work personally performed. <i>Bidder Response: Complete the prescribed Key Personnel CV and Relevant Experience Schedule in Volume 4, or submit the professional's CV in the prescribed format provided in Volume 4.</i>	3 or more qualifying assignments = 10 2 = 5 1 = 2 0 / unsupported = 0	10

NO.	CRITERIA	INFORMATION AND EVIDENCE	SCORE	WEIGHT
2.3	ELECTRICAL INFRASTRUCTURE ENGINEERING LEAD	Relevant experience means completed assignments where the proposed professional personally undertook professional assessment, planning, review or design relating to: a) electricity demand and supply; b) bulk electrical infrastructure; c) substations; d) distribution networks; e) internal reticulation; f) network-capacity requirements; g) energy systems; h) renewable-energy integration; and/or i) infrastructure phasing. Physical installation, wiring, routine maintenance or site supervision without professional planning or design responsibility will not count. The CV / Relevant Experience Schedule must clearly demonstrate the professional's personal role and relevant work. <i>Bidder Response: Complete the prescribed Key Personnel CV and Relevant Experience Schedule in Volume 4, or submit the professional's CV in the prescribed format provided in Volume 4.</i>	3 or more qualifying assignments = 10 2 = 5 1 = 2 0 / unsupported = 0	10
2.4	TRANSPORT, TRAFFIC, RAIL AND LOGISTICS LEAD	Relevant experience means completed assignments where the proposed professional personally undertook professional planning, assessment or design relating to: a) road access;	3 or more qualifying assignments = 10 2 = 5	10

NO.	CRITERIA	INFORMATION AND EVIDENCE	SCORE	WEIGHT
		b) traffic planning; c) freight movement; d) logistics; e) rail connectivity; f) internal circulation; g) public transport; and/or h) integration of transport systems within industrial, commercial, SEZ or comparable developments. Vehicle operation, routine fleet management or physical road construction without professional planning or design responsibility will not count. <i>Bidder Response: Complete the prescribed Key Personnel CV and Relevant Experience Schedule in Volume 4, or submit the professional's CV in the prescribed format provided in Volume 4.</i>	1 = 2 0 / unsupported = 0	
2.5	ARCHITECTURE	Relevant experience means completed assignments where the proposed professional personally undertook professional architectural assessment, planning, review or design relating to: a) translating a development vision, site conditions and development requirements into an architectural or physical development concept; b) spatial analysis, site planning and development layouts; c) circulation, access, movement and functional flow within a site or development; d) spatial configuration and functional relationships between buildings, infrastructure, public spaces and other land uses; e) architectural design principles, development controls and regulatory compliance;	3 or more qualifying assignments = 10 2 = 5 1 = 2 0 / unsupported = 0	10

NO.	CRITERIA	INFORMATION AND EVIDENCE	SCORE	WEIGHT
		f) planning and design of industrial, commercial, institutional and/or mixed-use facilities and precincts; g) integration of buildings and built form with engineering infrastructure and the surrounding development; and/or h) architectural inputs into master plans, precinct plans, development frameworks or similar large-scale development plans. Routine drafting, preparation of drawings without professional design responsibility, physical construction work or site supervision without professional architectural planning, assessment or design responsibility will not count. The CV / Relevant Experience Schedule must clearly identify the assignment, client, period, organisation/employer, professional role and relevant work personally performed. <i>Bidder Response: Complete the prescribed Key Personnel CV and Relevant Experience Schedule in Volume 4, or submit the professional's CV in the prescribed format provided in Volume 4.</i>		
2.6	QUANTITY SURVEYOR	Relevant experience means completed assignments where the proposed professional personally undertook professional quantity surveying and cost-management work relating to: a) initial cost modelling and preliminary cost planning; b) financial feasibility and development cost assessment; c) master budget development, allocation and cost planning; d) preparation of Bills of Quantities; e) preparation of cost estimates and elemental cost plans;	3 or more qualifying assignments = 10 2 = 5 1 = 2 0 / unsupported = 0	10

NO.	CRITERIA	INFORMATION AND EVIDENCE	SCORE	WEIGHT
		f) cost analysis and benchmarking; g) lifecycle and/or capital cost planning; and/or h) cost inputs into master plans, development frameworks or phased infrastructure development programmes. Routine measurement, payment certification or construction-site administration without responsibility for professional cost planning, estimating or financial assessment will not count. The CV / Relevant Experience Schedule must clearly identify the assignment, client, period, organisation/employer, professional role and relevant work personally performed. <i>Bidder Response: Complete the prescribed Key Personnel CV and Relevant Experience Schedule in Volume 4, or submit the professional's CV in the prescribed format provided in Volume 4.</i>		
3	TECHNICAL METHODOLOGY AND APPROACH	The bidder must provide a concise technical methodology and approach explaining how the MAPSEZ Master Plan Review will be undertaken. The response must describe the bidder's proposed process, methods and approach to carrying out the assignment and must not merely repeat or paraphrase the Scope of Work. <i>Bidder Response: Complete the prescribed Technical Methodology and Approach Schedule in Volume 4 or submit in own template or stationery.</i> The successful bidder's accepted methodology and approach will form part of the basis for the inception plan, project monitoring and assessment of deliverables, subject to any amendments agreed with MAPSEZ in writing.		10
3.1	REVIEW OF THE EXISTING MASTER PLAN AND	The bidder must explain how it will source, review and verify the information needed to understand the existing Master Plan, what has been implemented, and the current position of MAPSEZ.	0 points – Not addressed, irrelevant or no workable approach.	5

NO.	CRITERIA	INFORMATION AND EVIDENCE	SCORE	WEIGHT
	ESTABLISHMENT OF THE CURRENT POSITION	The response must identify the main documents and data required, where or from whom the information will be obtained, the relevant internal and external stakeholders to be engaged, and the method that will be used to review, compare and verify the information in order to establish the current MAPSEZ position.	1 point – Identifies some documents / data to be obtained, but does not clearly identify relevant stakeholders or the review method. 3 points – Identifies the main documents / data and relevant stakeholders . 5 points – Clearly identifies the documents / data required, where / from whom they will be obtained, the stakeholders to be engaged, and the method for reviewing, comparing and verifying the information to establish the current MAPSEZ position.	
3.2	IMPLEMENTATION APPROACH FOR THE UPDATED MASTER PLAN	The bidder must explain how the updated Master Plan will be translated into an implementable programme. The response should address potential implementation methods, or the preferred one based on similar experience. The proposed priorities and sequencing / phasing, the enabling actions or structures required, key responsible stakeholders, important dependencies, and how the funding and other resources required for implementation will be identified or mobilised.	0 points – Not addressed, irrelevant or no workable approach. 1 point – Gives only a high-level implementation approach, such as broad phases, years or general implementation areas. 3 points – Explains what should be implemented and the proposed sequencing / phasing, and identifies some key stakeholders or resources	5

NO.	CRITERIA	INFORMATION AND EVIDENCE	SCORE	WEIGHT			
			required. 5 points – Provides a clear implementation approach showing priorities and sequencing, enabling actions / structures, responsible stakeholders, dependencies, and how funding / resources will be identified or mobilised.				
	SCORING PRINCIPLE	For methodology criteria 3.1 to 3.2, evaluators must score against the stated descriptors. The highest score may be awarded only where all elements described at that level are addressed. A response that merely repeats the Scope of Work or lists activities without explaining how the work will be undertaken will not receive full points. The length of the response, by itself, will not determine the score.					
4	FINANCIAL CAPACITY	Financial capacity will be assessed from the financial information submitted by the bidder. <i>Bidder Response: Complete the prescribed Financial Capacity Schedule in Volume 4 and attach the required financial information.</i>		10			
4.1	FINANCIAL RESOURCES / CAPACITY	- Verifiable evidence demonstrating the bidder's ability to finance and sustain the works. Acceptable evidence includes: - Audited financial statements for the last two financial years, confirming annual turnover of at least R30million in each year. - Banker's Letter of Available Credit confirming available credit / overdraft facility. Not older than 3 months. - Latest management accounts if most recent audit is older than 12 months.		10			
		<table><tr><td>Component</td><td>Threshold</td><td>Points</td></tr></table>	Component	Threshold	Points		
Component	Threshold	Points					

NO.	CRITERIA	INFORMATION AND EVIDENCE	SCORE	WEIGHT																																								
		<table><tr><td colspan="3">Annual Turnover — 6 points</td></tr><tr><td>Turnover</td><td>R20m+ per annum (3-year average)</td><td>6</td></tr><tr><td>Turnover</td><td>R15m to R 19m per annum (3-year average)</td><td>3</td></tr><tr><td>Turnover</td><td>R10m to R 14,9m per annum (3-year average)</td><td>1</td></tr><tr><td>Turnover</td><td>Below R10m per annum</td><td>0</td></tr><tr><td colspan="3">Banker's Letter — 2 points</td></tr><tr><td>Credit facility</td><td>R8,000,000 or above available</td><td>2</td></tr><tr><td>Credit facility</td><td>R2,000,001 to R7,999,999 available</td><td>1</td></tr><tr><td>Credit facility</td><td>Below R2,000,000 or no letter submitted</td><td>0</td></tr><tr><td colspan="3">Current Ratio — 2 points</td></tr><tr><td>Current ratio</td><td>1.5 or above (from most recent audited AFS)</td><td>2</td></tr><tr><td>Current ratio</td><td>Below 1.5 or not determinable from AFS</td><td>0</td></tr><tr><td>TOTAL</td><td colspan="2">Maximum 10 points out of 100 for Criterion 4</td><td>10</td></tr></table>			Annual Turnover — 6 points			Turnover	R20m+ per annum (3-year average)	6	Turnover	R15m to R 19m per annum (3-year average)	3	Turnover	R10m to R 14,9m per annum (3-year average)	1	Turnover	Below R10m per annum	0	Banker's Letter — 2 points			Credit facility	R8,000,000 or above available	2	Credit facility	R2,000,001 to R7,999,999 available	1	Credit facility	Below R2,000,000 or no letter submitted	0	Current Ratio — 2 points			Current ratio	1.5 or above (from most recent audited AFS)	2	Current ratio	Below 1.5 or not determinable from AFS	0	TOTAL	Maximum 10 points out of 100 for Criterion 4		10
Annual Turnover — 6 points																																												
Turnover	R20m+ per annum (3-year average)	6																																										
Turnover	R15m to R 19m per annum (3-year average)	3																																										
Turnover	R10m to R 14,9m per annum (3-year average)	1																																										
Turnover	Below R10m per annum	0																																										
Banker's Letter — 2 points																																												
Credit facility	R8,000,000 or above available	2																																										
Credit facility	R2,000,001 to R7,999,999 available	1																																										
Credit facility	Below R2,000,000 or no letter submitted	0																																										
Current Ratio — 2 points																																												
Current ratio	1.5 or above (from most recent audited AFS)	2																																										
Current ratio	Below 1.5 or not determinable from AFS	0																																										
TOTAL	Maximum 10 points out of 100 for Criterion 4		10																																									
	TOTAL			100																																								

Functionality Threshold: A bidder must achieve at least 70 points out of 100 to proceed to Price and Specific Goals Evaluation. A bidder scoring below 70 points will not be evaluated further.

Bidder Reminder – Volume 4

For purposes of evaluating Key Personnel, bidders must either:

- complete the prescribed Key Personnel CV and Relevant Experience Schedule contained in Volume 4;
- or submit a CV for the proposed professional using the prescribed CV format provided in Volume 4.

The CV / schedule should clearly identify, for every assignment relied upon for functionality scoring:

- Project / assignment name;
- Client;
- Period of the assignment;
- Organisation / employer through which the professional undertook the work;
- Position / role performed; and
- Relevant work personally performed.
- Referee name;

- Referee position / organisation;
- Referee contact number.

The referee should be able to confirm the professional's role and relevant work on the assignment. The prescribed referee confirmation form in Volume 4 may be submitted as supporting verification.

Where the bidder submits a CV that does not clearly identify the professional's role or the relevant work personally performed, MAPSEZ will assess the information as submitted and will not make assumptions on behalf of the bidder. Where the information is insufficient to establish that an assignment qualifies, the bidder may forfeit the applicable functionality points.

MAPSEZ reserves the right to verify information submitted where necessary.

1.6. PRICE AND PREFERENCE

Only bidders achieving at least 70/100 for Functionality will proceed to Price and Specific Goals Evaluation.

The 80/20 Preference Point System will apply.

1.6.1. Price – 80 Points

Price will be evaluated in accordance with the applicable preferential procurement requirements and the completed Financial Tender in Volume 3.

1.6.2. Specific Goals – 20 Points

SPECIFIC GOAL	POINTS	MINIMUM PROOF
Enterprise owned by Historically Disadvantaged Person(s): Women	10	Applicable identity, CIPC and supporting evidence
Youth-owned Enterprise	10	Applicable identity and CIPC documentation
TOTAL	20	

Failure to submit adequate evidence for a claimed Specific Goal will result in zero points being awarded for that goal but will not, by itself, render the tender non-responsive.

1.7. AWARD

The tender will be considered for award following completion of the prescribed evaluation process.

Before an award is made, MAPSEZ will verify the tax compliance status of the bidder recommended for award through the applicable CSD / SARS verification process.

An award is subject to:

- approval by the appropriate MAPSEZ authority;
- availability of budget; and
- conclusion of the applicable written contract / Service Level Agreement.

