



a world class African city



## INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES**

**ADVERT DATE:** 30 AUGUST 2023

**COMPULSORY BRIEFING MEETING DATE:** 04 SEPTMBER 2023

**CLOSING DATE:** 03 OCTOBER 2023

**TIME:** 10H00 – 11H00

**CLOSING TIME:** 12H00

**BID DESCRIPTION:** BID DESCRIPTION: RFP–THE APPOINTMENT OF A PROFFESIONAL TEAM/MULTI DESCIPINARY TEM, JOINT VENTURE AND A CONSORTIUM TO UNDERTAKE FEASIBILITY AND CONCEPTUAL PLANNING FOR PROPERTIES IN BRAMLEY VIEW AND LOMBARDY WEST FOR THE COJ - 18 MONTHS

**BID NUMBER:** JDADFP/BLV-08/2023

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](mailto:sgcobo@jda.org.za)

**ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:**

**Department:** Development Facilitation

**Contact Person:** Ms. Zilungile Chonco

**Tel:** 011 688 7871

**Fax:** 011 688 7899

**E-mail:** [zchonco@jda.org.za](mailto:zchonco@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.**

**AUGUST 2023**

**PG NO.1**

BID DESCRIPTION: RFP–THE APPOINTMENT OF A PROFESSIONAL TEAM/MULTI DESCIPINARY TEM, JOINT VENTURE AND A CONSORTIUM TO UNDERTAKE FEASIBILITY AND CONCEPTUAL PLANNING FOR PROPERTIES IN BRAMLEY VIEW AND LOMBARDY WEST FOR THE COJ - 18 MONTHS

**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..... Excluding Value Added Tax

TOTAL BID PRICE in words .....

..... Excluding Value Added Tax

SIGNATURE OF BIDDER .....

CAPACITY UNDER WHICH THIS BID IS SIGNED .....

## **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](http://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 information on registration, please:**

Mr. Siyambonga Gcobo on 011 688 7851

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 Fax .....0800 007 788
- SMS (charged @ R1.50).....32840
- Email Address:.....e:.....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.

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**ADVERT DATE:** 30 AUGUST 2023  
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A CONSORTIUM TO UNDERTAKE FEASIBILITY AND CONCEPTUAL PLANNING FOR PROPERTIES IN BRAMLEY VIEW AND  
LOMBARDY WEST FOR THE COJ - 18 MONTHS

**BID NUMBER:** JDADFP/BLV-08/2023

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**AUGUST 2023**

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**COPY OF ADVERT  
TENDERING PROCEDURES  
Tender Notice and Invitation to Tender**

**BID DESCRIPTION:** RFP–THE APPOINTMENT OF A PROFESSIONAL TEAM/MULTI DISCIPLINARY TEM, JOINT VENTURE AND A CONSORTIUM TO UNDERTAKE FEASIBILITY AND CONCEPTUAL PLANNING FOR PROPERTIES IN BRAMLEY VIEW AND LOMBARDY WEST FOR THE COJ - 18 MONTHS

**BID NUMBER:** JDADFP/BLV-08/2023

The JDA is requesting proposals from experienced companies in the form of professional team/multi-disciplinary team, joint venture and a consortium to prepare a detailed feasibility study and conceptual planning for properties in Bramley View and Lombardy West for the City of Johannesburg Metropolitan Municipality for a period of 18 Months. Key Resource required include a (i) Town Planner, (ii) Architect, and a (iii) Community Participation Consultants as either one Professional Consulting Team or /multi-disciplinary team, joint venture and a consortium.

Queries relating to procurement matters may be addressed to Mr. Siyambonga Gcobo at Tel (011) 688 7811; or e-mail: [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za)

Technical queries or queries relating to the project may be addressed to Ms. Zilungile Chonco at Tel (011) 688 7871; or e-mail: [zchonco@jda.org.za](mailto:zchonco@jda.org.za)

Documents may be downloaded from the JDA's website as follows: [www.jda.org.za](http://www.jda.org.za) as well as on [www.etenders.gov.za](http://www.etenders.gov.za) from **30 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 on **at onsite 35 Dublin Road, on the 4<sup>th</sup> of September 2023 from 10h00 To 11h00**.

The closing time and date for receipt of tenders is 12H00pm 03 October 2023. 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. 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. timid

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

## **1. INTRODUCTION & BACKGROUND INFORMATION**

The JDA is requesting for quotations from experienced consulting companies in Town Planning, Community Participation Consultant, Urban Design/ Architecture with the support of Civil engineer, traffic engineer, Geologist and economist to prepare a Detailed Feasibility Study and Conceptual Planning For Properties In Bramley View And Lombardy West For 18 Months.

## **2. OBJECTIVE**

The objective of these terms of reference is to appoint a Professional team to undertake a detailed feasibility study and conceptual planning for properties in Bramley View and Lombardy West.

The intent is to have a conceptual plan that will guide and yield maximum potential for human settlement development on the identified properties.

## **3. BACKGROUND**

The City of Johannesburg is currently implementing a number of informal settlements upgrading projects in various regions in the City, through the Informal Settlements Upgrading Programme (UISP). Alexandra township is amongst areas of the City that has the highest demand for upgrading which is constrained by high densities and scarcity of land to facilitate efficient upgrading of informal settlements.

In response to this, CoJ Human Settlements Department through the Public Housing Programme Support Directorate has identified various council owned properties in the Bramley View and Lombardy West to unlock some of the development pressures that UISP is facing in the area.

