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Johannesburg Development Agency

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INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICE PROVIDERS

ADVERT DATE	22 JANUARY 2021
BID NUMBER	JDADPF/PHASE-2B.ICSM/002/2021
BID DESCRIPTION:	RFP - APPOINTMENT OF A CONSORTIUM OR JOINT VENTURE OF PROFESSIONALS CONSISTING OF URBAN DESIGNERS, SPATIAL PLANNERS, GIS SPECIALISTS AND COMMUNITY-BASED SURVEYING/RESEARCH SPECIALISTS FOR THE IMPLEMENTATION OF PHASE 2B OF THE INNER CITY SPATIAL MODEL
NON – COMPULSORY BRIEFING MEETING	Due to the Covid-19 Pandemic, a non - compulsory tender briefing session will only take place on the 27th of January 2021 from 10:00am – 11:00am via Ms Virtual Teams meeting. Interested bidders are to notify JDA representative's YDinath@jda.org.za and sgcobo@jda.org.za by e-mail before 12:00pm of the 26th of January 2021 so that the JDA can forward an MS Teams virtual meeting invite with a link to interested bidders. Questions and answers will be uploaded on the JDA website. The last day for receipt of queries is the 17th of February 2021.
CLOSING DATE AND TIME:	23 FEBRUARY 2021 at 12:00

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

Offices of the Johannesburg Development Agency, 3 Helen Joseph (former 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 e-mail: sgcobo@jda.org.za
Tel: 011 688 7851

ANY ENQUIRIES REGARDING THE PROJECT MAY BE DIRECTED IN WRITING ONLY TO:

Department Development Planning and Facilitation
Contact Person: Mrs Yasmeen Dinath e-mail: ydinath@jda.org.za
Tel: 011- 688 7851

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

OFFER

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

BID / RFP NUMBER	JDADPF/PHASE-2B.ICSM/002/2021			
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NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
CELLPHONE NUMBER				
VAT REGISTRATION NUMBER				
CSD SUPPLIER NUMBER				
COMPANY REGISTRATION NUMBER				
TAX VERIFICATION PIN				
TOTAL BID PRICE excluding Value Added Tax	R			
TOTAL BID PRICE in WORDS excluding Value Added Tax				
BIDDING COMPANY'S CONTACT PERSON and EMAIL:				
SIGNATURE OF BIDDER				
CAPACITY UNDER WHICH THIS BID IS SIGNED				
DATE				

To all our stakeholder

RE: The channels of reporting fraudulent and Corrupt Activities

The City of Johannesburg has a **zero-tolerance approach to Fraud, Theft, Corruption, Maladministration, and Collusion** by suppliers with employees. To reinforce this commitment, more channels have been added to report any Fraudulent and Corrupt activities.

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

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:..... anticorruption@tip-offs.com
- Web site:..... www.tip-off.com
- Free post:.....Free post, KZN 138, Umhlanga, 4320



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

**RFP - APPOINTMENT OF A CONSORTIUM OR JOINT VENTURE OF PROFESSIONALS
CONSISTING OF URBAN DESIGNERS, SPATIAL PLANNERS, GIS SPECIALISTS AND
COMMUNITY RESEARCH/ COMMUNITY LED DATA COLLECTION AND ENGAGEMENT
SPECIALISTS**

REQUEST FOR PROPOSALS FOR

IMPLEMENTATION OF PHASE 2B OF THE INNER CITY SPATIAL MODEL:

- *SPATIAL POLICY REVIEW AND DIGITIZATION,*
- *DATA COLLECTION & GIS SPATIAL LAYERING, AND,*
- *DEVELOPMENT OF A 3D SPATIAL MODEL FOR A PILOT STUDY AREA*

BID NUMBER: JDADPF/PHASE-2B.ICSM/002/2021

JANUARY 2021

**DEVELOPMENT PLANNING AND FACILITATION
YASMEEN DINATH**

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TENDERING PROCEDURES

Tender Notice and Invitation to Tender

BID DESCRIPTION: RFP - APPOINTMENT OF A CONSORTIUM OR JOINT VENTURE OF PROFESSIONALS CONSISTING OF URBAN DESIGNERS, SPATIAL PLANNERS, GIS SPECIALISTS AND COMMUNITY RESEARCH/ COMMUNITY LED DATA COLLECTION AND ENGAGEMENT SPECIALISTS FOR THE IMPLEMENTATION OF PHASE 2B OF THE INNER CITY SPATIAL MODEL

BID NUMBER: JDADPF/PHASE-2B.ICSM/002/2021

The JDA is requesting proposals from a multi-disciplinary team for the implementation of phase 2b of the Inner City Spatial Model: spatial policy review and digitization, collection & creation of additional data layers, and, development of a 3D spatial model for the pilot study area for a period of twelve (12) months.

Queries relating to procurement matters may be addressed to Siyambonga Gcobo at tel: (011) 688 7851; or e-mail: sgcobo@jda.org.za.

Technical queries relating to the bid may be addressed, in writing only, to Yasmeen Dinath via e-mail: YDinath@jda.org.za.

Documents may be downloaded from the JDA's website as follows: www.jda.org.za as well as on www.etenders.gov.za from **22 January 2021**. Tenders must only be submitted on the tender document that is downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

Due to the Covid-19 Pandemic, a non - compulsory tender briefing session will only take place on the 27th of January 2021 from 10:00am – 11:00am via Ms Virtual Teams meeting. Interested bidders are to notify JDA representative's YDinath@jda.org.za and sgcobo@jda.org.za by e-mail before 12:00pm of the 26th of January 2021 so that the JDA can forward an MS Teams virtual meeting invite with a link to interested bidders.

Questions and answers will be uploaded on the JDA website. The last day for receipt of queries is the 17th of February 2021.

The closing time for receipt of tenders is 12:00pm on **23 February 2021**. 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.

“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

1.1. JDA background

The Johannesburg Development Agency is a City of Johannesburg owned entity and plays a critical role as an area-based agency and implementing agent for the implementation of capital expenditure for multiple city departments.