1.8. SPECIAL CONDITIONS OF CONTRACT

1.8.1. Application of the General Conditions of Contract

The National Treasury General Conditions of Contract (GCC) apply to this tender and any contract resulting from it. These Special Conditions of Contract supplement the GCC and prescribe requirements specific to the review and update of the MAPSEZ Master Plan.

1.8.2. Contract Documents and Order of Precedence

ORDER	DOCUMENT
1	Letter of Award
2	Signed Contract / Service Level Agreement
3	Addenda issued before closing and approved written amendments after award
4	Special Conditions of Contract
5	Volume 2 – Scope of Work / Technical Requirements and accepted technical commitments
6	Volume 3 – Accepted Financial Tender
7	National Treasury General Conditions of Contract

1.8.3. Commencement, Duration and Programme

The service provider may commence only upon written instruction from MAPSEZ.

The contract period is twenty-four (24) weeks.

Within ten (10) working days of commencement, the service provider must submit the prescribed inception documentation, including the programme, deliverable register, stakeholder-engagement plan, risk register and quality plan for MAPSEZ approval.

1.8.4. Key Personnel

The six Key Mandatory Personnel named in the accepted tender are material to the appointment and must remain available for their assigned roles.

Any replacement requires prior written MAPSEZ approval and must be with a person of equal or better qualifications, professional registration and relevant experience. No additional cost will arise solely from a replacement.

The service provider remains responsible for the performance of all personnel and supporting specialists deployed on the assignment.

1.8.5. Fees, Invoicing and Payment

The contract price will be firm and inclusive except for approved Contract Variations After Award.

Payment will be linked to accepted milestone deliverables in accordance with Volumes 2 and 3.

An invoice may be submitted only after the relevant deliverable has been accepted in writing by MAPSEZ. No advance payment will be made.

Corrections to work required to achieve the contracted standard will not be separately payable.

1.8.6. Contract Variations After Award

This clause applies only after contract award and commencement and does not relate to amendments or addenda issued during the tender process.

Any proposed change to the contracted scope, price, programme, Key Personnel or deliverables requires prior written MAPSEZ approval.

No additional or varied service undertaken without prior written approval will create an entitlement to additional payment.

1.8.7. Professional Indemnity Insurance

The successful bidder must, before contract signature, provide proof of Professional Indemnity Insurance with a minimum limit of indemnity of R5 000 000 and must maintain the required cover for the duration of the contract.

At tender closing, the bidder must submit either proof of current cover at the required level or a letter from a registered insurer / insurance broker confirming that the required cover will be put in place upon award.

1.8.8. Data, Intellectual Property and Handover

All project-specific reports, drawings, maps, models, databases, schedules and other outputs produced under the contract will become the property of MAPSEZ upon payment.

Final deliverables must be supplied in both final and editable/source formats and must not be subject to proprietary lock-in that prevents MAPSEZ from using or updating the project outputs.

Pre-existing intellectual property of the service provider remains with the service provider, subject to MAPSEZ receiving the rights reasonably required to use the contracted outputs.

1.8.9. Confidentiality and Protection of Information

The service provider must protect confidential, commercial, personal and security-sensitive information obtained through the assignment and comply with applicable legislation, including the Protection of Personal Information Act (POPIA).

1.8.10. Conflicts of Interest and Subcontracting

Any actual or potential conflict of interest arising during the contract must be disclosed immediately.

Material subcontracting or changes to subcontracting arrangements require prior written MAPSEZ approval.

The service provider remains fully responsible for the performance of the contract, including services performed by subcontractors and supporting specialists.



MALUTI-A-PHOFUNG SPECIAL ECONOMIC ZONE

REQUEST FOR TENDER

BID NUMBER: MAPSEZ 003/2026(T)

BID DESCRIPTION: APPOINTMENT OF A MULTIDISCIPLINARY PROFESSIONAL FIRM TO UNDERTAKE THE REVIEW AND UPDATE OF THE MAPSEZ MASTER PLAN

VOLUME 2

SCOPE OF WORK / TECHNICAL REQUIREMENTS

(TERMS OF REFERENCE)



VOLUME 2

SCOPE OF WORK / TECHNICAL REQUIREMENTS

VOLUME 2 – TABLE OF CONTENTS

2. SCOPE OF WORK / TECHNICAL REQUIREMENTS	34
2.1. BACKGROUND AND CONTEXT	34
2.2. MAPSEZ PROFILE AND EXISTING MASTER PLAN BASELINE	34
2.3. PURPOSE AND OBJECTIVES OF THE ASSIGNMENT	35
2.4. SCOPE OF WORK	36
2.5. FEASIBILITY, CONCEPT DESIGNS, DRAWINGS AND COSTING	41
2.6. IMPLEMENTATION, FUNDING, MONITORING AND STAKEHOLDER ENGAGEMENT	42
2.7. MASTER PLAN REVIEW PROCESS, PROJECT GOVERNANCE AND MILESTONES	61
2.8. ASSIGNMENT BOUNDARIES	63
2.9. PROFESSIONAL RESPONSIBILITIES AND REQUIRED RESOURCES	63
2.10. INFORMATION TO BE MADE AVAILABLE BY MAPSEZ	64
2.11. DELIVERABLE, HANDOVER AND ACCEPTANCE REQUIREMENTS	64

This Volume forms part of one integrated Request for Tender and must be read together with Volume 1 – Tendering Procedures, Evaluation and Special Conditions of Contract; Volume 3 – Financial Tender; and Volume 4 – Returnable Documents and Bidder Response Schedules.

SCOPE OF WORK / TECHNICAL REQUIREMENTS

BACKGROUND AND CONTEXT

Institutional and Governance Context

MAPSEZ was established under the Free State Development Corporation (FDC) licence-holder framework. The current institutional position is:

- FDC – SEZ licence holder.
- MAPSEZ – SEZ operator and distinct operating entity.

The Master Plan review must take account of this relationship and confirm the governance, reporting and operational arrangements required to implement and manage the Revised Master Plan.

The Maluti-a-Phofung Special Economic Zone (MAPSEZ) was designated as an Industrial Development Zone in September 2015 and subsequently converted to a Special Economic Zone following implementation of the Special Economic Zones Act, 2014. MAPSEZ received its operator permit in April 2017.

MAPSEZ occupies approximately 1,038 hectares in Tshiame, Harrismith, at the strategic N3/N5 logistics junction. Its mandate is to attract domestic and foreign investment, support industrialisation, facilitate investor infrastructure and services, stimulate the regional economy and create sustainable employment.

The existing Master Plan was prepared approximately ten years ago. Investor requirements, proposed projects, infrastructure priorities, land-use needs and the operating environment have since changed. The review must establish what remains suitable, what must change and what should no longer form part of the plan. The updated Master Plan must be evidence-based and technically, spatially, environmentally and financially implementable.

MAPSEZ PROFILE AND EXISTING MASTER PLAN BASELINE

MAPSEZ Profile

PROFILE ITEM	DETAIL
Location	Tshiame, Harrismith, Free State Province, at the N3/N5 logistics junction.
Approximate land extent	1,038 hectares.
Precinct 1	Logistics and cross-docking, including freight, warehousing and inland-port-related opportunities, subject to validation.
Precinct 2	Agro-processing and related food, agricultural and integrated agri-park activities.
Precinct 3	Light industry, manufacturing and compatible technology and service activities.
Precinct 4	Heavy industry and capital-intensive manufacturing.
Core role	Industrial development, investment attraction, investor support and facilitation of enabling infrastructure.

Priority Sectors to Be Tested

The review must test the continued relevance, market basis and future potential of the following sectors and identify additional or declining sectors where supported by evidence:

- Agro-processing and food processing.
- Light and heavy manufacturing.
- Logistics, warehousing and transport-related activities.
- Automotive and related component manufacturing.
- Pharmaceuticals, medical products and cosmetics.
- Information and communication technology and business-process services.
- Aquaculture and other compatible general-processing activities.

Status of the Existing Reference Plan

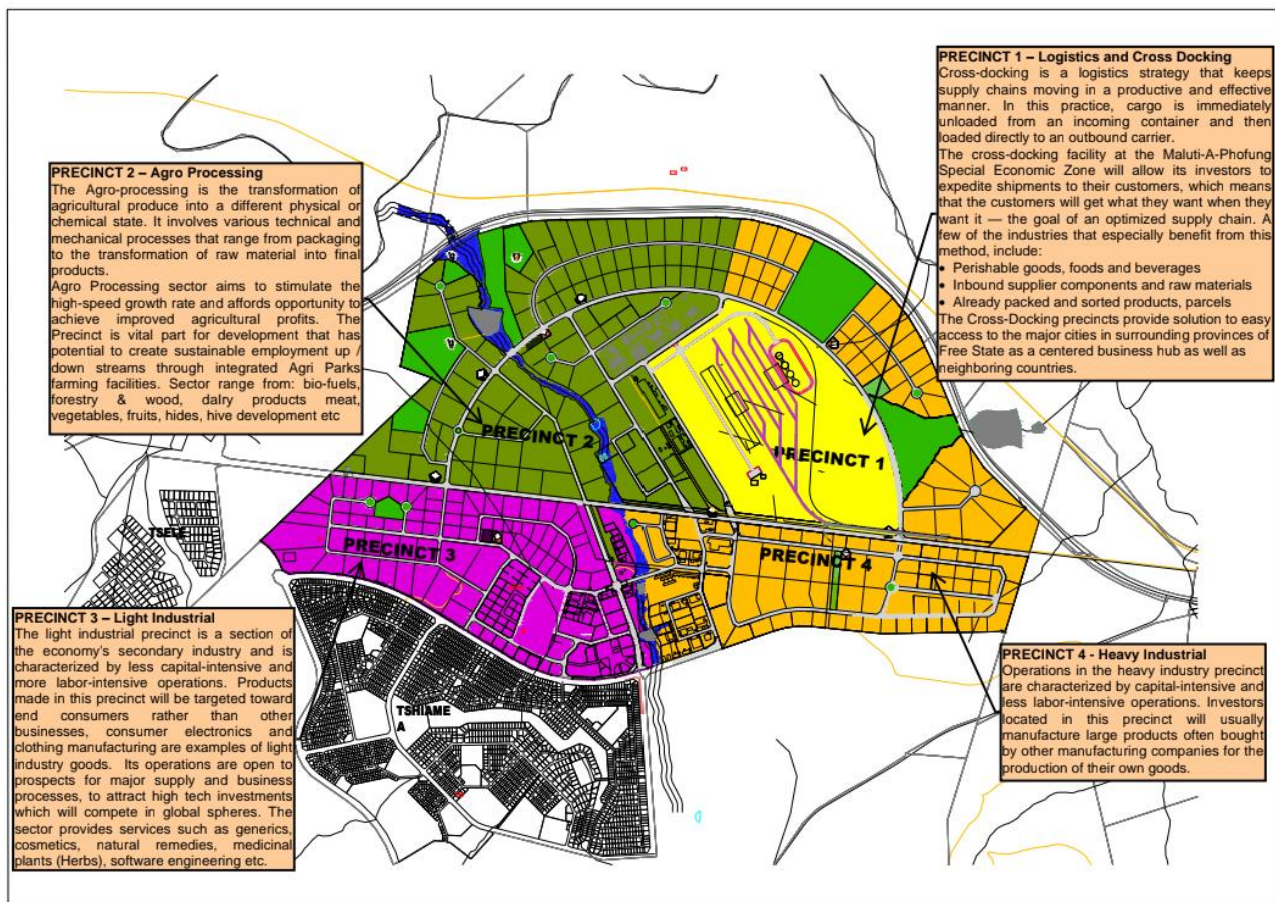


Figure 1: Existing MAPSEZ precinct reference plan – to be verified and updated through this assignment.

The existing precinct/reference plan is an input to the review and is not a predetermined final layout. The appointed service provider must verify boundaries, land uses, access, infrastructure, development constraints and the market basis for the existing structure, and recommend whether each element should be retained, adjusted, reconfigured, deferred or removed.

PURPOSE AND OBJECTIVES OF THE ASSIGNMENT

Purpose

MAPSEZ requires a multidisciplinary professional team to review and update the existing Master Plan so that it reflects the current position and future development requirements of the SEZ. The review must determine what

remains relevant, what must change, what should be removed and what new development is required, and must produce a costed, phased and implementable Revised Master Plan.

Objectives

- Establish the current status of land, occupancy, buildings, infrastructure and available capacity.
- Review the existing precincts, land uses, development rights and spatial development framework.
- Assess the condition, capacity and adequacy of existing bulk and internal infrastructure and determine current and future infrastructure requirements.
- Assess investor demand, targeted and emerging sectors, economic opportunities, employment potential and realistic investor take-up assumptions.
- Identify development constraints, opportunities, dependencies and statutory requirements.
- Test MAPSEZ proposed projects and future development concepts and classify them for retention, change, deferral or removal.
- Develop realistic development scenarios and recommend a preferred Revised Master Plan with clear short-, medium- and long-term priorities.
- Provide the feasibility, concept designs, drawings, cost information, funding and development-model options and implementation framework required to support the Revised Master Plan.

SCOPE OF WORK

INTEGRATED ASSIGNMENT: The appointed service provider must complete the tasks below as one integrated assignment. The tasks are minimum requirements and must be read together with the deliverables, professional responsibilities and acceptance requirements in this Volume.

