



KAAP AGULHAS MUNISIPALITEIT
CAPE AGULHAS MUNICIPALITY
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Valuation Service Level Agreement

Between the

CAPE AGULHAS MUNICIPALITY

and

DDP Values (Pty) Ltd

[Handwritten signatures]

Service Level Agreement

Entered into by and between

Cape Agulhas Municipality

hereinafter referred to as
the *Municipality*

herein represented by

DGI O'Neill
in his capacity as Municipal Manager
(duly authorised)

and

DDP Values (Pty) Ltd

Reg. no 2003/007650/07

hereinafter referred to as
the *Service Provider*

herein represented by

T Nel
Managing Director
(duly authorised)

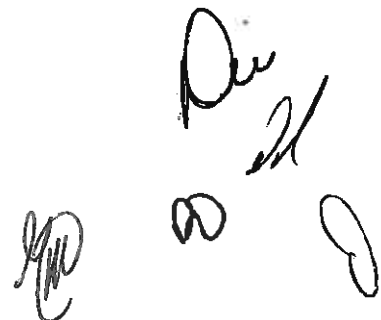
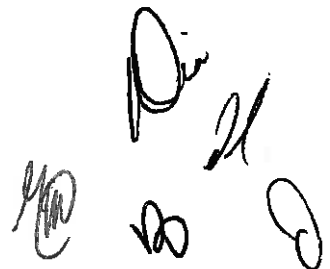
Handwritten signatures of the parties involved in the agreement, including DGI O'Neill and T Nel.

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PREAMBLE

WHEREAS the Local Government: Municipal Property Rates Act (Act 6 of 2004) (*the Act*) regulates the power of municipalities to impose rates on properties, makes provision for municipalities to implement a transparent and fair system of exemptions, reductions and rebates through rating policies, to ensure fair and equitable valuation methods of properties and to provide for an objection and appeal process;

AND WHEREAS Section 81 of *the Act* confers the power to the MEC for local government in a province to monitor whether the municipalities in the province comply with the provisions of *the Act*.

AND WHEREAS the municipality has realised that a formalised and legally binding agreement is essential to address the obscured disparity between the items of delivery required in tender documentation and the response offer submitted by the successful tenderer;

AND WHEREAS the Parties to this Service Level Agreement acknowledge the need and agree to the principles that a formal arrangement is required to ensure orderly and efficient regulation of the services that must be delivered according to the heretofore tender process;

AND WHEREAS this Service Level Agreements aims to highlight the specific services to be delivered, the related support, information and documentation required, the specific levels of service and support to be rendered and the agreed-upon cost payable;

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS:

Handwritten signatures and initials in black ink, located at the bottom right of the page. There are four distinct marks: a large stylized signature, a smaller signature, and two sets of initials.

1. DEFINITIONS

1.1 Definitions:

"the Act" refers to the Local Government: Municipal Property Rates Act (Act 6 of 2004) including all Amendments and corresponding Regulations.

"the Municipality" means the Municipality as named in the "Table of Role Players" supra.

"the Service Provider" means the Service Provider as named in the "Table of Role Players" supra.

"the Parties" means the *Municipality* and the *Service Provider*.

"party" means either one of *the Parties* as defined supra and is used in its appropriate context.

"the/this Agreement" means this Service level Agreement, all annexures and amendments thereto.

"the Assignment/Project" means the totality of efforts exerted by the *Service Provider* in the execution of its obligations, duties and responsibilities under *this Agreement*.

"the Tender" means Tender(insert number), which is the process whereby the *Municipality* invited potential valuers to submit proposals in response to the tender specification and the adjudication of such to appoint the successful *Service Provider*.

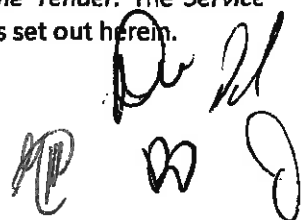
"working days" will exclude Saturdays, Sundays and public holidays and will be calculated exclusive of the last day.