The identified properties are targeted to assist in the decanting the Organic Market informal settlements.

The Department therefore considers it necessary to commission a planning exercise that will produce detailed designs and relevant development applications that will guide development of these properties.

The concept and detailed designs must focus on residential units as an anchor with different tenure types and accompanying supportive infrastructure, which is affordable and socio-economically sustainable. a resilient and adaptive society”.

#### 4. STUDY AREAS

##### PROJECT BOUNDARY AND DESCRIPTION

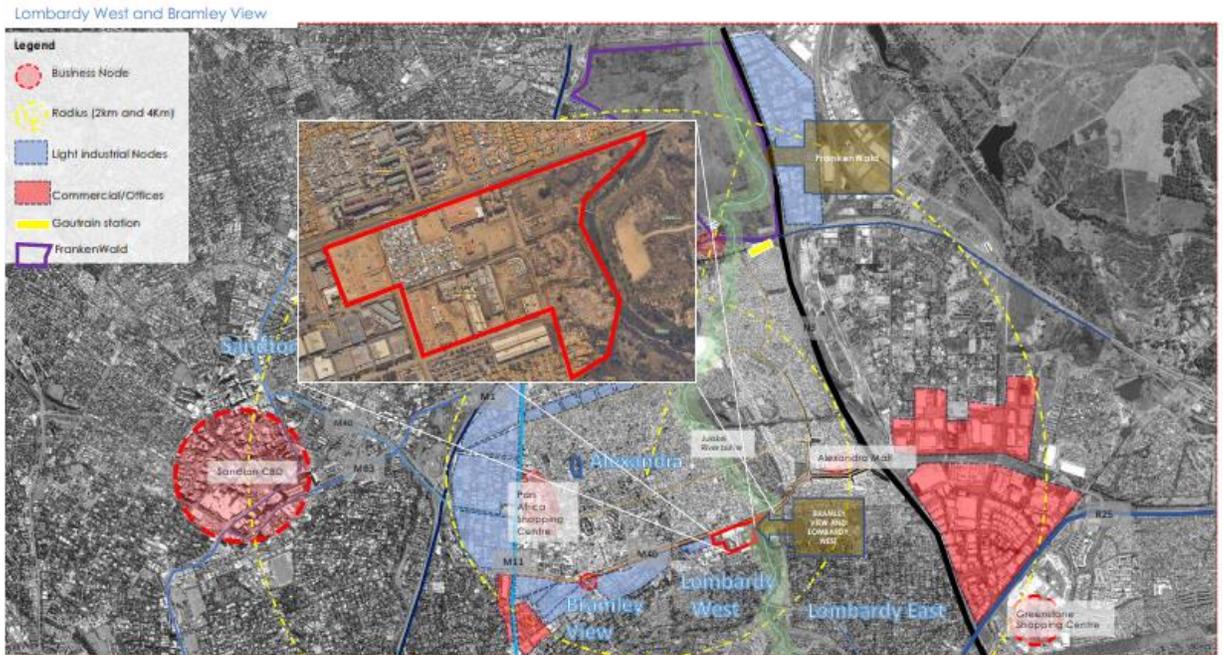


Figure 1: Project Boundary for the Bramley View and Lombard West project

356	Bramley View	1.3 Ha	Commercial 1
355	Bramley View	2.1 Ha	Commercial 1
354	Bramley View	4.8 Ha	Industrial 3
353	Bramley View	3.3 Ha	Industrial 3
2/105	Lombardy West	1.4 Ha	Residential 1
25/105	Lombardy West	1.5 Ha	Residential 1
23/105	Lombardy West	1.4 Ha	Commercial 1
22/105	Lombardy West	1.5 Ha	Commercial 1
116	Lombardy West	9947m <sup>2</sup>	Industrial 1
2/115	Lombardy West	7000m <sup>2</sup>	Industrial 1, Proposed New Road and Widenings
1/115	Lombardy West	2000m <sup>2</sup>	Commercial 1
5/115	Lombardy West	2000m <sup>2</sup>	Commercial 1
4/115	Lombardy West	2000m <sup>2</sup>	Commercial 1
RE/115	Lombardy West	2124m <sup>2</sup>	Commercial 1
6/114	Lombardy West	423m <sup>2</sup>	Existing Public Roads
5/114	Lombardy West	1570m <sup>2</sup>	Residential 1
4/114	Lombardy West	1858m <sup>2</sup>	Residential 1
9/114	Lombardy West	1676m <sup>2</sup>	Residential 1
8/114	Lombardy West	1613m <sup>2</sup>	Residential 1
6/113	Lombardy West	203m <sup>2</sup>	Existing Public Roads
5/113	Lombardy West	1520m <sup>2</sup>	Residential 1
4/113	Lombardy West	1626m <sup>2</sup>	Residential 1
RE/113	Lombardy West	1530m <sup>2</sup>	Residential 1
8/113	Lombardy West	469m <sup>2</sup>	Residential 1
RE/9/113	Lombardy West	751,80	Residential 1

## 5. SCOPE OF THE PROJECT

The objective of this RFP is to procure a team of professionals that will prepare a detailed feasibility report with development concept to enable development of human settlements on the study area. The deliverables of the project are as follows:

### 5.1. Status Quo analysis

The professional team must undertake a status quo analysis which will look at situational analysis of the study area, as well as the literature review of all policies and studies that have been done with the Greater Alexandra Area. This should include an analysis of the housing demand, availability of engineering / infrastructure services and other relevant studies.