Governance, Institutional Arrangements and Operating Structure

- Review the current FDC–MAPSEZ licence-holder, operator, governance and reporting arrangements.
- Assess the roles and interfaces of MAPSEZ, FDC, government departments, the municipality, Transnet/Transnet Freight Rail, SANRAL, SARS, utilities, regulators, development-finance institutions and investors.
- Recommend clear governance, decision-making, operating, reporting and accountability arrangements for implementation of the Revised Master Plan.
- Maintain controlled stakeholder, decision, risk, action, assumption and comments-response registers throughout the assignment.

Status Quo and Existing Master Plan Review

- Review land ownership, cadastral boundaries, leases, occupancy and vacant land.
- Review existing buildings and facilities, including present use and condition.
- Review precincts, land uses, development rights and land-use controls.
- Assess infrastructure condition, available and committed capacity and service constraints.
- Identify environmental, geotechnical, statutory, access and other development constraints.
- Identify projects and developments implemented, changed, deferred or abandoned since preparation of the existing Master Plan.
- Identify data gaps and further investigations required to complete or implement the review.
- Conclude which parts of the existing Master Plan remain relevant and which require amendment or replacement.

Strategic Positioning and Development Strategy

- Review the strategic positioning of MAPSEZ as a multi-sectoral, multi-modal and intermodal industrial and logistics platform.
- Assess the implications of the N3/N5 location, Strategic Integrated Project (SIP) 2 and regional, national and cross-border freight corridors.
- Review current industrial-development, SEZ and logistics trends and relevant lessons from comparable developments where these can improve MAPSEZ competitiveness.
- Align the development strategy with reindustrialisation, investment attraction, job creation, supplier development, regional growth and SEZ objectives.
- Define a phased short-, medium- and long-term development strategy linked to verified demand, infrastructure readiness and funding.

Spatial Planning, Land Use and Development Framework

- Review and update the spatial development framework for Tshiame and MAPSEZ.
- Confirm, reconfigure or replace the existing precinct structure and proposed land uses based on evidence.
- Assess development readiness and constraints within each precinct and identify future land requirements.
- Protect strategic transport corridors, infrastructure servitudes, environmental areas and land reservations.
- Align the plan with applicable national, provincial, municipal and SEZ planning and development frameworks and MAPSEZ strategy.
- Recommend development controls, planning interventions, precinct guidelines and measures required to improve development readiness.

Bulk Infrastructure and Site Enablement

- Assess existing condition, capacity, future demand, resilience and required improvements for roads, access, stormwater and internal circulation.
- Assess water supply, storage, sanitation, sewer and wastewater systems.
- Assess electricity supply, substations, distribution, energy resilience and lighting.
- Assess ICT and digital infrastructure, fire protection and emergency-service requirements.
- Assess solid-waste management, security, perimeter fencing, entrance gates and access control.
- Identify any other bulk and internal infrastructure required to support the SEZ.
- Quantify available and required capacity, identify gaps and upgrades, and sequence interventions against verified development demand.

Transport, Rail, Intermodal and Logistics Planning

- Assess regional and internal road connectivity, freight movement, access, traffic, public and employee transport, loading, parking and stacking requirements.
- Validate the intermodal-terminal concept in consultation with Transnet Freight Rail and other relevant authorities and stakeholders.
- Assess the Tshiame siding and expansion concepts for the rail branch line, container handling and stacking yards, bulk and palletised cargo handling, bonded warehousing, distribution, cross-docking, truck staging and refrigerated-cargo requirements.
- Integrate road and rail logistics requirements into the land-use and infrastructure plan.
- Assess the proposed approximately 1.7 km agro-processing/reefer rail link and 5.75 km vehicle-distribution rail

link, including associated terminal and yard requirements.

- Identify practical opportunities to improve regional and cross-border logistics connectivity and the competitiveness of MAPSEZ.

Economic, Sector, Investor and Development Demand

- Assess current and future investor demand and realistic development and investor take-up assumptions.
- Reconfirm the relevance of existing priority sectors and identify current, emerging and declining sectors and new investment opportunities.
- Assess demand for serviced land, factories, warehouses, logistics facilities and shared investor-support facilities.
- Assess employment, supplier-development, value-chain and broader economic-development potential.
- Refresh the investor pipeline, identify potential anchor investors and define evidence-based sector value propositions.
- Consider relevant lessons and good practice from comparable SEZs and industrial developments in South Africa and internationally.
- Translate verified investor and sector requirements into precinct, land, infrastructure, logistics and implementation requirements.
- Review and assess the implications of applicable national and provincial industrial, economic and development policies and strategies, including the National Industrial Policy Framework, relevant Industrial Policy Action Plans and successor industrial-policy frameworks, the Reimagined Industrial Strategy and applicable sector Master Plans, the Economic Reconstruction and Recovery Plan, the Free State Growth and Development Strategy / Vision 2030, and other relevant national, provincial and municipal economic-development frameworks.

Priority Projects and Development Concepts

- Assess each project and development concept identified by MAPSEZ and recommend whether it should be retained, changed, deferred or removed.
- For each project, consider demand, location, land, infrastructure, dependencies, risks, approvals, indicative cost, funding/delivery model and implementation timing.
- Projects include rail links and intermodal/freight facilities; bonded warehousing and Customs Control Area/free-port functions; vehicle-distribution and automotive facilities; agro-processing and food-processing hubs; manufacturing facilities; bulk and internal infrastructure; truck-stop and logistics-support facilities; the proposed 20 MW solar park; ICT/smart infrastructure; One-Stop Shop, Training and Development Centre, Business/Office Parks and MAPSEZ offices; cargo-airport opportunity; and supporting uses where justified.
- Include residential/accommodation and commercial, retail and employee-amenity projects where supported by demand and feasibility.
- No project is to be assumed feasible merely because it appears in an earlier plan or MAPSEZ concept list.

Development Scenarios and Revised Master Plan

- Develop realistic development scenarios and evaluate them against demand, spatial suitability, infrastructure capacity, cost, risk, environmental and statutory considerations and implementability.
- Recommend and motivate a preferred development approach.
- Prepare a Revised Master Plan showing precincts and land uses; development areas and future land requirements; infrastructure; transport and logistics networks; priority projects; constraints; required land reservations; and short-, medium- and long-term priorities.
- Define development guidelines and an implementation logic linking land release, infrastructure investment and

investor take-up.

Business Planning, Finance, Funding and Development Models

- Update relevant Master Plan inputs to the SEZ business plan and market-demand assumptions.
- Prepare current order-of-magnitude capital and material operating-cost requirements for recommended interventions.
- Assess affordability, financial sustainability and investment attractiveness.
- Test lease, rental, service-charge and other revenue assumptions required for a financially sustainable SEZ operating model.
- For each priority project or intervention, identify realistic potential funders and funding sources, including public grants, development finance, commercial finance, equity/private-sector participation and blended finance as applicable.
- Identify feasible development/delivery models for each priority project, which may differ by project, investor or infrastructure type. Models may include direct public delivery, developer-led delivery, lease/development arrangements, PPPs or other commercially appropriate structures.
- Compare feasible funding and delivery models against ownership, risk allocation, affordability, revenue potential, procurement/legal requirements, investor participation, readiness and implementation complexity, and recommend a preferred model with reasons.
- Identify funding gaps, project-preparation requirements and the next actions required to move priority projects toward funding and implementation.

Project Implementation and Programme Delivery

- Define practical project pathways from feasibility and statutory approvals to procurement, implementation and handover.
- Prepare an integrated implementation programme showing scope, timing, costs, dependencies, responsibilities, approvals, procurement requirements and delivery risks.
- Recommend measures to strengthen programme-management and delivery capacity, including coordination across professional disciplines.
- Provide for management of quality, health and safety, environmental, statutory, cost, time and performance requirements at programme level.

Environment, Sustainability, Climate Resilience and Socio-economic Development

- Identify environmental and statutory requirements and approvals affecting the plan and recommended projects.
- Integrate water efficiency, water harvesting, energy efficiency, renewable energy, climate resilience, resource efficiency and waste-minimisation considerations.
- Identify local-labour, SMME, supplier-development and skills-development opportunities and propose measurable socio-economic outcomes.
- Identify specialist environmental, heritage, biodiversity, geotechnical, hydrological and related investigations required for future implementation.

Digital, Innovation and Smart SEZ Requirements

- Develop a new ICT master plan, smart-city and complete digital-infrastructure plan that support investors and SEZ operations.
- Study the current trends in industrial/SEZ digital infrastructure, smart-city/Smart SEZ applications, IoT, data

platforms, digital twins, cybersecurity and operational technologies, and identify only those that are appropriate to MAPSEZ.

- Consider smart metering, asset management, security, data management and operational-monitoring applications.
- Recommend artificial-intelligence and other digital applications only where a clear operational, service, investment or financial benefit is demonstrated.
- Identify enabling infrastructure, ownership, operating model, data governance, cybersecurity, indicative cost and phased implementation requirements for recommended digital interventions.

Historical Planning Parameters to Be Reconciled

- Verify and reconcile the historically referenced land extent of approximately 1,032 hectares against the current approximate extent of 1,038 hectares.
- Review historical capital and short-term improvement cost estimates and determine whether they remain relevant.
- Verify historically referenced perimeter-fence length and employment potential where these figures are to be carried forward.
- No historical figure may be reproduced in the final outputs without its source, date, basis, assumptions and an explanation of whether it remains valid.

Residential and Accommodation

- Assess the need and demand for worker, employee and visitor accommodation, including rental housing, guesthouse or hotel uses where justified.
- Determine the appropriate location, land, infrastructure, buffers, delivery model and phasing.
- Confirm whether these uses should be within MAPSEZ, adjacent to it or supported through surrounding settlements.

Commercial, Retail and Employee Amenities

- Assess demand for shops, food outlets or food courts, banking and ATMs, clinic/first-aid, childcare, recreation and other employee or visitor services.
- Determine the appropriate location, scale, infrastructure, ownership or operating model and phasing.

SEZ Commercial, Lease and Revenue Model

- Review land and factory lease or rental assumptions, service charges, utility recovery and other revenue streams.
- Assess operating costs, affordability and long-term financial sustainability.
- Recommend a practical commercial and revenue model for implementation and operation of the SEZ.

Operations, Maintenance and Asset Management

- Define how roads, utilities, security, landscaping, common areas, buildings and shared facilities will be operated and maintained.
- Identify responsible parties, service standards, maintenance costs, lifecycle or replacement requirements and funding mechanisms.
- Recommend an asset and facilities-management approach for the Revised Master Plan.

Investment Attraction, Marketing and Investor Services

- Define target and anchor investors and evidence-based sector value propositions.

- Link available land, factories and development opportunities to an investment-attraction and marketing approach.
- Define investor facilitation and One-Stop Shop requirements and measures to improve pipeline conversion and occupancy.

FEASIBILITY, CONCEPT DESIGNS, DRAWINGS AND COSTING

For projects recommended for inclusion in the Revised Master Plan, the service provider must provide a Master Plan-level feasibility assessment sufficient to support inclusion, prioritisation, budgeting and next-stage project preparation; this is not a separate bankable feasibility study or detailed engineering investigation. The assessment must be supported by traceable evidence from the reviews and investigations undertaken under this assignment and available records, such as site inspections, surveys/GIS/cadastral data, infrastructure capacity information, existing technical or environmental reports, demand/market analysis, stakeholder inputs or written confirmations, desktop calculations, concept layouts and cost benchmarks. Any further specialist study, investigation or approval required before implementation must be identified, and the relevant supporting evidence must be referenced in the final electronic handover.

Master Plan-Level Feasibility Assessment

- Need and demand.
- Technical feasibility.
- Preferred location and land requirements.
- Infrastructure requirements and available capacity.
- Environmental and statutory considerations.
- Dependencies, assumptions and key risks.
- Affordability and funding considerations.
- Implementation requirements and timing, including any further studies, investigations or approvals required before detailed project preparation.

Concept Designs and Drawings

Prepare appropriate concept-level plans, layouts and drawings showing the proposed location, approximate footprint, configuration and relationship to surrounding development and infrastructure. For proposed buildings and shared facilities, provide sufficient concept architectural information to establish required space, approximate size, layout and development cost.

Physical 3D Scale Model and Interactive Georeferenced Digital 3D Model

Produce one physical 3D scale model and an interactive, georeferenced digital 3D planning model of the final approved Revised Master Plan. The digital model is a planning and visualisation model, not a live operational digital twin or detailed BIM/construction model. It must allow 3D navigation and layer/feature control for precincts, land uses, terrain, priority developments, roads, rail, utilities and other key infrastructure; be derived from coordinated GIS/CAD and other approved spatial data in the applicable coordinate reference system; and be delivered in a form MAPSEZ can update and reuse. The physical model specifications and the digital model platform/format, data structure and level of detail must be approved by MAPSEZ before final production.

Cost Estimates and Indicative Bills of Quantities

Prepare order-of-magnitude cost estimates for recommended projects and infrastructure interventions, supported by appropriate quantities, assumptions, rates and cost breakdowns. Where sufficient concept information is available, prepare indicative or preliminary bills of quantities suitable for Master Plan budgeting and implementation planning.

These are not construction tender bills of quantities and must not be represented as final construction costs.

