



**RFP 48/2024**

**COMPILATION OF INFRASTRUCTURE, SERVITUDE, LAND AND BUILDING  
REGISTERS, AND ONCE-OFF REVALUATION OF INFRASTRUCTURE, LAND  
AND BUILDING ASSETS (2024/2025 FINANCIAL YEAR)**

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## 1. STATEMENT OF INVITATION

CENTLEC (SOC) Ltd (hereafter referred to as CENTLEC), a Mangaung Metro Municipal entity, distributing electricity in the Mangaung Metro area and other municipalities, requests proposals to perform the tasks on behalf of the entity for the compilation of infrastructure, servitude, land and building registers, and once-off revaluation of infrastructure, land and building assets. The appointment will be valid for thirty-six (36) months.

## 2. MINIMUM REQUIREMENTS

- 2.1. Supply unique security personal identification number (PIN) and/or original Tax Clearance Certificate for Tax compliant status.
- 2.2. Supply municipal services (water, sanitation, rates and electricity) clearance certificate or Lease Agreement with a Current Bill and rates clearances, or Current Bill of Account not owing more than 90 days. In a case where the services are paid by the Landlord, the signed lease agreement and statement of account must be submitted by the bidder.
- 2.3. A valid letter of good standing from the Compensation Commissioner, Department of Labour or any other recognized authorities.
- 2.4. Submit proof of registration on the National Treasury Centralized Supplier's Database.

### 3. SCOPE OF WORK

CENTLEC invites suitable and qualified service providers for a proposal for the compilation of infrastructure, servitude, land and building registers, and once-off revaluation of infrastructure, land and building assets.

### 4. TECHNICAL SPECIFICATION

#### 4.1. Compilation of infrastructure, servitude, land and building registers

- 4.1.1. Compile the verification and condition assessment methodology (using a sliding scale) which should be submitted to the Management, Auditor General and National Treasury for approval.
- 4.1.2. Perform a physical verification (and update / include GIS shape files) of all additions of electrical infrastructure assets, per the entity's Fixed Asset Register and updated periodically during the financial year under review.
- 4.1.3. Perform a condition assessment of each addition to the electrical Infrastructure Asset Register.
- 4.1.4. The team should be available, after the assignment, to assist in addressing audit queries based on the addition valuations that they have performed.
- 4.1.5. Draft the required adjusting journals to account for changes arising from the asset related processes (e.g. Depreciation, Disposals, Work in Progress and Revaluation Reserve).
- 4.1.6. Compile a detailed working paper file with sufficient support for all adjustments made to the Infrastructure Fixed Asset Register.
- 4.1.7. Summary of the Infrastructure Fixed Asset Register values:

**Table 1: Summary of Infrastructure Fixed Asset Register values**

Description	Closing balance 2022/2023 Value
Battery Charger	R 33,791,605.89
HV Civils	R 232,064,048.86
HV Conductors	R 538,988,053.74
HV Equipment	R 251,416,862.24
HV Towers	R 929,193,954.25
HV Transformers	R 414,381,776.71
Line Equipment	R 39,326,243.78
Load Center	R 405,814,601.29
Load Control Equipment	R 12,383,943.
LV Conductors	R1,274,573,871.36
LV Service Connection	R28,615,961.39
LV Service Distribution Box	R 219,133,042.99

Description	Closing balance 2022/2023 Value
Meters	R 171,765,388.57
MV Buildings	R 77,720,135.25
MV Conductors	R 1,147,498,059.62
Poles	R 533,554,870.73
Protection Meter Equipment	R 40,744,120.14
Public Lighting	R 120,758,828.87
Quality of Supply	R 3,234,236.26
Switchgears	R 823,842,810.01
	<b>R 7,298,802,415.88</b>

4.1.8. Work- In -Progress (Asset under construction) the following processes will be required in completing the WIP register

4.1.8.1. Update the WIP register and componentize each project to ensure compliance to the amended GRAP 17 and determine their completion status to date

