



KZN HUMAN SETTLEMENTS
INVITATION FOR PROPOSALS

APPOINTMENT OF REGISTERED CONVEYANCERS TO FORM A PANEL OF SERVICE PROVIDERS TO UNDERTAKE CONVEYANCING WORK FOR THE DEPARTMENT ON A ROTATIONAL BASIS FOR A PERIOD OF 36 MONTHS SUBJECT TO ANNUAL REVIEW

BID NUMBER	ZNB54/2019/20HSE
CLOSING DATE	28/09/2020
BID BOX NO.	02 (SITUATED AT THE 12TH FLOOR, DEPARTMENT OF HUMAN SETTLEMENTS, EAGLE BUILDING, 353 – 363 DR PIXELY KASEME STREET, DURBAN, 4001)
COMPULSORY BRIEFING SESSION DATE	No briefing session will be conducted. Bidders will be given an opportunity to submit their enquiries and responses will be published on the eTender portal and Departmental website.
TECHNICAL ENQUIRIES	MR H. GANESH: 076 427 5772 / MR S. JALUBANE: 033 845 2066 / 0825262449
BID ENQUIRIES	MR S. MTHEMBU 031 336 5169/ MRS R. GAFOOR 031 336 5142/ MS. K. MTHEMBU 031 336 5166/ MR. S. MKHIZE 031 336 5241/ MR. S. BIYASE 031 336 5165

The KZN Department of Human Settlements hereby invites proposals and expression of interest from suitably qualified and experienced Conveyancers with the requisite capacity for placement on the Departmental Database of panel member firms that will undertake the specific conveyancing work of the Department on a rotational basis for a period of 36 months subject to annual review.

The bid document can be downloaded at no cost – www.etenders.gov.za

The successful applicant will be required to enter into an Agreement with the Department of Human Settlements. The applicant must comply with all legislative requirements, hence must provide certificate of good standing with the Kwazulu-Natal Legal Practice Council as well as provide copies of Fidelity Fund Certificates. The transfer/conveyancing costs to be paid as per the schedule on page 18. Conveyancers keen on submitting proposals must ensure that they utilize Ghost Convey/Korbitec to assist the Department in tracking progress. Proposal must also canvass on all (2) two fields of Conveyancing work that the Department will require to be undertaken namely:-

1. **Project Transfers** – Numerous housing projects constructed from 1 April 1994, faced challenges of township establishment, land legal challenges and beneficiary verification that impacted on achieving registration of transfer of sites to the beneficiaries as required by the Housing Code. Interventions are in progress to resolve all the above challenges in order to facilitate commencement of instructions to Conveyancers to transfer the said properties to the qualifying beneficiaries.

The successful Conveyancers will be provided with a conveyancing pack required to draft conveyancing documents in compliance with the relevant legislative and planning approval prescripts and conditions of establishment as prescribed at the time. This may require the drafting of sale agreements and preparation of associated documents for lodgment with the Pietermaritzburg Deeds Office to effect the conveyancing.

It is imperative that the successful conveyancer registers the matters instructed on the electronic tracking system i.e. Ghost Convey or Korbitec.

2. **Property Management Transfers** – The transfers falling under this category are for properties that were built prior to 1994 and had either existing sale agreements or were being occupied in terms of lease agreements. The purchasers of these properties are eligible to get Extended Enhanced Discount Benefit Scheme (EEDBS) subsidy.

The Department/Municipality will provide the successful conveyancer with instructions consisting of conveyancing pack, which will include sale agreement, TD forms (where applicable), status affidavit, copy of identity documents. The successful conveyancer will have to register the transaction with the electronic tracking system, either Korbitec or Ghost Convey, attend to the drafting of the conveyancing documents in compliance with the relevant conveyancing prescripts, apply for rate clearance certificate and levy clearance certificates (where applicable) and finalise the transfer within four (4) months of getting the instruction.

Further to the transfers to the individual beneficiaries, the Department does occasionally need to transfer certain properties to the municipalities in terms of Section 15 of the Housing Act (devolution) or by way of donation. The transfer of these properties are done on the same pricing as reflected in the pricing page of the Bid Spec Document. The successful Conveyancers will be required to provide regular reports and attend progress meetings with the Department/Municipality.

Past performance and proven track record will be a consideration. A detailed motivation must be included in the proposal. Conveyancers must complete all the documentation in full and comply with all the requirements. All the requirements in the documentation and the supporting documentation are material and must be fully complied with and completed

Service Providers must comply with legislative and governmental policy requirements and be registered with the Central Suppliers Database and Kwazulu-Natal Legal Practice Council.

STAGE 1 – ELIGIBILITY CRITERIA

Key aspect of Eligibility	Basis for points allocation	Score	Points Allocation
Registration as a Conveyancer	- Admission as a Conveyancer for a minimum of 5 years. Be changed to “Admission as a Conveyancer in the High Court” .	Good	50
Relevant Conveyancing Experience	- 3 letters of reference (letters to detail: nature of work, period of work, value of work, and client’s full contact details)	Good	31 - 50
	“Acceptable (in terms of above)”, be amended to “ 2 letters”	Fair	16 - 30
	“Lacks appropriate, applicable and relevant skills (in terms of above)”, be amended to “0-1 letter” , with 0 being allocated with no point.	Poor	0 - 15
TOTAL			100

STAGE 2 – 80/20 PREFERENCE POINTS SYSTEM