Level of Design

The assignment requires Master Plan and concept-level design sufficient for planning, budgeting, prioritisation and future project development. Detailed engineering design, construction drawings and construction documentation are excluded unless separately authorised by MAPSEZ through an approved contract variation.

IMPLEMENTATION, FUNDING, MONITORING AND STAKEHOLDER ENGAGEMENT

Prioritisation and Phasing

- Identify what must be implemented first and why.
- Identify enabling projects and investor-driven priorities.
- Define sequencing, dependencies and short-term priorities.
- Prepare a practical five-year priority programme.
- Set out medium-term and long-term/ultimate development phasing.

Responsibilities and Approvals

For each priority project/intervention, identify the implementing entity, supporting stakeholders, required approvals, land requirements, procurement requirements, dependencies and key decisions.

Costing and Financial Requirements

- Indicative CAPEX and material OPEX.
- Lifecycle implications where relevant.
- Project-preparation costs.
- Funding requirements and funding gaps.

Funding and Development / Delivery Models

The service provider must determine how the Revised Master Plan and its priority projects can realistically be funded and delivered. This assessment must be project-specific; different projects may require different funding and development models.

The service provider must:

- Identify funding house to fund different projects in the master plan
- Prepare a project funding matrix identifying realistic potential funders and financing sources.
- Consider grants, development finance, commercial finance, equity/private participation, blended finance, renewable-energy financing, lease/land-value mechanisms, PPPs where appropriate and project-preparation funding.
- For each priority project, identify feasible development/delivery models and compare the options against ownership, affordability, risk allocation, revenue potential, procurement/legal requirements, investor participation, readiness and implementation complexity.
- Recommend a preferred funding route and development/delivery model for each priority project, with clear reasons and next actions.
- Funding discussions may not be represented as firm commitments unless confirmed in writing by the relevant institution.
- Engage identified funding houses to determine the ability to fund the proposed projects..

Engagements with funding houses

The service provider must identify, approach and engage all relevant funding houses and record the outcomes.

This must include, as applicable, the Industrial Development Corporation, Development Bank of Southern Africa, Infrastructure Fund, National Empowerment Fund, Land Bank, Public Investment Corporation, relevant commercial banks, pension/institutional investors, municipal and provincial/national grant programmes, climate/green funds, renewable-energy financiers, export-credit agencies, DFIs and credible private-sector/PPP investors, or any other continental funders.

MAPSEZ must receive an engagement register, contact and mandate matrix, meeting records, information requests, indicative terms or expressions of interest where available, and a close-out action plan; engagement must not be represented as a funding commitment unless confirmed in writing by the funder.

Five-Year Action Plan and Long-Term Roadmap

PROJECT / INTERVENTION	PRIORITY & TIMING	RESPONSIBILITY / APPROVALS	INDICATIVE COST & FUNDING ROUTE	NEXT ACTION
To be completed in the Final Master Plan	High / Medium / Low; year/phase	Responsible party and key approvals	Indicative cost and preferred funding route	Immediate next action



MALUTI-A-PHOFUNG SPECIAL ECONOMIC ZONE REQUEST FOR TENDER

BID NUMBER: MAPSEZ 003/2026(T)

**APPOINTMENT OF A MULTIDISCIPLINARY PROFESSIONAL FIRM TO UNDERTAKE THE
REVIEW AND UPDATE OF THE MAPSEZ MASTER PLAN**

VOLUME 3 FINANCIAL TENDER PRICING SCHEDULES



BID REFERENCE: REVIEW AND UPDATE OF THE MAPSEZ MASTER PLAN

VOLUME 3

FINANCIAL TENDER

VOLUME 3 – TABLE OF CONTENTS

3. FINANCIAL TENDER	47
3.1. PRICING INSTRUCTIONS	47
3.1.1. Single-Envelope Submission.....	47
3.1.2. Basis of Price.....	47
3.1.3. VAT	47
3.1.4. Price Reconciliation	47
3.1.5. Payment Basis.....	47
3.1.6. Omitted Costs	47
3.2. MILESTONE PROFESSIONAL FEE SUMMARY	47
3.3. DETAILED PROFESSIONAL RESOURCE PRICING SCHEDULE	48
3.3.1. Pricing Rule	49
3.3.2. Professional Rates	55
3.3.3. Variations.....	55
3.3.4. Combined Roles	55
3.4. DISBURSEMENT FEES, MILESTONE ALLOCATION AND CONTROL	56
3.4.1. Disbursement Principle.....	56
3.4.2. Disbursement Control.....	56
3.5. MILESTONE PRICE RECONCILIATION.....	58
3.6. TOTAL TENDER PRICE AND VAT RECONCILIATION	58
3.7. PAYMENT LINK TO VOLUME 2.....	58
3.8. TENDERER DECLARATION AND PRICE CONFIRMATION	59

1.9. FINANCIAL TENDER

1.9.1. PRICING INSTRUCTIONS

1.9.1.1. Single-Envelope Submission

The Financial Tender must be completed and submitted in the same sealed tender as the technical submission. The Price and Preference component will only be evaluated where the tenderer achieves the prescribed minimum functionality threshold of 70/100.

1.9.1.2. Basis of Price

The tender price must be a firm, all-inclusive lump sum for completion of the full 24-week assignment.

The tender price must include all costs necessary to execute the Terms of Reference, including:

- professional fees for all Key Personnel and supporting professional and specialist resources required by Volume 2;
- project management, professional coordination and quality assurance;
- specialist and subconsultant inputs;
- travel to and from Harrismith and other locations, local transport, parking and accommodation;
- site work, surveys, data acquisition and specialist information;
- stakeholder engagements, workshops and related approved direct costs;
- printing, reproduction, presentation material and complete digital handover;
- physical 3D scale model fabrication, packing and delivery;
- interactive digital 3D model production and handover media; and
- overheads, profit, levies and all other costs necessary to complete the assignment.

1.9.1.3. VAT

VAT must be shown separately. A tenderer that is not registered for VAT must state NOT VAT REGISTERED and may not add VAT to the tender price.

1.9.1.4. Price Reconciliation

The Total Tender Price in clause 3.6 must reconcile with the Professional Fee Summary in clause 3.2, the Detailed Professional Resource Pricing Schedule in clause 3.3, the Disbursement Schedule in clause 3.4, and the tender price stated in the applicable Form of Offer and SBD1 documentation.

1.9.1.5. Payment Basis

Payment will be based on accepted milestone deliverables and not merely on time spent. The professional-resource schedule is the price build-up and contract-control basis and does not create an entitlement to payment for personnel time independently of accepted deliverables.

1.9.1.6. Omitted Costs

No additional reimbursement will be payable for an expense, professional resource or specialist input required by the Terms of Reference but omitted from the tenderer's price. Any additional or varied service must be approved in writing by MAPSEZ before the cost is incurred.

1.9.2. MILESTONE PROFESSIONAL FEE SUMMARY

The tenderer must allocate its total professional fee across the five contractual milestones. The amounts below must include all professional and specialist resources necessary to complete each milestone.

Item	Milestone / Deliverable	Professional Fee Excl. VAT
1	M1 - Inception Report	R
2	M2 - Status Quo and Diagnostic Assessment	R
3	M3 - Draft Master Plan, Initial Concept Drawings and Consultation	R
4	M4 - Developed Master Plan, Feasibility, Designs and Costing	R
5	M5 - Final Master Plan, Models and Complete Handover	R
	TOTAL PROFESSIONAL FEES (A)	R

The amount under Total Professional Fees (A) must reconcile exactly with the total of the Detailed Professional Resource Pricing Schedule in clause 3.3.

1.9.3. DETAILED PROFESSIONAL RESOURCE PRICING SCHEDULE

The tenderer must price the six Key Personnel and the supporting professional and specialist resources listed below. Where the tenderer anticipates any additional specialist input required to complete Volume 2, that resource must also be allowed for in the tender price and identified in the pricing schedule or supporting breakdown.

The schedule is aligned to the professional responsibilities and supporting disciplines in Volume 2. A professional resource must not be charged twice for the same work where one person performs more than one approved role.

No.	Professional Resource / Discipline	Category	Required / Minimum Input (Person-Days)	Tenderer Rate / Day Excl. VAT	Tendered Amount Excl. VAT	Primary Milestone(s)
1	Project Director / Master Plan Team Leader	Key Personnel		R	R	M1
2	Civil Infrastructure Engineering Lead	Key Personnel		R	R	M1
3	Electrical Infrastructure Engineering Lead	Key Personnel		R	R	M1
4	Transport, Traffic, Rail and Logistics Lead	Key Personnel		R	R	M1
5	SEZ, Economic and Investment Specialist / Development Economist	Key Personnel		R	R	M1
6	Spatial / Town and Regional Planning Specialist	Key Personnel		R	R	M1
7	Roads and Stormwater Specialist	Supporting Specialist		R	R	M1
8	Water Resources / Water and Sanitation Engineer	Supporting Specialist		R	R	M1
9	Renewable Energy / Solar Farm Specialist	Supporting Specialist		R	R	M1
10	Solid Waste and Industrial Wastewater Specialist	Supporting Specialist		R	R	M1
11	ICT Infrastructure Architect	Supporting Specialist		R	R	M1
12	Smart City, IoT and Cybersecurity Specialist	Supporting Specialist		R	R	M1
13	Environmental and Social Specialist	Supporting Specialist		R	R	M1
14	Quantity Surveyor / Cost Engineer	Supporting Specialist		R	R	M1
15	Project Finance / Funding Strategy Specialist	Supporting Specialist		R	R	M1
16	PPP, Commercial, Legal and Procurement Adviser	Supporting Specialist		R	R	M1
17	GIS, Data Modelling and Digital 3D Visualisation Specialist	Supporting Specialist		R	R	M1
18	Geotechnical, Survey and Land Information Specialist	Supporting Specialist		R	R	M1

No.	Professional Resource / Discipline	Category	Required / Minimum Input (Person-Days)	Tenderer Rate / Day Excl. VAT	Tendered Amount Excl. VAT	Primary Milestone(s)
19	Document Control, BIM/CAD and Quality Assurance Manager	Supporting Specialist		R	R	M1
20	Architect / Urban Design Professional (where required)	Supporting Specialist		R	R	M1
TOTAL PROFESSIONAL FEES (A)					R	

No.	Professional Resource / Discipline	Category	Required / Minimum Input (Person-Days)	Tenderer Rate / Day Excl. VAT	Tendered Amount Excl. VAT	Primary Milestone(s)
1	Project Director / Master Plan Team Leader	Key Personnel		R	R	M2
2	Civil Infrastructure Engineering Lead	Key Personnel		R	R	M2
3	Electrical Infrastructure Engineering Lead	Key Personnel		R	R	M2
4	Transport, Traffic, Rail and Logistics Lead	Key Personnel		R	R	M2
5	SEZ, Economic and Investment Specialist / Development Economist	Key Personnel		R	R	M2
6	Spatial / Town and Regional Planning Specialist	Key Personnel		R	R	M2
7	Roads and Stormwater Specialist	Supporting Specialist		R	R	M2
8	Water Resources / Water and Sanitation Engineer	Supporting Specialist		R	R	M2
9	Renewable Energy / Solar Farm Specialist	Supporting Specialist		R	R	M2
10	Solid Waste and Industrial Wastewater Specialist	Supporting Specialist		R	R	M2
11	ICT Infrastructure Architect	Supporting Specialist		R	R	M2
12	Smart City, IoT and Cybersecurity Specialist	Supporting Specialist		R	R	M2
13	Environmental and Social Specialist	Supporting Specialist		R	R	M2

No.	Professional Resource / Discipline	Category	Required / Minimum Input (Person-Days)	Tenderer Rate / Day Excl. VAT	Tendered Amount Excl. VAT	Primary Milestone(s)
14	Quantity Surveyor / Cost Engineer	Supporting Specialist		R	R	M2
15	Project Finance / Funding Strategy Specialist	Supporting Specialist		R	R	M2
16	PPP, Commercial, Legal and Procurement Adviser	Supporting Specialist		R	R	M2
17	GIS, Data Modelling and Digital 3D Visualisation Specialist	Supporting Specialist		R	R	M2
18	Geotechnical, Survey and Land Information Specialist	Supporting Specialist		R	R	M2
19	Document Control, BIM/CAD and Quality Assurance Manager	Supporting Specialist		R	R	M2
20	Architect / Urban Design Professional (where required)	Supporting Specialist		R	R	M2
TOTAL PROFESSIONAL FEES (A)					R	
No.	Professional Resource / Discipline	Category	Required / Minimum Input (Person-Days)	Tenderer Rate / Day Excl. VAT	Tendered Amount Excl. VAT	Primary Milestone(s)
1	Project Director / Master Plan Team Leader	Key Personnel		R	R	M3
2	Civil Infrastructure Engineering Lead	Key Personnel		R	R	M3
3	Electrical Infrastructure Engineering Lead	Key Personnel		R	R	M3
4	Transport, Traffic, Rail and Logistics Lead	Key Personnel		R	R	M3
5	SEZ, Economic and Investment Specialist / Development Economist	Key Personnel		R	R	M3
6	Spatial / Town and Regional Planning Specialist	Key Personnel		R	R	M3
7	Roads and Stormwater Specialist	Supporting Specialist		R	R	M3
8	Water Resources / Water and Sanitation Engineer	Supporting Specialist		R	R	M3
9	Renewable Energy / Solar Farm Specialist	Supporting Specialist		R	R	M3