- 4.1.8.2. Physical verification of all assets which form part of the projects that are still under construction
- 4.1.8.3. Where assets do not have historical costs, their fair value is to be determined
- 4.1.8.4. Review current useful life of each assets
- 4.1.8.5. Determine conditions and residual values of assets
- 4.1.8.6. Update and link the GIS database to the WIP Infrastructure Fixed Asset Register to ensure that assets recorded in the WIP register are easily traceable on the GIS
- 4.1.8.7. Submit shape files with spatial data (GPS Coordinates) for assets on the register and maps to assist with locating assets
- 4.1.8.8. Total value of payments per project to be reconciled with supporting documentation and the total value of assets capitalised
- 4.1.8.9. Compile the project files with all the project documentation.
- 4.1.9. Disposals/scrapped and impaired assets will need to be identified and recorded to ensure that the correct accounting treatments is applied to these items and keep a record of the work performed in an audit file.
- 4.1.10. Supply the final Work-In Progress register and supporting schedules, annually, due by the 15th of August annually.
- 4.1.11. Supply the final Servitudes register and supporting schedules by the 15th of August annually.
- 4.1.12. Supply the final Land and Building register and supporting schedules by the 15th of August annually.
- 4.1.13. Supply the Final Public Lighting register and supporting schedules to determine the annual streetlight consumption by the 15th of August annually.
- 4.1.14. Supply the final Infrastructure Fixed Asset Register and supporting schedules by the 15th of August annually.
- 4.1.15. Assist on the Auditor General queries and submission of information, assist in clearing all prior year audit findings especially risk areas identified by the Auditor General.

## **4.2. Revaluation of Assets – Once Off (Financial Year 2024/2025)**

- 4.2.1. Develop the valuation, verification and condition assessment methodology (using a sliding scale) which should be submitted to management for approval.
- 4.2.2. Perform a physical verification (and update / include GIS shape files) of all electrical infrastructure assets, land and buildings as listed per the entity's Asset Registers.
- 4.2.3. Perform a condition assessment of each item of electrical infrastructure assets, land and buildings as listed per the entity's Asset Registers.
- 4.2.4. Determine the fair value of each item of electrical infrastructure asset, land and buildings as listed per the entity's Asset Registers for the year ended 30 June 2025 and updated in terms of GRAP (General Recognized Accounting Practice) 17 paragraph 39 to 45.
- 4.2.5. The team should be available after the assignment to assist in addressing audit queries based on the valuations that they have performed.
- 4.2.6. Draft a final valuation report which should include assumptions (basis for calculation and the motive for each assumption) used in reaching the current values.
- 4.2.7. Draft the required adjusting journals to account for changes arising from the revaluation process.
- 4.2.8. Compile a detailed working paper file with sufficient external support for all market valuations obtained.
- 4.2.9. The revaluation reserve as per the Statement of Changes in Equity should be determined and agreed to the revaluation reserve as per the Infrastructure, Land and Building Fixed Asset Registers and all adjusting journals should be compiled.

## 5. SPECIAL CONDITIONS OF THE CONTRACT

- 5.1. Detailed project costing should be inclusive of travel and accommodation.
- 5.2. The successful bidder will be expected to enter into a Service Level Agreement with CENTLEC.
- 5.3. All documentary evidence and any aspect of the items associated with the auction shall at all times remain the property of CENTLEC and the firm handling the auction on behalf of CENTLEC waives its entitlement in the regard.
- 5.4. All CENTLEC data and financial information must be treated with the utmost confidentiality.
- 5.5. As part of fulfilling the scope of work and included as part of the fees, the appointed service provider will be required to perform the deliverables not limited to the ones listed in Annexure A (attached).
- 5.6. No fees shall be paid to any bidder in advance. Fees and disbursements shall be paid only for work actually done and billed on the agreed applicable tariff, and no bidder shall be paid a deposit on fees/disbursement.
- 5.7. The bidder`s employees may be required to attend and pass the Standard Operating Procedures Course of CENTLEC.
- 5.8. The successful bidder will be required to submit a health and safety file two (2) weeks after appointment.



