



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR THE DEVELOPMENT AND EXECUTE A KNOWLEDGE MANAGEMENT FRAMEWORK, INCLUDING MARKETING AND COMMUNICATION STRATEGY WITH COMMUNICATION DELIVERABLES AND FACILITATING STAKEHOLDER ENGAGEMENTS FOR THE GLOBAL ENVIRONMENT FACILITY (GEF) PROJECT

ADVERT DATE: 20 March 2024

COMPULSORY BRIEFING DATE: 26 March 2024

TIME: 11H00 – 12H00

VENUE: THE AUDITORIUM AT NO. 3 HELLEN JOSEPH STREET, THE BUS FACTORY, NEWTOWN. JOHANNESBURG, 2000

CLOSING DATE: 23 April 2024

CLOSING TIME: 12H00

BID DESCRIPTION: RFP- PROFESSIONAL TEAM/MULTI-DISCIPLINARY TEAM / JV TO DEVELOP AND EXECUTE A KNOWLEDGE MANAGEMENT FRAMEWORK, INCLUDING MARKETING AND COMMUNICATION STRATEGY WITH COMMUNICATION DELIVERABLES AND FACILITATING STAKEHOLDER ENGAGEMENTS FOR THE GLOBAL ENVIRONMENT FACILITY (GEF) PROJECT BY THE JDA FOR THE COJ FOR 24 MONTHS

BID NUMBER: JDA/KMF/003/2024

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), The Bus Factory, Newtown, Johannesburg, 2000

Bidders should ensure that bids are delivered timeously to the correct address. If the bid is late, it will not be accepted for consideration.

NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE (see definition below)

¹ * MSCM Regulations: "n the service of the state" means to be –

- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity; or
- (f) an employee of Parliament or a provincial legislature.

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement
Tel: 011 688 7811

Contact Person:
Fax: 011 688 7899

Mr. Siyambonga Gcobo
E-mail: sgcobo@jda.org.za

ANY QUERIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department: Marketing, Communication and PR
Tel: 011 688 7867

Contact Person:
Fax: 011 688 7899

Mr. Kenneth Nxumalo
E-mail: knxumalo@jda.org.za

PLEASE NOTE: TENDERS MUST BE SUBMITTED ON THE TENDER DOCUMENTATION ISSUED. TENDER DOCUMENTATION MUST NOT BE REPRODUCED OR REARRANGED. ANY ADDITIONAL INFORMATION MUST BE SUBMITTED AS A SEPARATE ATTACHMENT TO THE TENDER DOCUMENT FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED.

OFFER PAGE

**THE FOLLOWING PARTICULARS MUST BE FURNISHED
(FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER

BID DESCRIPTION

.....

BID NUMBER

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER CODE NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER

E-MAIL ADDRESS

COMPANY REGISTRATION NUMBER

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER

VAT REGISTRATION NUMBER

TAX VERIFICATION PIN NUMBER

TOTAL BID PRICE R..... **INCLUDING VALUE ADDED TAX**

TOTAL BID PRICE in words

.....

.....

..... **INCLUDING VALUE ADDED TAX**

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED

DATE

FAILURE TO COMPLETE THE OFFER PAGE IN FULL WILL RESULT IN SUCH A BIDDER BEING DISQUALIFIED.

SUPPLIERS DATABASE REGISTRATION

National Treasury launched the National Central Supplier Database (NCSD) with effect from 1 September 2015.

This will enable prospective suppliers to register their companies on the following website www.csd.gov.za

Transitional Period (1 September 2015 to 30 June 2016)

1. During the transitional period suppliers are requested to register on the website where all their essential information such as Tax Clearance Certificates, VAT, Company Registration Numbers and CIPC business status will be verified.
2. When conducting business with the JDA, you will be requested to provide us with the following:
 - Supplier Number and;
 - Supplier Registration Security Code so we can print your real-time information;
 - Banking details with bank Stamp and;
 - Certified BBBEE Certificate.

Once a supplier has registered on NCSD, it will no longer be a requirement to provide the JDA with an Original Tax Clearance Certificate or any other registration documents.

After Transitional Period 1 July 2016

Effective 1 July 2016, the JDA will only award business to suppliers who are registered on NCSD and suppliers will no longer be required to provide information as stipulated above.

For more registration information, please:

Mr. Siyambonga Gcobo on 011 688 7811

To all stakeholders

RE: The channels of reporting fraudulent and Corrupt Activities

The City of Johannesburg has a **zero-tolerance approach to Fraud, Theft, Corruption, Maladministration, and Collusion** by suppliers with employees.

To reinforce this commitment, more channels have been added to report any Fraudulent and Corrupt activities.

Instances of corporate fraud and misconduct remain a constant threat to service delivery. The City of Johannesburg took a resolution to adopt strategic interventions aimed at combatting fraud and corruption.

The city's decision was made to centralize the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline.

All people doing business with the Johannesburg Development Agency are encouraged to report any corrupt or illegal practice.

Employees are encouraged to report fraud, waste or other concerns suggestive of dishonest or illegal activities.

Anyone can report fraudulent and corrupt activities through one of the following channels:

- Toll free number: 0800-0025-87 (all official languages)
- Email Address: Whistle@joburg.org.za
- Walk-in: 48 Ameshhof Street, SAPPI Building, East Wing, 5th Floor
- Social Media Pages: Facebook (Group Forensic and investigation investigation investigation service GFIS) and Twitter (@cojgfs)
- Management Request and referrals: Various Departments and Entities



Let's join hands to take up the Fight against Fraud and Corruption in our society.

“WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE”

JOHANNESBURG DEVELOPMENT AGENCY

RFP- PROFESSIONAL TEAM/MULTI-DISCIPLINARY TEAM / JV TO DEVELOP AND EXECUTE A KNOWLEDGE MANAGEMENT FRAMEWORK, INCLUDING MARKETING AND COMMUNICATION STRATEGY WITH COMMUNICATION DELIVERABLES AND FACILITATING STAKEHOLDER ENGAGEMENTS FOR THE GLOBAL ENVIRONMENT FACILITY (GEF) PROJECT BY THE JDA FOR THE COJ FOR 24 MONTHS

ADVERT DATE: 20 March 2024

COMPULSORY BRIEFING DATE: 26 March 2024

TIME: 11H00 – 12H00

VENUE: THE AUDITORIUM AT NO. 3 HELLEN JOSEPH STREET, THE BUS FACTORY, NEWTOWN.
JOHANNESBURG, 2000

CLOSING DATE: 23 April 2024

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BID NUMBER: JDA/KMF/003/2024 :

MARCH 2024

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COPY OF ADVERT

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

BID DESCRIPTION: RFP- PROFESSIONAL TEAM/MULTI-DISCIPLINARY TEAM / JV TO DEVELOP AND EXECUTE A KNOWLEDGE MANAGEMENT FRAMEWORK, INCLUDING MARKETING AND COMMUNICATION STRATEGY WITH COMMUNICATION DELIVERABLES AND FACILITATING STAKEHOLDER ENGAGEMENTS FOR THE GLOBAL ENVIRONMENT FACILITY (GEF) PROJECT BY THE JDA FOR THE COJ FOR 24 MONTHS

BID NUMBER: JDA/KMF/003/2024

The Johannesburg Development Agency invites credible and experienced companies and or Joint ventures that are eligible to submit tenders provided that they meet the criteria stated in the tender data for Developing and Execute a Knowledge Management Framework, Including Marketing and Communication Strategy with Communication Deliverables and Facilitating Stakeholder Engagements for the Global Environment Facility (GEF) Project by the Jda for the Coj for 24 months.