No.	Professional Resource / Discipline	Category	Required / Minimum Input (Person-Days)	Tenderer Rate / Day Excl. VAT	Tendered Amount Excl. VAT	Primary Milestone(s)
10	Solid Waste and Industrial Wastewater Specialist	Supporting Specialist		R	R	M3
11	ICT Infrastructure Architect	Supporting Specialist		R	R	M3
12	Smart City, IoT and Cybersecurity Specialist	Supporting Specialist		R	R	M3
13	Environmental and Social Specialist	Supporting Specialist		R	R	M3
14	Quantity Surveyor / Cost Engineer	Supporting Specialist		R	R	M3
15	Project Finance / Funding Strategy Specialist	Supporting Specialist		R	R	M3
16	PPP, Commercial, Legal and Procurement Adviser	Supporting Specialist		R	R	M3
17	GIS, Data Modelling and Digital 3D Visualisation Specialist	Supporting Specialist		R	R	M3
18	Geotechnical, Survey and Land Information Specialist	Supporting Specialist		R	R	M3
19	Document Control, BIM/CAD and Quality Assurance Manager	Supporting Specialist		R	R	M3
20	Architect / Urban Design Professional (where required)	Supporting Specialist		R	R	M3
TOTAL PROFESSIONAL FEES (A)					R	

No.	Professional Resource / Discipline	Category	Required / Minimum Input (Person-Days)	Tenderer Rate / Day Excl. VAT	Tendered Amount Excl. VAT	Primary Milestone(s)
1	Project Director / Master Plan Team Leader	Key Personnel		R	R	M4
2	Civil Infrastructure Engineering Lead	Key Personnel		R	R	M4
3	Electrical Infrastructure Engineering Lead	Key Personnel		R	R	M4
4	Transport, Traffic, Rail and Logistics Lead	Key Personnel		R	R	M4

No.	Professional Resource / Discipline	Category	Required / Minimum Input (Person-Days)	Tenderer Rate / Day Excl. VAT	Tendered Amount Excl. VAT	Primary Milestone(s)
5	SEZ, Economic and Investment Specialist / Development Economist	Key Personnel		R	R	M4
6	Spatial / Town and Regional Planning Specialist	Key Personnel		R	R	M4
7	Roads and Stormwater Specialist	Supporting Specialist		R	R	M4
8	Water Resources / Water and Sanitation Engineer	Supporting Specialist		R	R	M4
9	Renewable Energy / Solar Farm Specialist	Supporting Specialist		R	R	M4
10	Solid Waste and Industrial Wastewater Specialist	Supporting Specialist		R	R	M4
11	ICT Infrastructure Architect	Supporting Specialist		R	R	M4
12	Smart City, IoT and Cybersecurity Specialist	Supporting Specialist		R	R	M4
13	Environmental and Social Specialist	Supporting Specialist		R	R	M4
14	Quantity Surveyor / Cost Engineer	Supporting Specialist		R	R	M4
15	Project Finance / Funding Strategy Specialist	Supporting Specialist		R	R	M4
16	PPP, Commercial, Legal and Procurement Adviser	Supporting Specialist		R	R	M4
17	GIS, Data Modelling and Digital 3D Visualisation Specialist	Supporting Specialist		R	R	M4
18	Geotechnical, Survey and Land Information Specialist	Supporting Specialist		R	R	M4
19	Document Control, BIM/CAD and Quality Assurance Manager	Supporting Specialist		R	R	M4
20	Architect / Urban Design Professional (where required)	Supporting Specialist		R	R	M4
	TOTAL PROFESSIONAL FEES (A)				R	

No.	Professional Resource / Discipline	Category	Required / Minimum Input (Person-Days)	Tenderer Rate / Day Excl. VAT	Tendered Amount Excl. VAT	Primary Milestone(s)
No.	Professional Resource / Discipline	Category	Required / Minimum Input (Person-Days)	Tenderer Rate / Day Excl. VAT	Tendered Amount Excl. VAT	Primary Milestone(s)
1	Project Director / Master Plan Team Leader	Key Personnel		R	R	M5
2	Civil Infrastructure Engineering Lead	Key Personnel		R	R	M5
3	Electrical Infrastructure Engineering Lead	Key Personnel		R	R	M5
4	Transport, Traffic, Rail and Logistics Lead	Key Personnel		R	R	M5
5	SEZ, Economic and Investment Specialist / Development Economist	Key Personnel		R	R	M5
6	Spatial / Town and Regional Planning Specialist	Key Personnel		R	R	M5
7	Roads and Stormwater Specialist	Supporting Specialist		R	R	M5
8	Water Resources / Water and Sanitation Engineer	Supporting Specialist		R	R	M5
9	Renewable Energy / Solar Farm Specialist	Supporting Specialist		R	R	M5
10	Solid Waste and Industrial Wastewater Specialist	Supporting Specialist		R	R	M5
11	ICT Infrastructure Architect	Supporting Specialist		R	R	M5
12	Smart City, IoT and Cybersecurity Specialist	Supporting Specialist		R	R	M5
13	Environmental and Social Specialist	Supporting Specialist		R	R	M5
14	Quantity Surveyor / Cost Engineer	Supporting Specialist		R	R	M5
15	Project Finance / Funding Strategy Specialist	Supporting Specialist		R	R	M5
16	PPP, Commercial, Legal and Procurement Adviser	Supporting Specialist		R	R	M5
17	GIS, Data Modelling and Digital 3D Visualisation	Supporting		R	R	M5

No.	Professional Resource / Discipline	Category	Required / Minimum Input (Person-Days)	Tenderer Rate / Day Excl. VAT	Tendered Amount Excl. VAT	Primary Milestone(s)
	Specialist	Specialist				
18	Geotechnical, Survey and Land Information Specialist	Supporting Specialist		R	R	M5
19	Document Control, BIM/CAD and Quality Assurance Manager	Supporting Specialist		R	R	M5
20	Architect / Urban Design Professional (where required)	Supporting Specialist		R	R	M5
	TOTAL PROFESSIONAL FEES (A)				R	

1.9.3.1. Pricing Rule

Every professional resource listed in the above schedule must be priced. A blank or omitted professional-resource price will not entitle the service provider to an additional fee after appointment. Any further specialist input required by Volume 2 but not separately priced will be deemed to have been included in the Total Tender Price. Where Volume 2 requires a further specialist that is not separately listed above, the tenderer must identify and allow for that input in its price build-up.

The estimated project duration is six months. Accordingly, the total minimum person-day inputs proposed by service providers must be consistent with this duration. Professionals should be priced only for the stages in which their input is required; no costs should be included for stages in which a professional is not needed.

1.9.3.2. Professional Rates

The tendered daily rates must include professional time, ordinary supervision, coordination, internal meetings, reporting, internal quality control and normal office overheads.

1.9.3.3. Variations

The accepted professional rates will be used as the basis for valuing additional or varied professional work only where such work has first been approved in writing by MAPSEZ.

1.9.3.4. Combined Roles

Where one suitably qualified person is proposed to perform more than one approved role, the tenderer must still price each required line item transparently. The same professional time may not be charged twice for the same work.

1.9.4. DISBURSEMENT FEES, MILESTONE ALLOCATION AND CONTROL

1.9.4.1. Disbursement Principle

The service provider must price all anticipated disbursements as a capped, evidence-based schedule aligned to the project-management life cycle and M1-M5 deliverables. All disbursements must be included in the Total Tender Price and will not be payable in addition to that price.

Disbursements are not a second professional-fee charge. Professional time, supervision, coordination and normal office overheads remain within the Professional Fee Schedule. Each disbursement must be necessary for a stated deliverable, supported by a reasonable basis or assumption and approved where required before commitment.

1.9.4.2. Disbursement Control

The accepted disbursement budget is a ceiling and not an automatic entitlement. The service provider must maintain a disbursement register showing the approved budget, commitment, actual cost, invoice or supporting evidence, milestone and balance. Unused amounts lapse at completion and may not be converted into professional fees.

Travel, accommodation and similar expenses governed by public-sector cost-containment measures must comply with the prevailing National Treasury rates or limits applicable at the time of the claim. Where a rate varies according to personnel level or seniority, the claimed rate must be commensurate with the professional resource concerned. A claim above the applicable rate may be adjusted by MAPSEZ before payment.

No.	Disbursement Item	Basis / Unit	Estimated Qty	Rate Excl. VAT	M1	M2	M3	M4	M5	Total Excl. VAT
1	Local travel / vehicle use and parking	km / trip / day		R	R	R	R	R	R	R
2	Air transport, where required	Return trip		R	R	R	R	R	R	R
3	Accommodation	Person-night		R	R	R	R	R	R	R
4	Stakeholder workshops / engagement logistics	Per workshop / session		R	R	R	R	R	R	R
5	Data acquisition, mapping, surveys and specialist information	Describe basis		R	R	R	R	R	R	R
6	Printing, binding, reproduction and courier	Per item / package		R	R	R	R	R	R	R
7	Translation,	Describe		R	R	R	R	R	R	R

No.	Disbursement Item	Basis / Unit	Estimated Qty	Rate Excl. VAT	M1	M2	M3	M4	M5	Total Excl. VAT
	accessibility and community-engagement support	basis								
8	Physical 3D scale model fabrication, packing and delivery	Lump sum supported by breakdown	1	R	R	R	R	R	R	R
9	Interactive digital 3D model production / rendering costs not included in professional fees	Lump sum supported by breakdown	1	R	R	R	R	R	R	R
10	Permits / project-specific direct costs	Describe basis		R	R	R	R	R	R	R
11	Other - specify	Describe basis		R	R	R	R	R	R	R
	TOTAL DISBURSEMENTS (B)				R	R	R	R	R	R

Pricing Note: Each disbursement must be supported by a clear calculation basis. Where a lump-sum amount is used, the tenderer must provide a brief supporting breakdown. Travel and accommodation must comply with the applicable public-sector cost-containment requirements. The accepted disbursement amount constitutes a maximum reimbursable amount and does not create an automatic entitlement to payment. Where more than one item is included under “Other”, the tenderer must attach a brief breakdown identifying the relevant milestone, basis of calculation and amount. An attached breakdown may not increase or alter the Total Tender Price.

Professional time may not be included as a disbursement. Professional time, supervision, coordination, meetings, reporting and ordinary office overheads must be included in the Professional Fee Schedule.

1.9.5. MILESTONE PRICE RECONCILIATION

The milestone allocation below must reconcile the professional fees and disbursements to the full tender price. This is a reconciliation schedule only and does not change the milestone, payment and acceptance requirements prescribed in Volume 2 and the contract conditions in Volume 1.

Milestone	Professional Fees	Disbursements	Total Excl. VAT
M1 - Inception	R	R	R
M2 - Diagnostic	R	R	R
M3 - Draft / Consultation	R	R	R
M4 - Developed / Costing	R	R	R
M5 - Final / Handover	R	R	R
TOTAL	R	R	R

1.9.6. TOTAL TENDER PRICE AND VAT RECONCILIATION

The Professional Fees and Disbursements must reconcile to the Total Tender Price below.

Price Component	Amount Excl. VAT	VAT	Amount Incl. VAT
Total Professional Fees (A)	R	R	R
Total Disbursements (B)	R	R	R
TOTAL TENDER PRICE	R	R	R

The Total Tender Price must include all costs necessary to complete the full Scope of Work and all required deliverables. This is the price that will be used for Price and Preference evaluation.

The Total Tender Price must equal the tender price stated in the applicable SBD 1 and Form of Offer / tender offer documentation.

1.9.7. PAYMENT LINK TO VOLUME 2

Payment remains governed by the M1-M5 milestone, payment and acceptance requirements in Volume 2, read with the applicable contract conditions in Volume 1.

Milestone	Payment Treatment
M1	No separate payment. The M1 professional-fee allocation is for price build-up and contract-control purposes and is recovered through subsequent accepted milestones in accordance with Volume 2.
M2-M4	Forms part of the first 30% payment allocation, subject to written acceptance of the applicable M2-M4 deliverables in accordance with Volume 2.
M5	Final 70% following written MAPSEZ acceptance of the complete M5 final package.

Payment will not be made merely because professional time has been spent or a document has been submitted. Disbursements may only be invoiced when actually incurred, supported by the required evidence, related to the relevant accepted milestone and within the accepted tendered amount and applicable Treasury requirements.

This allocation does not permit payment for incomplete, defective or unaccepted work.

1.9.8. TENDERER DECLARATION AND PRICE CONFIRMATION

The tenderer confirms that:

- every professional resource required by the Terms of Reference has been allowed for in the tender price;
- every professional resource listed in clause 3.3 has been priced;
- all anticipated disbursements have been included in the Total Tender Price;
- all milestone totals reconcile to the Professional Fee and Disbursement Schedules;
- VAT has been calculated correctly and reflects the tenderer's VAT status;
- no additional payment will be claimed for an item required by the Terms of Reference merely because it was omitted from the tenderer's price; and
- the Total Tender Price represents the complete financial offer for the 24-week assignment, subject only to variations properly authorised in writing by MAPSEZ.

Tenderer:	
Authorised Representative:	
Capacity:	
Signature:	
Date:	

Monitoring and Evaluation

The service provider must prepare a practical monitoring and evaluation framework for the Revised Master Plan and the five-year action plan. The framework must show how implementation progress and outcomes will be measured, reported, reviewed and corrected over time, and must identify the indicator or KPI, the baseline/current position where available, the target or intended outcome, the responsible party, the data source or means of verification, the reporting frequency and any trigger for corrective action.