1.2 In this Agreement, except where the context otherwise requires:

- (a) the masculine includes the feminine regarding gender sensitivity;
- (b) the singular includes the plural;
- (c) any reference to natural persons includes created entities (incorporated or unincorporated);
- (d) the head notes to the clauses of *this Agreement* are included for reference purposes only and shall not affect the interpretation of the provisions to which they relate;
- (e) words and phrases defined in any clause shall bear the meanings assigned thereto;
- (f) the annexures are deemed to be incorporated herein and form an integral part of *this Agreement*;
- (g) the various parts of *this Agreement* are severable and may be interpreted as such;
- (h) the expressions listed in one clause bear the meaning as assigned hereto and cognate expressions bear corresponding meanings;
- (i) If any provision in sub clause 1.1 above is a substantive provision conferring rights or imposing obligations on any *party*, effect shall be given to it as if it were a substantive clause in the body of *this Agreement*, notwithstanding that it is only contained in the said sub clause.

2. APPOINTMENT and ACCEPTANCE

- (a) The *Municipality* hereby appoints the *Service Provider* to execute the services specified in this Service Level Agreement and which are more fully set out in the *the Tender*. The *Service Provider* accepts such appointment subject to the terms and conditions set out herein.



- (b) Notwithstanding anything herein contained to the contrary, the Service Provider acts as an independent contractor and not as an agent or employee of the Municipality and has no authority to bind the Municipality.

3. DURATION OF AGREEMENT

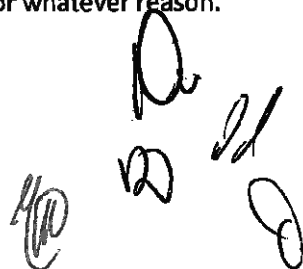
- (a) Notwithstanding the date of signature hereof *this Agreement* shall be deemed to have commenced on **13/04/2016** and shall proceed until **30 June 2021** when the General Valuation cycle ends.
- (b) The maintenance of the General Valuation roll and all Supplementary Valuation rolls as well as the supply of the other valuation related services in compliance with *the Act* shall be binding for the financial years starting on **1 July 2017** and ending on **30 June 2021**
- (c) Subject to the terms of clauses 17 and 18 in *this Agreement* relating to breach and termination respectively, the term of *the Agreement* will be from the date stipulated in clause 3 (a) supra, unless extended in terms of clause 3 (d).
- (d) The duration of *this Agreement* may be extended as a result of *bona fide* negotiations between *the Parties*, subject to compliance with applicable supply chain prescripts pertaining to extensions. No extension of term shall be valid unless reduced to writing and signed by all *Parties*.
- (e) *The Parties* specifically agree that should the *Service Provider* fail to complete *the Project* within the period specified in 3 (a) supra and an extension is granted, the *Service Provider* shall complete *the Project* during such extended period at no extra costs to the *Municipality*.

4. DELIVERABLES AND MILESTONES

The main deliverable/s and/or key milestones are identified in Annexure 1 attached hereto.

The principle milestones, from which the key milestones are derived, are stated below in broad terms:

- (a) Attending to all valuation matters pertaining to the *Municipality*.
- (b) The creation of the General Valuation Roll as required by *the Act*.
- (c) The creation of all Supplementary Valuation Rolls within the General Valuation cycle implied by 3 (b) above and as required by *the Act*.
- (d) The handling of all Objections and Appeals as per *the Act*.
- (e) The provision of all printable documents such as the valuation rolls and notices to owners regarding the valuation of property.
- (f) The provision of documents in the required format for publishing on *the Municipality's* website.
- (g) The delivery of all information in whatsoever form, but preferably in digital readable form of all information and data accumulated and/or recorded during the General Valuation Roll and its Supplementary Valuation Rolls at the conclusion of *this Agreement* for whatever reason.
- (h) The delivery of any other services as may be stated in *the Tender*.



5. DUTIES AND OBLIGATIONS OF THE SERVICE PROVIDER

5.1 Achieving the Deliverables and Milestones

In order to achieve the deliverables and milestones as contained in clause 4 above, the *Service Provider* will deal with the study that will generate management decision making information on following aspects:

- The *Service Provider* shall ensure that the responsible level of care and responsibility be exercised when using items belonging to the *Municipality* in the performance of its duties and obligations as stipulated in *this Agreement*.
- The *Service Provider* shall ensure that progress reports are made on regular basis. Monitoring, reporting and evaluation reports are to be submitted to the *Municipality*.
- The *Service Provider* shall exercise the highest degree of skill, care and diligence that can be expected of its profession.