### 5.2. Feasibility Report

In order to determine feasibility for the area the following studies/assessments must be completed.:-

- Market Assessment – Economist: Prepare a market assessment to confirm the model developed in the Feasibility Study. Prepare an operational cost model of managing and maintaining the development based the final designs and the SHI operating model. The market study report should be conducted to determine the market and affordability for suitable housing typologies considering the current housing typology (Township back yarding, informal settlement and the old mining hostel). Additionally, the study should focus on determining the size and growth of demand for the affordable rental accommodation.

The study should comprise of primary and secondary information and include, but not limited to, the following study areas:

- Analysing the residential, business and industrial property market indicators, trends, issues and dynamics of the study area;
- Understanding the current extent of the market for an affordable, and social housing product type ;
- Understand the growth potential for each product type over the next 10 years ;
- Understand the economy of the area and how it influences the demand for this product.
- Analyse all new developments planned in the area, and the effect thereof on supply and demand balance;
- Undertake necessary and relevant stakeholder consultation for accomplishment of the project.

The study should report comprehensively on the findings, but a summarised section must report in table format. Each product type should be listed, with the following list as guideline:

- Rental Market (including rent to buy).
- Social Housing.
- BNG Housing
- And any other types of housing tenures.
- Retail, etc. For each product type, the size of the current demand should be tabled.

**The market study should be conducted by competent and qualified professional development economist/ urban economist or property specialist with expertise in undertaking market research for residential development. The specialist will be required to provide specialist input throughout the project for (assessment and design and implementation framework). As and when required, the professionals will need to avail for project presentation/ meetings.**

#### 5.1 Environmental and Heritage impact scoping

The report should provide a holistic review and analysis of environmentally sensitive areas as well as the heritage assets in the study area that will provide conservation interventions and guidance for future developments. This should include an assessment of the quality of air, as well as the identification of heritage assets in the study area.

The environmental assessment should be conducted by competent and qualified professional environmentalist registered with EAPASA. The environmentalist will be required to provide specialist input throughout the project for (assessment and design and implementation framework). As and when required, the professional will need to avail for project presentation/ meetings.



## 5.2 Geotechnical Assessment

The urban development framework should provide a high-level geotechnical assessment for the precinct that will disclose any geotechnical conditions and restraints.

The geotechnical assessment should be conducted by competent and qualified professional geotechnical specialist registered with SACNASP and/or GSSA. They will be required to provide specialist input throughout the project for (assessment and design and implementation framework). As and when required, the professionals will need to avail for project presentation/ meetings.

## 5.3 Transportation and Traffic Impact Assessment

The report should provide an analysis of the impact that the proposed development will have on the transportation network, this should also include an analysis of the existing road networks and movement patterns in order to integrate the study area into the wider environment. The report should propose necessary supporting and mitigation measures based on the assessment done as well as the housing typology proposals.

The traffic engineering assessment should be conducted by competent and qualified professional traffic engineers registered with ECSA. The traffic engineers will be required to provide specialist input throughout the project for (assessment and design and implementation framework). As and when required, the professionals will need to avail for project presentation/ meetings.

## 5.4. Design Vision

In line with the CoJ SDF, the Feasibility Report should clearly define and be guided by its vision for integrated, compact and sustainable development. The Feasibility Report will define key spatial/physical interventions and strategies to develop the precinct into a sustainable cohesive and preferred place of investment as it relates to aspects such as housing typologies, basic services, transportation, social and economic amenities to improve the overall quality of the built environment and realize integration.

## 5.5 Design Principles and Objectives

The team will be required to develop urban design guidelines and principles, schematic layouts/design options and a selection of the preferred design option for the areas of intervention for the identified properties.

The development principles and objectives guide the spatial concept of the Feasibility Report, which will include, but not limited to the following;

- Identifying the right housing typology to cater for a wider range of residential needs. These should be informed by the spatial structure, to support integrated and sustainable development.
- Clustering of social facilities that are easily accessible.
- Designing a transportation network to support the development.
- Diversification of local economic strategies that promotes a more inclusive economy and development of small businesses.
- Upgrading of existing infrastructure to support the growth and development of the area.
- Given that the study area also includes an old mining area, guiding principles and objectives of the Feasibility Report should focus on the regeneration and protection of the environment.



## 5.6 Design Concepts

The final product should be a detailed development concept which covers the entire study area, focal point being the properties identified for human settlements. This should speak to development of human settlements through different tenure types as well as scale appropriate supporting elements to achieve a mixed used concept. The concept should be informed by the status quo which will determine what is needed in the area and how best can available land be utilized to its maximum potential and be effectively integrated with the broader precinct.

## 5.7 Financial

Estimate financial requirements necessary to realize implementation of all strategies and interventions.

## 5.8 Timeframes

The appointed professional team will be required to deliver the required milestones within 18 months from the appointment.

## 5.9 Implementation Plan

The Implementation Plan should detail the following:

- Prioritize the short-, medium- and long-term solutions to be implemented, considering issues such as:
- Phasing (what must be implemented or addressed first);
- Roles and Responsibilities;
- Resource Requirements;
- Risks and constraints and related mitigation measures;
- Identify economic opportunities, especially for SMEs;
- High-level institutional and/or governance arrangements and Partnerships.

## 5.10 STAKEHOLDER ENGAGEMENT

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 and external stakeholder are listed in **Table 2**.