1.2. JDA's Development Outcomes

What we aim to achieve:	JDA is a city development agency of the City of Johannesburg that manages and facilitates area based developments in efficient and innovative ways to build an equitable, sustainable and resilient city.
How we operate:	Employing sustainable and resilient city strategies in strategic neighbourhoods to transform the space economy in the City Region
Guiding Principles	Strategic Mid-Term Objectives
Create great places	<ul style="list-style-type: none"> • Restructure the city by developing defined, strategic geographic areas around the city and the movement corridors that link them. • Encourage sustainable energy consumption and land-use in the city by developing strategic transit nodes and corridors.
Catalyse growth and investment	<ul style="list-style-type: none"> • Promote economic growth by creating efficient and competitive business environments that cluster industries and functions in these areas. • Turn around declining investment trends in these areas by upgrading public space, generating shared visions for future development, and encouraging urban management partnerships.
Connect people to opportunities	<ul style="list-style-type: none"> • Develop local economic potential in marginalised areas to promote access to jobs and markets. • Promote economic empowerment through the structuring and procurement of JDA developments.
Co-produce solutions	<ul style="list-style-type: none"> • Support productive development partnerships and co-operation between all stakeholders in these areas.
<u>C</u> ontinuously improve	<ul style="list-style-type: none"> • To strengthen and improve the JDA's corporate governance and operations to ensure that it remains an effective, efficient, sustainable and well-governed organization

1.3. Purpose of this Request for Proposal

The JDA to achieve its area based agency mandate, requires the services of a consortium or Joint venture of professionals consisting of Urban Designers, Spatial Planners, GIS Specialists and Community Research/ Community led data collection and engagement specialists for the implementation of Phase 2B of the Development of an Inner City Digital Spatial Platform on behalf of the City of Johannesburg's Development Planning Department.

The Johannesburg Development Agency (JDA therefore requests interested professional service providers (companies, consortiums and joint ventures) to apply to be appointed for a period of twelve (12) months.

Proposals for this contract are invited by public tender.

PROJECT INFORMATION

1.4. INTRODUCTION

The following terms of reference is for the implementation of Phase 2B of the Inner City Spatial Model (ICSM) and specifically focuses on:

- the review-, digitisation- and spatialisation of Inner City Policies and studies;
- a comprehensive land use survey for a pilot area and the collection of data using innovative data capturing technologies and approaches, and,
- the development of a 3 dimensional digital city model to exhibit the captured data.

In addition to this terms of reference, parallel processes will entail the development of a pilot Inner City Spatial Platform (ICDSP) where the collected and digitized data, from this project, will be added and displayed as spatial layers. Therefore, this project essentially seeks to develop, test and pilot new technologies for spatial planning purposes.

This specific project, together with Phase 2A, will serve as a critical Proof of Concept and practical feasibility to inform and guide the development of a larger and more complex ICDSPP.

1.5. BACKGROUND

Role of the Inner City in the Municipality

The City of Johannesburg's Growth and Development Strategy 2040 and it's approved Spatial Development Framework identifies the Inner City as the central core of the City because of the vital role it plays in facilitating economic growth and development. The Inner City of Johannesburg is a complex node not only facilitative of economic activity but also enabling reception of domestic and international job and home seekers.

Planning of the Inner City

To fully realize the vision of the Inner City as an accessible, equitable and investor-ready Metropolitan Node a range of incentives and tasks have been defined that will increase investor confidence and the general quality and condition of the area.

Such a task includes creating policy certainty using spatial development planning tools to guide and direct private sector investment, and also public sector capital expenditure. Conventional tools to serve this purpose take the form of an Urban Spatial Development Framework or Precinct Plans.

These types of plans have repeatedly been produced for the Inner City (or parts of it) over the past 2 decades. These are static documents and they require regular reviews due to the rapidly changing context of the Inner City.

In 2018, the City of Johannesburg's City Transformation Directorate conducted an evaluation to determine the validity and datedness of existing policies. The study found that the majority of policies are:

- i.) Severely outdated;
- ii.) Not aligned to the prevailing Metropolitan Spatial Development Framework;
- iii.) Contradictory;
- iv.) Not representative of the entire geographical area under the official boundaries of the Inner City;
- v.) Lacking sufficient alignment and integration of policies, plans and content from critical external service departments and entities.

The official outcome of this assessment is a recommendation that the City develop a single spatial policy for the entire Inner City, effectively replacing individual precinct plans and urban development frameworks.

The assessment however also yielded another critical finding – that conventional spatial policies are not robust enough to deal with the dynamic and fast changing nature of the Inner City and hence by the time of completion of a conventional spatial policy, the actual context may have already changed significantly.

In addition to this it was also found that conventional spatial policies that typically take the form of Precinct Plans and Urban Development Frameworks are too 'static' to adequately deal with the fast and ever changing Inner City and hence does not necessarily provide adequate investment and development guidance, particularly in the Inner City.

