



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

ADVERT DATE: 24 AUGUST 2022

COMPULSORY BRIEFING MEETING DATE: 01 SEPTEMBER 2022 **VENUE:** JDA BUS FACTORY OFFICES **TIME:** 10H00 – 11H00

CLOSING DATE: 28 SEPTEMBER 2022

CLOSING TIME: 12H00

BID DESCRIPTION: RFP – APPOINT A TEAM OF PROFESSIONAL CONSULTANTS IN THE FORM OF A MULTI-DISCIPLINARY COMPANY / CONSORTIUM / JOINT VENTURE TO PREPARE A DETAILED FEASIBILITY STUDY AND A TOWNSHIP ESTABLISHMENT APPLICATION WITH SUBDIVISION AND CONSOLIDATION, AND DESIGNS FOR THE DEVELOPMENT OF SOCIAL HOUSING ON REMAINDER OF PORTION 55 OF THE FARM BRAAMFONTEIN 53-I.Q FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 24 MONTHS

BID NUMBER: JDADFP/FB53 -I.Q/005/2022

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)

* 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.

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department:	Procurement	Contact Person:	Mr. Siyambonga Gcobo
Tel:	011 688 7811	Fax: 011 688 7899	E-mail: sgcobo@jda.org.za

ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department:	Development Facilitation	Contact Person:	Ms. Xolisile Sithole
Tel:	011 688 7815	Fax: 011 688 7899	E-mail: xsithole@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

**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..... excluding Value Added Tax

TOTAL BID PRICE in words

.....

.....

..... excluding Value Added Tax

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED

DATE

To all our stakeholder

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 took a decision to centralized the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline which is managed by independent bidders.

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 002 587
- Toll free Fax0800 007 788
- SMS (charged @ R1.50).....32840
- Email Address:.....anticorruption@tip-offs.com
- Web site:.....www.tip-off.com
- Free post:.....Free post, KNZ 138, Umhlanga, 4320



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

RFP – APPOINT A TEAM OF PROFESSIONAL CONSULTANTS FOR THE DEVELOPMENT OF SOCIAL HOUSING ON REMAINDER OF PORTION 55 OF THE FARM BRAAMFONTEIN 53-I.Q FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 24 MONTHS

BID DESCRIPTION: RFP – APPOINT A TEAM OF PROFESSIONAL CONSULTANTS IN THE FORM OF A MULTI-DISCIPLINARY COMPANY / CONSORTIUM / JOINT VENTURE TO PREPARE A DETAILED FEASIBILITY STUDY AND A TOWNSHIP ESTABLISHMENT APPLICATION WITH SUBDIVISION AND CONSOLIDATION, AND DESIGNS FOR THE DEVELOPMENT OF SOCIAL HOUSING ON REMAINDER OF PORTION 55 OF THE FARM BRAAMFONTEIN 53-I.Q FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 24 MONTHS

BID NUMBER: JDADFP/FM-53 -I. Q/003/2022

AUGUST 2022

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COPY OF ADVERT

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

BID DESCRIPTION: RFP FROM AN EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS IN THE FORM OF A MULTI-DISCIPLINARY COMPANY / CONSORTIUM / JOINT VENTURE TO PREPARE A DETAILED FEASIBILITY STUDY AND A TOWNSHIP ESTABLISHMENT APPLICATION WITH SUBDIVISION AND CONSOLIDATION, AND DESIGNS FOR THE DEVELOPMENT OF SOCIAL HOUSING ON REMAINDER OF PORTION 55 OF THE FARM BRAAMFONTEIN 53-I.Q THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY 24 MONTHS

BID NUMBER: JDADFP/FM-53 -I. Q/003/2022

The JDA Is Requesting Proposals From Experienced Companies and/or Joint Ventures to Prepare A Detailed Feasibility Study And Town Planning Application With A Subdivision And Consolidation, And Designs For The Development Of Social Housing On Remainder Of Portion 55 Of The Farm Braamfontein 53-I.Q In The City Of Johannesburg for a Period of 24 Months. Key Resource Requirements Include a Town Planner, Architect, Property Economist, Geologist, Land Surveyor, Quantity Surveyor, Traffic Engineer, Civil and Structural Engineer, Conveyancer, Electrical Engineer And Environmental And Heritage Specialists As Either One Professional Consulting Team Or A Consortium/ Joint Venture.

Queries relating to procurement matters 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 Ms. Xolisile Sithole at tel (011) 688 7815; fax: (011) 688 7899; or e-mail: xsithole@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 **25 August 2022**. 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 tender briefing meeting with representatives of the employer will take place at the Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown,2000 on **01 September 2022** starting at **10H00 to 11H00**. GPS Coordinates - 26°12'18.4"S 28°01'54.3"E

The closing time and date for receipt of tenders is **12H00pm on 28 September 2022**.

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

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. GPS Coordinates - 26°12'18.4"S 28°01'54.3"E

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 successful tenderer.

"WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE, USING THE ANTI-FRAUD HOTLINE NUMBER: 0800 002 587"

REQUEST FOR PROPOSALS FROM AN EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS IN THE FORM OF A MULTI-DISCIPLINARY COMPANY, OR CONSORTIUM/ JOINT VENTURE TO PREPARE A DETAILED FEASIBILITY STUDY AND A TOWNSHIP ESTABLISHMENT APPLICATION WITH SUBDIVISION AND CONSOLIDATION, AND DESIGNS FOR THE DEVELOPMENT OF SOCIAL HOUSING ON REMAINDER OF PORTION 55 OF THE FARM BRAAMFONTEIN 53-I.Q IN THE CITY OF JOHANNESBURG OVER A PERIOD OF 24 MONTHS

1. PROJECT INFORMATION

1.1. Purpose of RFP

The JDA is requesting for proposals from experienced consulting companies and consortiums/ joint ventures for the preparation of a detailed Feasibility Study and Town Planning Application with a subdivision and consolidation, and Designs for the development of social housing on Remainder of Portion 55 of the Farm Braamfontein 53-I.Q in the City of Johannesburg over a period of 24 months. The key resource requirements include a Town Planner, Architects, Property Economist, Geologist, Land Surveyor, Quantity Surveyor, Traffic Engineer, Civil and Structural Engineer, Electrical Engineer, Conveyancer, and Environmental and Heritage Specialists. The following resources are required as a professional consulting team or as either or a Consortium/ Joint Venture. The Town Planner will be required to lead the project as well as professional team.