6. EVALUATION CRITERIA

6.1. Technical Evaluation

All proposals submitted will be evaluated in accordance with the criteria set out in the policy of Supply Chain Management of the Entity.

The most suitable candidate will then be selected. Please take note that CENTLEC is not bound to select any of the firms submitting proposals. CENTLEC furthermore reserves the right to select more than one bidder.

Furthermore, technical competence is the principal selection criteria, CENTLEC will evaluate the technical criteria first and will only look at the price and Specific Goals requirements if it is satisfied with the technical evaluation. As a result of this, CENTLEC does not bind itself in any way to select the firm offering the lowest price.

Table 2: Evaluation Criteria:

No	Criteria	Description	Points
6.1.1	<b>Methodology</b>		<b>10</b>
		A clear, robust methodology was presented that fully addresses the scope of work to be performed over the entirety of the contract period. Key project risks were identified and mitigation measures proposed. A project plan has been submitted that takes into account statutory submission dates and other key considerations	<b>5</b>
		<p>A clear, robust methodology was presented that fully addresses the scope of work to be performed over the entirety of the contract period. Key project risks were identified and mitigation measures proposed. A project plan has been submitted that takes into account statutory submission dates, the municipal planning and budgeting cycle and other key considerations.</p> <p>The project methodology clearly demonstrates how all deliverables in the project are to be prepared and integrated, and demonstrates a high degree of experience and know-how.</p>	<b>10</b>

6.1.2	<b>Company track record</b>		<b>20</b>
	Unqualified audit outcomes on asset registers.  (If the opinion is not unqualified, an improvement of opinion should have been achieved)	The bidder provided signed appointment and reference letters from between 3 and 5 clients from local authorities indicating unqualified audit outcomes on asset registers prepared by the bidder.  (If the opinion is not unqualified, an improvement of opinion should have been achieved)	10
		The bidder provided signed appointment and reference letters of 6 or more clients from local authorities indicating unqualified audit outcomes on asset registers prepared by the bidder.  (If the opinion is not unqualified, an improvement of opinion should have been achieved)	20
6.1.3	<b>Professional Team</b>		<b>55</b>
	<b>Project leader</b>		<b>10</b>
	Academic qualifications	Bachelor degree or higher in the management sciences, accounting or a built environment discipline.	1
		Honours degree or Master's degree or higher in the management sciences, accounting or a built environment discipline (engineering, urban and regional planning, quantity surveying or other built environment degree)	3
		<b>Sub-Total Academic Qualifications</b>	<b>3</b>
	Professional registration/certification	The project leader has professional registration or certification for any one of the following:  ● Certified Senior Principal in Asset Management (CSAM)	1

	<ul style="list-style-type: none"> <li>● SAICA – CA(SA)</li> <li>● Pr.Eng or Pr. Tech. Eng</li> </ul>	
	Professional registration as any of the above plus Project Management Professional (PMP)	<b>3</b>
	<b>Sub-Total Professional Registration</b>	<b>3</b>
Project Leader experience in comparable projects	The project leader has a minimum of eight (8) year asset management experience in the public sector and/or has led at least 10 asset management projects that reflects the scope of services specified. (Past project listed to be submitted with start and completion dates)	<b>4</b>
	<b>Sub-Total asset management experience</b>	<b>4</b>
<b>Total : Project leader total</b>		<b>10</b>
<b>Asset management specialist</b>		<b>10</b>
Academic qualifications	Minimum of Bachelor's degree or an advanced diploma in the management sciences, accounting or a built environment discipline	<b>1</b>
	Master's degree or higher in the management sciences, accounting or a built environment discipline	<b>3</b>
	<b>Sub-Total Academic Qualifications</b>	<b>3</b>