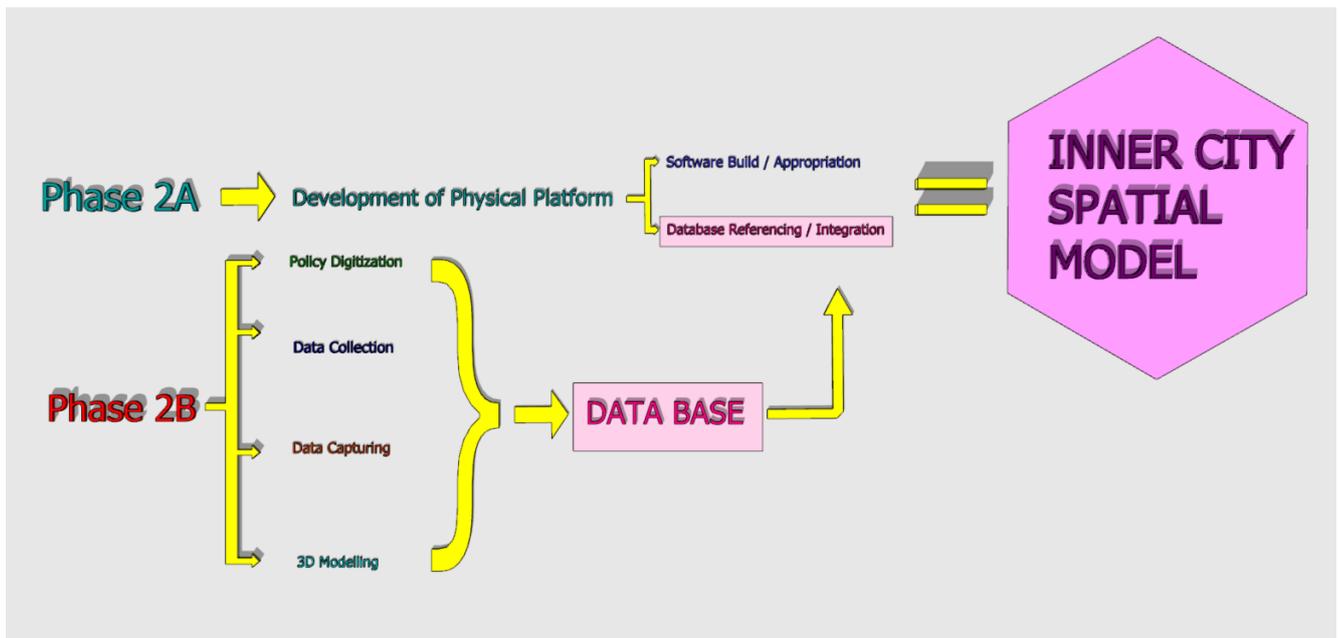
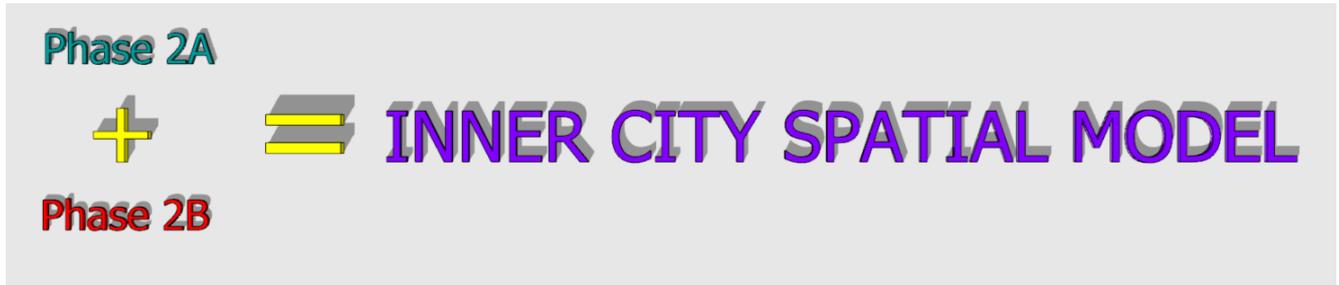
Furthermore, the extensive property rights already in place in the Inner City often renders conventional land use driven spatial policies pointless and hence should instead focus on forecasting, planning and prioritizing infrastructural improvements as well as being able to proactively determine needs for the provision of supporting social facilities and amenities.

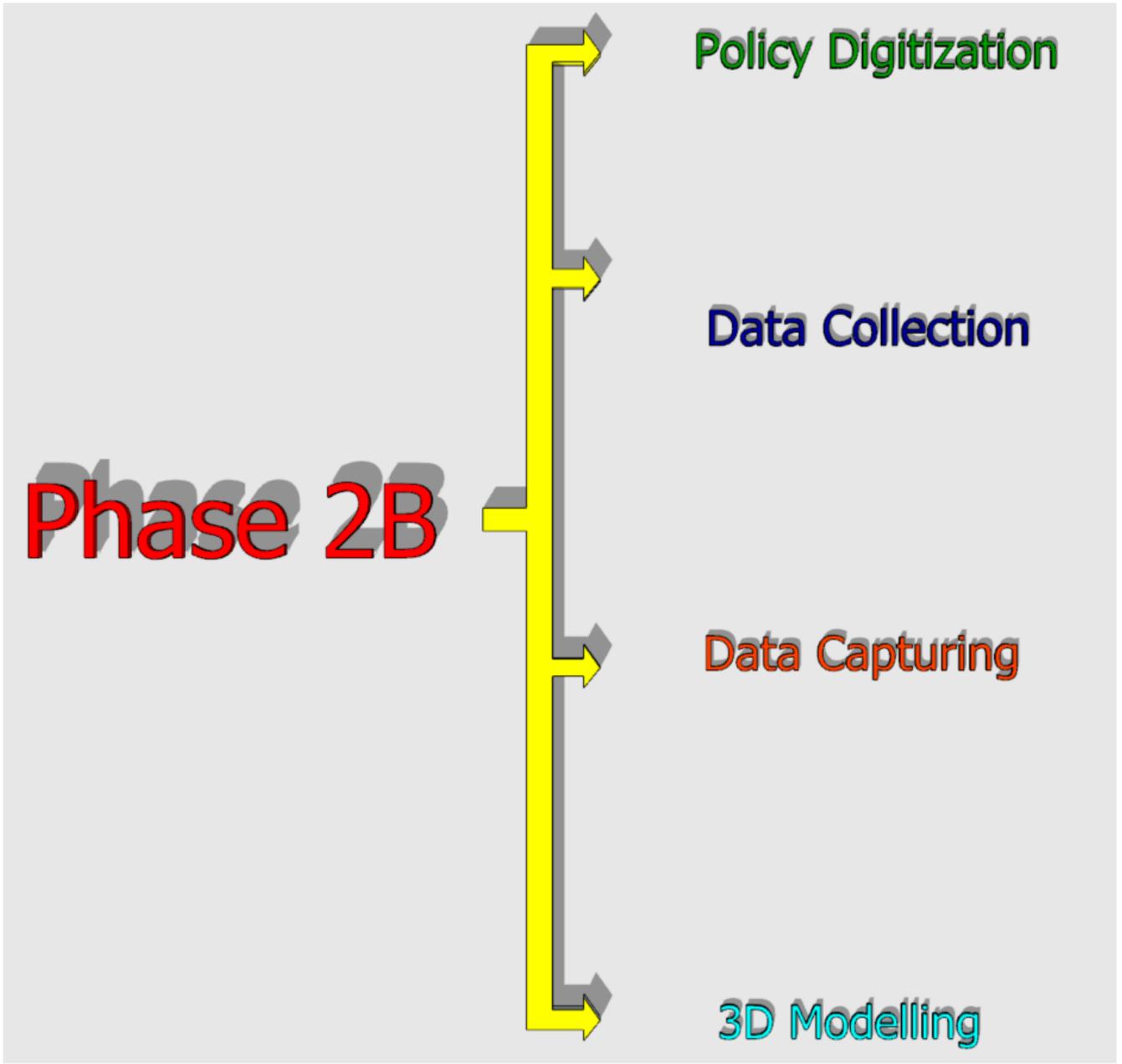
Given the findings from the assessment and further engagements, the Department of Development Planning would like to test the creation of a model to replace static plans. The model would need to act as a more dynamic and practical scenario planning tool that assists the city to predict the effects of policy change and the infrastructure requirements needed to respond to changes.