1.2. Introduction

The City of Johannesburg has embarked on a new spatial vision for the City in line with its Growth and Development Strategy 2040, based on corridor Transit – Orientated Development (TOD). Through this approach, it is envisaged that the growth of the future city will be guided towards well-planned transport arterials, with a focus on retail mixed-use developments, higher density residential accommodation, supported by office buildings, retail development and opportunities for leisure and recreation.

This future vision is premised largely on theories and best practices around the notion of TOD.

The approach seeks to create urban spaces with a vibrant mix of high density developments comprising of residential accommodation, offices, retail and recreational spaces that are connected to well-planned public transport arterials. The optimal mix of economic, education, transport and recreational opportunities will ultimately give rise to a people-centred City of Johannesburg, where the needs of all citizens are placed at the core of all planning processes.

Based on the above objectives and development goals, Milpark precinct, which is found within the Empire Perth Development Corridor, has been identified as an important precinct around which key opportunities for development can occur encouraged by existing, well-established developments, where fairly substantial growth opportunities are envisaged.

The Milpark Urban Development Framework (UDF), which was approved as council policy in 2016, made principal propositions for the transformation of the Milpark Precinct. It proposed the development of residential accommodation premised on need to meet the backlog of housing effectively in a manner that is inclusive and compact. To this end, the development of social housing was identified as critical development intervention to achieving the City of Johannesburg's spatial vision and strategic thrust.

1.3. Background

In 2019 a feasibility study was conducted for the Milpark Social Housing Project on Remainder of Portion 55 of the Farm Braamfontein 53-I.Q, identified as a possible site for social housing in the Milpark UDF. The purpose of the feasibility study was to determine whether it would be possible develop social housing on the property. The study included Feasibility Reports with an analysis and recommendations on probable town planning, structural, infrastructural, scheme with potential yield implications. The study also included the completion of preliminary concept designs based on the identified potential yield. The Feasibility report further outlined detailed studies and activities required for the implementation of the project. The purpose of this RFP is therefore the completion of a detailed feasibility study informed by specialists studies to inform and support the submission and approval of a township establishment application for the development of the social housing on the identified property.

1.4. STUDY AREA

1.4.1. Site Locality and Properties

The project property was identified in the UDF as ideal for the development of social housing due to its proximity to the Rea Vaya Bus Rapid Transit system and for being within a 5km radius to the inner city. The site has been estimated to be suitable for high densities that are above 80 dwelling units per hectare. It is located in the township of Braamfontein, as RE/55/53-IR Farm Braamfontein.

It is owned by the City of Johannesburg Metropolitan Municipality and zoned agricultural. The farm portion is 171192.04 m² in extent and falls within Ward 87 of the City's administrative Region B. It is bound by Empire Road towards the south and Napier Road towards the north. Along the west the site is bound by the fly over from Empire Road to Barry Hertzog Avenue and by Frank Brown Park along the east.



Figure 1: Site Location

2. SCOPE OF THE PROJECT

2.1. Scope of Works

The Table below outlines the activities required for the completion of the feasibility study and town planning application.

Table 1: Project preparation

		Detailed feasibility
Activity	Description of work	
A	Feasibility Study	<p>Market Assessment – Property Economist</p> <p>Prepare a detailed market assessment to confirm the model developed in the Milpark Feasibility Study of 2019.</p> <p>Prepare an operational cost model of managing and maintaining the development based the final designs and the SHI operating model.</p> <p>Prepare the final funding structure and cost of finance for the project.</p> <p>Prepare grant applications to assist the City with funding applications for the project.</p> <p>Geotech Study- Geologist</p> <p>Prepare a detailed geotechnical study in accordance with NHBRC requirements to inform the foundation requirements for developing the site.</p>

Environmental and Heritage Study – Environment and Heritage Specialists

The project triggers Activity 19 of Listings Notice 1 (GN R.983) and Activity 14 of Listings Notice 3 (GN R.985) of the EIA Regulations (2014) as amended, published under NEMA. Therefore an Environmental Authorisation (“EA”), from the Gauteng Department of Agricultural and Rural Development (“GDARD”) prior to the commencement of activities on site must be completed.

The proposed is also listed in terms of Section 21 of the National Water Act, Act No. 36 of 1998 (“NWA”) and may require authorisation in terms of Section 40 of the same Act. The professional must establish with the Department of Water and Sanitation (“DWS”) whether a General Authorisation is required for the proposed activity. Should it be required the application must be completed as part of the feasibility study.

A heritage study must also be completed as there are buildings older than 60 years on project site. This should inform the permit application for demolition of the buildings which must be completed as part of the feasibility.

Provide guidelines and innovative solutions on the incorporation of inter/national best practice and municipal policy such as the Climate Action Plan, Green Building Policy and Eco-Districts protocols ensuring the project significantly meets sustainability principles.

Traffic Impact Assessment – Traffic Engineer

Prepare a Traffic Impact Assessment and ensure that it is approved in support of the development

Infrastructure Assessment and Technical Designs – Civil, Structural and Electrical Engineer

Prepare a detailed outline scheme report of engineering services for the project site and development.