5.2 Roles of the Service Provider

- (a) The *Service Provider* will produce reports based on a milestone plan of the method of assessment;
- (b) The report on the whole exercise also containing the recommendations on the functional model and *the Project* implementation plan will be submitted before the 4 May 2016
- (c) The *Service Provider* is required to possess its own tools such as Information Technology equipment;
- (d) All operational costs relating to the delivery of *the Project* will be borne by the *Service Provider*;
- (e) The *Service Provider* shall deliver all such services and deliverables required for *this Assignment* to be successful including that which is mandatory such as that which is described in clause 4 (g) supra upon termination or completion of said *Assignment* or *this Agreement*.
- (f) The *Service Provider* will furnish the *Municipality* with an invoice once each stage or agreed upon milestone is completed.

6. RESPONSIBILITIES OF THE MUNICIPALITY

The *Municipality* has the role and responsibility of the following:

- (a) Contractual and financial management;
- (b) Designate an official to co-ordinate the activities of *the Project*;
- (c) Ensure that relevant information and documents are made available to the *Service Provider* at a reasonable time;
- (d) Participate in meetings of the various establishments related to *the Assignment* at Local District and Provincial levels;
- (e) The *Municipality* will ensure that the *Service Provider* is paid, for authorised and valid services rendered, within 30 days of the receipt and certification of any substantiated invoice from the *Service Provider*.



7. BUDGET AND PAYMENT PROCEDURE

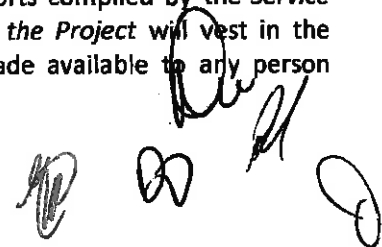
- (a) *The Service Provider* will be paid an amount of **R 1 151 404.56** (inclusive of VAT) for rendering of the services. This amount is based on **12 622** properties in terms of *the Tender* specification and may vary by agreement between the *Municipality* and the *Service Provider*. If there are additional properties to be valued, exceeding this stated number of properties it first must be consulted with the municipality prior to commencement of valuations.
- (b) Payment shall be made in accordance with the Progress Payment Schedule which is identified in Annexure 2 attached hereto.

8. TERMS AND CONDITIONS

- (a) The time frames and number of days set out herein are estimates only and may be varied by agreement between the *Municipality* and the *Service Provider*.
- (b) Invoices shall be certified by the *Service Provider* that the amount claimed in the invoices is due and payable in terms of *this Agreement*, that the amount claimed does not cover the amounts already claimed and that the claim truly reflects the value and extent of the work performed.
- (c) Should the *Municipality* accept the invoices submitted by the *Service Provider*, the *Municipality* undertakes to certify for payment such invoices within ten (10) *working days* of the receipt thereof.
- (d) Should the invoices not be acceptable to the *Municipality*, the *Service Provider* will be informed thereof in writing together with reasons for the non-acceptance of such invoices, within fifteen (15) *working days* of receipt of the invoices.
- (e) Should the *Municipality* accept the invoices, payment shall be made to the *Service Provider* within thirty (30) days after payment certification.
- (f) Should the *Municipality* not be satisfied with the work done, the deliverables or any required documentation by the *Service Provider*, the *Municipality* will request the *Service Provider* to rectify or improve such at the *Service Provider's* expense.
- (g) Any and all extra expenses incurred by the *Service Provider* resulting from the *Service Provider* having to address and/or rectify queries arising from the claim submitted in respect of work done, the deliverables or any required documentation, shall be for the account of the *Service Provider*.
- (h) In assessing the quality of the work presented by the *Service Provider*, the *Municipality* may enlist the assistance of third person(s). The selection of such third persons shall be in the absolute discretion of the *Municipality* and the *Service Provider* shall abide by such selection.

