



INVITATION TO QUOTE

REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS

ADVERT DATE: 16 APRIL 2024

COMPULSORY CLARIFICATION DATE: 19 APRIL 2024

TIME: 11H00 AM-12H00 NOON

VENUE: HECTOR PIETERSON MUSEUM & MEMORIAL 8287 KHUMALO RD, ORLANDO WEST, JOHANNESBURG, 1804

CLOSING DATE: 24 APRIL 2024

CLOSING TIME: 12H00

RFQ DESCRIPTION: RFQ – SUPPLY AND INSTALLATION OF AN AUDIO-VISUAL CONTROL PANEL AT THE HECTOR PIETERSON MUSEUM & MEMORIAL FOR THE JDA FOR 1 MONTH

RFQ NUMBER: JDADPF/CP-HPM/04/2024

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

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

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

NB: NO RFQ SUBMISSION 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
Tel: 011 688 7851

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

ANY ENQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department: Development Planning and Facilitation
Tel: 011 688 7810

Contact Person: Ms. Mmatsie Mashao
E-mail: Mmashao@jda.org.za

PLEASE NOTE: SUBMISSIONS MUST BE SUBMITTED ON THE RFQ DOCUMENTATION ISSUED. RFQ 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

April 2024

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RFQ – SUPPLY AND INSTALLATION OF AN AUDIO-VISUAL CONTROL PANEL AT THE HECTOR PIETERSON MUSEUM & MEMORIAL FOR THE JDA FOR 1 MONTH

OFFER PAGE

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

BID / RFQ NUMBER

BID / RFQ DESCRIPTION

NAME OF BIDDER

NAME OF CONTACT PERSON.....

POSTAL ADDRESS

STREET ADDRESS.....

TELEPHONE NUMBER CODE NUMBER

CELLPHONE NUMBER

E-MAIL ADDRESS

FACSIMILE NUMBER CODE NUMBER

VAT REGISTRATION NUMBER.....

CSD SUPPLIER NUMBER.....

COMPANY REGISTRATION NUMBER.....

TAX VERIFICATION PIN.....

TOTAL BID PRICE.....including Value Added Tax

TOTAL BID PRICE in words.....

..... including Value Added Tax

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED

DATE

THE ABOVE PARTICULARS MUST BE FURNISHED. FAILURE TO DO SO WILL RESULT IN THE BID BEING DISQUALIFIED

To all Stake Holders

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 centralize the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline.

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

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

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

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



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

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

1. INTRODUCTION

The Johannesburg Development Agency (JDA) hereby requests experienced and reputable bidders to submit quotations for supply and installation of audio visual equipment control panel systems at the Hector Pieterse Museum & Memorial for a Period . The permanent exhibitions are the core of the Museum , which attract local communities , institutional departments and national and international tourists.

1.1 Background

The Hector Pieterse Museum & Memorial located in Orland West, Soweto , South Africa. It was named after Hector Pieterse who was shot and killed on the 16th of June 1976. The museum covers the events of the anti-apartheid Soweto Uprising, more than 170 protesting school children were killed. The Museum features personal accounts , films (32) , newspapers cutting (11) and photographs (93). The contractor is required to source and install a new control panel that is able to control the power and data that is sent to the 32 audio visual device.

2. SCOPE OF WORK AND DELIVERABLES

The contractor is required to source and install a new control panel that is able to control the power and data that is sent to the 32 audio visual devices. The power to the system should also go through a surge prevention system to protect the equipment during power outages ' loadshedding ' (an uninterrupted power supply mechanism) as demonstrated below. The service provider is



expected to conduct the following service :

A. New cabling for floor sockets Outlets

- To supply and run necessary new 2.5mm cabling/wiring in existing conduits and floor trunking from existing DB-2 in control/server room to floor trunking.
- To supply and install 2x new CBI single phase earth leakage relays in existing DB in server room, for new circuits
- To supply and install necessary CBI 20Amp circuit breakers for new circuits in same DB.
- To disconnect feeds from other DB to existing socket outlets in floor trunking and make safe.
- To connect existing socket outlets in floor trunking for displays, to new circuits/cabling

B. Backup Inverter For Control Room DB and Displays

To supply and install backup system in control/server room including to include 1 x Solis SOL-S6-EH1P6K-L-PRO 6kw Hybrid inverter and 2 x Freedom won E-tower 5kwh lithium batteries and fuse breaker.