		<p>Land Surveyor</p> <p>Peg, prepare and lodge diagrams for the township establishment Braamfontein 53-I.Q, and for the subdivision and consolidation of erven which must be approved by the Surveyor General.</p> <p>Peg and amend general plan and ensure a Land Surveyor Certificate is obtained for the township establishment application.</p> <p>Quantity Surveyor</p> <p>Prepare bills of quantities for the construction of the development.</p>
B	Statutory planning application (SPLUMA)	<p>Township Establishment application with simultaneous subdivision and consolidation for Braamfontein 53-I.Q – Town Planner and Conveyancer</p> <p>Prepare and submit a statutory town planning application in the form of Township Establishment application with simultaneous subdivision and consolidation for Braamfontein 53-I.Q. An application to close the project property as a public place may be necessary but the exact details of the necessary application will have to be confirmed with the Land Use Management Directorate of the City of Johannesburg Metropolitan Municipality (LUM Directorate). The application motivation must be include all the studies to be completed under the Feasibility and any others that the LUM Directorate may require as part of the application.</p> <p>The consultant is required to ensure that the project property is promulgated and registered with the Deeds Office confirmed through the new title deed for the erf/erven.</p> <p>The Planner and Conveyancer should factor in possible resource requirements associated with the application being subjected to a tribunal hearing process as part of the proposal and pricing.</p>
C	Development Concept, Design and Technical Documentation	<p>Design Concept, Detail Designs and Technical Design – Architect and Civil Engineer</p> <p>Prepare development concepts, and detail designs informed by the final feasibility study detailing the actual site layout, massing, design of the units, buildings based on uses and the site. Ensure designs are in line with the City's Green Building Policy and other guiding policy on environmentally</p>

	sensitive developments. Prepare technical drawings for approval of the proposed development.
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2.2. STAKEHOLDER CONSULTATION

The project program should be designed to proactively and accessibly provide stakeholders with different opportunities to provide input into the process where necessary. In order to ensure that the voices of the communities are heard, a mechanism must be developed to effect greater equity in the public participation process when necessary in the project. The project may require consultation with various City Departments and Entities (and where applicable other government agencies) and inputs from identified stakeholders may also be required.

Key internal stakeholders are listed below (not limited to):

- City Departments/MOEs;
- Regional Office (CRUM)
- And any other Government departments and fora that the client and the bidder may identify

Key external stakeholders are listed below (not limited to):

- Residents
- Resident Associations
- Businesses
- Business Associations
- Property Owners
- Ward Councillors
- SHRA

2.3. Project Management

The Town Planner will, as the Lead on the project, be required to undertake project management, administration and coordination duties in line with the fulfilment of project scope which may entail the following:

- Management and tracking of project timeline and deliverables
- Scheduling of meetings required for the project
- Agenda and Meeting Minutes for project meetings
- Consolidating and submitting all team deliverables to the client
- Tracking project finances and invoicing
- Keeping the client and team members apprised of any ad-hoc changes or decisions made

- Presenting final deliverables to the Client Team 1 week before final due dates for final comments and approval
- Submitting monthly Progress Reports in writing to the JDA and Client Team
- Regular Update emails for fast-moving tasks (weekly)
- Ensuring that a cloud-based file-sharing folder is created and continuously updated for access by all team members for the duration of the project (e.g. Google Drive)

2.4. PROJECT DELIVERABLES

The project deliverables will include the following:

- A Project Inception Report
- Feasibility report with individual Specialist studies and approvals from respective authorities
- Land Use Application motivational memorandum
- Concept Designs
- Detail Designs
- Technical Documentation
- Surveying and Conveyancing Approvals
- Stakeholder Consultation Strategy Document and Stakeholder Consultation Report illustrating the consultation process that has been undertaken prior to the finalization of the project.
- Final Town Planning Approval
- Close out report

The pricing table, 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.

The City requires the submission of the various project documentation as follows:

2.3.1 Progress Reports and Presentations

- **Hard Copy:** 1 colour hard copies of the progress report (bound, may be printed double-sided)
- **Soft Copy:** Progress report should also be submitted in PDF (Acrobat) and Word file format.

2.3.2 Draft Documents

- **Hard Copy:** 1 colour hard copies of the draft documents (bound, may be printed double-sided)
- **Soft Copy:** A soft copy should be submitted in PDF (Acrobat) and Word file format via web links and USB

3.8.3 Final Documents

- **Hard Copy:** 1 colour hard copies of the draft documents (bound, may be printed double-sided)
- **Soft Copy:** Web link and USB of the draft products in PDF (Acrobat) and Word file format. One of the soft copies must be typed to allow direct single-sided A4 printing.

2.3.4 Maps/Plans and drawings

GIS – All map layers and analysis must be delivered in an ArcGIS compatible format, i.e. shape files. Associated attribute files must also be included. The City's approved standard 26-digit code must be used as the unique property identifier. The data must be in a Transvers Mercator projection using LO29 as the central meridian. The Hartbeeshoek datum (WGS84) must be used. Data can be transferred via CD's or DVD's or USB.

All other drawings prepared using AutoCAD, MicroStation or any other drawing software shall be submitted in a compatible format that can be open or converted to DWG, DXF and DGN format.

The deliverables will need to include very high quality visual products that can be used as marketing and promotion tools to encourage and promote buy-in to the proposals and business cases, and will include PowerPoint Presentation materials for work-shopping / meeting / stakeholder engagement purposes.

2.4 Data Ownership

All milestone products, developed for the purpose of this project, in addition to the final document and all associated map work, operational and financial models and statistical work shall remain the property of the CoJ. All model files shall be delivered to the City in the agreed format.

4. PROFESSIONAL FEES

4.1 Pricing Table

Detailed below is information upon which fees must be based for the traffic and transportation study. 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.