9. OWNERSHIP AND PUBLICATION OF REPORTS

- (a) The *Municipality* will become the owner of the information, advice, recommendation and reports collected, furnished and/or compiled by the *Service Provider* during the course of, and for the purpose of executing *this Agreement* all of which will be handed over to the *Municipality* on request, but in any event on the termination of *this Agreement* for whatever reason. The *Service Provider* relinquishes its retention of any other rights to which it may be entitled.
- (b) The copyright of all the documents, recommendations and reports compiled by the *Service Provider* during the course of an for the purpose of finalizing *the Project* will vest in the *Municipality* and may not be reproduced or distributed or made available to any person



outside the *Municipality's* service or to any institution in any way without the prior written consent of the *Municipality*.

- (c) In case of the *Service Provider* providing documents or material to the *Municipality*, the development of which has not been at the expense of the *Municipality*, copyright shall not vest in the *Municipality*. The *Service Provider* shall be required to indicate in writing to which document and/or material this provision applies.
- (d) The *Service Provider* hereby indemnifies the *Municipality* against any action, claim, damage or legal expenses that may be instituted against the *Municipality* on the ground of any alleged infringement of any copyright or other intellectual property right in connection with the work outlined with *this Agreement*.
- (e) All information, documents, recommendations, and reports collected or compiled must be regarded as confidential and may not be communicated or made available to any person outside the *Municipality's* services and may not be published during the currency of *this Agreement* or after termination thereof without the prior written consent of the *Municipality*.

10. INTELLECTUAL PROPERTY RIGHTS INDEMNITY

- (a) The *Service Provider* undertakes to obtain the necessary consent from the proprietors of their licenses should be *Service Provider* make use of the intellectual property of any other person.
- (b) The *Service Provider* further indemnifies the *Municipality* against any claim or action (including costs) caused by and/or arising from the failure to obtain such consent.

11. NO AGENCY OR PARTNERSHIP

The relationship between *the Parties* shall not imply any partnership in the legal sense, nor shall it render either *party* the agent or authorized representative of the other *party*.

12. ASSIGNMENT

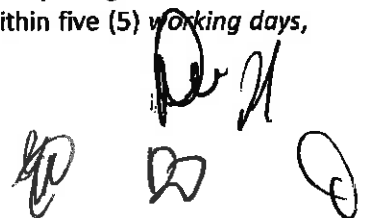
- (a) Neither *party* shall be entitled to assign *this Agreement*, all or any of its rights and obligations as per *this Agreement* without prior written consent of the other *party*.
- (b) Each *party* warrants that it is acting as a principal agent and not as an agent for an undisclosed principal.

13. INDULGENCES

No extension of time, latitude or other indulgence without which may be given or allowed by either *party* to the other shall constitute a waiver to alteration of *this Agreement*, or affect such *party's* right, or prevent such *party* from strictly enforcing, due to some compliance with each and every provision of *this Agreement*.

14. EXERCISE OF REASONABLE SKILLS, CARE AND INDULGENCE

- (a) The *Service Provider* guarantees that it will perform all its duties professionally and that all the work done by it will be of the highest standard that may be expected from a professional body in its position.
- (b) If, for any reason, the *Service Provider* finds itself incapable of completing the services as agreed in terms of *this Agreement*, it will notify the *Municipality* within five (5) *working days*, stating full reasons.



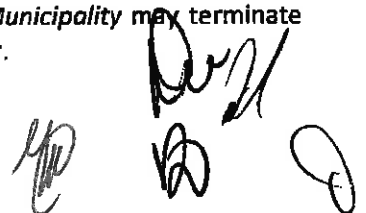
- (c) The *Service Provider* shall ensure that a reasonable level of care and responsibility be exercised by all *parties* and individuals under its control when such *parties* or individuals are using property belonging to the *Municipality* in the performance of this contract and in general in the performance of the *Service Provider's* duties and obligations as stipulated in *this Agreement*.
- (d) The *Service Provider* shall maintain an efficient well-trained and qualified staff. Should the *Municipality* find any member of the *Service Provider* unable to perform the task to the satisfaction of the *Municipality*, the *Municipality* may, in writing and together with reasons therefore, request that he/she be replaced in order to meet the requirement of the contract. Such replacement will take place within thirty (30) *working days* of receipt of the *Municipality's* request.