**Table 2. - List of Key Internal and External Stakeholders**

Internal Stakeholders	External Stakeholders
<ol style="list-style-type: none"> <li>1. Section 79 Transport Committee;</li> <li>2. Public Safety and Johannesburg Metro Police Department (JMPD)</li> <li>3. JRA</li> <li>4. Development Planning – Land Use Development Management &amp; City Transformation and Spatial Planning Directorates</li> <li>5. Pikitup</li> <li>6. Environment and Infrastructure Services Department</li> <li>7. Economic Development- Informal Trading</li> <li>8. Joburg Property Company</li> <li>9. Emergency Management Services (EMS)</li> <li>10. CRUM - Citizen Relation and Urban Management in Region C</li> <li>11. Johannesburg Intermodal Planning Committee (JIPC)</li> <li>12. Provincial Transport and Gautrans Management</li> <li>13. And any other Government departments and fora that the client and the bidder may identify</li> <li>14. Ward Governance</li> </ol>	<ol style="list-style-type: none"> <li>1. Residents</li> <li>2. Resident Associations</li> <li>3. Businesses</li> <li>4. Business Associations</li> <li>5. Property Owners/ Developers</li> <li>6. Informal Traders</li> <li>7. E-hailing service providers</li> <li>8. Taxi drivers and Associations (does not include negotiations only consultation on routes and passenger numbers)</li> <li>9. Consulting Engineering Firms</li> <li>10. Public Transport Commuters</li> <li>11. Commuter Bus Operators</li> <li>12. Minibus taxi associations</li> <li>13. Scholar Transport Operators</li> <li>14. Meter Taxi operators</li> <li>15. Scooper operators (Uber eats/ Mr Delivery)</li> <li>16. Recyclers</li> </ol>

All bidders shall make allowance for **30** stakeholder meetings. This excludes fourteen (**14**) project coordination (project team) and project steering committee meetings (include COJ departments, other government department and entities) that will be part of the agreed project plan.

Internal Stakeholder engagements **for at least 2 workshop** meetings over the 18 months duration of the study

### 5.11. 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 (COJ Human Settlement)
- 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).
-



## 6. PROJECT DELIVERABLES

The project deliverables will include the following:

A Project Inception Report and Status Quo Report

1. Feasibility report with inputs from individual Specialist studies where required.
2. Concept Designs
3. Stakeholder Consultation Strategy Document and Stakeholder Consultation Report illustrating the consultation process that has been undertaken prior to the finalization of the project.
4. Implementation Plan
5. Close out report

## 7. PROJECT TEAM

The team of professional consultants in the form of a multidisciplinary Company / Consortium / Joint Venture must include each the following professional competencies: It must be noted that the Town Planner, Community Participation Consultants and Urban designers/ Architects are Mandatory in the project and will be part of the project throughout whereas the Civil Engineer, Transport Planner, Environmentalist, Geologist and the Economist will be at required as and when required by the project leader to conduct the different assessment.

1. **Urban Planner/Town and Regional Planner**
2. **Community Participation Consultants**
3. **Urban Designers/Architects**

## 8. PROJECT DURATION

The duration of the project is estimated to be 18 months from the date of the receipt of the Appointment Letter until the completion of the full scope of work.

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

### 8.1. 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.

### 8.2. 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

### 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.
-



#### 84. 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.

#### 8.5. 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.

#### 8.6 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, 2017 (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;

### 9. PROJECT MILESTONES

Stage	Actions/Activities	Note	Deliverables
<b>Project planning and inception</b>	Defining project rationale, approach and methodology, work-plan, roles and responsibilities and	Key milestones and timeframes unpacked.	Inception report

Stage	Actions/Activities	Note	Deliverables
	deliverables - project kick-off meeting		
<b>Policy and Literature Review</b>	Review of all existing plans and studies	Policy and strategic context of the project area	Policy and Literature Review report
<b>Status Quo Analysis</b>	<p>Situational analysis of the entire area</p> <p>Mapping and analysis of current and completed projects</p> <p>Mapping of community assets, including partnerships;</p> <p>Engineering infrastructure assessment;</p> <p>Internal and External Stakeholder engagement</p>	<p>Focus on built environment, environmental, heritage, social and economic aspects that will outline the approach.</p> <p>Complete situational assessment, including technical studies where required.</p>	<p>Status quo report (analysis+ synthesis) + Identification of key areas of intervention for discussion.</p> <p>Spatial mapping</p>
<b>Development of a concept and Urban Design Principles</b>	<p>Define development concept and urban design objectives</p> <p>Internal and External Stakeholder engagement</p> <p>Synthesis and interpretation;</p> <p>Recommendations</p>	<p>Overall vision and approach;</p> <p>Spatial concept and overall development guidelines;</p> <p>Key developmental strategies; which include Urban design strategies that respond to sustainability at precinct scale i.e. this speaks to responding to TOD, NMT, Urban Gardening, Multifunctional Community areas that generate social cohesion and economic opportunity, infrastructure that recycles water, multimedia libraries ( open parks with Wi-Fi zones), urban furniture that enables safety, walkability and permeability).</p> <p>Broad development programme.</p>	<p>Draft document for comment by key stakeholders.</p> <p>Final document and presentation for approval.</p>
<b>Stakeholder Engagement</b>	<p>Assist in the identification key stakeholder groupings.</p> <p>Contribute in the development of stakeholder engagement strategy</p> <ul style="list-style-type: none"> <li>Engagement approach and methodology</li> </ul>	<p>Stakeholders have to e engage at each stage of the project. Due diligence should be taken to ensure proper public participation. Public participation should be structured to include a broad range of stakeholder groupings such as the Councillor, vulnerable and marginalized groups, ward</p>	<p>Summarised stakeholder engagement report – programme;</p> <p>Key inputs &amp; recommendations.</p>