Queries relating to the issue of these documents and procurement may be addressed to Mr Siyambonga Gcobo at Tel: (011) 688 7811; fax (011) 688 7899; or e-mail: sgcobo@jda.org.za

Technical queries or queries relating to the project may be addressed to Mr Kenneth Nxumalo at (011) 688 7867; fax: (011) 688 7899; or e-mail: knxumalo@jda.org.za

Documents may be downloaded from the JDA's website as follows: www.jda.org.za as well as on www.etenders.gov.za from **20 March 2024**. Tenders must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

A Compulsory Clarification Meeting with representatives of the Employer will take place physically at the premises of Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown **on the 26th of March 2024 starting at 11h00 – 12h00pm.**

The closing date and time for receipt of tenders is 12h00 on the 23rd of April 2024

Telegraphic, telephonic, telex, facsimile, e-mailed and late tenders will not be accepted.

Tenders must only be submitted on the tender documentation that is issued. The retyping of the tender document is not permitted. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The physical address for the delivery of tender documents is Johannesburg Development Agency, Ground Floor Reception Area, The Bus Factory, 3 Helen Joseph Street (formerly President Street), Newtown 2000.

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The JDA's selection of qualifying tenders will be at the JDA's sole discretion and will be final. The JDA does not bind itself to accept any particular tender and correspondence will be entered into with the successful tenderer.

“WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE”

1. INTRODUCTION

The Johannesburg Development Agency (JDA) is requesting proposals from experienced service providers for the Procurement of a service provider for the Development and Execution of a Knowledge Management Framework for the Global Environment Facility (GEF) project “Building a Resilient and Resource-efficient Johannesburg: Increased access to urban services and improved quality of life”. The JDA would like to invite suitable, qualified bidders to submit proposals to develop and execute a Knowledge Management Framework, including Marketing and Communication Strategy with communication deliverables and facilitating Stakeholder Engagements for the Global Environment Facility (GEF) project. For the JDA Bus Factory premises at 3 Helen Joseph Street, Newtown for two years.

The appointment period envisaged is for three (3) years.

Proposals for this appointment are invited by public tender.

2. PROJECT INFORMATION

2.1 BACKGROUND

The JDA, an area development agency of the City of Johannesburg, has implemented over 1300 projects across all administrative regions of the City in 22 years of operation. The JDA deals with the renovation, innovation and re-imagination of Johannesburg’s built environment and urban communities through a reinforced programme of place-making and area-based development.

As such, The City of Johannesburg Metropolitan Municipality is mandated to deliver on its international commitments regarding climate change declarations, while working steadfastly on improving the liveability and sustainability of Johannesburg as a developing urban centre. The City has partnered with international institutions to support its pathway development, creating optimal synergies between different projects and processes.

The City accepted the Global Environmental Facility (GEF) grant funding for the implementation of a project titled “Building a resilient and Resource-efficient Johannesburg, Increased Access to Urban Services and Improved Quality of Life” in partnership with the United Nations Environmental Programme (UNEP) and the Development Bank of Southern Africa (DBSA).

The primary objective of the GEF project is to reduce the carbon footprint of the City and to allow for better adaptation to the changing climatic conditions that the City is facing, to encourage city-level resilience, resource efficiency and emission reductions through area-based pilot demonstrations.

The project is structured around 5 main components:

1. Eco-district component, which, through the modelling of an eco-district, seeks to inform the policies and standards to be adopted and applied for the City's Transit-Oriented Development Corridors to achieve sustainable neighbourhood developments.
2. Social Housing component that aims at building JOSHCO's capacity for delivering affordable and environmentally sustainable housing projects, through the adoption of new social housing guidelines with a focus on waste management, energy and water savings.
3. Food Resilience component, to support urban farmers in implementing sustainable food security solutions through training, certification and adequate infrastructure investments.
4. Waste Management component that seeks to build experience within the City in the construction, operation and maintenance of a biodegradable waste-to-biogas facility to inform a comprehensive city-wide strategy to manage all its municipal biodegradable waste streams
5. Evidence-based planning component seeking to enhance municipal capabilities through the development of an integrated spatial data portal and spatial plan management system, in support of achieving the environmental outcomes of the Johannesburg 2040 Growth Development Strategy.

The overall intention of the project articulated in this ToR is to help GEF-project leaders and stakeholders to reflect upon and generate a shared understanding of the GEF-project outcomes as well as to support the showcasing of Johannesburg as a leading sustainable city in local and global fora. This will be done by:

- designing a Marketing and Communication Strategy that can be used by CoJ to share the project approach and its related outcomes to generate a positive profile amongst multiple stakeholders and to potentially attract additional funds,
- creating a knowledge management process for the project, including, if any, plans for the project to learn from other relevant projects and initiatives and the documenting and packaging of lessons learned to share these experiences and expertise with relevant stakeholders, and
- facilitating engagements with specific stakeholders to promote the understanding of project outcomes, soliciting expert input into the respective components, influencing collective action that is critical for urban change, and disseminating project lessons learned for replication and recommending different development pathways.

The JDA, therefore, invites all interested service providers to submit their tenders for the Procurement of a service provider for the Development and Execution of a Knowledge Management Framework for the Global Environment Facility (GEF) project "Building a Resilient and resource-efficient Johannesburg: Increased access to urban services and improved quality of life". The JDA would like to invite suitable, qualified bidders to submit proposals to develop and execute a Knowledge Management Framework, including Marketing and Communication Strategy with communication deliverables and facilitating Stakeholder Engagements for the Global Environment Facility (GEF) project. To the JDA Bus Factory for three (3) years, with an option for the JDA to terminate the appointment with a month's notice period.

2.2 PURPOSE OF THESE TERMS OF REFERENCE

The City of Johannesburg would like to invite suitable, qualified bidders to submit proposals to develop a Marketing and Communication Strategy, creation of a Knowledge Management process and facilitate Stakeholder Engagements for the Global Environment Facility (GEF) project for two (2) years.

2.3 PROBLEM STATEMENT

The City of Johannesburg acknowledges that in approaching complex environmental problems, collective action is critical. CoJ, through the GEF project, must ensure that the work undertaken is communicated clearly and coherently with a multitude of stakeholders within the project duration. For a sustainable impact beyond the timeframe of the GEF project itself, a cohesive vision and narrative is required that communicates synergies, clear strategies and calls for collective actions.

The project is comprised of five components that are at varying stages of maturity and championed by different officials, supported by technical service providers. CoJ requires a service provider to develop succinct messaging and narrative within a logical sequence, with the conscious engagement of stakeholders at different times and for different purposes.

CoJ, through the Development Planning Department which is the custodian of the overall GEF project, has therefore identified the need to develop and execute a Knowledge Management Framework, including a Marketing and Communication Strategy and facilitated Stakeholder Engagements for the Global Environment Facility (GEF) project for the remainder of the project duration, which is until September 2025. The wider aim is to promote collective impact, and ownership of the project by stakeholders through coordinated action and shared lessons learned.

The ToR provides a detailed description of the key activities, deliverables and outcomes.

3. SCOPE OF WORK

3.1 Scope of work activities

The work comprises the following key outcomes:

- The creation of a Knowledge Management Framework for the project and its components, developing knowledge products and an overall knowledge management plan.
- Develop a combined Marketing and Communication Strategy for the components to include a roadmap of activities for sharing the project outcomes and high-level messaging.
- The facilitation of Stakeholder Engagements for the CoJ, based upon a co-developed stakeholder engagement framework for the GEF project.
- As part of the above outcomes, ensuring identification of possible synergies amongst the components to mainstream and coordinate activities where appropriate.