Table 2: Pricing Table

Item	Description	Unit of measure	Qty	Rate	Total Amount – Excl Vat
1.	PROJECT MANAGEMENT				
1.1	Project planning, and preparation of the Inception Report	Hourly	8		
1.2	Project Management, administration, client liaison	Monthly	24		
1.3	Milestone Progress Presentation meetings per deliverable (excluding inception report)- (Allow for Physical meeting for presentation on Milestones and Virtual meetings for progress reporting)	No. of meetings	24		
2.	FEASIBILITY STUDY				
2.1	Market Study	Hourly	160		
2.2	Geotech Study	Hourly	40		
2.3	Traffic Impact Study	Hourly	40		
2.4	Environmental and Heritage Study	Hourly	160		
2.5	Land Surveying	Hourly	160		
2.6	Quantity Surveying	Hourly	40		
2.7	Engineering Infrastructure Report	Hourly	80		

RFP – APPOINT A TEAM OF PROFESSIONAL CONSULTANTS FOR THE DEVELOPMENT OF SOCIAL HOUSING ON REMAINDER OF PORTION 55 OF THE FARM BRAAMFONTEIN 53-I.Q FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 24 MONTHS

2.8	Feasibility Report	Hourly	8		
3.	LAND USE APPLICATION				
3.1	Application Memorandum	Hourly	80		
3.2	Submission and Approval	Hourly	40		
3.3	Conveyancing	Hourly	40		
4.	CONSULTATIONS				
4.1	Participate in the stakeholder engagement process (Meetings)	No. of meetings	12		
4.2	Stakeholder Engagement Plan	Hourly	1		
4.3	Stakeholder Engagement Report	Hourly	1		
4.4	Advertisements and Notices	No. of notices	4		
4.5	Tribunal Hearings	Lumpsum			
5.	DESIGN				
5.1	Concept Design	Hourly	160		
5.2	Detail Design	Hourly	160		
5.3	Technical Documentation	Hourly	160		
6.	REPORTING				
6.1	Handover Report	Hourly	8		
TOTAL EXCLUDING VAT TO BE CORRECTLY CARRIED TO THE OFFER PAGE				R	

Bidders are to replicate the table above and submit as part of their detailed fee proposals (which proposal must show pricing as requested for each of the items and the total fee must be carried to the 'Offer' Page. Failure to price as required will result in the tender being disqualified for non-compliance.

Bidders should make sure that they provide a firm offer to the City and all the costs should be included in the proposal. If a firm offer is not provided to the City, the bidder shall detail the reasons for not providing a firm offer Professional fees should include the cost of travelling, stakeholder consultation, printing and any other cost not mentioned. Bidders should note that the City will neither entertain any claims for additional costs nor will it accept proposals to amend or reduce the scope of works once the successful bidder has been appointed. Hence bidders are required to go carefully through this document to make sure that they understand every aspect of the City's requirements in this regard and cost that accordingly. However, bidders should also take into consideration that this is a competitive process and inflated fees will not be accepted.

BIDDERS ARE TO USE THE RELEVANT PROFESSIONAL FEE GUIDELINES ISSUED IN TERMS OF APPROPRIATE ACT

4.2 SUBCONTRACTING REQUIREMENTS

CoJ promotes enterprise development. In this regard, successful bidders are required to subcontract a minimum **15%** of the contract value to one of following designated groups as contemplated in the Preferential Procurement Regulations of 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000):

1. an Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black people;
2. an EME or QSE which is at least 51% owned by black people who are youth;
3. an EME or QSE which is at least 51% owned by black people who are women;
4. an EME or QSE which is at least 51% owned by black people who disabilities;
5. an EME or QSE which is at least 51% owned by black people living in rural or underdeveloped areas or townships;
6. a cooperative which is at least 51% owned by black people;
7. or an EME or QSE which is at least 51% owned by black people who are military veterans;

5. TIMELINES AND INDICATIVE PROGRAMME

Please note that although the contract period will be 24 months, the project must be completed within 18 months from date of award. The indicative critical milestones for this project are illustrated in Table 3.

This project should be completed and handed over to the City by end of 18 months after the date of appointment of the successful bidder.

5.1. INDICATIVE PROGRAM

The table below outlines the anticipated completion dates of certain milestones for the project: (18 month duration)

Table 3: Project Timelines

Milestone	Date
1. Tender publication	August 2022
2. Tender closure	September 2022
3. Awards completed	October 2022
4. Project Inception Report	November 2022
5. Draft Stakeholder Engagement Plan	November 2022
6. Concept Design	December 2022
7. Detail Design	February 2023
8. Specialist Study Approvals	March 2023
9. Draft Feasibility Study	April 2023
10. Final Feasibility Study	May 2023
11. Town Planning Application	June 2023
12. Approved Town Planning Application	December 2023
13. Conveyancing	March 2024
14. Handover Report	April 2024
15. Final Stakeholder Engagement Report	April 2024

6. PROPOSAL CONTENT

6 Notes

- 6.1 Tenderers must ensure that the final **TOTAL FEE** is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services for the complete project period. Failing to price as required per item 4 above will result in the tender being disqualified.
- 6.2 All values are subject to change (increase or decrease) depending on the requirements of the project. However the fee calculation submitted by the tenderers on tendering will determine the fee due. **The calculation method** including the version of the fee scales applied at the time of tendering, as well as any percentage discounts are to remain fixed irrespective of an increase or decrease in construction value.
- 6.3 Fees **must** include standard disbursements such as typing, drawings, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.
- 6.4 For every tangible deliverable, two hard copies and one electronic copy must be issued to the client [over and above the documentation required for submission to various authorities, to the contractor, etc.], the cost of which **must** be included.
- 6.5 Fees for consultation work required to produce deliverables and obtain approvals thereof is deemed to be included in the price (this also includes consultation work required to make revisions, resubmissions, updated presentations, etc. following feedback received from the relevant approving authorities).
- 6.6 Successful tenderers will be remunerated in accordance with JDA’s Standard Form Agreement.

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 clearly 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**.

The following minimum documentation must be provided :

6.7 THE “OFFER” PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.

6.8 Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 4 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.

6.9 A valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating. 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. **FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

An EME must submit a sworn 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.