	Professional registration/certification	The asset management specialist is a Certified Senior Principal in Asset Management (CSAM).	3
		<b>Sub-Total Professional Registration/Certification</b>	<b>3</b>
	Asset Management experience in comparable projects	The proposed asset management specialist has completed ten(10) or more projects of similar scope projects in the local government environment. (Past project listed to be submitted with start and completion dates)	4
		<b>Sub-Total Asset Management Experience</b>	<b>4</b>
	<b>Total : Asset management specialist</b>		<b>10</b>
	<b>Project lead accountant</b>		<b>15</b>
	Academic qualifications	The project lead accountant has at least an Honours degree in Accounting	4
		<b>Sub-Total Academic Qualifications</b>	<b>4</b>
	Professional registration/certification	The project lead accountant has an active membership with SAICA- CA(SA)	6
		<b>Sub-Total Professional Registration/Certification</b>	<b>6</b>

	Project lead accountant experience in comparable projects	The project lead accountant has at least three (3) years post article experience in the local government environment that includes the preparation of GRAP and mSCOA compliant asset registers. (List of prior projects, start and end dates)	2
		The project lead accountant has at least five (5) years post article experience in the local government environment that includes the preparation of GRAP and mSCOA compliant asset registers. (List of prior projects, start and end dates)	5
	<b>Sub-Total Asset Management Experience</b>		<b>5</b>
<b>Total: Project lead accountant</b>			<b>15</b>
<b>Property valuer</b>			<b>10</b>
	Academic qualifications	The proposed property valuer has a minimum of a National Diploma in Real Estate Management or equivalent	3
	<b>Sub-Total Academic Qualifications</b>		<b>3</b>
	Professional registration/certification	The property valuer is registered as a Professional Valuer without any restrictions	3
	<b>Sub-Total Professional Registration/Certification</b>		<b>3</b>
	Property valuer experience in comparable projects	The property valuer has eight (8) years' experience following professional registration	4

		<b>Sub-Total Asset Management Experience</b>	<b>4</b>
	<b>Total: Property Valuer</b>		<b>10</b>
	<b>GIS Professional</b>		<b>10</b>
	Academic qualifications	The proposed GIS professional has a minimum of a relevant Bachelor's degree or equivalent	<b>3</b>
	<b>Sub-Total Academic Qualifications</b>		<b>3</b>
	Professional registration/certification	The GIS Professional is registered as a GIS Professional with the SAGC	<b>3</b>
	<b>Sub-Total Professional Registration/Certification</b>		<b>3</b>
	GIS Professional experience in comparable projects	The GIS professional has at least five (5) years post registration experience in the GIS environment and more than ten (10) projects providing GIS support in the preparation of municipal immovable asset registers. (List of prior projects, start and end dates)	<b>4</b>
	<b>Sub-Total Asset Management Experience</b>		<b>4</b>
	<b>Total: GIS Professional</b>		<b>10</b>
6.1.4	Local (Mangaung) operational capability and economic investment	Does the bidder have a local office with operational capability and will they use local resources.  Local Office in CENTLEC area of supply = <b>10 points</b>  Remote office with operational Capability = <b>5 points</b>	<b>10</b>

6.1.5	Indemnity Cover	Proof of indemnity cover of at least R10 million = <b>5 points</b>	<b>5</b>
	<b>Points</b>		<b>100</b>

A bidder who gets a minimum of 68 points and above will qualify to the next stage. Individual tenders would have to be evaluated according to the preferential point system. The bidder must score minimum points as follows:

Item 6.1.1 – 5 points

Item 6.1.2 – 10 points

Item 6.1.3 – 43 points

Item 6.1.4 – 5 points

Item 6.1.5 – 5 points

## **6.2. Price and preferential points scoring – stage 2 (Price and Specific Goals requirement)**

All Bidders that have passed the technical evaluation threshold of 68 points would also be scored based the 90/10 principle where 90 Points is for the Price and 10 points for Specific Goals as per the detail given below.