- Using a gender specialist, ensure gender inclusivity, awareness and mainstreaming in the conceptualisation and implementation of the strategy, processes and engagements to impact gender sensitivity, inclusion and empowerment.

3.1.1 Knowledge Management Framework and knowledge products

- Design a Knowledge Management Framework for the project that identifies synergies where the project teams and stakeholders can learn about and share knowledge emerging from the project with other relevant projects and initiatives across the African region and beyond. This should be aligned with the marketing and communication approaches noted in 3.1.2. and could include participating in trainings, conferences, seminars, stakeholder exchanges, virtual networks, community of practice and project twinning, amongst others.
- Documentation of lessons learned and knowledge generated from the project components to be benchmarked against other programmes, to be shared for replication and recommending different development pathways.
- Develop a process to capture and document knowledge, lessons learned and experiences from the various project components in a user-friendly format that can be shared with relevant stakeholders.
- Develop a range of knowledge products, including lessons-learned briefs, case studies, guidelines, reports, publications, media, information videos (max 2-mins for social media; 3-5min for project outcomes; webinar/event recordings as required), content for newsletters and articles, brochures, presentations and other material that can be shared with a diverse audience and through multiple channels, project webpages and web content (on CoJ Website and other project stakeholders),
- This will require working closely with component teams to extract and document lessons learned, project stories, best practices examples and project experiences. This will assist the CoJ to use and share project knowledge with various cities, stakeholders, networks and partners.
- The Knowledge Management Framework must enhance synergies, and cross-learning between and across components for a coherent vision and for sustainability beyond the project timeframe.
- The Knowledge Management Framework must make sustainability strategies tangible and clearly articulated for a wide audience and framed within the narrative of broader city and urban agendas (i.e. non-technical).
- The framework must assist in developing gender mainstreaming interventions and recommendations by applying a gender lens to key activities and deliverables.
- Based on knowledge products and emerging lessons, convene a conference to share lessons, and position CoJ as a leading sustainable city (proposed date is March 2025), to ensure lessons from the conference can be incorporated into knowledge products and communication).

3.1.2 Marketing and Communication Strategy

- Develop a multi-year, multi-media marketing and communication strategy for the overall GEF project that will identify specific objectives for raising awareness on all the project components to generate a positive profile for the GEF project.
- Develop customised messaging and tools that are appropriate for the target audience, including CoJ politicians, officials and external stakeholder groups and ensure that the outputs are in line with the City of Johannesburg's Corporate Communications Division.
- Create project branding for multiple types of media, such as those outlined here:

The look and feel should take inspiration from and complement CoJ's corporate branding. This includes PowerPoint presentation templates, brand/style guide for report layouts, basic iconography for each of the GEF-project components (2-4 icons each = 10-20 icons), design inputs into webpages (components 1 and 5) as well as templates for social media cards for use on Twitter, Facebook, Instagram, LinkedIn and WhatsApp.

- Coordinate the collation of project component outcomes to be shared in a coherent timeline (align with 3.1.1).
- Generate public awareness of the project outcomes.

3.1.3 Stakeholder Engagement Approach

- Develop a framework for stakeholder engagement that identifies synergies between project components and draws in the larger city division to enable buy-in and promote better collaboration on a city level.
- Engage component teams to consolidate their respective list of appropriate stakeholders, and their roles and responsibilities. Map out existing opportunities for stakeholder engagement, for example, CoJ quarterly management forums, annual roundtables, etc, whereby this project can feed into.
- Design a participatory approach to stakeholder engagement which will engender ownership of the project by the stakeholders guarding against exclusion of those who do not have access to or familiarity with technology, lack of underpinning internet/ electricity infrastructure, and so on.
- Targeted stakeholder engagements must be conceptualised and facilitated to develop gender mainstreaming interventions and recommendations by applying a gender lens to key activities and deliverables – for components 2, 3 and 4.
- Design mechanisms and advice on relevant and existing structures to be used/ways in which to facilitate productive stakeholder engagements.
- Keep project stakeholders updated on the project progress: Identify and attract stakeholders who are interested in the project elements and strengthen stakeholder relations through targeted communications, making use of communication products where appropriate (in alignment with 3.1.2).

The table below (**TABLE 3**) indicates the deliverables for the overall project and per component to be completed by the service provider. TABLE 3 – ALL ACTIVITIES AND DELIVERABLES -MUST BE CONSIDERED IN THE PRICING SCHEDULE. Note: this is NOT a linear project phasing; it is an iterative process as some components are at different stages of implementation. Note that the work for each section will run concurrently.

Table 1

Project Components	Project Components	Activities	Deliverables / Documents
Overall project	1. Project Management	1.1. Inception meeting; 1.2. Establish PSC, adopt terms of reference, and confirm the indicators of project success, by which the project delivery will be evaluated; 1.3. Identify dedicated focal point persons for all 5 components 1.4. Determine specific deadlines for outputs and a schedule of key meeting and consultation dates; 1.5. Adoption of annual budget and payment schedule; and 1.6. Biannual consolidation of project outcome progress	<ul style="list-style-type: none"> • Inception report (inclusive of focal point details, project output schedule, and indicators of project success) • Signed SLA and Work Plan • Biannual project reports (with links to project outputs produced in that period)
	2. Knowledge Management Framework	2.1. Co-develop knowledge management framework with CoJ 2.2. Identify and analyse relevant projects and initiatives that the project can learn from (provide a consolidated list) 2.3. Develop lesson-learned briefs, case studies, engaging website content, and guidebooks based on component achievements/results to disseminate to stakeholders, based upon internal and external stakeholder engagement. See specific outputs below per component. 2.4. Convene one conference based on a cohesive narrative integrating component topics (date to be determined) to	<ul style="list-style-type: none"> • Knowledge Management Framework • Annexure of relevant projects and initiatives (with links to these resources) • Webpage content for component resources • Knowledge products as defined in each component below • Post-conference report and digest of key outcomes (max 40 pages)

		<p>implement in partnership with CoJ.</p> <p>2.4.1.package existing content from all components</p> <p>2.4.2.co-develop conference objectives, structure and logistics plan with CoJ</p> <p>2.4.3.arrange venue and supporting logistics for the conference</p> <p>2.4.4.Collate lessons from the conference, produce a post-conference report (including key outcomes) and align these with project activities</p> <p>2.4.5. Half-day Conference for a maximum of 200 delegates (catering for virtual participation</p> <p>2.5. Collate lessons from the conference and align these with project outcomes</p>	
	<p>3. Marketing and Communications Strategy</p>	<p>3.1. Draft Marketing and Communications Strategy to include a roadmap of activities for sharing the project outcomes and high-level messaging</p> <p>3.2. Develop project branding for all media types (see details above)</p> <p>3.3. Provide strategic support for the delivery of campaigns by CoJ</p> <p>3.4. Based on the Conference (Activity 4.4), develop 5 key outcomes infographic and video.</p>	<ul style="list-style-type: none"> • Marketing and Communications Strategy • Folder with branded project templates: <ul style="list-style-type: none"> ○ Look and feel that takes inspiration from and complements CoJ's corporate branding. This includes PowerPoint presentation templates, basic internal report styling, brand/style guide for report layouts, basic iconography for each of the GEF-project components (2-4 icons each = 10-20 icons); design inputs into webpages (components 1 and 5) ○ ±10 Template social media cards per GEF-project component, for use on Twitter, Facebook, Instagram, LinkedIn and WhatsApp • Social media campaigns based on outcomes and resources produced through the knowledge management and stakeholder engagement