Stage	Actions/Activities	Note	Deliverables
	<ul style="list-style-type: none"> <li>Communication plan</li> </ul> Attendance and presentations at meetings	structures and other stakeholder groupings within the study area.	
<b>Close out</b>	Compilation of electronic and hard copy handover material + packaged products for communication purposes.	Final document needs to include all previous stages in one report	Feasibility report with concepts designs presentations, final reports, all shape files.
<b>Implementation Plan</b>	Preparation of Development applications	Completion of town planning application that may be required to support the implementation of interventions	Approved applications

#### 10. Pricing Table (vat exclusive)

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.

Item	Description	Unit of measure	Quantity	Rate	Total Amount
1.	<b>PROJECT MANAGEMENT</b>				
1.1.	Project planning, and preparation of the Inception Report	Item	1	R	R
1.2.	Project Management, administration, client liaison	Monthly	18	R	R
1.3.	Milestone Progress Presentation meetings per deliverable (excluding inception report)- <b>(Allow for Physical meeting for presentation on Milestones and Virtual meetings for progress reporting)</b>	No. of meetings	18	R	R
2.	<b>STATUS QUO</b>				
2.1.	<b>Policy and Literature Review</b>	Hours	40	R	R
	Socio-economic Study	Hours	40	R	R
	Geotech Study	Hours	40	R	R
	Traffic Impact Study	Hours	80	R	R
	Land Use Assessment	Hours	80	R	R

	Environmental and Heritage Study	Hours	40	R	R
	Basic Engineering Report	Hours (ECSA)	120	R	R
	Draft Status Quo Report	Item	1	R	R
	Final Status quo report	Item	1	R	R
<b>3.</b>	<b>CONSULTATIONS</b>				
	Stakeholder Engagement Plan	Hours	16	R	R
	External Meeting	No. of	30	R	R
	Internal Meetings	No. of	18	R	R
	Stakeholder Meeting coordination – Hiring of venues.	No. of meetings	30	R 500.00	R 15 000.00
	Communication and Marketing Material (e-/brochures, e-/pamphlets, e-/posters) and the printing of agendas, minutes, attendance registers as well as project presentations for each meeting	No. of meetings	30	R	R
	Equipment (Speaker, Mic, Screen, Projector, Generator (UPS))	No. of meetings	30	R	R
	Draft Stakeholder Engagement Report	Hours	40	R	R
	Final Stakeholder Engagement Report	Hours	16	R	R
<b>4.</b>	<b>Feasibility Report</b>				
	Draft Feasibility Report	Item	1	R	R

	Final Feasibility Report	Item	1	R	R
5.	<b>DESIGN DEVELOPMENT</b>				
	Design Vision	Hours	16	R	R
	Design Principles and Objectives	Hours	24	R	R
	Design Concepts	Hours	128	R	R
	Draft Design Development Report	Hours	40	R	R
	Final Design Development Report	Hours	40	R	R
6.	<b>IMPLEMENTATION PLAN</b>				
	Draft Implementation	Hours	40	R	R
	Final implementation plan	Hours	40	R	R
7.	<b>Close out and Handover</b>				
	Close-Out Report	Item	1	R	R
<b>TOTAL EXCLUDING VAT TO BE CARRIED CORRETLY TO THE OFFDERR</b>					
<b>PAGE</b>					

**Table 3: Pricing Table**

**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 on the pricing table 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 JDA 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 JDA 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 JDA'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 FEES GUIDELINES ISSUED IN TERMS OF APPROPRIATE ACT.**

## 11. PROPOSAL CONTENT

### Notes

- 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.
- 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.
- 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.
- 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.
- 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).
- Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement, Appendix 4 which is included under Annexure I for information purposes.

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:

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

**11.1 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.**

**11.2** 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.**

**11.3** 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.

- 11.4 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.
- 11.5 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.
- 11.6 Audited financial statements for the past three years.
- 11.7 Details of directors / partners / members and shareholders with certified copies of their identity documents.
- 11.8 The forms A to H annexed, must be scrutinized, completed in full and signed.
- 11.9 **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 transport planning and engineering per 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
- 11.10 **Complete in full all information required on Annexure 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. TMP/ IRPTN / IPTN that consists of Traffic/ Transport Planning components, construction projects will not qualify.**

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 relevant **Transportation Planning Project***), 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, transportation planning*), the value of the transportation planning component of the project, the value of the constructed works, the date when the project was started and 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:**

- **Letters of appointment or completion certificates will NOT be accepted as reference letters, NOR will letters from other consultant's on the project serve as reference letters. Only letters from the client or documents signed and stamped by the client will be accepted.**
- Information contained elsewhere in the submission and / or on other schedules will NOT be considered. Only the information entered on Annexure H will be considered as previous experience and only reference letters related to the projects listed on Annexure H will be considered as supporting documentation.
- Tenderers are to submit 2 copies of their proposal (1 original plus 1 copy).