15. FORCE MAJEURE

- (a) *Force majeure* shall be considered to be, if the performance of any obligation in terms of *this Agreement* is suspended or postponed by:
 - (i) Strikes or lock-out or any combination therefore by employees or either of *the Parties*;
 - (ii) fire or accident on the premises of the *Municipality* not occasioned by negligence on the part of either of *the Parties*;
 - (iii) war or civil commission;
 - (iv) any cause, except as may be otherwise provided for in *this Agreement* beyond the reasonable control of either of *the Parties*; and
 - (v) any act of God/nature.
- (b) Should the completion of obligation be delayed as a result of *force majeure*, the *party* who is unable to perform its obligation shall, within twenty (20) *working days* of occurrence of such *force majeure*, give notice thereof in writing to the other *party* and request an extension of time in which to comply with its obligation. On receipt of such notice and supporting particulars of the claim, the other *party* may, in writing grant an extension of time as may be justified.
- (c) The *party* who is incapable of performing its obligation shall not be liable for any such claim which the other *party* may have as a result of such obligation not being performed provided that the reason why it cannot perform its obligation is due to *force majeure* and provided further that the notice referred to in 15 (b) above has been duly delivered.
- (d) In the event of the *Municipality* granting the *Service Provider* permission to defer performance as provided in 15 (b) *supra*, it is specifically recorded that the *Service Provider* shall not be entitled to payment thereof until the particular obligations have been discharged fully.
- (e) In the event of *force majeure* continuing for a period of thirty (30) *working days*, either *party* shall be entitled to terminate *this Agreement* by written notice to the other *party* and without any *party* incurring any liability to the other *party*.

16. SEQUESTRATION, LIQUIDATION AND JUDICIAL MANAGEMENT

Should the estate of the *Service Provider* be sequestered or liquidated or if it is placed under judicial management or administration order issued against it by any court, the *Municipality* may terminate the *Agreement* and appoint another valuer to substitute the *Service Provider*.



17. BREACHES OF AGREEMENT

- (a) In the event of any breach by any of the parties of the terms and conditions of *this Agreement*, and in the event of such *party* remaining in default after twenty (20) *working day's* written notice calling for rectification of the matter, the other *party* shall be entitled to:
 - (i) enforce strict compliance with the terms and condition of *this Agreement*; or
 - (ii) to cancel *this Agreement*.

- (b) Should any of the parties dispute the existence of a breach entitling the other *party* to the abovementioned rights and remedies, the matter(s) in issue may be referred, at the request of either *party*, for determination by an arbitrator to be appointed in terms of clause 19 of *this Agreement*. Notwithstanding anything to the contrary contained in *this Agreement*, and by the reasons of the financial and social imperatives underlying *this Agreement*, the arbitrator shall be entitled to make an interim order to ensure that *the Project* proceeds and that no material delays occur.

- (c) Should the timeframe for the performance of the work not be met due to external reasons, not attributable to either *party*, it will not be considered a breach of *this Agreement*.

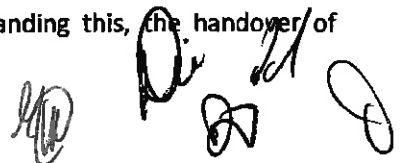
18. TERMINATION OF AGREEMENT

- (a) The *Municipality* shall have the right to terminate *this Agreement* without prejudice to any of its other rights upon the occurrence of any of the following cases:
 - (i) On commencement of any action for dissolution and/or liquidation of the *Service Provider* or on receipt by it of a court order to be placed under judicial management as contemplated by clause 16 *supra*
 - (ii) The *Service Provider* informs the *Municipality* that it intends to cease performing its obligations in terms of *this Agreement*;
 - (iii) The *Service Provider* informs the *Municipality* that it is incapable of completing *the Project* as described.
 - (iv) If the *Service Provider* or any of its agents make themselves guilty of misconduct in terms of code of conduct of their profession or if the *Service Provider* acts dishonestly or contrary to the integrity which is required by its profession, provided that the relevant Professional Body responsible for such Profession has made such a finding and all appeals and/or reviews against such finding have been finalized.