			<p>process – undertaken in collaboration with CoJ</p> <ul style="list-style-type: none"> The conference key insights posters and video compilation of the 5 outcomes and lessons learned Project infographic with five icons, one for each component
	4. Stakeholder Engagement Framework	<p>4.1. Develop an approach to stakeholder engagement</p> <p>4.2. Consolidate a list of stakeholders and their roles per component</p> <p>4.3. Facilitation of engagements for disseminating project information</p> <p>4.4. Support CoJ Stakeholder engagement, where appropriate</p> <p>4.5. Targeted stakeholder engagements must be conceptualised and facilitated to develop gender mainstreaming interventions and recommendations by applying a gender lens to key activities and deliverables – for components 2, 3 and 4.</p>	<ul style="list-style-type: none"> Stakeholder engagement framework (including stakeholder lists) An event series, in collaboration with CoJ, to share project outcomes Summary report and lessons learned documentation on gender mainstreaming approach, with recommendations and interventions
Component 1: Eco districts	5. Component 1: Eco districts Develop guidelines	<p>5.1. Based on Component 1 completion of the “Developers guideline for eco-districts (Public and private developers)” the “Citizens Guide to eco-districts”, and the “Training manual on EDGE, Model Development & Replication, GIS”, develop digestible promotion & knowledge products for promoting the use of these guidelines and training.</p> <p>5.2. 1-2 focus groups – impact achieved</p> <p>5.3. Design Inputs to make the carbon emissions model user-friendly (branding/styling/design)</p>	<ul style="list-style-type: none"> Developers guideline for eco-districts ‘Citizens guide to eco-districts’ Training Manual, co-developed with the CoJ and based upon guidance documents Lesson Learned document – gaps, impact, challenges and opportunities 1-3 web publications/articles 1-2 additional emerging knowledge products: case study documents/briefs/factsheets/webinar Web-page design input
Component 2: Social housing	6. Component 2: Social housing	6.1. Based on completion, by component 2, of JOSHCO guidelines, provide a review	<ul style="list-style-type: none"> Package final “JOSHCO guidelines” and key products – tenant training manual Case Study document

		<p>6.2. Package case study documenting lessons learned</p> <p>6.3. 4-6 focus groups: gender inclusivity and mainstreaming (challenges and interventions)</p>	<ul style="list-style-type: none"> • Lesson Learned brief – gaps, challenges and opportunities – based on workshops and seminars during stakeholder engagement • 1-3 web publications/articles • 1-2 additional emerging knowledge products: case study documents/briefs/factsheets/webinar • Summary report and lessons learned documentation on gender mainstreaming approach, with recommendations and interventions
Component 3: Food Resilience	7. Component 3: Food Resilience	<p>7.1. Based on the completion, by component 3, of mapping the full food supply chain for CoJ and the network of players, identified strengths and weaknesses in the CoJ food systems including reference to gender and climate change and farmers user guides.</p> <p>7.2. 6-8 focus groups: gender inclusivity and mainstreaming in urban farming and food resilience (challenges and interventions)</p>	<p>8. Package User guide/training material for farmers – and provide 50 printed documents</p> <p>9. Package ‘Guidance Brief: Transitioning from conventional commercial to eco-agricultural and sustainable intensification farming methods – and provide 50 printed documents</p> <p>10. 1-3 web publications/articles</p> <p>11. 1-2 additional emerging knowledge products: case study documents/briefs/factsheets/webinar</p> <p>12. Summary report and lessons learned documentation on gender mainstreaming approach, with recommendations and interventions</p>
Component 4: Biodegradable waste management	13. Component 4: Biodegradable waste management	13.1. Based on component outputs and stakeholder engagements, the development of complementary knowledge and marketing products	<ul style="list-style-type: none"> • Case study - Business models relevant to the implementation of biogas plant projects • Case study - Accessible packaging of the 50T biogas pilot • Infographic - Accessible packaging of the integrated bio-degradable waste management strategy • Guidance Brief - Organic waste separation at source guide • 1-3 web publications/articles • 1-2 additional emerging knowledge products: case study documents/briefs/factsheets/webinar
Component 5: Evidence-based planning	14. Component 5: Evidence-based planning	14.1. Based on component outputs and stakeholder engagements, the development of complementary knowledge and marketing products	<ul style="list-style-type: none"> • Completed user guide “External and internal user guide of the Integrated Spatial Data Portal and Spatial Plan Management/Sharing System”, co-developed with CoJ. • Case study of the journey (outcomes/lessons) leading to the Integrated Spatial Data Portal and Spatial Plan Management/Sharing

			<ul style="list-style-type: none"> • Design/branding inputs into web design of ISDP & SPMS • 1-3 web publications/articles • 1-2 additional emerging knowledge products: case study documents/briefs/factsheets/webinar
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- ¹ ALL deliverables shall be provided as soft copies in formats agreed with the client. These include:
- Soft copy: Reports should be submitted in PDF (Acrobat) and Word file format.
- Presentation (MS PowerPoint)
- Posters: design (A3 to A0 high-definition print quality) – graphic design files and pdf format.
- Multimedia products generated: mp4-videos; audio files.

4. APPOINTMENT

The JDA, therefore, invites experienced service providers to bid for the Procurement of a service provider for the Development and Execution of a Knowledge Management Framework for the Global Environment Facility (GEF) project “Building a Resilient and Resource-efficient Johannesburg: Increased Access to Urban Services and improved quality of life”. The JDA would like to invite suitable, qualified bidders to submit proposals to develop and execute a Knowledge Management Framework, including Marketing and Communication Strategy with communication deliverables and facilitating Stakeholder Engagements for the Global Environment Facility (GEF) project. For the JDA Bus Factory premises at 3 Helen Joseph Street, Newtown for two years. The said proposal should cover a contract period of two (2) years.

4.1 Notes

- 4.1 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 4.2 Disputes shall be settled in good faith between parties to resolve the dispute. If the dispute is not resolved at that meeting, the Parties will attempt to settle it by mediation.
- 4.3 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.
- 4.4 Successful tenderers will be required to sign the JDA’s Standard Form Agreement and appendices.
- 4.5 **Appointments for year 2 will be dependent on satisfactory performance and budget availability.**
- 4.6 3 No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 4.8 No tender will be awarded to a bidder who is not registered on CSD.
- 4.9 The tender is issued in line with the Popi Act
- 4.10 The tender will be evaluated in terms of terms of the PPR of 2022.
- 4.11. The bidder’s submission must provide the JDA with sufficient information to enable the employer to make a sound and fair evaluation of the proposal. It must indicate the relevant previous experience, capability, and capacity of the bidding entity to undertake the project. The proposal should use the same item numbers as below, using numbered dividers.

The following minimum documentation must be provided:

- 4.12. **THE “OFFER” PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.**
- 4.13. **Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 3 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE “OFFER” PAGE. Any bidder who fails to do so will be disqualified.**
- 4.14 An original valid BBBEE status level verification certificate substantiating the bidding entity's BBBEE rating or a certified copy thereof. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted.

An EME must submit an affidavit confirming the following:

- **Annual turnover revenue of R10 million or less; and**
- **Level of black ownership**

Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE Act as amended.