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 11. AND 11. WILL RESULT IN TENDERERS BEEN DISQUALIFIED FOR NON-COMPLIANCE. FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 11 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 11 to 11**
- **Item 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.**

## **12 ASSESSMENT CRITERIA**

Submissions (responses to item 11 above) will be evaluated on the following criteria:

- Compliance
- Technical
- Price / BBBEE
- Risk Tolerance

### **12.1 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 pricing table and 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, e-mailed and late submissions.
- Bidders who failed to attend the compulsory tender briefing session.
- Bidders who have any directors in the employment of the state.
- Bidders who have any directors whose municipal account and rates are owing more than 90 days.
- 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.

### **12.2 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 7.10 above).
- (iii) The experience of the company (i.e. Transport Planning and Engineering components and,
- (iv) Contactable reference letter in line with 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 280 points, 70% (out of 400 maximum points score able).

Variables	Total Points	Criteria	Description of criteria	Max Points	Points Awarded		
<b>KEY RETURNABLE DOCUMENTS</b> per item 6.3 to 6.19 herein		Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 7.3 to 7.19 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		N/A	Y / N		
		Annexure A (in full and signed)		N/A	Y / N		
		Annexure B completed in full and signed		N/A	Y / N		
		Annexure C completed in full and signed		N/A	Y / N		
		Annexure D completed in full and signed		N/A	Y / N		
		Annexure E completed in full and signed		N/A	Y / N		
		Annexure F completed in full and signed		N/A	Y / N		
		Annexure G completed in full Organogram		Point will only be awarded if all tables are completed in full and includes relevant Planning Project Experience			
		<ul style="list-style-type: none"> <li>Table 1: a. Project Leader/Manager:</li> </ul>			N/A	Y/N	
<ul style="list-style-type: none"> <li>Table 2: Architect/ Urban Designer Info and Experience</li> </ul>	N/A	Y/N					
<ul style="list-style-type: none"> <li>Table 3: Community Participation Consultant Info and Experience</li> </ul>	N/A	Y/N					
		Annexure H completed in full Company Completed Projects		N/A	Y/N		
Variables	Total Points	Criteria	Description of criteria	Points			
<b>CAPABILITY OF PROPOSED TEAM</b> per item 6 and Annexure G	300	<b>PROJECT TEAM</b>					
		<b>1. Project Lead (Town Planner/Urban Planner)</b>					
		<b>Eight (8) years and above of Experience</b> Evidence of leading on at least <b>three (3) similar</b> projects in terms of scale and complexity {required services on <b>ALL</b> the following types of projects will be counted as valid for scoring}: <b>Spatial Plans</b> (i.e. Urban Development Framework, Precinct Plans and etc.) <b>Housing Policy and Projects</b> (UISP, Social Housing/CRU and etc.) <b>Feasibility Study</b> <b>A Masters degree</b> in Urban Planning/Town Planning or related	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  Proof of qualification must be provided to score a point.	100			
10							

		<p><b>Professional registration</b> with SACPLAN as Professional Planner</p>		
		<p><b>Five to seven (5-7) years of Experience</b> Evidence of leading on at least <b>three (3) similar</b> projects in terms of scale and complexity {required services on <b>ALL</b> the following types of projects will be counted as valid for scoring}: <b>Spatial Plans</b> (i.e. Urban Development Framework, Precinct Plans and etc.) <b>Housing Policy and Projects</b> (UISP, Social Housing/CRU and etc.) <b>Feasibility Study</b> <b>A Honour's degree</b> in Urban Planning/ Town Planning or related Professional registration with SACPLAN as Professional Planner</p>		70
		<p><b>Under five (5) years of Experience</b> in Evidence of leading on at least <b>three (3) similar</b> projects in terms of scale and complexity {required services on <b>ALL</b> the following types of projects will be counted as valid for scoring}: <b>Spatial Plans</b> (i.e. Urban Development Framework, Precinct Plans and etc.) <b>Housing Policy and Projects</b> (UISP, Social Housing/CRU and etc.) <b>Feasibility Study</b> <b>A Bachelor</b> in Urban Planning/Town Planning or related <b>Professional registration</b> with SACPLAN as Professional Planner</p>		30
<b>2.Architect/Urban Designer</b>				
		<p><b>Eight (8) years or above of Experience</b> in Urban Design or Architecture. Evidence of working on at least three (3) similar projects {required services on <b>Two (2)</b> of the following types of projects will be counted as valid for scoring}: <b>Spatial Plans</b> (i.e. Urban Development Framework, Precinct Plans and etc.) <b>Housing Policy and Projects</b> (UISP, Social Housing/CRU and etc.) <b>Feasibility Study</b></p>	<p>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</p>	50
		<p><b>Five to Seven (5-7) years or above of Experience</b> in Urban Design or Architecture. Evidence of working on at least three (3) similar projects {required services on <b>Two (2)</b> of the following types of projects will be counted as valid for scoring}: <b>Spatial Plans</b> (i.e. Urban Development Framework, Precinct Plans and etc.) <b>Housing Policy and Projects</b> (UISP, Social Housing/CRU and etc.)</p>		30