Serviced land delivery and overall development readiness.

Infrastructure delivery, operational performance and maintenance status.

Investor attraction, occupancy, investment value and pipeline-conversion performance.

Jobs, skills development, local SMME participation and supplier-development outcomes.

Funding mobilisation, project-preparation progress and implementation performance.

Environmental, sustainability, stakeholder-commitment and decision-tracking performance.

Stakeholder Engagement and Validation

Engage MAPSEZ, relevant government institutions, the municipality, utilities, investors, regulators, development-finance institutions and other relevant stakeholders as required to validate the assessment and Revised Master Plan. Material issues raised and the manner in which they were addressed must be recorded in a comments-response **matrix**.

Engagement Evidence and Governance

The service provider must establish an engagement protocol with a stakeholder map, RACI/roles matrix, issues-and-responses log, data-sharing protocol, workshop and bilateral-meeting programme, escalation route and decision calendar. Evidence must include attendance registers, agendas, minutes, written comments, response dispositions and signed-off validation of critical assumptions. The governance model must recommend implementation forums, technical working groups, investor and funder platforms, reporting lines and decision rights for the Master Plan, infrastructure and funding workstreams

MAPSEZ MASTER PLAN REVIEW PROCESS



Figure 2: Integrated Master Plan Review process.

MASTER PLAN REVIEW PROCESS, PROJECT GOVERNANCE AND MILESTONES

Integrated Review Process and Contractual Milestones

The assignment will be undertaken through the five integrated phases below and must be completed within twenty-four (24) weeks from the written commencement date. The contractual milestone dates are prescribed by MAPSEZ.

During inception, the successful service provider must prepare a detailed activity programme within the prescribed period showing activities, sequencing, dependencies, professional inputs, stakeholder engagements, MAPSEZ review periods and quality-control activities. Progress against the approved programme must be reported at least every two weeks, and any delay must be accompanied by practical recovery measures.

No milestone will be accepted solely because it has been submitted. Payment is subject to written MAPSEZ acceptance of the applicable deliverables in accordance with Volume 1 and the accepted Financial Tender in Volume 3. The milestone outputs below must be read together with Section 2.11, which sets out the full file-format, editable/source-file, model and final handover requirements applicable to the deliverables.

PHASE / TIMING	CORE PURPOSE	MILESTONE / DELIVERABLE	PAYMENT LINK
1. Initiate and Mobilise Week 2	Confirm scope, governance, information requirements, professional team, risks, stakeholder universe and detailed activity programme.	M1 – Inception Report: Confirmation of the accepted methodology and approach, including any refinements agreed with MAPSEZ; detailed 24-week activity programme; information and data requirements and gaps; stakeholder-engagement plan; confirmed team roles and responsibilities; immediate risks, dependencies and matters requiring MAPSEZ direction.	No separate payment. Costs are included in the contract price and recovered through subsequent accepted milestones.
2. Diagnose and Establish Baseline Week 6	Verify the existing Master Plan and establish the current position of MAPSEZ, including land, infrastructure, development activity, investor demand, constraints and information gaps.	M2 – Status Quo and Diagnostic Assessment: Review implementation of the existing Master Plan; assess land, precincts, occupancy, buildings, rights, infrastructure condition and capacity, investor demand, sectors and economic requirements; identify spatial, infrastructure, investment, environmental and other gaps and constraints; identify further investigations required; and present findings to MAPSEZ.	Included within the first 30% payment allocation across M2–M4, subject to written acceptance.
3. Develop Options and Draft	Generate and test spatial, infrastructure, transport, logistics, economic, sector,	M3 – Draft Revised Master Plan, Initial Concept Drawings and Consultation: Draft Revised Master Plan; initial concept drawings and layouts for priority projects;	Included within the first 30% payment

PHASE / TIMING	CORE PURPOSE	MILESTONE / DELIVERABLE	PAYMENT LINK
Plan Week 12	digital, funding and priority-project options and consult on the proposed development direction.	presentation to MAPSEZ; stakeholder consultation and workshops; agendas and attendance records; comments-response matrix; and revision based on agreed inputs.	allocation across M2–M4, subject to written acceptance.
4. Develop Preferred Plan Week 18	Develop the preferred Master Plan and assess its feasibility, infrastructure requirements, costs, phasing, funding and implementation arrangements.	M4 – Developed Revised Master Plan, Feasibility, Designs and Costing: Developed Master Plan and concept drawings/layouts; Master Plan-level project feasibility assessment schedules supported by referenced evidence; infrastructure and capacity requirements; indicative/preliminary BOQs and costs; project prioritisation and phasing; funding and development/delivery-model options; five-year implementation plan; physical 3D scale-model proposal; and proposed digital 3D model platform/format, data structure and sample/prototype for MAPSEZ approval before final production.	Completion and written acceptance of M2–M4 supports the first 30% payment allocation.
5. Finalise and Handover Week 24	Resolve comments, finalise the Revised Master Plan and all supporting schedules, models and implementation information, and complete formal handover.	M5 – Final Revised Master Plan, Models and Complete Handover: Final Revised Master Plan and Executive Summary; final drawings; final Master Plan-level feasibility assessment schedules and referenced evidence; BOQs and costs; five-year implementation plan; long-term phasing; funding and delivery framework; interactive georeferenced digital 3D model and approved physical 3D model; complete editable/source files; final presentation; and formal handover in accordance with Section 2.11.	Final 70%, subject to MAPSEZ written acceptance of all required outputs.

Project Governance and Reporting

- MAPSEZ will appoint a Project Manager and Steering Committee. The service provider's Project Director / Master Plan Team Leader will be the single point of accountability for the assignment.
- Progress meetings will be held at least every two weeks, supported by concise written progress, decision, risk and action reports.
- Each discipline lead must sign off work within that discipline. The Project Director / Master Plan Team Leader must certify the integration, completeness and quality of each submission before it is submitted to MAPSEZ.
- Material decisions, assumptions, data sources, stakeholder comments, risks, actions and changes must be maintained in controlled registers throughout the assignment.
- The service provider must promptly refer any decision, dependency, information requirement or other matter that may affect scope, programme, quality or cost to MAPSEZ for direction.
- The service provider remains responsible for coordinating all professional and specialist inputs and ensuring that the outputs form one integrated Revised Master Plan.

Baseline, Information and Change Control

During inception, the service provider must baseline the accepted scope, activity programme, professional resources, information requirements, assumptions, dependencies, stakeholder commitments and deliverable acceptance criteria.

The service provider must identify any material information gaps, assumptions or dependencies that may affect execution of the assignment and bring these to the attention of MAPSEZ at the earliest reasonable opportunity.

Any variance that may affect the scope, milestone dates, quality, professional inputs or cost must be recorded and managed through the contract change-control process.

No change to the accepted scope, programme, professional commitments or contract price is authorised without prior written approval from MAPSEZ.

ASSIGNMENT BOUNDARIES

- The assignment covers the review and update of the MAPSEZ Master Plan, including concept-level planning, feasibility assessment, concept designs, costing, implementation planning and the required physical and digital models.
- The assignment excludes detailed engineering design, final construction drawings, construction documentation, construction supervision and detailed specialist investigations unless specifically authorised by MAPSEZ as an additional service.
- Any further studies, designs, approvals or investigations required to implement recommended projects must be clearly identified, scoped at a high level and sequenced in the implementation framework.

PROFESSIONAL RESPONSIBILITIES AND REQUIRED RESOURCES

The successful service provider must provide and maintain the six (6) Key Mandatory Personnel accepted through the tender process. Their minimum qualification, professional registration, experience and tender-stage supporting-document requirements are prescribed in **Volume 1, Section 1.4.2.1 – Six Key Mandatory Personnel**. The same individuals accepted at tender stage must remain assigned to the contract, subject to any approved replacement in accordance with **Volume 1, Section 1.8.4 – Key Personnel**. The tender-stage personnel schedules are contained in Volume 4 – Returnable Documents and Bidder Response Schedules.

The service provider must also mobilise the supporting professional and specialist resources required to execute the accepted Scope of Work and approved programme. The applicable supporting disciplines and tender-stage requirements are addressed in **Volume 1, Section 1.4.3 – Supporting / Sundry Professional Resources**. Applicable rates must be provided in Volume 3 – Financial Tender. Before deployment, MAPSEZ may require the proposed supporting resource's CV, qualifications, professional registration where applicable, availability and planned input for approval.

The Project Director / Master Plan Team Leader remains responsible for the coordination, integration and quality of all professional, specialist and subconsultant inputs.

Any further specialist input reasonably required to complete the accepted Scope of Work or meet applicable statutory requirements must be provided by the service provider. Additional payment may arise only where MAPSEZ authorises work outside the accepted contract scope in writing in accordance with **Volume 1, Section 1.8.6 – Contract Variations After Award**.

INFORMATION TO BE MADE AVAILABLE BY MAPSEZ

Subject to availability and confidentiality restrictions, MAPSEZ will make available the existing Master Plan, precinct reference information, current priority-project information and available cadastral, lease, occupancy, infrastructure, environmental, investor and strategic information.

MAPSEZ will facilitate reasonable access to its personnel, site and key stakeholders. The appointed service provider remains responsible for validating information, recording assumptions and identifying gaps.

DELIVERABLE, HANDOVER AND ACCEPTANCE REQUIREMENTS

File and Handover Standards

The content and timing of the contractual deliverables are prescribed in Section 2.7. This section sets out the file, editable/source-file, model and final handover standards that apply to those milestone deliverables and must not be read as creating additional milestone deliverables.

DELIVERABLE / FILE TYPE	REQUIRED HANDOVER FORMAT
Reports and planning documents	Editable Microsoft Word and searchable PDF. The Final Revised Master Plan and Executive Summary must also be supplied as five bound colour copies.
Maps, plans and drawings	Print-ready PDF at an appropriate A3/A1 scale, together with editable GIS/CAD/source files where applicable.
GIS and spatial data	ESRI-compatible geodatabase and/or shapefiles, georeferenced PDFs, metadata and applicable CAD/source files.
Cost estimates and indicative BOQs	Editable Microsoft Excel with visible quantities, rates, assumptions, calculations, breakdowns and formulae.
Presentations and stakeholder records	Editable presentation format and PDF, together with the applicable written stakeholder and comments-response records. Final master plan must be provided in presentation format that will be provided to MAPSEZ and that can also be presented by MAPSEZ to a stakeholders
Physical 3D model	One completed model to the scale, dimensions, materials and level of detail approved by MAPSEZ before fabrication.
Interactive georeferenced digital 3D model	Complete working, georeferenced and navigable 3D model with layer/feature controls, together with all editable/source files, linked GIS/CAD/spatial data, metadata and an agreed compatible exchange/viewing format where practicable. The model must be capable of update and reuse by MAPSEZ and must not depend on consultant-only access.
Final electronic handover	One complete, logically organised source package containing all final reports, drawings, maps, GIS data, CAD files, spreadsheets, presentations, models, supporting information and editable/source files.

All maps must show the applicable legend, north arrow, scale, date, source and coordinate system. Electronic deliverables must be supplied in final and editable/source formats where applicable. File names, versions, metadata, assumptions and data sources must be clear, controlled and traceable.

Review and Acceptance

- Each deliverable must be complete, internally consistent, professionally signed off and compliant with the accepted methodology, programme and Scope of Work before submission.
- MAPSEZ will review deliverables within the review periods provided for in the approved activity programme. The service provider must maintain a comments-response matrix and correct and resubmit deliverables at no additional cost until written acceptance.
- Submission, presentation, use or partial review of a deliverable does not constitute acceptance. Acceptance must be confirmed in writing by MAPSEZ.
- Supporting data, calculations, quantities, rates, assumptions, models and sources must be transparent, traceable and supplied in editable form where applicable.

Payment remains subject to completion and written acceptance of the applicable milestone outputs in accordance with **Volume 1, Section 1.8.5 – Fees, Invoicing and Payment** and the accepted Volume 3 – Financial Tender.

MALUTI-A-PHOFUNG SPECIAL ECONOMIC ZONE

REQUEST FOR TENDER

BID NUMBER: MAPSEZ 003/2026(T)

**APPOINTMENT OF A MULTIDISCIPLINARY PROFESSIONAL FIRM TO
UNDERTAKE THE REVIEW AND UPDATE OF THE MAPSEZ MASTER PLAN**

VOLUME 4

RETURNABLE DOCUMENTS AND BIDDER RESPONSE SCHEDULES

FIELD	DETAILS
Tender / Bid Number	MAPSEZ 003/2026(T)
Volume	Volume 4 – Returnable Documents and Bidder Response Schedules
Contract Period	Twenty-four (24) weeks from the written commencement date
Closing Date	13 October 2026
Closing Time	11:00
Submission Address	MAPSEZ Head Office, Cnr Amanda and De Lange Streets, Tshiame, Harrismith, 9880



VOLUME 4

RETURNABLE DOCUMENTS AND BIDDER RESPONSE SCHEDULES

VOLUME 4 – TABLE OF CONTENTS

4.1. PURPOSE AND COMPLETION OF VOLUME 4	3
4.2. RETURNABLE DOCUMENT CHECKLIST	3
4.3. STANDARD BIDDING DOCUMENTS.....	4
4.4. AUTHORITY TO SIGN	14
4.5. JOINT VENTURE / CONSORTIUM INFORMATION	14
4.6. MANDATORY KEY PERSONNEL SCHEDULE	16
4.7. KEY PERSONNEL CV AND RELEVANT EXPERIENCE SCHEDULES	16
4.8. COMPANY EXPERIENCE SCHEDULE.....	24
4.9. TECHNICAL METHODOLOGY AND APPROACH RESPONSE.....	25
4.10. FINANCIAL CAPACITY RESPONSE.....	28
4.11. ADDENDA ACKNOWLEDGEMENT	29
4.12. BIDDER DECLARATION	29
4.13. SUPPORTING DOCUMENTATION INDEX.....	30

This Volume forms part of one integrated Request for Tender and must be read together with Volume 1 – Tendering Procedures, Evaluation and Special Conditions of Contract; Volume 2 – Scope of Work / Technical Requirements; and Volume 3 – Financial Tender.