6.10 Company registration documents and a copy of a valid tax compliance status (CTS) letter issued by SARS. No tender will be awarded to a bidder whose tax matters are not in order with SARS at the time of award.

6.11 A certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value per claim in an insurance period, the applicable excess, and the expiry date. A minimum cover of R2m is required for this project.

6.12 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. **If not applicable, an affidavit to this effect is required.** Copies of lease agreements or accounts with lessors will NOT be accepted.

6.13 Audited financial statements for the past three years.

6.14 Details of directors / partners / members and shareholders with certified copies of their identity documents.

6.15 The forms A to H annexed, must be scrutinized, completed in full and signed.

6.16 Complete in full all information required on Annexure G: Organogram

Provide information on the key personnel required per the organogram who will be assigned to this project.

The following supporting documentation **must** be provided:

- detailed CV's for each resource indicated on Annexure G.
CV's must note the resources' specific relevant project experience [i.e. **project description, role played and responsibilities, project value, start and end dates**]. **The number of years of experience in the required role on similar projects (involving township establishment applications and feasibility studies) with value of project must be clearly demonstrated in the CV's to indicate compliance with the minimum requirements.**
- relevant qualifications and attach certified proof hereof
- individual memberships to the stipulated professional associations and attach proof hereof

6.17 Complete in full all information required on Annexure D and H: Schedule of Completed Contracts

ONLY list a **maximum of 5 projects** completed by the bidding entity in the past 5 years of a similar nature and scale to this project i.e. Township Establishment and Feasibility Studies.

The following supporting documentation **must** be provided:

- Contactable references: References must be for COMPLETED projects only. References must be on the client's letterhead or on a document with the client's company stamp and signed by the client. The letter / document **must** confirm the name of the project / description of the project (*must be clear that the project was a township establishment application and or feasibility study*), a description of the service rendered (*must be clear that the service rendered is aligned to the service being tendered for i.e. project management, or quantity surveying, or civil engineering*), the value of the project, the date when the project was completed (*must be between 2017 and 2022*) and it must rate the service rendered (*e.g. good, satisfactory, poor etc. and not just state that the bidder was involved in the project or that they completed the project*).

NOTE :

- 6.18 *Letters of appointment or completion certificates will NOT be accepted as reference letters, NOR will letters from other consultants on the project serve as reference letters. Only letters from the client or documents signed and stamped by the client will be accepted.*
- 6.19 *Information contained elsewhere in the submission and / or on other schedules will NOT be considered. Only the information entered on Annexure D and H will be considered as previous experience and only reference letters related to the projects listed on Annexure D and H will be considered as supporting documentation.*

6.20 Tenderers are to submit a clearly and correctly labelled, well packaged and indexed tender document in 3 copies of their proposal composed of 1 x original, 1 x copy and 1 x soft copy).

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 6 WILL RESULT IN TENDERERS BEEN DISQUALIFIED FOR NON-COMPLIANCE.

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 6 WILL RESULT IN TENDERERS BEEN NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.

Note for consortium and joint ventures

- A lead consultant is to be appointed and noted in the submission. JDA will conclude a contract with the lead consultant
- *Only the lead consultant is to submit the requisite documents and / or information as requested in items 6.16 to 6.17*
- *Item 6.11 MUST be addressed by each member of the consortium / joint venture*
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they 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.

7. ASSESSMENT CRITERIA

Submissions (responses to item 6 above) will be evaluated on the following criteria:

- Compliance
- Technical
- Price / BBBEE
- Risk Tolerance

7.1 Compliance

Bidders will be disqualified in the following instances:

- 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 who did not complete, in full, the pricing table (i.e., priced, all items correctly);

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- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been e-mailed and or faxed;
- Bidders whose tender document has been received after the closing time and date;
- Bidders who did not provide a Professional Indemnity Insurance certificate indicating a minimum cover of R2m is required for this project
- Bidders who did not attend the compulsory briefing meeting;
- Bidders who have any directors in the employment of the state;
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS);
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD);

Tenderers will have to adhere to the compliance items above in order to be considered further in the evaluation process.

7.2 Technical

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

- (i) key returnable documents,
- (ii) Capability of the proposed key team members (i.e. experience, qualifications, and memberships to professional associations per Item 6.above)
- (iii) Company experience on similar scope of completed projects in the past 5 years (i.e. township establishment and/ or feasibility studies), and references per Item 6 above).
- (iv) Contactable reference letters supporting item (iii) above.

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

Bidders are expected to score a minimum of **550 points**, 60% (out of **916 maximum points** score able).

Variables	Total Points	Criteria	Description of criteria	Points	Points
(i) KEY RETURNABLE DOCUMENTS per item 6 herein	16	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 6 herein	N/A	Y / N
		Company registration documents		N/A	Y / N
		CTS letter from SARS		N/A	Y / N
		Valid Professional Indemnity Insurance R2m		N/A	Y / N
		Current municipal rates account / affidavit		N/A	Y / N
		3 Years audited financial statements		N/A	Y / N
		Certified copies of identity documents	Points will not be allocated for making reference to attached	N/A	Y / N
		Annexure A – H completed in full and signed		16	
Variables	Total Points	Criteria	Description of criteria	Points	
CAPABILITY OF PROPOSED TEAM per item 6 and Annexure G	100	1. Project Lead - Urban/Town Planner			
		Minimum Ten (10) Years more experience in statutory town planning Evidence of working on at least two (2) similar projects in terms of scale and complexity {required services on ONLY The following types of processes will be counted as valid for scoring:	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	100	