- 4.15 Company registration documents.
- 4.16 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or the names of the directors/partners of the bidding entity. A lease agreement will also suffice.
- 4.17 Details of directors/partners/members and shareholders with certified copies of their identity.
- 4.18 The forms A to E, F, G and H annexed, must be scrutinized completely in full and submitted together with your quotation.

5. PRICING

The table below serves as a guide to pricing required from each bidder as follows. TABLE 2 – SUMMARY OF ALL ACTIVITIES AND DELIVERABLES -MUST BE CONSIDERED IN THE PRICING SCHEDULE.

- 5.1.1 Fees must include standard disbursements such as typing, creative, retainer fee, media buying and planning, reproduction, copying, binding of documents, telephonic/electronic and facsimile communications, courier, local travel and accommodation, etc.
- 5.1.2 The below percentages must be fixed for the duration of the contract.

5.1.3 Tenderers must ensure that the final **TOTAL FEE (Year 1+ Year 2)** is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services. Failing to price as required will result in the tender being disqualified.

5.1.4 Successful tenderers will be reimbursed by JDA’s Standard Form Agreement.

The table below outlines the pricing schedule. **PLEASE REFER TO THE SCOPE OF WORKTABLE 3 FOR PRICING:**

Table 2

Task	Refer to Scope Table	Year 1 Unit Price (2024) (including vat)	Year 2 Unit Price (2025) (including VAT)	Total for year 1 and year 2 unit Price (Including VAT)
Project Management - minimum of 12 meetings project and a minimum of 6 project management meetings, inception report minimum of 4 bi-annual reports	1. Project Management			
Marketing and Communications Strategy	5 Marketing and Communications Strategy			
Stakeholder Engagement Framework	4. Stakeholder Engagement Framework			
Knowledge Management Framework	2. Knowledge Management Framework			
One Conference towards the end of the project	1 virtual conference for a maximum of 200 delegates. A morning session.			

Task	Refer to Scope Table	Year 1 Unit Price (2024) (including vat)	Year 2 Unit Price (2025) (including VAT)	Total for year 1 and year 2 unit Price (Including VAT
Eco districts marketing collateral	Component 1: Eco districts Develop guidelines			
Social housing marketing collateral	Component 2: Social housing			
Food Resilience marketing collateral	Component 3: Food Resilience			
Biodegradable waste management collateral	Component 4: Biodegradable waste management			
Evidence-based planning	Component 5: Evidence-based planning			
<u>Totals</u>		<u>Year 1 (Including VAT)</u>	<u>Year 2 (Including VAT)</u>	<u>Total for all 2 years (Including VAT)</u>

Tenderers are to replicate the above table and submit it as part of their fee proposal.

TOTAL FEE FOR YEAR 1+YEAR 2 (INCLUDING VAT) TO BE CARRIED TO OFFER PAGE	R
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The Total Fee for TWO (2) YEARS must be carried over to the “Offer” page. Failure to price as indicated above will lead to tenderers' bids being disqualified.



6. Reporting

Detailed reporting will be required throughout the project. This will include quarterly progress reports, as well as detailed reports for each stage of the project as laid out in the scope of work.

An inception report outlining a detailed project work plan and detailed timeframes must be submitted within 14 days of the service provider being issued with an appointment letter by the JDA. The project plan must include milestones and deliverables, which shall be used as a guideline for staggered payments.

7. Minimum Competencies and Qualifications

- a) The bidder (company or project team) must have completed at least two projects of a similar nature with verifiable references, and within the past 5 years.
- b) The SoW requires a strong and multi-skilled communications team that has extensive experience in the fields of communications, as well as urban sustainability and environmental issues, working at local and subnational government levels. They should be proficient at crafting communications strategies and delivering communications campaigns and resources both in Africa and globally. The team should produce quality publications (e.g. guidelines, case studies and booklets), efficiently organise events at various scales, design and implement campaigns on digital and social media platforms, as well as profile projects and disseminate information and tools. The communications team will work closely with the technical team to package knowledge into the most appropriate products and resources and share them with the relevant audiences.
- c) Minimum team and skills required include Multi-media designer (design work and videography); Gender specialist (knowledge of approaches and strategies to ensure gender-sensitive stakeholder engagement and mainstreaming gender into communication and marketing); Marketing and communications/knowledge management professional, professional with experience in the built environment/sustainability/environmental fields/urban systems.
- d) The bidder must have a project team comprising of the following:
 - i. **Accounts Director** with minimum Bachelor's qualification in a relevant field (including but not limited to Project Management, Development Planning or Sustainable Development) and at least 10 years of relevant experience in managing similar projects.
 - ii. **Municipal planning** expert with a minimum post-graduate qualification in a relevant field (including but not limited to: Public Policy, Urban and Regional Planning, Environmental

Management, and Sustainable Development) and at least 5 -10 years' relevant experience and preferably registered as a Town and Regional Planner with the relevant Professional Council.

- iii. **Communications and/or Marketing** expert with a minimum National Diploma in a relevant field (including but not limited to Business sciences, Marketing and Communication, Advertising Management, and Public Relations) and 5 -10 years experience in local government.
 - iv. **Knowledge Management** expert with a minimum National Diploma in a relevant field (including but not limited to: Public Policy, Public Administration, and Urban and Regional Planning) and 5 – 10 years experience in local government.
 - v. **Gender Specialist** with minimum graduate qualification related field (including but not limited to Sociology and gender studies, Engineering, Urban Planning, and Sustainable Development) and at least 5 years of demonstrated experience in addressing gender inclusivity in implementation projects and policy formulation.
A REQUIRED COMPETENCY FROM THE PROJECT TEAM OR MUST IN SOURCE.
- e. A corporate brochure alternatively a summary of the entity's background.
 - f. Provide information on the individuals who will be assigned to this project (NOT the entire company). The following must be addressed:
 - Organogram (annexure H)
 - role/s and responsibility/ies on this project
 - relevant qualifications and attach proof thereof
 - number of years of relevant experience in the industry **and** in the proposed role
 - detailed CVs for each member of the team noting their specific relevant project experience **[project description, role and responsibilities, project value]**
 - individual memberships to professional associations and attach proof thereof
 - g. A schedule of completed contracts of a similar nature to this project. The following details must be included in the schedule:
 - Description of the project (annexure D)
 - Service rendered
 - Name of employer/client and their representative's contact details
 - Cost of the works
 - Fee obtained for services
 - Date of completion
 - Letter of reference on the client's letterhead or with the client's company stamp that confirms the project scope of work, service rendered and project value.

TENDERERS ARE TO SUBMIT 2 COPIES OF THEIR PROPOSAL (1 ORIGINAL PLUS 1 COPY).

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 6 ABOVE WILL RESULT IN TENDERERS BEING DISQUALIFIED FOR NON-COMPLIANCE OR NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.

Note for consortium and joint ventures

- Each party to a consortium and the joint venture is to submit the requisite documents and/or information as requested in item 6 (ie.6.1.4 - 6.1.9, and 6.1.11 - 6.1.12)
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A lead consultant is to be appointed and noted in the submission.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits its consolidated BBBEE scorecard as if it were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

Failure to comply with these conditions may invalidate your offer.

8. Evaluation criteria

Submissions will be evaluated on the following criteria to follow:

- Compliance
- Technical Competence
- Price and Specific Goals
- Risk Tolerance/Commercial risk

8.1 Compliance

Bidders will be disqualified for:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been faxed or e-mailed;
- Bidders whose tender document has been received after the closing time;
- Bidders whose tender document has not been deposited in the tender box at the time of closing;
- Bidders who fail to price as required i.e. as stipulated in item 6 herein;
- Bidders who did not comply with any other requirement as set out in the tender specifications;
- Bidders who failed to attend the compulsory tender briefing session;
- Bidders who have any directors in the employment of the state.
- Bidders who are not registered with the National Central Supplier Database.
- Bidders whose company director owes municipality rates and taxes.
- Bidders whose tax matters are not in order with SARS.