- AC changeover DB with AC surge protection, indicator lights and changeover switch.
- To connect backup system into DB 2, to supply control room socket and new circuits for socket outlets for displays.

3. COMPULSORY CLARIFICATION :

HECTOR PIETERSON MUSEUM & MEMORIAL 8287 Khumalo Rd, Orlando West, Johannesburg, 1804 on 22 FEBRUARY 2023

APPOINTMENT

The bidding team must include the following professional competencies.

- 1X Audio visual technician
- 2X Assistance

4. DURATION

The duration of the appointment period will be for 1 months.

5. NOTES FOR PRICING

The basis for fee proposals is outlined in item 5.2 below.

This is followed by item 5.3 which applicants are required to take note of.

5.1 Tenderers are to complete all the items on the pricing table below and submit as part of their fee proposal to transfer or carry over the total fee to the "Offer" page correctly.

5.2 The RFQ is issued out in accordance with POPI ACT

5.3 The RFQ will be evaluated inline with PPR 2022

Failure to complete in full the pricing table and price as required will result in the tender being disqualified for non-compliance.

Detailed below is information upon which fees must be based on (refer to item 2 above for detailed scope of work).

This is followed by item number 5.3 which ALL applicants are required to take careful note of.

5.2 PRICING TABLE

NO.	DESCRIPTION	QTY	AMOUNT (INCLUSIVE OF VAT)
1.	To supply and run necessary new 2.5mm cabling/wiring in existing conduits and floor trunking from existing DB-2 in control/server room to floor trucking.	2.5mm	R
2.	To supply and install 2x new CBI single phase earth leakage relays in existing DB in server room, for new circuits	X2	R
3.	To supply and install necessary CBI 20Amp circuit breakers for new circuits in same DB.	X20	R
4.	Supply and install backup system: 1x Solis SOL-S6-EH1P6K-L-PRO 6kw Hybrid inverter 2 x Freedom won E-tower 5kwh lithium batteries and fuse breaker.	X3	R
5.	AC changeover DB with AC surge protection, indicator lights and changeover switch.	X1	R
6.	Audio visual technician and two assistant	3	R
7.	Check all audio-visual equipment and condition of cables, and rewiring /correct where necessary	32	R
8.	Ad-hoc call outs fee limited to a total of 8 hours total time per month.		R
TOTAL AMOUNT (VAT INCLUSIVE)			R

TOTAL FEE TO BE TRANSFERRED CORRECTLY TO THE OFFER PAGE

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 quoted amount.

Failing to price as required will result in the RFQ document being disqualified.

5.3 Notes

5.3.1 Tenderers must ensure that the final TOTAL FEE is correctly carried over to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services. **Failing to price as required will result in the RFQ submission being disqualified.**

5.3.2 Fees **must** include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.

5.3.3 It is the responsibility of the bidder to ensure that they have a local office within the geographical area of City of Johannesburg as the JDA will not be responsible for accommodation and travelling costs.

6. PRESENTATION OF QUOTATIONS

Submissions are to consist of a short (**not to exceed 15 pages**) and comprehensible report that must provide the JDA with sufficient information to make a sound and fair evaluation of the quotation as well as the experience and capability of the applicant to undertake and manage the project successfully.

The report should **use the same item numbers as below** for the required sections of the report.

The following information must be clearly spelt out:

- 6.1 **BRIEF** company background, lists of SIMILAR (lap top accessories) projects (including client name, contact person, telephone number, value of the project, and the consulting fee value, nature of the project, required deliverables).
- 6.2 A copy of a valid SARS Tax Pin Compliant certificate. No award will be made to a service provider whose tax matters are not in order with the South African Revenue Services.
- 6.3 No award will be made to a service provider who is not registered with National Treasury Central Supplier Database.
- 6.4 A copy of the tenderer's latest municipal rates account in the name of the tenderer or alternatively in the names of the Directors / Partners of the tendering entity. Copies of lease agreements **will be accepted**.
- 6.5 An original and valid BBBEE status levels verification certificate or a certified copy thereof, 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. An EME must submit an affidavit confirming the following:
 - Annual Turnover Revenue of R10 million or less; and
 - Level of Black ownership
 - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 6.6 An original letter from the tenderer's bank confirming account information.
- 6.7 Bidders are required to submit detailed quotations based on the required deliverables defined in rand terms. Applicants are to illustrate the fee proposal linked to deliverables. All disbursements, etc. are to be **included** in the quotations.