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	<ul style="list-style-type: none"> ✓ Rezoning Applications ✓ Township Establishment ✓ Consolidations and Subdivisions ✓ Land Use Rights Zoning ✓ Assessment/Analysis Report/ Land Pre-feasibility Report ✓ Precinct Planning (NOT Building Line Relaxations and consent applications)}		
	An Honours degree or higher in Town and Regional Planning or higher	Certified proof of qualification must be provided to obtain the points	
	Valid Professional registration with SACPLAN as a Professional Planner / similar		
70	2. Property Specialist		
	Minimum Eight (8) years post qualification experience in Market demand assessment projects. Evidence of working on at least two (2) similar projects in terms of scale and complexity.	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	40
	A Bachelor's degree in Real Estate or higher	Certified proof of qualification must be provided to obtain the points	20
	Qualification of a National Diploma in Real Estate		10
	A valid Professional registration with South African Council for the Property Valuers Profession (SACPVP) / similar	Proof of registration must be provided to obtain the points. This is also a minimum requirement and failure to comply will lead to disqualification	10
70	3. Environmental and Heritage Specialist		
	Minimum Eight (8) years post qualification experience in Environmental and Heritage assessments. Evidence of working on at least two (2) similar projects in terms of scale and complexity.	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	40
	A Bachelor's degree in Environmental Studies or higher	Certified proof of qualification must be provided to obtain the points	20
	Qualification of a National Diploma in Environmental Studies		10
	A valid Professional registration with South African Council for the Property Valuers Profession (EAPASA) / Similar	Proof of registration must be provided to obtain the points. This is also a minimum requirement and failure to comply will lead to disqualification	10
70	4. Traffic Engineer		
	Minimum Eight (8) years post qualification experience in Traffic Engineering and Planning. Evidence of working on at least two (2) similar projects in terms of scale and complexity.	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	40

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		A Bachelor's degree in Civil / Transport Engineering or higher	Certified proof of qualification must be provided to obtain the points	20
		Qualification of a National Diploma in Civil/ Transport Engineering		10
		A valid Professional registration with ECSA as Professional Engineer/ Technologist or similar	Proof of registration must be provided to obtain the points. This is also a minimum requirement and failure to comply will lead to disqualification	10
	70	5. Civil and Structural Engineer		
		Minimum Eight (8) years post qualification experience in Civil Engineering. Evidence of working on at least two (2) similar projects in terms of scale and complexity.	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	40
		A Bachelor's degree in Civil Engineering or higher	Certified proof of qualification must be provided to obtain the points	20
		Qualification of a National Diploma in Civil and Structural Engineering		10
		A valid professional registration with ECSA as Professional Engineer/ Technologist or with SAICE or similar	Proof of registration must be provided to obtain the points. This is also a minimum requirement and failure to comply will lead to disqualification	10
	70	6. Electrical Engineer		
		Minimum Eight (8) years post qualification experience in Electrical Engineering. Evidence of working on at least two (2) similar projects in terms of scale and complexity.	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	40
		A Bachelor's degree in Electrical Engineering or higher	Certified proof of qualification must be provided to obtain the points	20
		Qualification of a National Diploma in Electrical Engineering		10
		A valid Professional registration with ECSA as Professional Engineer/ Technologist	Proof of registration must be provided to obtain the points. This is also a minimum requirement and failure to comply will lead to disqualification	10
	70	7. Geologist		
		Minimum Eight (8) years post qualification experience in Geotech. Evidence of working on at least two (2) similar projects in terms of scale and complexity.	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	40
		A Bachelor's degree in Geology or higher	Certified proof of qualification must be provided to obtain the points	20
		Qualification of a National Diploma in Geology Engineering		10

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		A valid Professional registration with GSSA as a Professional / Technologist or similar	Proof of registration must be provided to obtain the points. This is also a minimum requirement and failure to comply will lead to disqualification	10
	70	8. Land Surveyor		
		Minimum Eight (8) years post qualification experience in Land Surveying. Evidence of working on at least two (2) similar projects in terms of scale and complexity.	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	40
		A Bachelor's degree in Geomatics or Land Surveying or higher	Certified proof of qualification must be provided to obtain the points	20
		Qualification of a National Diploma in Land Surveying		10
		A valid Professional registration with SAGC as a Professional / Technologist or similar	Proof of registration must be provided to obtain the points. This is also a minimum requirement and failure to comply will lead to disqualification	10
	70	9. Quantity Surveyor		
		Minimum Eight (8) years post qualification experience in Quantity Surveying. Evidence of working on at least two (2) similar projects in terms of scale and complexity.	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	40
		A Bachelor's degree in Quantity Surveying or higher	Certified proof of qualification must be provided to obtain the points	20
		Qualification of a National Diploma in Quantity Surveying		10
		A valid Professional registration with SACQS as a Professional / Technologist or similar	Proof of registration must be provided to obtain the points. This is also a minimum requirement and failure to comply will lead to disqualification	10
	70	10. Architect		
		Minimum Eight (8) years post qualification experience in Architecture. Evidence of working on at least two (2) similar projects in terms of scale and complexity.	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	40
		A Master's degree in Architecture or higher	Certified proof of qualification must be provided to obtain the points	20
		A Bachelor's degree in Architecture		10
		A valid Professional registration with SACAP as a Professional Architect	Proof of registration must be provided to obtain the points. This is also a minimum requirement and failure to comply will lead to disqualification	10
	70	11. Conveyancer		
		Minimum Eight (8) years post qualification experience in Conveyancer. Evidence of working on at least two (2) similar projects in terms of scale and complexity.	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	40