		<b>Feasibility Study</b>		
		<b>Under five (5) years or above of Experience</b> in Urban Design or Architecture. Evidence of working on at least three (3) similar projects {required services on <b>Two (2)</b> of the following types of projects will be counted as valid for scoring}: Spatial Plans (i.e. Urban <b>Development Framework</b> , Precinct Plans and etc.) <b>Housing Policy and Projects</b> (UISP, Social Housing/CRU and etc.) <b>Feasibility Study</b>		10
		<b>An Honour's degree</b> in Urban Design/ Architect or related	Proof of qualification must be provided to obtain the points	40
		<b>A Bachelor's degree</b> in Urban Design/ Architect or related		20
		<b>A diploma</b> in Urban Design/ Architect or related		10
		Professional registration with SACAP as Professional Architect	Proof of registration must be provided to obtain the points.	10
		<b>3.Community Participation Specialist</b>		
		<b>Eight (8) years or above of Experience</b> post qualification experience in Stakeholder engagement. Evidence of working on at least three (3) Housing projects of a similar 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	50
		<b>5 to 7 years of experience</b> post qualification experience in Stakeholder engagement. Evidence of working on at least three (3) Housing projects of a similar scale and complexity.		30
		<b>Under 5 years of experience</b> post qualification experience in Stakeholder engagement. Evidence of working on at least three (3) Housing projects of a similar scale and complexity.		10
		<b>An Honour's degree</b> in Humanities and/or Social Sciences and/ or Built Environment and/or Development Planning and/or Social Development)	Proof of qualification must be provided to obtain the points	50
		<b>A Bachelor's degree</b> in Humanities and/or Social Sciences and/ or Built Environment and/or Development Planning and/or Social Development)		30
		<b>A diploma</b> in Humanities and/or Social Sciences and/ or Built Environment and/or		10

Variable	Total Points	Criteria	Description of Criteria	Points
	100	Development Planning and/or Social Development)		
<b>COMPANY EXPERIENCE per item 6 and Annexure H</b>	50	<b>COMPANY SCHEDULE OF COMPLETED PROJECTS</b>		
		Five or more planning projects completed	Points will only be allocated for having rendered the required services on the following kind of projects  Local Spatial Plans x 2, UISP x 1, Social Housing/CRU x 1, Feasibility Study x 1,	50
		Three projects completed	Local Spatial Plans x 1, UISP x 1 or Social Housing/CRU x 1 and Feasibility Study x 1	30
		One OR MORE projects completed	Any 1 or more of each - Local Spatial Plans or UISP or Social Housing/CRU or Feasibility Study	10
	50	<b>REFERENCES FOR COMPLETED PROJECTS</b>		
		Five or more satisfactory project references	Points will only be allocated for letters reflecting the following kind of projects Local Spatial Plans x 2, UISP x 1, Social Housing/CRU x 1, Feasibility Study x 1,  <b>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 project, 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.</b>  If any of the required information is not contained in the reference then zero points will be awarded	50
		Three satisfactory project references	Local Spatial Plans x 1, UISP x 1 or Social Housing/CRU x 1 and Feasibility Study x 1	30
		One or more satisfactory project references	Any 1 or more of each - Local Spatial Plans or UISP or Social Housing/CRU or Feasibility Study	10

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.

### 12.3 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 preference 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:

<b>Price and Preference</b>	<p><b>PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022</b></p> <p>The 80/20 preference point system will apply to this tender and the lowest acceptable tender will be used to determine the applicable preference point system. The 80/20 price/preference points system will be applied to the evaluation of responsive tenders up to and including a Rand value of R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points.</p> <p>Price shall be scored as follows:</p> $P_s = 80 \times (1 - (P_t - P_{min}))$ <p><math>P_{min}</math></p> <p>Where: <math>P_s</math> is the number of points scored for price;</p> <p><math>P_t</math> is the price of the tender under consideration;</p> <p><math>P_{min}</math> is the price of the lowest responsive tender.</p> <p>Preference points shall be based on the Specific Goal as per below:</p>
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Table B1: Awards UP TO R50 mil (VAT Inclusive)

To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for (a) price and (b) specific goals.

To be completed by organ of state (maximum point for the tender as below allocation

	POINTS
PRICE	
SPECIFIC GOALS	
<b>Total points for Price and</b>	<b>100</b>

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be complete d by the organ of state)	Number of points claimed (80/20 system) (To be complete d by the tenderer)	Evidence
Race – people who are Black, Coloured or Indian (ownership)* More than 50% black ownership = 10 points; 0% black ownership = 0 points	10		<ul style="list-style-type: none"> <li>• B-BBEE certificate or QSE/EME Affidavit;</li> <li>• Company Registration Certification</li> <li>• Certified Identification Documentation.</li> <li>• CSD report</li> </ul>
Gender are women (ownership)* More than 50% women ownership = 5 points;	5		<ul style="list-style-type: none"> <li>• Company Registration Certification</li> <li>• Certified Identification Documentation</li> <li>• CSD report</li> </ul>
SMME (EME or QSE)	5		<ul style="list-style-type: none"> <li>• BBBEE Certificate/ Affidavit</li> <li>CSD Registration</li> </ul>
<b>Total Points</b>	<b>20</b>		<b>Failure to attach evidence will lead to scoring zero points</b>

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 preference points. 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 preference status per the table under item

Points scored will be rounded off to the nearest 2 decimal places

Schedule 3:

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL  
PROCUREMENT REGULATIONS 2022

Notes:

8.3.1.1 "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).