6.8 A completed RFQ document with all sections filled in (references in the RFQ to other documentation attached will NOT be considered.)

6.9 The forms A to H annexed, must be scrutinized, completed in full and submitted together with your RFQ.

Failure to comply with the requirements in item 5 will result in tenderers been negatively scored for responsiveness or disqualified for non-compliance.

Note for consortium and joint ventures

- The items above are to be addressed and completed by **EACH** member of the consortium or joint venture.
- An agreement between all parties of the consortium or joint venture is to accompany the tender submission
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits 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 will be evaluated on the criteria to follow

- Compliance
- Technical
- Price and Specific Goals
- Risk Tolerance

a. Compliance

Bidders will be disqualified for:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
- Bidders who did not complete, in full, the tender offer page and the pricing table (i.e. priced, all registration numbers provided and signed);
- Bidders whose quotation document has been completed in pencil;
- Bidders whose document has been faxed;
- Bidders whose quotation document has been received after the closing time;
- Bidders whose quotation document has not been deposited in the tender box at the time of closing;
- Bidders who fail to price as required i.e. as stipulated in item 6 herein;
- Bidders who have any directors in the employment of the state;
- Bidders whose tax matters are not up to date;
- Bidders who did not attend the compulsory tender briefing
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS);
- Bidders whose directors are having municipal accounts that are owing more than 90 days
- Bidders who are not registered with the National Central Supplier Data Base

7.1

Item	Criteria	Total Points
(i)	Key returnable (annexure A-H fully completed and signed)	16
(ii)	Capability of proposed key team members (experience) and qualifications	80
(iii)	Past completed similar projects as experience of the company	50
(iv)	Detailed and signed reference letters which are in line with item (iii)	50
Minimum / Cut -off @ 60%		118
Maximum		196

a) Submission / Assessment Checklist

Category	Criteria	Description of Criteria	
(i) Key returnable documents	Returnable Documents Required are as follows		
	1.	Company background / brochure	Y/N
	2.	List of similar contracts currently awarded by organ of state	Y/N
	3.	List of completed contracts of similar nature	Y/N
	4.	Details of directors and shareholders with certified copies of ID's	Y/N
	5.	Professional Indemnity Insurance (Max Claim and Expiry Date) minimum value R2m	Y/N
	6.	Company registration documents	Y/N
	7.	CTS letter from SARS (Tax pin)	Y/N
	8.	Valid BBBEE certificate/s	Y/N
	9.	A statement from an independent auditor/accountant regarding the service provider financial standing to undertake this project	Y/N
	10.	Up-to-date Municipal rates account showing no arrears (90 days) or affidavit if not applicable for the directors	Y/N
		Annexures A to H all completed in full and signed	
Responsiveness Total			16
	3 years or more experience in Audio visual repair and maintenance experience	Points will only be allocated for demonstrating the skills required	50

(ii -A) Capability of proposed team detailed CV's	Audio Visual Technician	1 to 2 years' experience in Audio visual repair and maintenance experience	The bidder is to submit detailed CVs for the team members demonstrating experience in the requisite skills. (Complete annexure G&H)	30
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Category	Criteria		Description of Criteria	
(ii-B) Qualifications of the Capability of proposed team detailed CV's	Audio Visual Technician	A minimum of a Certificate in Audio Technology , Sound Engineering or relevant qualification	Certified copies of Qualifications should be included in the bidder's submission.	30
Previous Experience and Qualifications Total =				80
(iii)		Five or more projects demonstrating knowledge and experience in repair and maintenance of Audio Visual equipment / systems.	Points will only be allocated for a relevant / similar	50

List of completed similar projects		Three to four projects demonstrating knowledge and experience in repair and maintenance of Audio Visual equipment / systems.	completed project experience (Complete annexure D)	30
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Category	Criteria		Description of Criteria	
		One to two projects demonstrating knowledge and experience in repair and maintenance of Audio Visual equipment / systems.		10
(iv) Contactable references in line with item iii		Five or more satisfactory references for repair and maintenance of Audio Visual equipment / systems or related	Points will only be allocated for references when references are on the client's letterhead or and must confirm the project	50
		Three to four satisfactory references for repair and maintenance of Audio Visual equipment / systems or related		30

Each reference must be on client letter head and be signed		One to two satisfactory references for repair and maintenance of Audio Visual equipment / systems or related	description, services rendered in order to obtain the points.	10
--	--	--	---	----

Category	Criteria		Description of Criteria	
			If any of the required information does not appear in the reference, zero points will be awarded.	
	Total Projects and References =			100
	Total Maximum Score =			196
	Minimum Score to Proceed (60%) =			118

8.3 Price and Empowerment

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

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.