Project Phasing

In order to implement the recommendations highlighted above, this ambitious project was broken down into two distinct phases. Phase 1 of the project entails a feasibility assessment that explores similar

spatial models both locally and internationally. From this investigation a clearer project brief were developed that informs the Terms of Reference for Phase 2 of the project that entails the physical build of the feasible spatial platform and the collection, digitization and spatialization of outstanding data.





Phase 1 Outcomes

Phase 1 of the project was implemented and executed during the 2019 / 20 financial year and entailed the appointment of professional services to conduct the relevant research into the feasibility of the spatial platform. This phase included substantial stakeholder engagements with a range of potential stakeholders, both within and external to the COJ.

The primary objectives of Phase 1 included:

- Exploring different case studies to better understand the purpose, use and technological architecture of these selected spatial tools;
- Understanding the COJ institutional context and identifying opportunities within;

- To gain a better understanding of the requirements, functionality and potential use of the spatial platform.

Based on both desktop research as well as intensive stakeholder engagement, the following was identified as the primary challenges but also the desired and required uses and content the COJ Inner City Digital Spatial Platform:

- No singular data repository that is accessible to the general public currently exists
- Inadequate access to relevant and often already existing spatial data and related COJ information
- Inappropriateness of conventional static spatial policies for the Inner City and the lack of spatial impact illustration thereof
- Lack of data sharing, particularly with regards to the general public and private sector as critical generator and holder of relevant data
- Uncertainty with regards to data and communication policies
- Severely outdated data and underutilisation of alternative data sources
- Lack of data on informal trade
- Data mismatches between various data custodians
- Different sectoral and departmental plans not aligned
- No monitoring mechanisms to better evaluate and understand the implications of spatial policies and capital investment projects
- Ongoing Public Engagement and surveys to collect critical input and citizen generated data
- No current Land Use Data or database that is continuously updated (note: difference between zoning and land use)
- Realistic Density Data
- Spatial expression of statistical data

Phase 1 furthermore recommended a strategically phased and structured approach towards the development and implementation of an Inner City Digital Spatial Platform. Hence this terms of reference should be regarded as one of the initial building blocks for the larger and longer term platform.

PLEASE NOTE: A comprehensive report on the process, findings and recommendations are available and will need to be consulted to execute this project.

1.6. OBJECTIVES

The objective of this Terms of Reference (ToR) is to outline what is required to begin the development of an Inner City Digital Spatial Platform (ICDSP) that will enable the incremental building of a system for more dynamic spatial planning in the Inner City of Johannesburg.

The overarching goal is for this digital platform to contribute to improving planning decision-making in the interests of a more responsive, integrated and contextually relevant approach to spatially transforming Johannesburg's inner city.

The Geospatial Platform will be both a locally housed platform, as well as an Internet-based capability, providing shared and trusted geospatial data, services, and applications for use by the public and by government agencies and partners to meet their needs.

A spatial platform is understood to be a complete system for the referencing, capture, logging, analysis and visualisation of geospatial data. It will be used for modelling of data, improving planning processes and facilitating evidence-based spatial planning decision-making.

Definition of a Geospatial Platform

A geospatial platform constitutes the following components:

- *A robust network and connectivity system that supports*
- *referencing of existing city data, sustainable data construction, collection and management and*
- *the associated IT and spatial tools to collate, map, visualise, analyse, test and model such data to produce robust and high quality information, analyses and solutions to planning issues and to improve the efficiency and effectiveness of spatial planning processes in the inner city of Johannesburg and that operates within*
- *sound institutional and governance structures and processes supported by*
- *competent institutional and human resource capability.*

The process of developing such a platform in the CoJ is intended to be incrementally layered and iterative, with sufficient flexibility to adjust and adapt the platform as lessons are learnt and functionality is enhanced. It is also essential for the City of Joburg that the development process of the platform involves an immersive knowledge exchange and capacitation of city officials as the custodians and shapers of the platform (and not solely as end-users of an IT product).

This platform will be located within a broader institutional context, which will govern its functionality. However, the platform in principle aspires to:

- Enable evidence-based policy-making and plan-making
- Create efficient and integrated systems to collect, house, analyse and visualise spatial data

- Host dynamic digital spatial models to enhance communication and decision-making
- Allow for collaboration with communities and broader civil society
- Further development goals in the built environment and in the social and economic space
- Facilitate local government capacity building.

1.7. SCOPE OF WORK

The following section details the expected scope of work. Each item is then further detailed with respect to deliverables and should hence be costed accordingly.

Due to the enormity and complexity of the Inner City **two** distinct study areas have been identified (refer to Figure 1 and Figure 2 under Section 2.5 of this document). Figure 1 illustrates the Inner City boundaries which entails the larger study area. Figure 2 illustrates a pilot study area where detailed data will be collected and innovative strategies tested. Each scope item refers to the relevant study area.

2.4.1 STUDY AREA

As per Section 2.4, the scope is differentiated for two distinct study areas. Figure 1 represents the larger Inner City study area. Figure 2 represents the focused Pilot Study Area. Please refer to Section 2.4 to ensure alignment of each deliverable accordingly.