PURPOSE AND COMPLETION OF VOLUME 4

This Volume contains the prescribed returnable documents, standard bidding forms, bidder response schedules and supporting-document requirements for this tender.

The bidder must complete all applicable schedules in this Volume and attach the supporting evidence required by Volume 1. The requirements in this Volume do not replace or amend the evaluation, Scope of Work or pricing requirements contained in Volumes 1, 2 and 3.

Where a prescribed standard bidding form is included, the bidder must complete and sign that form as issued. Where additional supporting pages are used, they must be clearly cross-referenced to the applicable schedule in this Volume.

RETURNABLE DOCUMENT CHECKLIST

NO.	RETURNABLE DOCUMENT / EVIDENCE	REFERENCE	BIDDER CHECK
1	Revised SBD 1 – Invitation to Bid	Volume 4, Section 4.3.1	☐
2	Revised SBD 4 – Bidder's Disclosure	Volume 4, Section 4.3.3	☐
3	SBD 6.1 – Preference Points Claim Form (PPR 2022)	Volume 4, Section 4.3.2	☐
4	Completed and signed (Authority to sign)	Volume 1, Section 1.4.2.2	☐
5	Authority to Sign	Volume 4, Section 4.4	☐
6	CSD Registration / CSD Report	Volume 1, Section 1.4.2.2	☐
7	Signed JV / Consortium Agreement, where applicable	Volume 1, Sections 1.2.7 and 1.4.2.2	☐ / N/A ☐
8	CIPC Registration Documentation	Volume 1, Section 1.4.2.2	☐
9	Professional Indemnity Insurance: minimum R5 000 000 cover, or insurer / broker commitment letter	Volume 1, Sections 1.4.2.2 and 1.8.7	☐
10	Mandatory Key Personnel Schedule	Volume 4, Section 4.6	☐
11	Key Personnel CV / Relevant Experience Schedules, including referee details for every assignment relied upon	Volume 4, Section 4.7	☐
12	Certified qualification evidence for Key Personnel	Volume 1, Section 1.4.2.1	☐
13	Key Personnel Referee Confirmation Form(s), where submitted	Volume 4, Section 4.7	☐ / N/A ☐
14	SAQA Certificate of Evaluation for any foreign qualification, where applicable	Volume 1, Section 1.4.2.1	☐ / N/A ☐
15	Current professional registration evidence, where applicable	Volume 1, Section 1.4.2.1	☐
16	Company Experience Schedule	Volume 4, Section 4.8	☐
17	Company Experience appointment and completion evidence	Volume 1, Section 1.5.1	☐
18	Technical Methodology and Approach Response	Volume 4, Section 4.9	☐
19	Financial Capacity Response	Volume 4, Section 4.10	☐
20	Annual Financial Statements	Volume 1, Section 1.5.1	☐
21	Specific Goals supporting evidence	Volume 1, Section 1.6.2 and SBD 6.1	☐
22	Completed Volume 3 – Financial Tender	Volume 3	☐
23	Addenda Acknowledgement	Volume 4, Section 4.11	☐
24	Bidder Declaration	Volume 4, Section 4.12	☐

NO.	RETURNABLE DOCUMENT / EVIDENCE	REFERENCE	BIDDER CHECK
25	Supporting Documentation Index	Volume 4, Section 4.13	☐

STANDARD BIDDING DOCUMENTS

The standard bidding documents below must be completed and signed where indicated.

REVISED SBD 1 – INVITATION TO BID

SBD1				
YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE MALUTI-A-PHOFUNG SPECIAL ECONOMIC ZONE				
BID NO:	MAPSEZ 003/2026(T)	CLOSING DATE:	13 October 2026	CLOSING TIME: 11:00
DESCRIPTION	Appointment of a multidisciplinary professional firm to undertake the review and update of the MAPSEZ Master Plan			
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)				
MAPSEZ Head Office Corner Amanda and De Lange Streets Tshiame Harrismith 9880		OFFICIAL TENDER BOX ONLY E-mail submissions will not be accepted.		
BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:		TECHNICAL ENQUIRIES MAY BE DIRECTED TO:		
CONTACT PERSON	Mr Thapelo Moloi	CONTACT PERSON	Mr Vusmuzi Nyathi	
TELEPHONE NUMBER	058 635 1120	TELEPHONE NUMBER	058 635 1120	
FACSIMILE NUMBER	N/A	FACSIMILE NUMBER	N/A	
E-MAIL ADDRESS	thapelom@mapsez.co.za	E-MAIL ADDRESS	vusmuzi@mapsez.co.za	
SUPPLIER INFORMATION				
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
FACSIMILE NUMBER	CODE		NUMBER	
E-MAIL ADDRESS				
VAT REGISTRATION NUMBER				
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN: _____	OR	CENTRAL SUPPLIER DATABASE No: MAAA _____	
PRICE IN RANDS	R			
PRICE IN WORDS				
	only			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES OFFERED?	☐ Yes ☐ No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]	
QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS				

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

☐ YES ☐ NO

DOES THE ENTITY HAVE A BRANCH IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?

☐ YES ☐ NO

DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?

☐ YES ☐ NO

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

☐ YES ☐ NO

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

TERMS AND CONDITIONS FOR BIDDING

a) BID SUBMISSION:

- a. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- b. **ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED (NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.**
- c. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
- d. **THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).**

b) TAX COMPLIANCE REQUIREMENTS

- a) BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- b) BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
- c) APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE **Error! Hyperlink reference not valid..**
- d) BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.
- e) IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED; EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- f) WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- g) NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE."

NB: FAILURE TO PROVIDE / OR COMPLY WITH ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.

SIGNATURE OF BIDDER:

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED:

.....

(Proof of authority must be submitted e.g. company resolution)

DATE:

.....

REVISED SBD 4 – BIDDER'S DISCLOSURE**SBD 4: BIDDER'S DISCLOSURE****a) PURPOSE OF THE FORM**

- 1.1 Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa, 1996 (Constitution), and further expressed in the various applicable legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.
- 1.2 If a person is listed in the Register for Tender Defaulters and/or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

b) DECLARATION ON EMPLOYMENT BY ORGAN OF STATE

- a. Is the bidder, or any of the directors / trustees / shareholders / members / partners of the bidder employed by an organ of state, as defined in section 239 of the Constitution?
YES/NO

- b. If YES, furnish particulars of the names, individual identity numbers, in the table below:

Full Name	Identity Number	Name of organ of state

- c. Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?
YES/NO

- 2.3.1 If so, furnish particulars:

.....

.....

.....

.....

- d. Does the bidder or any of its directors/trustees/shareholders members/partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise, whether or not they are bidding for this contract?
YES/NO

2.4.1 If so, indicate all companies registered in the CSD in the table below:

Supplier registration number (MAAA)	Status (active/inactive/deleted)

Failure to disclose all CSD-registered active companies linked to all Directors will lead to disqualification.

b) GENERAL DECLARATION

I,, the undersigned, in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- a. I have read and I understand the contents of this disclosure.
- b. I understand that the accompanying bid will be disqualified if this disclosure is found to be false.
- c. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor.
- d. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- e. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- f. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.
- g. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59

of the Competition Act, 1998 (Act No. 89 of 1998) and or may be referred to law enforcement agencies for criminal investigation and or may be restricted from conducting business with the state for a period not exceeding 10 years in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004) or any other applicable legislation.

I CERTIFY THAT THE ABOVE IS CORRECT.

I ACCEPT THAT THE PROCURING INSTITUTION MAY REJECT THE BID OR TAKE APPROPRIATE ACTION AGAINST ME IF THIS DECLARATION IS FALSE.

.....

Signature

.....

Date

.....

Designation

.....

Name of bidder

SBD 6.1 – PREFERENCE POINTS CLAIM FORM (PPR 2022)**SBD 6.1****PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

- GENERAL CONDITIONS**

- The following preference point systems are applicable to invitations to tender:
 - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
 - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).
- a. The applicable preference point system for this tender is the 80/20 preference point system.
 - b. Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:
 - Price; and
 - Specific Goals
 - c. The maximum points for this tender are allocated as follows:

	POINTS
Price	80
Specific goals	20
Total Points for Price and Specific Goals	100

- Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

- DEFINITIONS**

- “tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- “price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- “rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- “tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and

e) “the Act” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

• **FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES**

a. **POINTS AWARDED FOR PRICE**

3.1.1 **THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS**

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

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

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

b. **FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT**

i. **POINTS AWARDED FOR PRICE**

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

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \quad \text{or} \quad Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmax = Price of highest acceptable tender

b) **POINTS AWARDED FOR SPECIFIC GOALS**

- a. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- b. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
 - an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system, then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Required Proof	No. of points allocated (80/20 system)	No. of points claimed (80/20 system)	Proof provided
Enterprise owned by Historically Disadvantaged Person(s): Women	Applicable identity, CIPC and supporting evidence	10		
Youth-owned Enterprise	Applicable identity and CIPC documentation	10		

DECLARATION WITH REGARD TO COMPANY/FIRM

c. Name of company/firm.....

d. Company registration number:

e. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium
 One-person business/sole propriety
 Close corporation
 Public Company
 Personal Liability Company
 (Pty) Limited
 Non-Profit Company
 State Owned Company

[TICK APPLICABLE BOX]

f. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- The information furnished is true and correct;
- The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - disqualify the person from the tendering process;
 - recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has

- been applied; and
- forward the matter for criminal prosecution, if deemed necessary.

REQUIRED RETURNABLE

The bidder must complete and sign the form issued with the tender pack and return it with the tender. Where is issued as a separate document, the completed and signed form must be attached and cross-referenced in the Supporting Documentation Index.

AUTHORITY TO SIGN

The person signing the tender must be authorised to bind the bidder. The bidder may complete the template below or attach an equivalent board resolution, members' resolution, power of attorney or other acceptable authority.

RESOLUTION / AUTHORITY

It is hereby resolved that:

FIELD	DETAILS
Name of authorised person	
Identity / Passport Number	
Position / Capacity	
Bid Number	MAPSEZ 003/2026(T)
Authority granted	To sign and submit the tender and all related declarations and schedules on behalf of the bidder / JV / Consortium.

Approved by the authorised governing body / members of the bidder:

NAME	CAPACITY	SIGNATURE	DATE

JOINT VENTURE / CONSORTIUM INFORMATION

Complete this section only where the tender is submitted by a Joint Venture or Consortium. A signed JV / Consortium Agreement must be attached in accordance with Volume 1.

ITEM		DETAILS		
Name of JV / Consortium				
Lead Partner				
Authorised Representative				
Contact Number				
E-mail Address				
Consolidated CSD Number				
MEMBER	LEGAL NAME	REGISTRATION NO.	PARTICIPATION %	ROLE / DISCIPLINE

ITEM		DETAILS		
1				
2				
3				
4				

The bidder confirms that the attached JV / Consortium Agreement identifies the Lead Partner, participating members, percentage participation, roles and responsibilities, authority of the authorised representative and joint and several liability, as required by Volume 1.

MANDATORY KEY PERSONNEL SCHEDULE

The bidder must identify the six (6) Key Mandatory Personnel below. The qualification, professional-registration and supporting-document requirements are prescribed in Volume 1, Section 1.4.2.1. The same proposed individuals will be assessed for functionality in accordance with Volume 1, Section 1.5. For any qualification obtained outside South Africa, the bidder must attach a SAQA Certificate of Evaluation confirming the comparable NQF level and relevant field.

NO.	PROFESSIONAL RESOURCE	NAME	QUALIFICATION	PROFESSIONAL BODY	REGISTRATION NO.	DOCUMENTS ATTACHED
1	Project Director / Master Plan Team Leader			SACPLAN		☐ CV ☐ Qualification ☐ SAQA (if foreign) ☐ Registration
2	Civil Infrastructure Engineering Lead			ECSA		☐ CV ☐ Qualification ☐ SAQA (if foreign) ☐ Registration
3	Electrical Infrastructure Engineering Lead			ECSA		☐ CV ☐ Qualification ☐ SAQA (if foreign) ☐ Registration
4	Transport, Traffic, Rail and Logistics Lead			SACPLAN / ECSA		☐ CV ☐ Qualification ☐ SAQA (if foreign) ☐ Registration
5	SEZ, Economic and Investment Specialist / Development Economist			N/A		☐ CV ☐ Qualification ☐ SAQA (if foreign)
6	Spatial / Town and Regional Planning Specialist			SACPLAN		☐ CV ☐ Qualification ☐ SAQA (if foreign) ☐ Registration

Professional Indemnity Insurance Returnable

Attach proof of Professional Indemnity Insurance with a minimum limit of R5 000 000, or a letter from a registered insurer / insurance broker confirming that the required cover will be put in place upon award, as required by Volume 1. The successful bidder must maintain the required cover for the duration of the contract.