The pricing schedule, included as part of this document, must be completed and submitted together with your proposal. In addition to the pricing schedule, the bidder is expected to provide a detailed cost breakdown for the various project activities.

8.2 Technical Competence

The technical assessment is based on the criteria set out below namely:

- (A) Key returnable documents,
- (B) Key Personnel experience and track record of the Project Team,
- (C) Company experience in completing similar projects by the company,
- (D) Contactable reference letters on the letterhead as proof of what is mentioned in item no. above for experience of the company.
- (E) Project Plan

Tenderers will have to submit compliant documents and score a minimum number of points in the technical evaluation to be considered further in the evaluation process.

The technical assessment is based on the criteria set out below, failure to attach or submit the said documents will result in your submission being set aside.

The technical assessment is based on the criteria set out below namely:

- key returnable documents (As stated above)
- key personnel as described above in item 7
- The experience of the company (i.e. Knowledge Management Services) and
- Contactable references (i.e. Knowledge Management Services).

Total points 185, Minimum points required 129 which is 70%.

Variables	Total Points	Criteria	Description of criteria	Max Points
KEY RETURNABLE DOCUMENTS per item 6.3 to 6.19 herein	0 Points	Valid BBBEE status level certificate		N/A
		Company registration documents		N/A
		CTS letter from SARS		N/A
		Valid Professional Indemnity Insurance R2m		N/A
		Current municipal rates account / affidavit		N/A
		3 years of audited financial statements		N/A
		Certified copies of identity documents		N/A
		Annexure A – H (in full and signed)		N/A
Variables	Total Points	Criteria	Description of criteria	Points
CAPABILITY OF THE PROPOSED TEAM per item 7 and Annexure H	7 Points	2. ACCOUNTS DIRECTOR		5
		Ten (10) years and more of experience in Project Management / Business Management/ Marketing and Advertising. Evidence of working on similar projects in terms of scale and complexity.	CVs must show projects, values, roles played and period.	

		Minimum seven to eight 7-8 years and more of experience in Project Management / Business Management/ Marketing and Advertising. Evidence of working on similar projects in terms of scale and complexity.	CVs must show projects, values, roles played and period.	4
		Minimum five to six (5-6) years and more of experience in Project Management / Business Management/ Marketing and Advertising. Evidence of working on similar projects in terms of scale and complexity.	CVs must show projects, values, roles played and period.	3
		Less than five (5) years of experience in Project Management / Business Management/ Marketing and Advertising. Evidence of working on similar projects in terms of scale and complexity.	CVs must show projects, values, roles played and period.	0
		National Diploma in Project Management / Business Management/ Marketing and Advertising / Development Planning or Sustainable Development	Proof of qualification must be provided to obtain the points	1
		A Bachelor's Degree in Project Management / Business Management/ Marketing and Advertising / Development Planning or Sustainable Development	Proof of qualification must be provided to obtain the points	1
		A Postgrad in Project Management / Business Management/ Marketing and Advertising / Development Planning or Sustainable Development	Proof of qualification must be provided to obtain the points	1
		An Hour in Project Management / Business Management/ Marketing and Advertising / Development Planning or Sustainable Development	Proof of qualification must be provided to obtain the points	1
		A Master's/PhD in Project Management / Business Management/ Marketing and Advertising / Development Planning or Sustainable Development	Proof of qualification must be provided to obtain the points	2
2. MUNICIPAL PLANNING EXPERT				
	7 Points	Eight years (8) or more of experience in a relevant field (including but not limited to: Public Policy, Urban and Regional Planning, Environmental Management, and Sustainable Development) and preferably registered as a Town and Regional Planner with the relevant Professional Council.	CVs must show projects, values, roles played and period.	5
		Minimum seven to eight years (7 - 8) and more of experience in a relevant field (including but not limited to: Public Policy,	CVs must show projects, values, roles played and period.	4

		Urban and Regional Planning, Environmental Management, and Sustainable Development) and preferably registered as a Town and Regional Planner with the relevant Professional Council.		
		Minimum five to six years (5 - 6) and more of experience in a relevant field (including but not limited to: Public Policy, Urban and Regional Planning, Environmental Management, and Sustainable Development) and preferably registered as a Town and Regional Planner with the relevant Professional Council.	CVs must show projects, values, roles played and period.	3
		Less than five years (5) of experience in a relevant field (including but not limited to: Public Policy, Urban and Regional Planning, Environmental Management, and Sustainable Development) and preferably registered as a Town and Regional Planner with the relevant Professional Council.	CVs must show projects, values, roles played and period.	0
		A Bachelor's Degree in Public Policy, Urban and Regional Planning, Environmental Management, and Sustainable Development) and preferably registered as a Town and Regional Planner with the relevant Professional Council.	Proof of qualification must be provided to obtain the points	1
		A Postgrad in Public Policy, Urban and Regional Planning, Environmental Management, and Sustainable Development) and preferably registered as a Town and Regional Planner with the relevant Professional Council.	Proof of qualification must be provided to obtain the points	1
		An Hour's in Public Policy, Urban and Regional Planning, Environmental Management, and Sustainable Development) and preferably registered as a Town and Regional Planner with the relevant Professional Council.	Proof of qualification must be provided to obtain the points	1
		A Master's/Ph.D. in Public Policy, Urban and Regional Planning, Environmental Management, and Sustainable Development) and preferably registered as a Town and Regional Planner with the relevant Professional Council.	Proof of qualification must be provided to obtain the points	2
		3. COMMUNICATIONS AND/OR MARKETING EXPERT		
	7 Points	Eight (8) years and more of experience in a relevant field including but not limited to Business Sciences, Marketing and Communication, Advertising Management, and Public Relations.	CVs must show projects, values, roles played and period.	5
		Minimum of seven to eight (7-8 years and more of experience in a relevant field including but not limited to Business Sciences, Marketing and Communication, Advertising Management, and Public Relations.	CVs must show projects, values, roles played and period.	4
		Minimum five (5) years and more of experience in a relevant field including but not limited to Business Sciences, Marketing and Communication, Advertising Management, and Public Relations.	CVs must show projects, values, roles played and period.	3