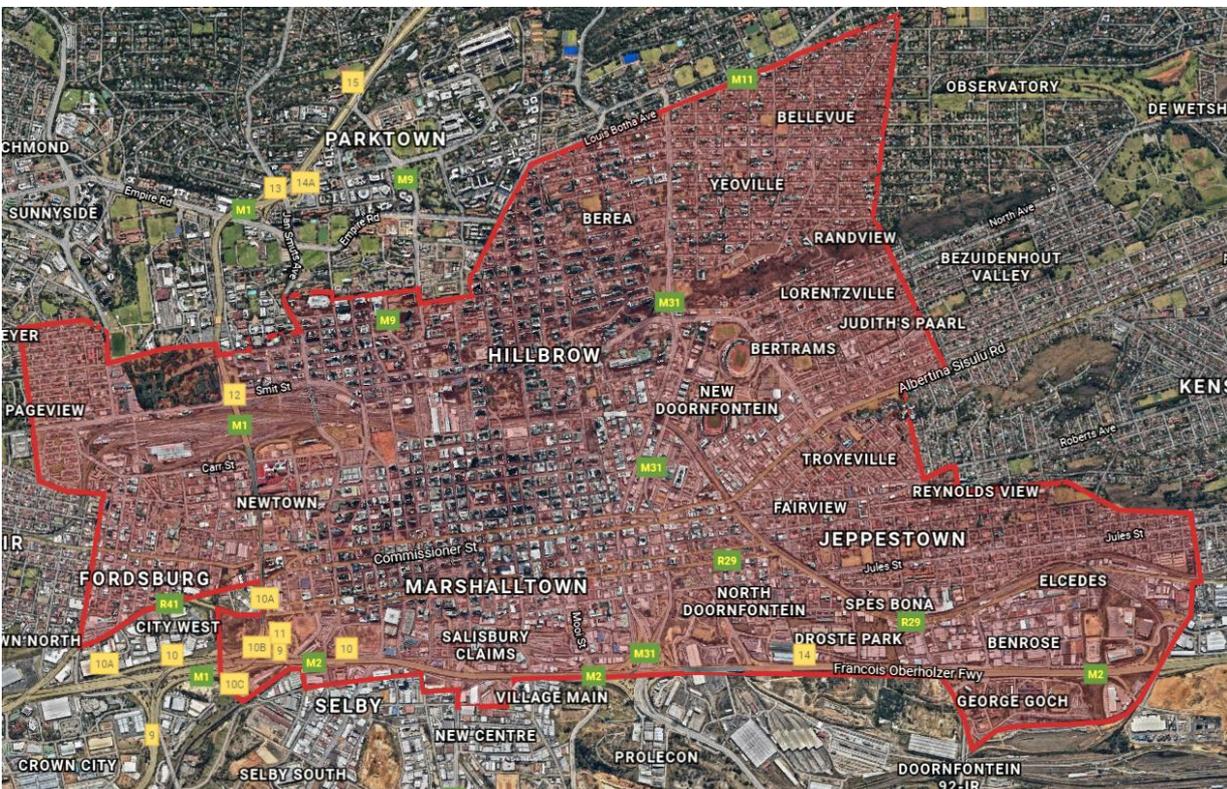


Figure 1: Inner City Boundaries

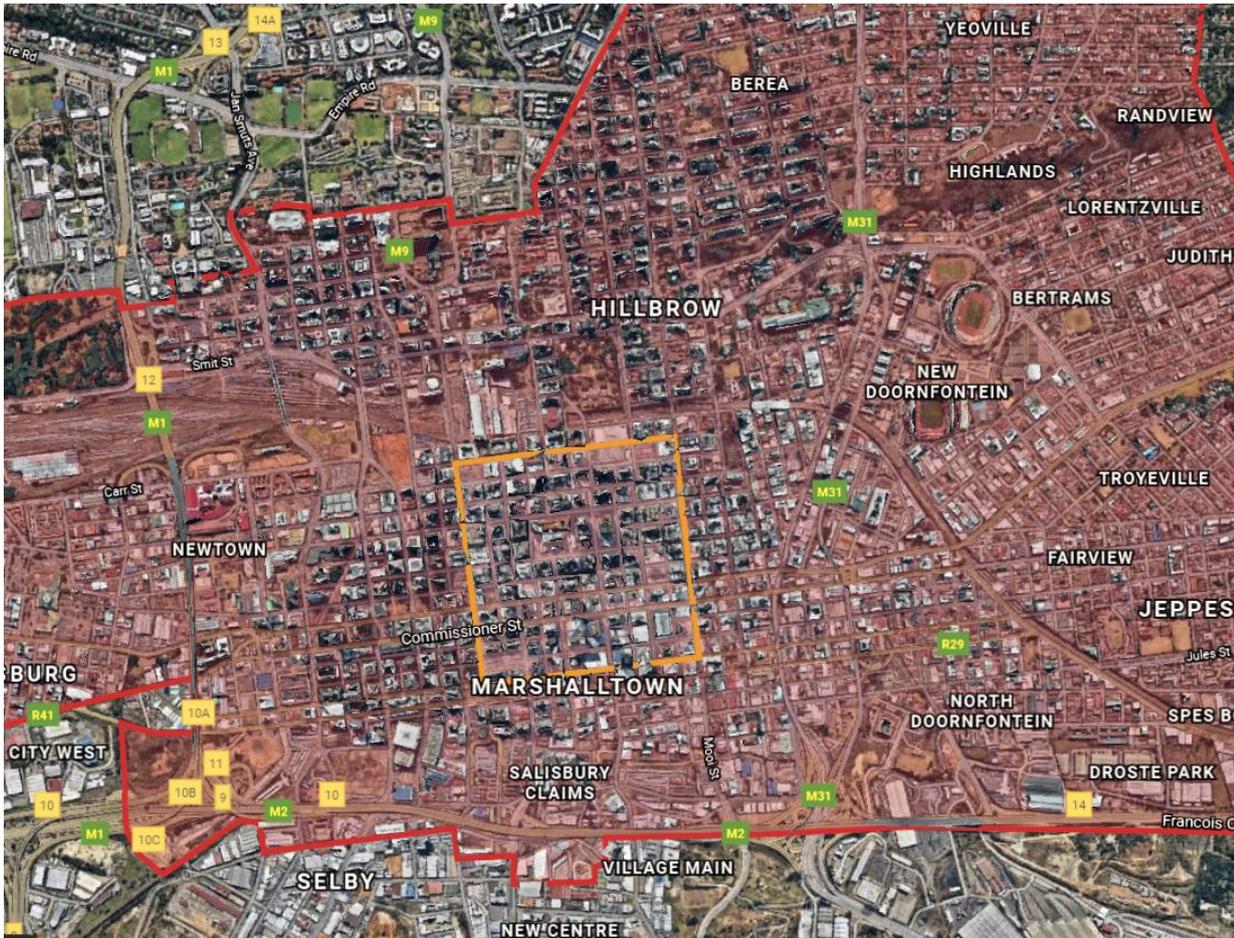


Figure 2a: Pilot Study Area

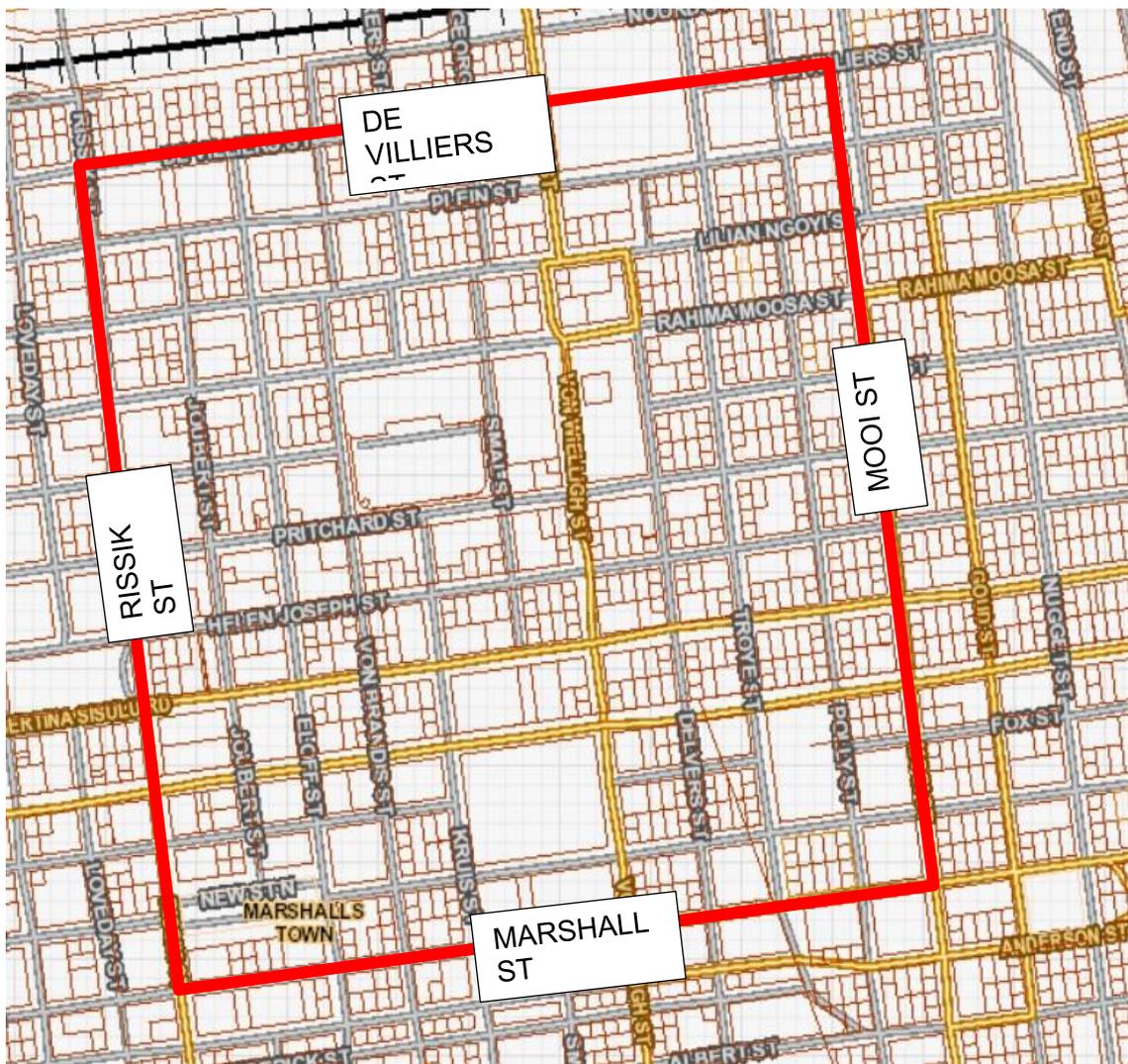


Figure 2b: Pilot Study Area

2.4.2 SUMMARY OF SCOPE

The following table provides a summary overview of the detailed scope to be completed. PLEASE refer to **Section 2.4.3** for a detailed breakdown and clear action definitions. Also refer to Section 2.4.1 for the affected study areas **PER ACTION ITEM**.

SCOPING ITEM	AREA APPLICABLE	PURPOSE / OBJECTIVE	ACTIONS	OUTCOMES	DELIVERABLES
A. INNER CITY POLICY REVIEW, SPATIALIZATION AND DIGITIZATION	Inner City, Figure 1	Alignment of different sectoral plans;	Review all relevant policies, studies, frameworks and plans for the entire	A clear and confirmed Inner City vision	A detailed findings report
		Identify key elements informing spatial, economic and social development	Extrapolate key spatial structuring / form giving / character elements	Spatial development guidance	Chapter in findings report detailing the identified structuring elements
		Digitize identified / extrapolated structuring elements into a central data base to be incorporated into Phase 2A	Key policy elements converted into a digital format, saved into a central data base that are to be layered / integrated into Phase 2A	Extrapolated structuring elements provided in a database format that is to be integrated into Phase 2A as a spatial layer onto the final ICSM	
		Create digital spatial map with all extracted data	Cross sectoral overlay map to illustrate different policy implications, contradictions and alignment	A separate GIS map containing all extrapolated layers	
		Identify any contradictions, overlaps, repetitions and redundancies	Highlight areas of contention	Chapter in detailed findings report	