KEY PERSONNEL CV AND RELEVANT EXPERIENCE SCHEDULES

Complete one schedule for each of the six Key Mandatory Personnel. The assignments relied upon for functionality must clearly identify the professional's personal role and relevant work performed. For every assignment relied upon, the bidder must provide a contactable referee by stating the referee name, designation / position, organisation, contact number and e-mail address. A signed Referee Confirmation Form is provided after the six personnel schedules and may be reproduced as

required. MAPSEZ reserves the right to verify any information submitted with the referee. Supporting information will be assessed in accordance with Volume 1, Section 1.5.

PROJECT DIRECTOR / MASTER PLAN TEAM LEADER

FIELD	DETAILS
Name of Professional	
Proposed Role	Project Director / Master Plan Team Leader
Current Employer / Organisation	
Highest Relevant Qualification	
Professional Registration and Number	
Years of Relevant Experience	

Relevant completed assignments relied upon for functionality scoring:

NO.	PROJECT / ASSIGNMENT	CLIENT	PERIOD	ORGANISATION / EMPLOYER	ROLE PERFORMED	RELEVANT WORK PERSONALLY PERFORMED
1						
2						
3						
4						
5						

Referee details for the assignments above (complete for every assignment relied upon for functionality scoring):

NO.	REFEREE NAME	DESIGNATION / POSITION	ORGANISATION	CONTACT NUMBER	E-MAIL ADDRESS
1					
2					
3					
4					
5					

The referee must be able to confirm the professional's role and relevant work. MAPSEZ may verify the information provided.

Professional's signature: _____ Date: _____

CIVIL INFRASTRUCTURE ENGINEERING LEAD

FIELD	DETAILS
Name of Professional	
Proposed Role	Civil Infrastructure Engineering Lead
Current Employer / Organisation	
Highest Relevant Qualification	
Professional Registration and Number	
Years of Relevant Experience	

Relevant completed assignments relied upon for functionality scoring:

NO.	PROJECT / ASSIGNMENT	CLIENT	PERIOD	ORGANISATION / EMPLOYER	ROLE PERFORMED	RELEVANT WORK PERSONALLY PERFORMED
1						
2						
3						
4						
5						

Referee details for the assignments above (complete for every assignment relied upon for functionality scoring):

NO.	REFEREE NAME	DESIGNATION / POSITION	ORGANISATION	CONTACT NUMBER	E-MAIL ADDRESS
1					
2					
3					
4					
5					

The referee must be able to confirm the professional's role and relevant work. MAPSEZ may verify the information provided.

Professional's signature: _____ Date: _____

ELECTRICAL INFRASTRUCTURE ENGINEERING LEAD

FIELD	DETAILS
Name of Professional	
Proposed Role	Electrical Infrastructure Engineering Lead
Current Employer / Organisation	
Highest Relevant Qualification	
Professional Registration and Number	
Years of Relevant Experience	

Relevant completed assignments relied upon for functionality scoring:

NO.	PROJECT / ASSIGNMENT	CLIENT	PERIOD	ORGANISATION / EMPLOYER	ROLE PERFORMED	RELEVANT WORK PERSONALLY PERFORMED
1						
2						
3						
4						
5						

Referee details for the assignments above (complete for every assignment relied upon for functionality scoring):

NO.	REFEREE NAME	DESIGNATION / POSITION	ORGANISATION	CONTACT NUMBER	E-MAIL ADDRESS
1					
2					
3					
4					
5					

The referee must be able to confirm the professional's role and relevant work. MAPSEZ may verify the information provided.

Professional's signature: _____ Date: _____

TRANSPORT, TRAFFIC, RAIL AND LOGISTICS LEAD

FIELD	DETAILS
Name of Professional	
Proposed Role	Transport, Traffic, Rail and Logistics Lead
Current Employer / Organisation	
Highest Relevant Qualification	
Professional Registration and Number	
Years of Relevant Experience	

Relevant completed assignments relied upon for functionality scoring:

NO.	PROJECT / ASSIGNMENT	CLIENT	PERIOD	ORGANISATION / EMPLOYER	ROLE PERFORMED	RELEVANT WORK PERSONALLY PERFORMED
1						
2						
3						
4						
5						

Referee details for the assignments above (complete for every assignment relied upon for functionality scoring):

NO.	REFEREE NAME	DESIGNATION / POSITION	ORGANISATION	CONTACT NUMBER	E-MAIL ADDRESS
1					
2					
3					
4					
5					

The referee must be able to confirm the professional's role and relevant work. MAPSEZ may verify the information provided.

Professional's signature: _____ Date: _____

SEZ, ECONOMIC AND INVESTMENT SPECIALIST / DEVELOPMENT ECONOMIST

FIELD	DETAILS
Name of Professional	
Proposed Role	SEZ, Economic and Investment Specialist / Development Economist
Current Employer / Organisation	
Highest Relevant Qualification	
Professional Registration and Number	
Years of Relevant Experience	

Relevant completed assignments relied upon for functionality scoring:

NO.	PROJECT / ASSIGNMENT	CLIENT	PERIOD	ORGANISATION / EMPLOYER	ROLE PERFORMED	RELEVANT WORK PERSONALLY PERFORMED
1						
2						
3						
4						
5						

Referee details for the assignments above (complete for every assignment relied upon for functionality scoring):

NO.	REFEREE NAME	DESIGNATION / POSITION	ORGANISATION	CONTACT NUMBER	E-MAIL ADDRESS
1					
2					
3					
4					
5					

The referee must be able to confirm the professional's role and relevant work. MAPSEZ may verify the information provided.

Professional's signature: _____ Date: _____

SPATIAL / TOWN AND REGIONAL PLANNING SPECIALIST

FIELD	DETAILS
Name of Professional	
Proposed Role	Spatial / Town and Regional Planning Specialist
Current Employer / Organisation	
Highest Relevant Qualification	
Professional Registration and Number	
Years of Relevant Experience	

Relevant completed assignments relied upon for functionality scoring:

NO.	PROJECT / ASSIGNMENT	CLIENT	PERIOD	ORGANISATION / EMPLOYER	ROLE PERFORMED	RELEVANT WORK PERSONALLY PERFORMED
1						
2						
3						
4						
5						

Referee details for the assignments above (complete for every assignment relied upon for functionality scoring):

NO.	REFeree NAME	DESIGNATION / POSITION	ORGANISATION	CONTACT NUMBER	E-MAIL ADDRESS
1					
2					
3					
4					
5					

The referee must be able to confirm the professional's role and relevant work. MAPSEZ may verify the information provided.

Professional's signature: _____ Date: _____

REFEREE CONFIRMATION FORM – KEY PERSONNEL EXPERIENCE

The bidder may reproduce this form as required. One completed form may be submitted for each assignment relied upon for Key Personnel functionality scoring. A clear signed confirmation may be used by MAPSEZ as supporting verification; MAPSEZ nevertheless reserves the right to contact the referee if further verification is required.

FIELD	REFEREE / ASSIGNMENT DETAILS
Name of Professional	
Proposed Role in this Tender	
Project / Assignment	
Client	
Assignment Period	
Referee Name	
Referee Designation / Position	
Referee Organisation	
Referee Contact Number	
Referee E-mail Address	

REFEREE CONFIRMATION

CONFIRMATION	REFEREE RESPONSE
I confirm that the above-named professional worked on / participated in the stated assignment.	
Position / role performed by the professional on the assignment:	
Brief description of the relevant work personally performed by the professional:	
I confirm that the information provided above is true and may be verified by MAPSEZ.	
Referee Signature and Date:	

COMPANY EXPERIENCE SCHEDULE

List the completed comparable assignments relied upon for functionality scoring. Each assignment must be supported by the appointment and completion evidence prescribed in Volume 1, Section 1.5.1.

NO.	PROJECT / ASSIGNMENT	CLIENT	PERIOD	SCOPE / RELEVANCE	APPOINTMENT	COMPLETION
					EVIDENCE	EVIDENCE
					REFERENCE	REFERENCE
1						
2						
3						
4						
5						
6						

TECHNICAL METHODOLOGY AND APPROACH RESPONSE

The bidder must provide a concise technical methodology and approach explaining how the assignment will be undertaken. The response must address criteria 3.1 to 3.3 in Volume 1, Section 1.5, and must not merely repeat the Scope of Work in Volume 2. The response should be specific enough for evaluators to understand what information will be sourced, how it will be assessed, how implementation will be planned, and how the findings will be integrated into the final Master Plan.

REVIEW OF THE EXISTING MASTER PLAN AND ESTABLISHMENT OF THE CURRENT POSITION

Explain how the bidder will source, review and verify the information needed to understand the existing Master Plan, what has been implemented, and the current position of MAPSEZ. Identify the main documents and data required, where / from whom the information will be obtained, the internal and external stakeholders to be engaged, and the method that will be used to review, compare and verify the information.

BIDDER RESPONSE:

IMPLEMENTATION APPROACH FOR THE UPDATED MASTER PLAN

Explain how the updated Master Plan will be translated into an implementable programme. Address what should be implemented, priorities and sequencing / phasing, enabling actions or structures, responsible stakeholders, important dependencies, and how the funding and other resources required for implementation will be identified or mobilised.

BIDDER RESPONSE:

INTEGRATION INTO THE FINAL MASTER PLAN

Explain how the review findings, established current position and proposed implementation approach will be brought together into one coherent and implementable final Master Plan. Show how priorities, spatial and infrastructure proposals, economic and investment inputs, implementation requirements, responsibilities, funding / resource links and stakeholder validation will be integrated into a phased final plan and implementation roadmap.

BIDDER RESPONSE:

FINANCIAL CAPACITY RESPONSE

Complete the schedules below and attach the financial information required by Volume 1, Section 1.5.1.

ANNUAL FINANCIAL STATEMENTS

REQUIREMENT	BIDDER RESPONSE / REFERENCE
Annual Financial Statements for the required period attached	Yes ☐ No ☐ Annexure / page: _____
Latest financial year clearly identifiable	Yes ☐ No ☐
Latest statements signed / approved, where applicable	Yes ☐ No ☐
For a JV / Consortium, applicable financial statements for each participating member attached	Yes ☐ No ☐ N/A ☐

FINANCIAL CAPACITY INDICATORS

INDICATOR	BIDDER EVIDENCE REFERENCE
Positive net assets	
Current assets equal to or greater than current liabilities	
Positive cash and cash-equivalent balance at year-end	
Positive operating cash flow or credible evidence of access to working-capital funding	
No material going-concern uncertainty, adverse opinion or disclaimer indicating inability to undertake the assignment	

ADDENDA ACKNOWLEDGEMENT

The bidder must acknowledge every addendum issued by MAPSEZ before the tender closing date. If no addendum was issued, state "None".

ADDENDUM NO.	DATE ISSUED	DATE RECEIVED / ACKNOWLEDGED	INITIALS

We confirm that all addenda listed above have been taken into account in this tender.

NAME	CAPACITY	SIGNATURE	DATE

BIDDER DECLARATION

I / We, the undersigned, duly authorised to act on behalf of the bidder, declare that:

The information contained in this tender and its supporting documentation is true and correct to the best of my / our knowledge.

The bidder has read and accepts the requirements of Volumes 1, 2, 3 and 4, subject only to lawful clarifications or addenda issued by MAPSEZ.

The persons and experience identified for mandatory and functionality purposes are those relied upon by the bidder for this tender.

The bidder understands that false, misleading or materially incomplete information may result in the tender being found non-responsive or may give rise to remedies available under applicable law.

BIDDER / COMPANY NAME	AUTHORISED REPRESENTATIVE	CAPACITY	SIGNATURE	DATE

SUPPORTING DOCUMENTATION INDEX

Use this index to identify the supporting documents attached to the tender. Add rows where required.

ANNEXURE / REFERENCE	DOCUMENT	APPLICABLE	ATTACHED	PAGE / FILE REFERENCE
A	CSD Registration / CSD Report	Yes	☐	
B	CIPC Registration Documentation	Yes	☐	
C	Authority to Sign	Yes	☐	
D	Completed and signed SBC 21	Yes	☐	
E	JV / Consortium Agreement	If applicable	☐ / N/A ☐	
F	Professional Indemnity Insurance – minimum R5 000 000, or insurer / broker commitment letter	Yes	☐	
G	Key Personnel Qualifications	Yes	☐	
H	SAQA Certificate of Evaluation for foreign qualifications	Where applicable	☐ / N/A ☐	
I	Professional Registration Evidence	Where applicable	☐ / N/A ☐	
J	Key Personnel CV / Relevant Experience Schedules including referee details	Yes	☐	
K	Key Personnel Referee Confirmation Form(s)	Where submitted	☐ / N/A ☐	
L	Company Experience Appointment Evidence	Yes	☐	
M	Company Experience Completion Evidence	Yes	☐	
N	Annual Financial Statements	Yes	☐	
O	Specific Goals Supporting Evidence	If claimed	☐ / N/A ☐	
P	Other Supporting Documentation	If applicable	☐ / N/A ☐	

END OF VOLUME 4