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		A Masters degree in Law or higher	Certified proof of qualification must be provided to obtain the points	20	
		A Degree in LLB/ Law		10	
		Admitted to the Supreme Court of RSA	Valid LSSA (Law Society of South Africa) or similar as Proof of registration must be provided to obtain the points. This is also a minimum requirement and failure to comply will lead to disqualification	10	
Variables	Total Points	Criteria	Description of criteria	Points	
(iii)	100	COMPANY SCHEDULE OF COMPLETED PROJECTS			
COMPANY EXPERIENCE per item 6 and Annexure H		Five or more projects completed , of which at least 2 are township establishment applications, 1 subdivision/ consolidation, 1 feasibility, 1 Precinct Plan	Points will only be allocated for having rendered the required services on ONLY The following types of processes will be counted as valid for scoring: ✓ Township Establishment ✓ Consolidations and Subdivisions ✓ Assessment/Analysis Report/ Land Pre-feasibility Report ✓ Precinct Planning and Concept Development and Design (NOT Building Line Relaxations and consent applications)	50	
		Three to Four projects completed , of which at least 2 are township establishment applications, 1 subdivision/ consolidation, and 1 feasibility/ Precinct Plan		30	
		One to Two projects completed , of which at least 1 is township establishment applications, and 1 feasibility/ Precinct Plan		10	
		REFERENCES FOR COMPLETED PROJECTS			
		Five or more satisfactory references , of which at least 2 are township establishment applications, 1 subdivision/ consolidation, 1 feasibility, and 1 Precinct Plan	Points will only be allocated for having rendered the required services on Transportation Planning Projects (ONLY The following types of processes will be counted as valid for scoring: ✓ Township Establishment ✓ Consolidations and Subdivisions ✓ Assessment/Analysis Report/ Land Pre-feasibility Report ✓ Precinct Planning and Concept Development and Design (NOT Building Line Relaxations and consent applications)	50	
		Three to Four satisfactory references , of which at least 2 are township establishment applications, 1 subdivision/ consolidation, and 1 feasibility/ Precinct Plan		30	
		One to Two satisfactory references , of which at least 1 is township establishment applications, and 1 feasibility/ Precinct Plan		10	
<p>References must be on client letterhead or document stamped and signed by the client and must include the name / description of the project, it must confirm the service rendered, the value of the constructed works, the date completed and a comment of the level of satisfaction with the service. References must be for projects listed above 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>					

Points will only be allocated for thorough documentation under the approach and methodology to each of the critical aspects identified above. Project information contained elsewhere in the tender submission will not be considered.

7.3 Price and Empowerment

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is Method 2 (Price and Preferences). The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's BBBEE status. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

- For tenders up to R50 million
 - 80 points are assigned to price
 - Up to 20 points are assigned to BBBEE status per the table under item 7.3.1
- Points scored will be rounded off to the nearest 2 decimal places

7.3.1 Points awarded for BBBEE status level

Points will be awarded for empowerment (BBBEE), in accordance with the Preferential Procurement Regulations 2017 published in Government Gazette No. 40553 dated 20 January 2017. The table overleaf is applicable in this regard :

B-BBEE Status Level Of Contributor	Number of Points
	Tenders up to R50 million
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

Notes :

- 7.3.1.1 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act (Act No.53 of 2003).
- 7.3.1.2 Tenderers must submit their original and valid B-BBEE status level verification certificate substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable.

FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.

- 7.3.1.3 An EME must submit a sworn affidavit confirming the following:
- Annual Turnover Revenue of R10 million or less; and
 - Level of Black ownership
 - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 7.3.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 7.3.1.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 7.3.1.6 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.
- 7.3.1.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for.
- 7.3.1.8 A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.

7.3.2 Formula for scoring tender price

The following formula will be used to calculate the points for price.

$$P_s = X \left[1 - \frac{(P_t - P_{\min})}{P_{\min}} \right]$$

Where

P_s = Points scored for comparative price of tender under consideration

P_t = Comparative price of tender under consideration

P_{\min} = Comparative price of lowest acceptable tender

X = Points assigned to price

7.3.3 The total preference points for a tender are calculated with the formula

$$PP = P_s + P_{bee} \text{ Where}$$

PP is the total number of preference points scored by the tenderer

P_s is the points scored for the comparative price of the tenderer, and

P_{bee} is the number of points awarded to the tenderer based on his certified B-BBEE status level

7.4 Risk Tolerance

The JDA has adopted a Risk Tolerance Framework (RTF) which enjoins 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 for individual professional service providers (eg. project managers / engineers / quantity surveyors / consultants) is either :

The greater of R8 million or four contracts / projects in the current financial year or

The greater of R12 million or six contracts / projects over two financial years (current year and previous financial year)

And in instances where the value of contracts for multi-disciplinary professional service providers (eg. more than one discipline / service is provided by the same bidder) is either :

The greater of R12 million or six contracts / projects in the current financial year or

The greater of R20 million or nine 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.

8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

“ **BID DESCRIPTION:** RFP – APPOINT A TEAM OF PROFESSIONAL CONSULTANTS IN THE FORM OF A MULTI-DISCIPLINARY COMPANY / CONSORTIUM / JOINT VENTURE TO PREPARE A DETAILED FEASIBILITY STUDY AND A TOWNSHIP ESTABLISHMENT APPLICATION WITH SUBDIVISION AND CONSOLIDATION, AND DESIGNS FOR THE DEVELOPMENT OF SOCIAL HOUSING ON REMAINDER OF PORTION 55 OF THE FARM BRAAMFONTEIN 53-I.Q FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY 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 (Formerly President Street), Newtown** only between the hours of 08H00 and 12H00.

The Tender closes at 12h00 on 28 September 2022

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

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

The Johannesburg Development Agency's selection of qualifying tenders shall be in 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 or decision within fourteen (14) calendar days from the day of notification.

The tender offer validity period for this tender 120 days

Queries can be addressed in writing to:

Xoli Sithole

E-mail: xsithole@jda.org.za

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 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 :

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BANK :

BRANCH :

BRANCH CODE :

ACCOUNT NUMBER :

ACCOUNT HOLDER :

TYPE OF ACCOUNT :

CONTACT PERSON :

CONTACT NUMBER :

PLEASE INCLUDE 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 offers in terms of this invitation to bid. In view of 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 in relation to the evaluating/adjudicating authority.

3. In order 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

.....
.....