B. DATA COLLECTION, DIGITIZATION AND SPATIALIZATION	Inner City, Figure 1	To collect and georeferenced all available data	Engagement with all identified stakeholders to collect data	Collection of available data into a consolidated data base that will be integrated into Phase 2A for the development of the ICSM	Report on all data collected, including data that are unobtainable
			Digitize and georeferenced all collected data	To ensure that all collected data is provided in a usable format on the ICM	Georeferenced data in a digital database that is intagratable with the ICSM being developed in Phase 2A
			Collect, georeferenced and spatially illustrate all urban management and improvement districts	Consolidated management mapping and database	Georeference database containing the extent and exact localities of each management and improvement district.
	Pilot Study Area, Figure 2	To test innovative approaches to capture unrecorded data; To gain an in depth understanding and data set of the pilot area.	Detailed land use assessment of the pilot area, per building and per floor of the building	Detailed Pilot Study Area data using innovative collection, capturing and sourcing techniques (see item D.)	3D land use data in a usable GIS database, and, visually illustrated using the pilot area model (Scope Item C).
			Surveying and assessment of public infrastructure	To gain an in-depth understanding of problematic public infrastructure / to take stock of existing public amenities	Georeferenced database containing survey data, and visually illustrated using the pilot area model (Scope Item C).
			Collection of public and private sector projects	Strategic project and initiative alignment;	Georeferenced database containing project data and information, and,

