

**SCMB 68/12/20 PROCUREMENT OF GOODS/SERVICES/CONSTRUCTION
WORKS FROM ANOTHER ORGAN OF STATE:
DP6353/2020/21: PROVISION OF SERVICES FROM THE
RURAL DEVELOPMENT AND LAND REFORM DEPARTMENT:
DEEDS REGISTRATION**

Members of the Committee through a BAC Comments form raised questions and comments.

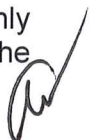
The Chairperson enquired regarding the controls to be implemented, usage, costing, payment, etc. and further inquired if the information is secured on one platform, multi users - POPIA, and that the fees are once of and as amended by promulgation.

The Director: SCM indicated that this is not an ad hoc contract because the services are repetitive and recurring therefore the contract period must be aligned to the MTREF cycle.

The officials responded that each user has their own account, user name and password, therefore responsibility for usage can easily be determined. There is an audit trail of detailed transactions at the end of the month, which agrees to the statement of account. The fees are prescribed and must agree to the Government Gazette. The costing of a transaction can then be verified by a simple calculation.

The actual usage is however not something that can be determined beforehand. The City downloads all property transaction performed by the Deeds Office on a daily basis to keep the City's records up to date. It would therefore depend on how many properties are bought, sold, transferred, consolidated etc. by the Deeds Office on a daily basis. Property searches are also instigated by the City for various reasons. It would therefore depend on the workload of officials that necessitate property searches and for instance objections during the General Valuation.

- The Deeds Office information is on a single platform. The information used by the City could be on the Valuation GRM system, SAP Revenue or Human Settlement system. The information on all these systems should however align to ensure that the correct property owner gets a correct municipal account.
- Personal information of property owners is only used for City purposes to ensure that the correct property owner gets a correct municipal account.
- The once-off fee is the Registration Fee of R163 to register as a user of the Deeds Office. The recurring fees are the monthly subscription fee of R11 and the other fees depending on the



type of transaction, that is charged in terms of the promulgated fees.

In response to questions raised regarding this not being an ad hoc contract because the services are repetitive and recurring, the officials responded that this is correct. The information held by the Deeds Office will be required on a daily basis by the City for as long as property is bought and sold by property owners in the municipal area of the City of Cape Town. To comply with municipal legislation, it was advised to recommend that the contract end at the MTREF cycle.

Ms A Bosman requested clarification whether this a transversal tender to support UM and other line department's functions. Ms Bosman indicated that they are able to use this system for Area Economic Development functions or compliance checks; and that UM will also need it for the consideration for Liquor License and Business Licenses to validate the details.

Mr Van Gas advised that this is not a transversal tender.

Ms Bosman informed the new department name, to: Agriculture, Rural Development and Land Reform Department.

RESOLVED that:

- (a) for the reasons set out in the report and in accordance with clause 20.1 and 67 of the CCT's SCM Policy, Agriculture, Rural Development and Land Reform Department- Deeds Registration Office, be appointed, at the fees applicable at the time as promulgated in the Schedule of Fees, set out in Annexure B (excl. VAT) attached to the report, from date of commencement of contract until 30 June 2023.
- (b) The promulgated fees may escalate as determined by the Deeds Registration Office and promulgated in the Government Gazette.
- (c) The various departments of the City in need of the information held by the Deeds Registration Office be authorised to apply for and register the individual users of their departments, for access to the systems of the Deeds Registration Office.



- ACTION:** **B VUMASE, Y LAMPRECHT** to communicate the decisions of the BAC to the tenderers and BEC.
- FOR NOTING:** **WILLEM VAN GAS** to note the BAC decisions and apply the recommendations and decisions of the BAC.

This resolution complies with the Supply Chain Management Policy as approved by Council on 30 May 2019.



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ARNO VORSTER EMPLOYEE NO. 10300397
CHAIRPERSON: SUPPLY CHAIN MANAGEMENT
BID ADJUDICATION COMMITTEE
 DATE:7/01/2021.....