



**REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR
ORDERS ABOVE R30 000.00 BUT LESS THAN R200 000.00**

REFERENCE NO. UTDM/SCM/003/2027

**CONDUCT DISASTER RISK ASSESMENT, COMPILATION OF A
DISASTER RISK MANAGEMENT PLAN FOR UTHUKELA DISTRICT
MUNICIPALITY**

30 JUNE 2026

UThukela District Municipality hereby invites quotations from qualified and experienced service provider for the following:

Item No.	Specifications	Quantity
01	Specification attached	01
	<u>SPECIAL CONDITIONS:</u> 1. Suppliers are to adhere strictly to the specifications given. 2. Not adhering to the specifications, will result in the quotation not being considered. 3. Faxed or e-mailed quotations will not be accepted. 4. Advert will run for 7 days. 5. The 80/20 procurement policy will be utilised.	

GENERAL CONDITIONS:

Quotations must be submitted using the official quotation form obtainable from the Supply Chain Management Unit office (Procurement) Room G51.

1. Sealed quotations outwardly marked: **Ref. No. UTD/SCM/003/2027: Conduct disaster risk assessment, compilation of a disaster risk management plan at uThukela District Municipality.** must be addressed to the **Municipal Manager** and placed in the Tender Box, 36 Lyell Street, Ladysmith, **not later than 12H00 on 11 August 2026.**
2. **MBD4, MBD6.1, MBD 8 and MBD 9** forms must be filled in and submitted **together with the quotation.**
3. All Quotations will be evaluated on a point system in accordance with the provisions of the **Preferential Procurement Policy Framework Act No. 5 of 2000 and the revised PREFERENTIAL PROCUREMENT REGULATIONS, 2022.**
4. In terms of Regulation 6, the allocation of **20 points as per Preferential Procurement Policy Framework Act of 2022** will be applicable.
5. **The 80/20 preference point system in terms of the Municipality's policy will be applicable as follows:**

	points
price	80
Specific Goals (20 Points)	
-Race-100% Black Owned (HDP)	5
-Gender-100% woman Owned (HDP)	5
-Disability (HDP)	5
Locality-Officed Based in uThukela District Municipality	5
Total points for price and specific Goal	100

6. Prices quoted must include value added tax if suppliers are registered for VAT, delivery charges and off-loading to the municipal premises.
7. **No bid will be accepted from person in the service of the state.**
8. **Any quote will not necessary be accepted and the Municipality Reserves the Right to Accept the whole or any Part of Any quote.**
9. **A valid SARS tax Pin number must be submitted together with the document.**
10. Prices altered by means of correction fluid **will not** be considered
11. **Preference will be given to Database Suppliers**
12. **A current (30 days) Business and or Business Residential municipal account for all services must** be included in the bid document, even outside the UThukela District Municipal boundaries. In case of leasing, the lease agreement must be submitted, indicating who is responsible for water, electricity & rates.
13. **Proof of registration**, on the central supplier database of government.

Enquiries may be directed to: Nkosinamandla Miya

Tel: 072 483 4458



LS JILI

MUNICIPAL MANAGER



CONDUCT DISASTER RISK ASSESSMENT, COMPILATION OF A DISASTER RISK MANAGEMENT PLAN

TERMS OF REFERENCE

1. INTRODUCTION

UThukela District Municipality hereby invites service providers with extensive experience in disaster risk reduction and knowledge of disaster institutional arrangements to assist uThukela District Municipality in the implementation of disaster risk reduction remedial works.

2. SCOPE OF WORK

Consultants with extensive experience in disaster risk assessment, disaster risk reduction and knowledge of Disaster Management institutional arrangement are hereby invited to review and update the disaster risk assessment and to compile a disaster risk reduction plan for uThukela District Municipality.

All the assessments must comply with the requirements of the Disaster Management Act, Act 57 of 2002 and the provisions as contained in the National Disaster Management Framework, notice 654 of 2005, and Government Gazette No 27534, published on 29 April 2005. Bidders must note that the project must be completed within 9 months from date of acceptance.