			(recently completed, ongoing and planned) in the pilot study area.		visually illustrated using the pilot area model (Scope Item C).
			Creation of an urban quality assessment criteria tool. Urban quality assessment of the Pilot Study area based on surveys, interviews, submissions and observations.	A broad based assessment of the urban quality and efficiency	Georeferenced database containing all findings from the urban quality assessment, and, visually illustrate using the pilot area model (Scope Item C).
C. 3D DIGITAL MODEL DEVELOPMENT	Pilot Study Area, Figure 2	Testing alternative approaches, technologies, software and applications to better understand the Inner City; To initiate the building of a larger scale Inner City model where data can incrementally be added; To initiate scenario planning processes.	The 3D model to include the following: Building Footprint; Basic building structure and scaling; Physical urban conditions surrounding the building; Micro climate such as trees and shadow casting; Contours and geographic conditions;	To build a 3D navigational model of the pilot study area containing data captured in Item B.	A 3D model containing the listed data and detail that can be exported as a georeferenced GIS database

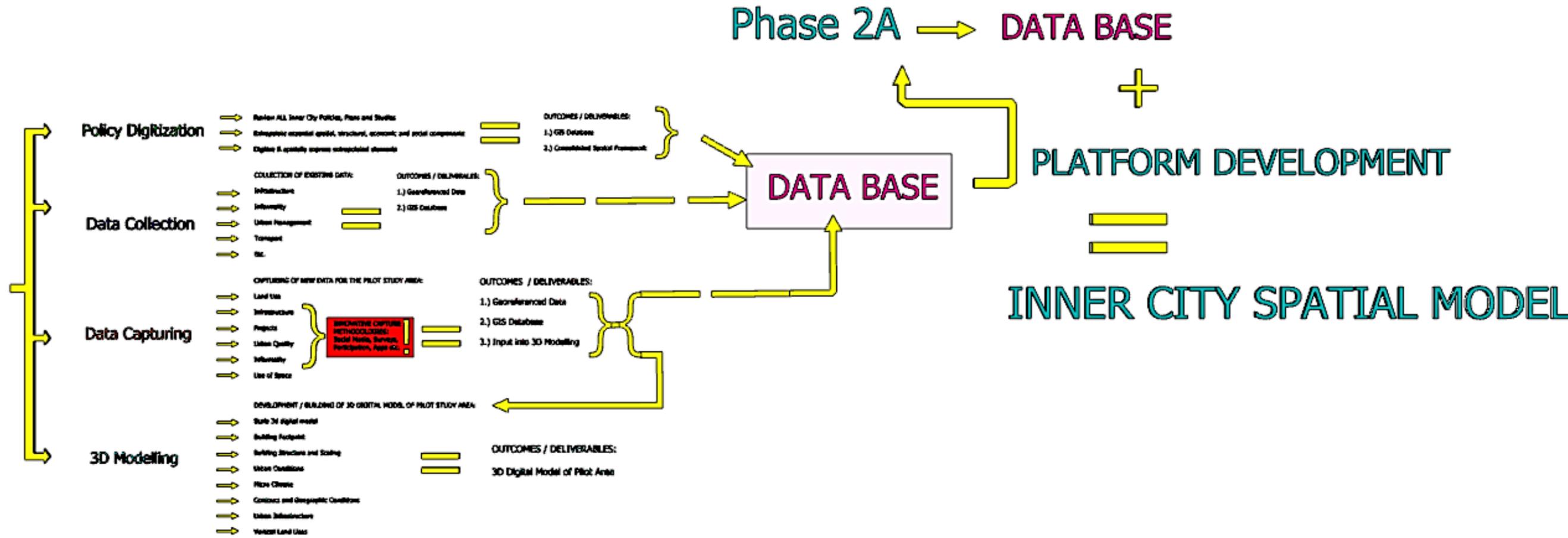
			Urban infrastructure such as public lighting, seating, transit facilities etc; Vertical Land Uses captured		
D. STAKEHOLDER ENGAGEMENT AND PARTICIPATION	Inner City, Figure 1	Engagement with relevant stakeholders for data collection	Stakeholder Mapping	Identification of all relevant stakeholders that may contribute critical data	Stakeholder List
			Setting up, administering, Facilitation and reporting (taking minutes) of engagement meetings and conducting engagements for the collection of data		Data repository to be georeferenced
	Pilot Study Area, Figure 2	Collection and capturing data	Area stakeholder mapping	Identification of local stakeholders and potential data custodians	A detailed stakeholder map
		Engagement strategizing			
		Procurement and training of local resources	Development of an engagement strategy	Testing new methods for engagement and data collection	A detailed engagement, campaigning and locally resourced surveying strategy
Facilitation and promotion of data collection campaigns.	Development of a community-led surveying strategy				
Input processing	Sourcing of local surveyors and data capturers	Local empowerment and sourcing of data	Advertisement and appointment of local resources (this appointment process may require working with the Region and		

		Documenting the process			Ward Governance for lists of ward based local labour) to aid the surveying and data collection process of the pilot area
			Training of local surveyors and data capturers		Focused training sessions to upskill local surveyors and data collectors
			Providing support to local surveyors and data capturers		Ongoing guidance and support for the duration of the project
			Payment of stipends to local surveyors and data capturers		Proof of payment of local resources used for data collection and surveying
			Development of an Online and Social Media engagement and survey strategy, including the use of popular applications.	Testing new methods for engagement and data collection	A detailed engagement, campaigning and locally resourced surveying strategy
			Facilitation of online and social media campaigns		Ongoing guidance and support for the duration of the project
			Promotion and marketing of the survey campaigns	Creation of project awareness and garnering support and willingness to contribute data	A detailed promotion and marketing strategy
			Capturing and processing of all data collected, with the assistance	Data collection	Detailed engagement reports.