- (b) The *Municipality* furthermore reserves the right to postpone or terminate the whole or any part of *this Agreement* at any time, provided that in such an event a period of ten (10) *working days* written notice is given to the *Service Provider*.

- (c) The *Service Provider* shall receive remuneration for work completed to the satisfaction of the *Municipality* up to date of any postponement or termination of *the Project*.

- (d) Termination of *this Agreement* will relieve the *Municipality* and the *Service Provider* of their respective obligations in terms of *this Agreement*. Notwithstanding this, the handover of



information and/or data as available at that point in time shall, upon the ending on *this Agreement* for whatever reason, remain a mandatory deliverable.

- (e) The *Service Provider* shall not be entitled to advance a right of retention or any similar right, if *this Agreement* is terminated.

19. DISPUTE RESOLUTION

- (a) Should a dispute between the parties not be resolved through negotiations within five (5) *working days*, the dispute may be referred to arbitration or litigation.
- (b) Notwithstanding anything herein contained to the contrary, it is agreed that irrespective of the fact that the dispute is referred to arbitration or litigation in court, the *Service Provider* will proceed with *the Project* or work with diligence unless *the Parties* agree otherwise in writing.
- (c) If a dispute is referred to arbitration, the arbitrator shall be nominated by both parties through agreement and if this fails, the arbitrator shall be nominated in terms of laws that govern arbitration in South Africa. The party instituting these proceedings shall appoint the arbitrator.

20. GENERAL

- (a) *This* is the entire *Agreement* between *the Parties* and may only be amended in writing and duly signed by both *Parties*.
- (b) *This Agreement* shall be governed by, construed and interpreted according to the laws of the Republic of South Africa.
- (c) *The Parties* agree that the High Court of the Province within which the *Municipality* is located, shall have jurisdiction in respect of any matter arising from *this Agreement*, subject to the provisions of clause 19 supra relating to dispute resolutions.

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21. DOMICILIUM CITANDI ET EXECUTANDI

The Parties choose the following addresses for the service of correspondence for purpose of this Agreement:

The domicile of the Municipality: The Municipal Manager
Cape Agulhas Municipality
1 Dirkie Uys Street
BREDASDORP
7280

The domicile of the Service Provider: The Managing Director
DDP Values (Pty) Ltd
Menlyn Square Office Park, First Floor, East
Block, North West Suite
134 Aramist Avenue
Pretoria
0081

Either party shall be entitled, on fourteen (14) working days notice to the other, to change its domicilium to another physical address.

THIS DONE AND SIGNED AT Pretoria ON THIS 9 DAY OF MAY 2016

FOR THE SERVICE PROVIDER



Managing Director

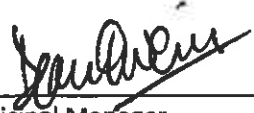
Date 9/5/2016

AS WITNESSES



THIS DONE AND SIGNED AT Bredasdorp ON THIS 09th DAY OF May 2016

FOR THE MUNICIPALITY



Municipal Manager

Date 04/05/16

AS WITNESSES



CAPE AGULHAS MUNICIPALITY:-

General Valuation Deliverables and Milestones

Annexure 1

Task No.	Deliverable/Milestone	Time Frame	Target Date	Comments	Responsible Parties
1	<ul style="list-style-type: none"> Preparing the tender Advertise the tender Evaluate the tender Award the tender 	October 2015	30/10/2015		Cape Agulhas Mun.
		October 2015	20/11/2015	20 Nov. 2016 was the closing date	Cape Agulhas Mun.
		Nov/Des 2015	30/12/2015	Due to the holiday and other difficulties the tender was only evaluate during Feb/March	Cape Agulhas Mun.
		January 2016	22/01/2016	Tender was awarded on 18 March and has been accepted on 13 April	Cape Agulhas Mun./ Service Provider
2	<ul style="list-style-type: none"> Setting the date of valuation 	April 2016	26/04/2016	The date is 2 July 2016	Cape Agulhas Council
3	Project Mobilisation Phase <ul style="list-style-type: none"> Project office establishment Project plan establishment Training and set-up 				Service Provider- 01/05/2016 to 31/05/2016
				Project charter, Detailed project plan, Final project structure, Property master file, Public awareness plan and Rates policy	Cape Agulhas Mun. Service Provider
				As stated in the tender the valuer must produce all information in the Metval format and therefore training must be arranged between Metgovis and the Service Provider	Metgovis and Service Provider
				Bulk deeds download, Cadastral data download, verification process, Creating master file, Compare master file with existing municipal data, Compile cadastral map, Link deeds data	01/05/2016 to 31/10/2106
4	Data Collection <ul style="list-style-type: none"> Initial data collection 				