		<p>8.3.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and are in accordance with notices published by the Department of Trade and Industry in the Government Gazette.</p> <p>8.3.1.5 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.</p> <p>8.3.1.6 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.</p> <p>8.3.1.7 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.</p> <p>8.3.1.8 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.</p> <p>8.3.1.9 No tender will be awarded to a bidder whose tax matters are not in order with SARS.</p> <p>8.3.1.10 No tender will be awarded to a bidder who is not registered on CSD.</p> <p style="text-align: center;">8.3.2 Formula for scoring tender price</p>
		<p>The following formula will be used to calculate the points for price.  <math>Ps = X [1 - (Pt - Pmin)]</math></p>
		<p>Pmin  Where  Ps = Points scored for comparative price of tender under consideration  Pt = Comparative price of tender under consideration  Pmin = Comparative price of lowest acceptable tender  X = Points assigned to price</p>
		<p style="text-align: center;">8.3.3 The total preference points for a tender are calculated with the</p>
		<p>Formula</p>
		<p>PP = Ps + Pbee Where  PP is the total number of preference points scored by the tenderer  Ps is the points scored for the comparative price of the tenderer, and  Pbee is the number of points awarded to the tenderer based on his certified B-BBEE status level</p>

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 BBEE 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 8.3.1
- Points scored will be rounded off to the nearest 2 decimal places

8.3.1 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
<b>Non-Compliant contributor</b>	<b>0</b>

Notes :

- 8.3.1.1 “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).
- 8.3.1.2 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.**
- 8.3.1.3 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.
- 8.3.1.4 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.
- 8.3.1.5 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.
- 8.3.1.6 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.
- 8.3.1.7 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.

8.3.1.8 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.

#### 8.3.2 Formula for scoring tender price

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

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

$P_{min}$

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

## 8.4 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.

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 empowerment goals. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

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

### 13. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

**“BID DESCRIPTION: RFP–THE APPOINTMENT OF A PROFFESIONAL TEAM/MULTI DESCIPINARY TEM, JOINT VENTURE AND A CONSORTIUM TO UNDERTAKE FEASIBILITY AND CONCEPTUAL PLANNING FOR PROPERTIES IN BRAMLEY VIEW AND LOMBARDY WEST FOR THE COJ - 18 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 03 October 2023.**

Envelopes will be stamped on 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 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 is 90 days.

Queries can be addressed in writing to:

Ms. Zilungile Chonco

E-mail: [zchonco@jda.org.za](mailto:zchonco@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 : .....

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 2017 to 30 June 2018 (excl. VAT):

R ..... Year .....

R ..... Year .....

R ..... Year .....

R ..... Year .....



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  
.....  
.....
  - 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? <b>(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).</b>	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)? <b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, 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).</b>	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 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 : 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:

---

**“BID DESCRIPTION: RFP–THE APPOINTMENT OF A PROFESSIONAL TEAM/MULTI DISCIPLINARY TEM, JOINT VENTURE AND A CONSORTIUM TO UNDERTAKE FEASIBILITY AND CONCEPTUAL PLANNING FOR PROPERTIES IN BRAMLEY VIEW AND LOMBARDY WEST FOR THE COJ - 18 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, 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 8.2 HEREIN

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for as per 7.10 and 8.2 herein.

Provide a Project Organogram.

**TABLE 1: PROJECT LEAD**

Table G-1.1 : Key Resource Information	
Resource Information	
<b>Designation:</b>	PROJECT LEAD (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 (Transport Policy and Research)	Date Started / Date Completed	Client Name & Contact Details	Specific Tasks completed by yourself

Please note that construction products will score zero points as only relevant Planning Projects will be evaluated for points.

**TABLE 2: ARCHITECH/ URBAN DESIGNER**

<b>Table G-1.2 : Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>ARCHITECH/ URBAN DESIGNER</b>
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	

**ARCHITECH/ URBAN DESIGNER**

Project Name	Project Type (Transport Planning, Engineering Policy Planning and Research)	Date Started / Date Completed	Client Name & Contact Details	Specific Tasks completed by yourself

Please note that construction products will score zero points as only relevant Planning Projects will be evaluated for points.

**TABLE 3: URBAN PLANNER/ DESIGNER**

<b>Table G-1.3 : Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>URBAN PLANNER/ DESIGNER</b>
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	

**URBAN PLANNER/ DESIGNER EXPERIENCE**

Project Name	Project Type (Policy Planning and Research)	Date Started / Date Completed	Client Name & Contact Details	Specific Tasks completed by yourself

Please note that construction products will score zero points as only relevant Planning Projects will be evaluated for points.

**TABLE 4: COMMUNITY PARTICIPATION SPECIALIST**

<b>Table G-1.4 : Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>COMMUNITY PARTICIPATION SPECIALIST</b>
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	

**COMMUNITY PARTICIPATION SPECIALIST EXPERIENCE**

Project Name	Project Type (Stakeholder Engagement projects related to policy planning and development and research)	Date Started / Date Completed	Client Name & Contact Details	Specific Tasks completed by yourself

Please note that construction products will score zero points as only relevant Transport Policy Planning and Development will be evaluated for points.

**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 7.11 and 8.2 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	

**RFP – THE APPOINTMENT OF A PROFESSIONAL TEAM TO UNDERTAKE FEASIBILITY AND CONCEPTUAL PLANNING FOR PROPERTIES IN BRAMLEY VIEW AND LOMBARDY WEST FOR 18 MONTHS**

Project Name	Project Type (Transport Policy planning and development and research)	Project Value (Excluding Construction Costs)	Construction Value (if available)	Project Start Date / End Date	Project Description	Client Name & Contact Details	Specific Tasks completed relevant to this Tender Proposal Terms of Reference
1.							
2.							
3.							
4.							
5.							

**NOTE: Only relevant Planning Projects will be considered for points, construction projects will not be considered.**

**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