3. SPECIFICATION

The following specification must be specified in the bid proposals;

- **Conduct disaster risk management Plan for uThukela District Municipality**

- ✓ Execution of a comprehensive gap analysis of the external environment in the current Municipal Disaster Management plan.
 - ✓ Identify and mapping of critical facilities in the uThukela District Municipality area of jurisdiction.
 - ✓ Identify and mapping of critical and high-risk zones and points.
- **Filling identified gaps in the disaster risk assessment of uThukela District Municipality.**
- ✓ Liaison with municipality to fill gaps in the disaster risk assessment.
 - ✓ Transferring of information to the current geo-database of uThukela District Municipality.
 - ✓ Execution of a detail disaster hazard, vulnerability and risk assessment for uThukela District Municipality area of jurisdiction and its 76 wards.
 - ✓ Prioritising of identified hazards and risks
- **Implementation of Disaster risk Management at uThukela District Municipality**
- ✓ Identifying all relevant stakeholders involved in Disaster Management in the uThukela District Municipality area of jurisdiction to determine the roles and responsibilities of identified stakeholders.
 - ✓ Liaison with identified stakeholders to determine additional information available to the Disaster Management Component of uThukela District Municipality.
 - ✓ Determine the roles and responsibilities of identified stakeholders.

- ✓ Determine roles and responsibilities of each line department
- ✓ Determine the roles and responsibilities of the Disaster Management Practitioner.

• **Compiling a disaster risk reduction plan for uThukela District Municipality.**

- ✓ Integration of information to compile a disaster risk reduction plan for uThukela District Municipality.
- ✓ Liaison with IDP's and SDF of municipality
- ✓ Align disaster risk reduction with IDP and SDF
- ✓ Drafting of appropriate disaster contingency plans for high risks

4. DELIVERABLES

The following deliverables must be included:

- ✓ A report indicating all communities, critical facilities and infrastructure at risk, addressing risk reduction projects and programmes to alleviate the vulnerability status of uThukela District Municipality in the area of jurisdiction.
- ✓ Digital and hard copy colour GIS-maps of all hazards, vulnerable areas and communities at risk (To be aligned with current format use by the GIS department at uThukela District Municipality. The disaster risk assessment must be summarised as follows:
 - Hazard profile map.
 - Vulnerability profile map.
 - Capacity profile map.
 - A report indicating the roles and responsibilities of all stakeholders and line departments responsible for the implementation of risk reduction measures.
 - A report indicating the roles and responsibilities of Disaster Management Practitioner.

- Disaster management contingency plans.
- Standard Operational Procedures.

5. QUALITY AND CONTENT OF PROPOSALS

- It is expected that the suitable service provider(s) will outline a comprehensive approach to the assignment, preferred methodology to comply with the full scope of undertaking this bid within the stipulated timeframe.
- All proposals must include at least three (3) reference in relation to this bid

6. REQUIRED QUALIFICATIONS AND EXPERTISE

The service provider will be requested to provide CV's of the whole team in order to check their level of competency. Below are some of the key experts that are to form part of the project team:

- Academic Experts from the Institutions of Higher Learning (such as Universities and Universities of Technologies)
- Professional Planner;
- Environmentalist;
- Professional GIS Practitioner
- Project co-ordinator or administrator
- Disaster Management and Fire rescue expert.

The service provider shall propose key members of the team that she or he intends to employ for this assignment. The positions in the project organization and specialized tasks for each member shall be explained. One member of the team must be nominated as the Project Manager with the overall responsibility to ensure quality and agreed upon time frames of the work. The team must be clearly organized, and all team members must have clearly defined tasks.

6. SPECIAL CONDITIONS

- The appointed service provider(s) will be remunerated against completion of key

deliverables conforming to the highest quality standards;

- Copyright of all deliverables will vest with the Municipality.

7. BID EVALUATION CRITERIA

1.1 All tenders received will be evaluated on basis of Price (80%) and Preferential Points (20%).

1.2 With regard to functionality the following criteria will be applicable and the maximum weight of each criterion is indicated in brackets:

- Previous 5 years' experience in this field (10)
- Level of expertise and qualifications of personnel – CV's to be submitted (20)
- Knowledge & understanding (40)
- Traceable record (30) attach appointment letters or reference letters

NB: A bidder that scores less than 70 points for functionality will be deemed non-compliant with the bid specifications.