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5	Compile Valuations <ul style="list-style-type: none"> • Compiling Valuations • Submission of Draft Roll • Submission of Certified Roll 	July - Dec 2016 January 2017 February 2017	 01/02/2017 28/02/2017	Service Provider - 01/06/2016 - 31/12/2016 Service Provider - 01/01/2017 Service Provider - 31/01/2017
6	Objections and Appeals Process <ul style="list-style-type: none"> • Objections • Appeal Submission • Appeal Board first sitting (reviews) • Appeal Board hearings 	Feb/March 2017 May/June 2017 June 2017 July 17 - onwards		Service Provider- 15/02/2017 - 15/04/2017 Service Provider- 01/05/2017- 31/05/2017 Service Provider- 10/06/2017 - 11/06/2017 Service Provider- 01/07/2017- 5/07/2017
7	Attending to all valuation enquiries <ul style="list-style-type: none"> • Valuation enquiries 	July - Sept 2017		Service Provider- ongoing
8	Submission of all data and/or copies and issuing of completion certificate <ul style="list-style-type: none"> • Submission of data and completion certificate 	June 2017	30/06/2017	Service Provider- 30/06/2017
9	Implementation of new roll	July 2017	01/07/2017	Service Provider- 01/07/2017



ANNEXURE 2: Progress Payment

Progress Payment	Percentage (%)	Deliverable	Time Frame	Amount
Stage 1	10%	<u>Project office set up and collection of all data from municipality. Bulk deeds, Create master file</u>	<u>30 days – 1/05/2016 – 31/05/2016</u>	<u>R115 140.45</u>
Stage 2a	10%	<u>Data collection -20% of properties and value 15% of these data collected</u>	<u>30days – 01/06/2016 – 30/06/2016</u>	<u>R115 140.45</u>
Stage 2b	10%	<u>Data collection -20% of properties and value 15% of data collected</u>	<u>30 days -01/07/2016 -31/07/2016</u>	<u>R115 140.45</u>
Stage 2c	10%	<u>Data collection -20% of properties and value 15% of data collected</u>	<u>30 days -01/08/2016 -31/08/2016</u>	<u>R115 140.45</u>
Stage 2d	10%	<u>Data collection -20% of properties and value 15% of data collected</u>	<u>30 days -01/09/2016 -30/09/2016</u>	<u>R115 140.45</u>
Stage 2e	10%	<u>Data collection -20% of properties and value 15% of data collected</u>	<u>30 days -01/10/2016 -31/10/2016</u>	<u>R115 140.45</u>
Stage 3	10%	<u>Compiling 35% valuations of the remaining data collected and verify all valuations</u>	<u>60 days -01/11/2016 -31/12/2016</u>	<u>R115 140.45</u>
Stage 4	5%	<u>Submission of draft valuation roll</u>	<u>01/01/2017</u>	<u>R57 570.22</u>
Stage 4a	5%	<u>Corrections on draft valuation roll</u>	<u>30 days – 01/01/2017 -31/01/2017</u>	<u>R57 570.22</u>
Stage 5	5%	<u>Submission of certified valuation roll</u>	<u>31 January 2017</u>	<u>R57 570.22</u>
Stage 5a	5%	<u>Objections</u>	<u>60 days – 15/02/2017 – 15/04/2017</u>	<u>R57 570.22</u>
Stage 5b	5%	<u>Appeal process</u>	<u>30 days – 01/05/2017 -31/05/2017</u>	<u>R57 570.22</u>
Stage 5c	5%	<u>Submission of all data and issuing completion certificate</u>	<u>30 June 2017</u>	<u>R57 570.31</u>

Handwritten signatures and initials:
 Duz
 AD
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