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

Awards up to 50mil (VAT Inclusive)

The specific goals allocated points in terms of this RFP	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence
Business owned by 51% or more – Black People	10	<ul style="list-style-type: none"> • Valid BBBEE certificate / Affidavit Sworn under oath • Company Registration Certification • Certified copy of ID of owners
Business owned by 51% or more - Women	5	<ul style="list-style-type: none"> • Valid BBBEE certificate / Affidavit Sworn under oath • Company Registration Certification • CSD report
SMMEs (An EME or QSE)	5	<ul style="list-style-type: none"> • Valid BBBEE certificate / Affidavit Sworn under oath • Company Registration Certification • CSD report
Total Points	20	Failure to attach evidence will lead to scoring zero points

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.

9. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The words “ **RFQ – SUPPLY AND INSTALLATION OF AN AUDIO-VISUAL CONTROL PANEL AT THE HECTOR PIETERSON MUSEUM & MEMORIAL FOR THE JDA FOR 1 MONTH**”

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 known as President) and Newtown, 2000 only between the hours of 08H00 and 17H00.

The RFQ closes on 24 April 2024 at 12h00

NO E-MAILED/ NO LATE / 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 is 90 days.

Queries can be addressed in writing to:

Mmatsie Mashao

E-mail: MMashao@jda.org.za

ANNEXURE A: BUSINESS DECLARATION

Tender/RFQ Number:

Tender/RFQ 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 two years and what is the estimated turnover of current commitments.

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

.....
.....

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

.....
.....

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

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"/>
4.4	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:		
4.3.1	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 BY NOT AN ORGAN OF STATE* DURING THE LAST 5 YEARS
cont.**

EMPLOYER	CONSULTANT	SIMILAR 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



RFQ: SUPPLY AND INSTALLATION OF AUDIO VISUAL CONTROL PANEL AT THE HECTOR PIETERSON MUSEUM & MEMORIAL FOR A PERIOD OF **1 MONTHS**

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ANNEXURE E: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

RFQ: SUPPLY AND INSTALLATION OF AUDIO VISUAL CONTROL PANEL AT THE HECTOR PIETERSON MUSEUM & MEMORIAL FOR A PERIOD OF 1 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:

(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 (COMPULSORY) THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 7.1 HEREIN

The service provider shall list below the key personnel proposed for this project in the discipline and designation being tendered for as per 7.1 herein.

TABLE 1: Audio Visual Technician

Key Resource Information	
Designation:	Audio Visual Technician
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	

ANNEXURE H – JDA CV TEMPLATE TO BE COMPLETED BY THE BIDDER (COMPULSORY)

1. Audio visual technician		
FULL NAME AND SURNAME		
TITLE (e.g., Ms./Mr./Dr/Prof)		
PROFESSIONAL QUALIFICATIONS (Certificats , Degrees, Diplomas, etc)	YEAR OBTAINED	CERTIFIED ACADEMIC CERTIFICATE MUST BE ATTACHED AND LISTED
CURRENT EMPLOYER		
CURRENT ROLE/TITLE		
NO. OF Yrs AND Mnths SERVED		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
PREVIOUS EMPLOYER 1		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
PREVIOUS EMPLOYER 2		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
PREVIOUS EMPLOYER 3		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	

PLEASE CONTINUE TO ADD YOUR PREVIOUS EMPLOYMENT ROLES (3, 4, 5 etc.)USING FORMAT ABOVE ***		

ANNEXURE H: SCHEDULE OF COMPLETED CONTRACTS

THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED

The tenderer shall list below a **maximum of 5 projects of a similar nature and scale** to this project

CLIENT Company name and contact person's name, tel, cell & e-mail address	PROJECT Name and description	SERVICE RENDERED	CONSTRUCTION VALUE	COMPLETION DATE

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

.....
Date

.....
Name of bidder

.....
Position