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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, principle 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, principle 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, principle 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 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 in relation to 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 In order 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

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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 to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
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 CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE D.2 : PARTICULARS OF CONTRACTS AWARDED NOT BY AN ORGAN OF STATE*** DURING THE LAST 5 YEARS
cont.

EMPLOYER	CONSULTING ENGINEER	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 person authorised to sign on behalf of the organisation)

.....

Position

.....

Name of Bidder

.....

Date

ANNEXURE E : CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

for

RFP – APPOINT A TEAM OF PROFESSIONAL CONSULTANTS IN THE FORM OF A MULTI-DISCIPLINARY COMPANY / CONSORTIUM / JOINT VENTURE TO PREPARE A DETAILED FEASIBILITY STUDY AND A TOWNSHIP ESTABLISHMENT APPLICATION WITH SUBDIVISION AND CONSOLIDATION, AND DESIGNS FOR THE DEVELOPMENT OF SOCIAL HOUSING ON REMAINDER OF PORTION 55 OF THE FARM BRAAMFONTEIN 53-I.Q FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY 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 I 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 the purposes of 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
6. 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,

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communication, agreement or arrangement with any competitor regarding:

- (a) prices;
- (b) geographical area where 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, prior to the date and time of the official bid opening or of 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, bids that are suspicious 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 F : DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A 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 or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B 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 number.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.

C Documents to be attached

- i. A copy of 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 G : ORGANOGRAM THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 7.2 HEREIN

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for as per 6.10 and 7.2 herein.

TABLE 1: PROJECT LEAD/ TOWN PLANNER

Key Resource Information	
Resource Information	
Designation:	Project Leader/Town Planner
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	

PROJECT LEAD EXPERIENCE

Project Name	Project Type (Township Establishment, Consolidations and Subdivisions, Assessment/Analysis Report/ Land Pre-feasibility Report, Precinct Planning and Concept Development and Design /etc)	Client Name & Contact Details	Specific Tasks completed by yourself

TABLE 2: TRAFFIC ENGINEER

Key Resource Information	
Resource Information	
Designation:	Traffic Engineer
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	

TRAFFIC ENGINEER EXPERIENCE

Project Name	Relevant Project Type	Client Name & Contact Details	Specific Tasks completed by yourself

TABLE 3: ARCHITECT

Key Resource Information	
Resource Information	
Designation:	ARCHITECT
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	

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ARCHITECT EXPERIENCE

Project Name	Relevant Project Type	Client Name & Contact Details	Specific Tasks completed by yourself

TABLE 4: PROPERTY ECONOMIST

Key Resource Information	
Resource Information	
Designation:	PROPERTY ECONOMIST
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	

PROPERTY ECONOMIST EXPERIENCE			
Project Name	Relevant Project Type	Client Name & Contact Details	Specific Tasks completed by yourself

TABLE 5: GEOLOGIST

Key Resource Information	
Resource Information	
Designation:	GEOLOGIST
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	

GEOLOGIST EXPERIENCE

Project Name	Relevant Project Type	Client Name & Contact Details	Specific Tasks completed by yourself

TABLE 6: LAND SURVEYOR

Key Resource Information	
Resource Information	
Designation:	LAND SURVEYOR
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	

LAND SURVEYOR EXPERIENCE

Project Name	Relevant Project Type	Client Name & Contact Details	Specific Tasks completed by yourself

TABLE 7: QUANTITY SURVEYOR

Key Resource Information	
Resource Information	
Designation:	QUANTITY SURVEYOR
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	

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QUANTITY SURVEYOR EXPERIENCE

Project Name	Relevant Project Type	Client Name & Contact Details	Specific Tasks completed by yourself

TABLE 8: CONVEYANCER

Key Resource Information	
Resource Information	
Designation:	CONVEYANCER
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	

CONVEYANCER EXPERIENCE

Project Name	Relevant Project Type	Client Name & Contact Details	Specific Tasks completed by yourself

TABLE 9: ENVIRONMENTAL AND HERITAGE SPECIALIST

Key Resource Information	
Resource Information	
Designation:	ENVIRONMENTAL AND HERITAGE 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	

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ENVIRONMENTAL AND HERITAGE SPECIALIST EXPERIENCE

Project Name	Relevant Project Type	Client Name & Contact Details	Specific Tasks completed by yourself

TABLE 10: CIVIL AND STRUCTURAL ENGINEER

Key Resource Information	
Resource Information	
Designation:	CIVIL AND STRUCTURAL ENGINEER
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	

CIVIL AND STRUCTURAL ENGINEER EXPERIENCE

Project Name	Relevant Project Type	Client Name & Contact Details	Specific Tasks completed by yourself

TABLE 11: ELECTRICAL ENGINEER

Key Resource Information	
Resource Information	
Designation:	ELECTRICAL ENGINEER
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	

ELECTRICAL ENGINEER EXPERIENCE

Project Name	Relevant Project Type	Client Name & Contact Details	Specific Tasks completed by yourself

NOTE: Detailed Curriculum Vitae (CV's) of the above proposed candidates must be provided. Said CV's MUST indicate the name and description of the project, role played in the project, project value, and the start and end dates of the project. In addition certified proof of relevant qualifications and proof of memberships to stipulated professional associations must also be provided for the above proposed personnel.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE H: SCHEDULE OF COMPLETED CONTRACTS

THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 7.2 HEREIN

The tenderer shall list below a **maximum of 5 projects of a similar nature and scale** to this project as described under item 6.11 and 7.2 herein.

Table H : Company: Project Related Experience	
Company Information	
Company Name	
Year Established	
Professional Registration Body / Institution	
Date of Professional Registration	

Company Authorised Representative	
Authorised Representative Name	
Representative Contact Number	
Representative Contact Email	

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4.								
5.								

NOTE: Contactable references for the above listed projects must be provided. Said references MUST be on the client's letter head or on a document stamped and signed by client and must confirm the name of the project, description of the project, description of the service rendered, the value of the project, the completion date, and it must rate the service rendered.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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