## **6.3. Price and referential points scoring – (Stage 2)**

A maximum of 80 Points is allocated for price on the following basis:

Where bid

Ps = Points Scored for comparative price of under consideration

Pt = Comparative Price of bid under bid

P min = Comparative Price of lowest acceptable

## **6.4. Price and referential points scoring – (Stage 2)**

In terms of Regulation 3.(1) An organ of state must, in the tender documents, stipulate— (a) the applicable preference point system as envisaged in regulations 4, 5, 6 or 7; (b) the specific goal in the invitation to submit the tender

for which a point may be awarded, and the number of points that will be awarded to each goal, and proof of the claim for such goals in accordance with the table below;

**Table 3: Specified Goals for Preferential Point System**

<b>Specified Goals</b>	<b>Points Allocation</b>
50% Black owned	6
50% Women owned	2
50% Youth owned <35 years	2
<b>Total Points</b>	<b>10</b>



## 7. PRICING SCHEDULES

The contract price(s) shall be a fixed priced.

The pricing should be based on the Annexures attached.

**Table 4: Pricing Schedule**

Task	Annexure A	Quantity	Total	Total	Total	Total Contract Value (3 years)
			R	R	R	
			2024/2025	2025/2026	2026/2027	
Project Management	Details refer to annexure A	Once-Off Cost				
Geographic information System Mapping	Details refer to annexure A	Once-Off Cost				
Field Survey and Verifying Fixed Asset - Additions	Details refer to annexure A	Once-Off Cost				
Capital projects (including donated projects) Unbundling	Details refer to annexure A	Once-Off Cost				
Property ( Land and Buildings) Fixed Asset Register	Details refer to annexure A	Once-Off Cost				
Financial calculation and reconciliation and related tasks	Details refer to annexure A	Once-Off Cost				
Audit support	Details refer to annexure A	Once-Off Cost				
Supply Final GRAP Compliant Fixed Asset Register	Details refer to annexure A	Once-Off Cost				

Task	Annexure A	Quantity	Total	Total	Total	Total Contract Value (3 years)
			R	R	R	
			2024/2025	2025/2026	2026/2027	
Deferred Tax Calculation		Once-Off Cost				
<b>REVALUATION OF INFRASTRUCTURE ASSETS AND OWNER OCCUPIED LAND AND BUILDINGS</b>						
Field Survey and Verifying Infrastructure Assets - Revaluation (Including owner occupied Land and Buildings)	Details refer to annexure A	Once-Off Cost				
Financial calculation and reconciliation - Revaluation	Details refer to annexure A	Once-Off Cost				
Audit support - All invoices and supporting reports and documents for revalued figures in final Fixed Asset Register	Details refer to annexure A	Once-Off Cost				
Supply Work-in-Progress Register (In line with management format)		Once-Off Cost				
Supply Public Lighting Register (In line with management format) – For the streetlight consumption calculation		Once-Off Cost				
Supply Servitudes Register (In line with management format)		Once-Off Cost				
Supply GRAP compliant Fixed Asset Register (Land and Buildings and Infrastructure) updated with revalued amounts	Details refer to annexure A	Once-Off Cost				

Task	Annexure A	Quantity	Total	Total	Total	Total Contract Value (3 years)
			R	R	R	
			2024/2025	2025/2026	2026/2027	
Project cost per annum (Excluding VAT)						
Total project value (2024/2025) + (2025/2026) + (2026/2027)						

Please also refer to Annexure A (Guideline) for a detailed breakdown of items required under each cost. The total of the once-off cost will be used for the purposes of evaluation of the bid.

The total number of assets the entity holds based on the 2022/2023 Fixed Asset Register is 823,197 Infrastructure assets and 1 land and approximately 10 buildings.

The total number of infrastructure asset additions was approximately 11,000 in the 2022/2023 financial year.

## 8. CONTACT DETAILS

8.1 For any further technical information regarding the document contents please contact Doreen Mathe, e-mail [Doreen.Mathe@centlec.co.za](mailto:Doreen.Mathe@centlec.co.za) Such queries must be done in writing, the email address provided serves for this purpose. The answer to one question will be sent to all the other prospective bidders that have bought the bid documents

8.2 For Supply Chain related questions, please contact Palesa Makhele at 051 412 2753 or at [Palesa.Makhele@centlec.co.za](mailto:Palesa.Makhele@centlec.co.za).