		Less than five (5) years of experience in a relevant field including but not limited to Business Sciences, Marketing and Communication, Advertising Management, and Public Relations.	CVs must show projects, values, roles played and period.	0
		National Diploma in Business Sciences, Marketing and Communication, Advertising Management, and Public Relations.	Proof of qualification must be provided to obtain the points	1
		A Bachelor's Degree in Business Sciences, Marketing and Communication, Advertising Management, and Public Relations.	Proof of qualification must be provided to obtain the points	1
		A postgraduate in Business Sciences, Marketing and Communication, Advertising Management, and Public Relations.	Proof of qualification must be provided to obtain the points	1
		An Hour in Business Sciences, Marketing and Communication, Advertising Management, and Public Relations.	Proof of qualification must be provided to obtain the points	1
		A Master's/PhD in Business Sciences, Marketing and Communication, Advertising Management, and Public Relations.	Proof of qualification must be provided to obtain the points	2
5. KNOWLEDGE MANAGEMENT EXPERT				
	7 Points	Eight years (8) years and more of experience in a relevant field including but not limited to Public Policy, Public Administration, and Urban and Regional Planning.	CVs must show projects, values, roles played and period.	5
		Minimum of seven to eight years (7 - 8) years and more of experience in a relevant field including but not limited to Public Policy, Public Administration, and Urban and Regional Planning.	CVs must show projects, values, roles played and period.	4
		Minimum of five to six years (5 - 6) years and more of experience in a relevant field including but not limited to Public Policy, Public Administration, and Urban and Regional Planning.	CVs must show projects, values, roles played and period.	3
		Fewer years (5) years of experience in a relevant field including but not limited to Public Policy, Public Administration, and Urban and Regional Planning.	CVs must show projects, values, roles played and period.	0
		National Diploma in a relevant field including but not limited to Public Policy, Public Administration, and Urban and Regional Planning.	Proof of qualification must be provided to obtain the points	1
		A Bachelor's Degree in a relevant field including but not limited to Public Policy, Public Administration, and Urban and Regional Planning.	Proof of qualification must be provided to obtain the points	1
		A postgraduate in a relevant field including but not limited to Public Policy, Public Administration, and Urban and Regional Planning.	Proof of qualification must be provided to obtain the points	1
		An Hour in a relevant field including but not limited to Public Policy, Public Administration, and Urban and Regional Planning.	Proof of qualification must be provided to obtain the points	1
		A Master's/Ph.D. in a relevant field including but not limited to Public Policy, Public Administration, and Urban and Regional Planning.	Proof of qualification must be provided to obtain the points	2

5. GENDER SPECIALIST

	7 Points	Eight (8) years and more of demonstrated experience in addressing gender inclusivity in implementation projects and policy formulation. in Sociology and gender studies, Engineering, Urban Planning, and Sustainable Development	CVs must show projects, values, roles played and period.	5
		Minimum of seven to eight (7-8) years of demonstrated experience in addressing gender inclusivity in implementation projects and policy formulation. in Sociology and gender studies, Engineering, Urban Planning, and Sustainable Development	CVs must show projects, values, roles played and period.	4
		Minimum of five to six (5-6) years of demonstrated experience in addressing gender inclusivity in implementation projects and policy formulation. in Sociology and gender studies, Engineering, Urban Planning, and Sustainable Development	CVs must show projects, values, roles played and period.	3
		Less than five (5) years of demonstrated experience in addressing gender inclusivity in implementation projects and policy formulation. in Sociology and gender studies, Engineering, Urban Planning, and Sustainable Development	CVs must show projects, values, roles played and period.	0
		National Diploma Sociology and gender studies, Engineering, Urban Planning, and Sustainable Development	Proof of qualification must be provided to obtain the points	1
		A Bachelor's Degree in Sociology and gender studies, Engineering, Urban Planning, and Sustainable Development	Proof of qualification must be provided to obtain the points	1
		A Postgrad in Sociology and gender studies, Engineering, Urban Planning, and Sustainable Development	Proof of qualification must be provided to obtain the points	1
		An Hour's in Sociology and gender studies, Engineering, Urban Planning, and Sustainable Development	Proof of qualification must be provided to obtain the points	1
		A Master's/PhD in Sociology and gender studies, Engineering, Urban Planning, and Sustainable Development	Proof of qualification must be provided to obtain the points	2
Variables	Total Points	Criteria	Description of criteria	Points
COMPANY EXPERIENCE per item 6 and Annexure D	100 Points	COMPANY SCHEDULE OF COMPLETED PROJECTS		
		Five or more similar projects completed in the past five years	Points will only be allocated for having rendered the required services on the organisational climate and culture survey. Nonrelated projects will not be considered.	50
		Three to four similar projects completed in the past five years		30
		One to two similar projects completed in the past five years		10
		REFERENCES FOR COMPLETED PROJECTS		
		Five or more satisfactory letters on similar projects completed in the past five years	References must be on client letterhead, stamped and signed by the client and must include the description description description description name/description of the related /similar project, it must confirm the service	50
Three to four satisfactory letters on similar projects completed in the past five years	30			

		One to two satisfactory letters on similar projects completed in the past five years	<p>rendered, the value of the works, the date completed and a comment on the level of satisfaction with the service. References must be for projects of similar nature under project experience, and relevant to this project only. Appointment letters, Purchase Orders etc. will NOT be considered as references.</p> <p>If any of the required information is not contained in the reference, then zero points will be awarded</p>	10
Variables	Total Points	Criteria	Description of criteria	Points
Project Plan	50 Points	<p>A project plan outlining the process, activities, timeframes, project dependencies and how the service provider will meet the deadline to achieve this project.</p> <p>a. Appropriate, detailed approach and methodology for undertaking the work (20 points)</p> <p>b. Appropriate, detailed project Plan including timelines linked to budgets and personnel resources. (10 points)</p> <p>c. Appropriate, detailed implementation plan covering sections 4 and 5, "Scope of Work and "Pricing schedule "of this ToR. (10 points)</p> <p>d. Minimum 3 examples demonstrating similar work done by the bidder. (10 points)</p>		50

8.3. Price and Specific goals

- Bids will then be evaluated with the prescripts of the Preferential Procurement Policy Framework Act (PFA) and the associated Preferential Procurement Regulations of 2022, which stipulate an 80/20 preference point system is applicable and will be calculated with a rand value up to R50 million (all applicable taxes included).
- A valid SANAS B-BBEE Status Level Verification certificate or a B-BBEE certificate issued by the Companies and Intellectual Property Commission, of EMEs and QSEs who are required to submit an affidavit in terms of Code of Good Practice. The affidavit must be signed by the EME representative and attested by a Commissioner of oath.
- As bids are only invited for requirements with a rand value up to R50 000 000.00, the 80/20 system shall be applicable and will be calculated as follows:

ITEM	COMPONENT	POINTS
1.	Price:	80
2.	Preferential points: Specific goals	20
TOTAL:		100

Preference points shall be based on the Specific Goal as per below:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence
Business owned by 51% or more - Black People	5		<ul style="list-style-type: none"> • B-BBEE certificate or QSE/EME Affidavit; • Company Registration Certification • Certified Identification Documentation. • CSD report
Businesses owned by 51% or more — Women	5		<ul style="list-style-type: none"> • Company Registration Certification • Certified Identification Documentation

			· CSD report
SAME (EME or QSE)	5		• BBBEE Certificate / Affidavit • CSD registration
Locality within the City of Johannesburg	5		Municipal Account or Proof of Residence signed by local councillor
Total Points	20		Failure to attach evidence will lead to scoring zero points

8.4 Risk Tolerance

The JDA has adopted a Risk Tolerance Framework (RTF) which encourages the JDA to consider its risk exposure to contractors/service providers in terms of the number of contracts awarded to a single contractor/service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determines the risk exposure as excessive in instances where the value of the contracts is:

1. The greater of R 8million or four contracts/projects in the current financial year or
2. The greater of R12 million or six contracts/projects over two financial years (current year and previous financial year).

A risk analysis shall be undertaken on the bidder with the highest number of points obtained, to determine whether the tenderer does not exceed the JDA's risk framework criteria as stated above. In other words, whether it falls within the ambit of the Risk Tolerance Framework as acceptable.

JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

Bidders will be requested to attend interviews should there be a need for clarity.

9. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The completed tender document shall be placed in a sealed envelope. The words:

“RFP- PROFESSIONAL TEAM/MULTI-DISCIPLINARY TEAM / JV TO DEVELOP AND EXECUTE A KNOWLEDGE MANAGEMENT FRAMEWORK, INCLUDING MARKETING AND COMMUNICATION STRATEGY WITH COMMUNICATION DELIVERABLES AND FACILITATING STAKEHOLDER ENGAGEMENTS FOR THE GLOBAL ENVIRONMENT FACILITY (GEF) PROJECT BY THE JDA FOR THE COJ FOR 24 MONTHS”

must be written/typed clearly on the envelope.

The envelope must be deposited in the tender box at the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street, Newtown** only between the hours of 08H00 and 17H00.

The Tender closing date and time: 23 April 2024 at 12H00pm.

Envelopes will be stamped on the receipt. There will be a public opening of tenders.

NO LATE / TELEPHONIC / FAXED / E-MAILED TENDERS WILL BE ACCEPTED OR CONSIDERED.

The Johannesburg Development Agency's selection of qualifying tenders shall be at the Johannesburg Development Agency's sole discretion and shall be final. The Johannesburg Development Agency does not bind itself to accept any particular tender and no correspondence will be entered into.

Unsuccessful bidders will have the opportunity to query the award within 14 working days of the publication of the successful bidder on the JDA website.

Tender validity is 120 days.

Queries can be addressed in writing to:

Kenneth Nxumalo
E-mail: knxumalo@jda.org.za
Contact: 011 688 7867

ANNEXURE A: BUSINESS DECLARATION

Tender/RFP Number:

Tender/RFP Description:

Name of Company:

Contact Person:

Postal Address:

.....

Physical Address:

.....

Telephone Number:

Fax Number:

Cell Number:

E-mail Address:

Company/enterprise Income

Tax Reference Number:

(Insert personal income tax number if a one-person business and personal income tax numbers of all partners if a partnership)

VAT Registration Number:

Company Registration Number:

1. Type of firm

- Partnership
- One-person business/sole trader
- Close corporation
- Public Company
- Private company

(Tick one box)

2. Principal business activities

.....
.....
.....

3. Total number of years the company has been in business:

4. Detail all trade associations/professional bodies in which you have membership

.....
.....
.....

5. Did the firm exist under a previous name?

Yes

No

(Tick one box)

If yes, what was its previous name?

6. How many permanent staff members are employed by the firm:

Full Time:

Part Time:

7. In the case of a firm which renders services for different disciplines, how many permanent staff members are employed by the firm in the discipline for which you are tendering:

Full Time:

Part Time:

8. What is the enterprise's annual turnover for the last three years and what is the estimated turnover of current commitments from 1 July 2015 to 30 June 2016 (excl. VAT):

ACCOUNT NUMBER:

ACCOUNT HOLDER:

TYPE OF ACCOUNT:

CONTACT PERSON:

CONTACT NUMBER:

PLEASE INCLUDE THE ORIGINAL SIGNED AND STAMPED LETTER FROM THE BANK CONFIRMING THE COMPANY'S BANKING DETAILS, PHOTOSTAT COPIES AND LETTERS BEARING ELECTRONIC SIGNATURES WILL NOT BE ACCEPTABLE.

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the company, affirms that the information furnished in response to this request for proposal is true and correct :

SIGNATURE:

NAME IN FULL:

CAPACITY:

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE:

COMPANY STAMP

ANNEXURE B: DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state*.
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offer in terms of this invitation to bid. Given possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position about the evaluating/adjudicating authority.
- 3. To give effect to the above, the following questionnaire must be completed and submitted with the bid.

3.1 Full Name:

3.2 Identity Number:

3.3 Position occupied in the company (director, trustees, shareholder**)

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors/trustees/shareholders/members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

3.8 Are you presently in the service of the state* **YES / NO**

If yes, furnish particulars

.....
.....

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**

If yes, furnish particulars

.....
.....

3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....
.....

3.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....
.....

3.14 Do you or any of the directors, trustees, managers, principal shareholders or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract? **YES / NO**

If yes, furnish particulars

.....
.....

4. Full details of directors/trustees/members/shareholders.

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO THE CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

- * MSCM Regulations: "in the service of the state" means to be –
 - (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
 - (b) a member of the board of directors of any municipal entity;
 - (c) an official of any municipality or municipal entity;
 - (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
 - (e) a member of the accounting authority of any national or provincial public entity; or
 - (f) an employee of Parliament or a provincial legislature.

** "Stakeholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

ANNEXURE C: DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder or any of its directors have:
 - a. abused the municipality’s / municipal entity’s supply chain management system or committed any improper conduct about such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 To give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
Item	Question	Yes	No

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity or any other municipality / municipal entity, that has been in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO THE CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE E: SCHEDULE OF CONTRACTS OF A SIMILAR NATURE

EMPLOYER	CONTACT DETAILS	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

***** Organ of State means-**

- ◆ a) a national or provincial department;
- ◆ b) a municipality;
- ◆ c) a constitutional institution defined in the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- ◆ d) Parliament;
- ◆ e) a provincial legislature;
- ◆ f) any other institution or category of institutions included in the definition of “organ of state” in section 239 of the Constitution and recognised by the [Minister](#) by notice in the *Government Gazette* as an institution or category of institutions to which [this Act](#) applies

.....
 Signature
(of a person authorised to sign on behalf of the organisation)

.....
 Position

.....
 Name of Bidder

.....
 Date

ANNEXURE F: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

for

“RFP- PROFESSIONAL TEAM/MULTI-DISCIPLINARY TEAM / JV TO DEVELOP AND EXECUTE A KNOWLEDGE MANAGEMENT FRAMEWORK, INCLUDING MARKETING AND COMMUNICATION STRATEGY WITH COMMUNICATION DELIVERABLES AND FACILITATING STAKEHOLDER ENGAGEMENTS FOR THE GLOBAL ENVIRONMENT FACILITY (GEF) PROJECT BY THE JDA FOR THE COJ FOR 24 MONTHS”

in response to the invitation for the bid made by:

Johannesburg Development Agency

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

_____ that:
(Name of Bidder)

1. I have read and understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
5. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where the product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, before the date and time of the official bid opening or the awarding of the contract.

10. I am aware that, in addition, and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, suspicious bids will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE G: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS Any bid will be rejected if:
Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality a municipal entity, or a
any other municipality or municipal entity is in arrears for more than three months.

A Bid Information

- i. Name of bidder:
- ii. Registration Number:
- iii. Municipality where business is situated:
- iv. Municipal account number for rates:
- v. Municipal account number for water and electricity:

- vi. Names of all directors, their ID numbers and municipal account numbers.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.

B Documents to be attached.

- i. A copy of the municipal account mentioned in B (iv) & (v) (Not older than 3 months)
- ii. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
- iii. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

.....

Signature

Date

ANNEXURE H: ORGANOGRAM

The tenderer shall complete the organogram below for the allocated resources for this project.

TABLE 1: ACCOUNTS DIRECTOR

Key Resource Information	
Resource Information	
Designation:	Accounts Director
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years' Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

TABLE 2: MUNICIPAL PLANNING EXPERT

Key Resource Information	
Resource Information	
Designation:	Municipal Planning Expert
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years' Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

TABLE 3: COMMUNICATIONS and/or MARKETING EXPERT

Key Resource Information	
Resource Information	
Designation:	Communications and/or Marketing Expert
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years' Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

TABLE 4: KNOWLEDGE MANAGEMENT EXPERT

Key Resource Information	
Resource Information	
Designation:	Knowledge Management Expert
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years' Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

TABLE 5: GENDER SPECIALIST

Key Resource Information	
Resource Information	
Designation:	Gender Specialist
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years' Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	