			of the larger project team		
			Documenting the entire engagement approach	Testing new methods for engagement and data collection	Detailed close out report
E. CAPACITY BUILDING	Inner City, Figure 1; Pilot Study Area, Figure 2	Upskilling of City officials; Transfer of skills	Develop capacity development programme	A clear and capacity building methodology and identification of required resources	Capacity Development Programme, approved by the client (exact content to be confirmed upon appointment)
			Project on-job training and capacity building	Project experience for 2 city officials.	Attendance registers, minutes of meetings, training and capacitation presentations and learning material.
			Capacity building and training certificate and personal letter of reference	Formal acknowledgement and confirmation of training and capacity building	Signed letters of confirmation of training and capacity building on a formal letterhead and verified and undersigned by the client.
F.PROJECT BRANDING, COMMUNICATIONS AND SOCIAL MEDIA CAMPAIGN	Applicable to the project as a whole. Pilot Study Area, Figure 2	Ongoing project promotion, information sharing, surveying and interaction using popular social media networks, applications and technologies	Develop social media strategy	A clear social media promotion, interaction and information sharing approach	A detailed Social Media Strategy Report detailing: - platforms, applications, software and other technologies to be used - Execution strategy and timeframes - Management and maintenance intervals and content.
			Implementation, monitoring, facilitation and overall	Management, monitoring and maintenance of the social media	Monthly progress reports. Minutes of meetings.

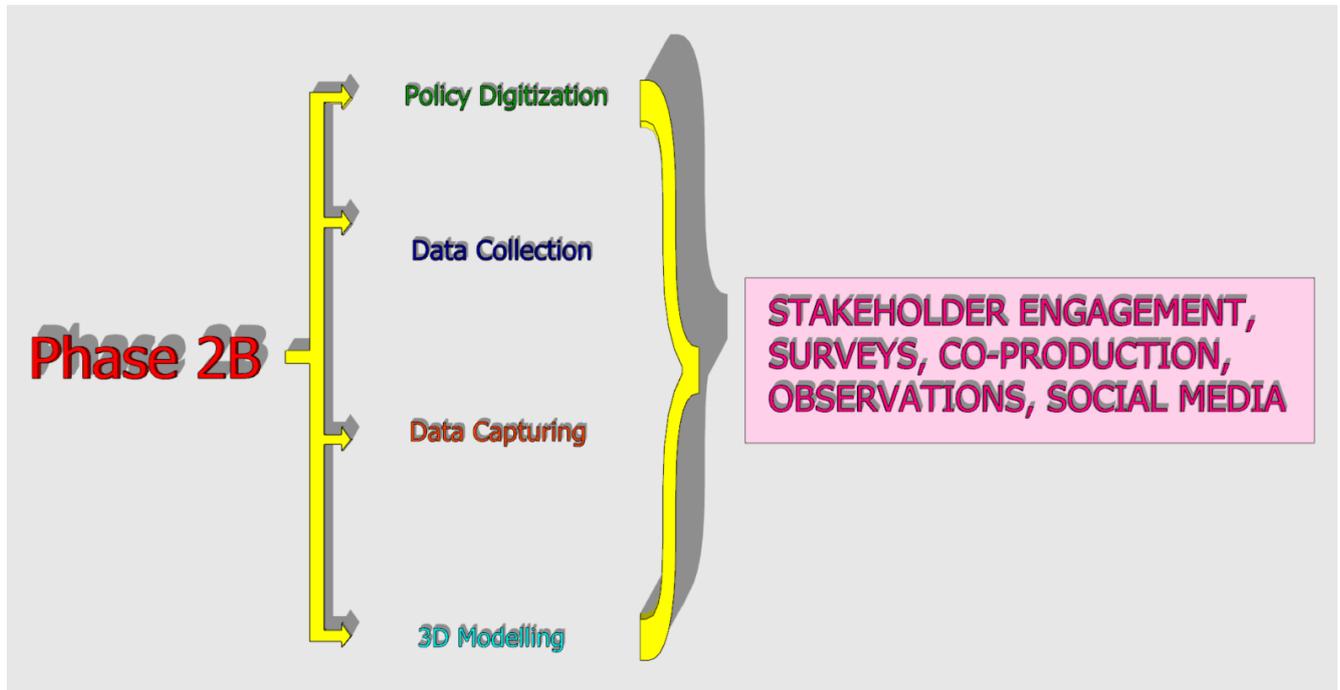
			management of the approved social media strategy	strategy throughout the entire duration of the project.	Transcripts of interactions.
			Sharing of social media data with the project team	Ongoing project integration and information sharing	Minutes of meetings; Attendance Registers; Monthly progress reports; Data / information databases.

Phase 2B



PG - 25

2.4.3 DETAILED SCOPE OF WORK



A. INNER CITY POLICY REVIEW, SPATIALIZATION AND DIGITIZATION

The Development Planning Department have embarked upon the digitization of spatial policies, i.e. precinct plans, urban development frameworks etc. This is to enable more strategic policy integration and alignment across all sectors whilst increasing the physical usability of- and access to policies.

The intention of this action is therefore to review a predefined list of Policies and Studies that are specifically relevant to the Inner City (**please refer to Figure 1**) and to extrapolate the most essential components of these policies and studies and express these implications in a digital spatial format. The outcome of this activity is a digital spatial layer that will be added to the Inner City Digital Spatial Platform (ICDSP) that will be developed in parallel. It should be noted that policies and studies are not restricted to spatial planning policies and hence will include, but are not limited to:

- Relevant Spatial Planning Policies
- Economic Development's Inner City Investment Master Plan
- Economic Development's Cross Border Trade Study
- Transportation Master Plan
- Several Traffic Assessments
- Strategic Area Frameworks (where it integrates with the Inner City)
- Inner City Roadmap
- Infrastructure Plans

NOTE:

Policy Review refers to the detailed interrogation and analysis of relevant policies or studies with the aim to identify and extrapolate the primary elements of the policy / study that will have an impact on the Inner City, albeit from an spatial, structural, social or economic perspective. Therefore, it does not entail the review or revision of the policy or study itself, but the identification of it's core components that has the greatest potential impact. This would require the service provider to gain a deeper understanding of each policy, plan or study and its recommendations in order to extract merely the most critical aspects thereof that can be spatially referenced and illustrated. The intention is therefore to create a consolidated spatial plan.

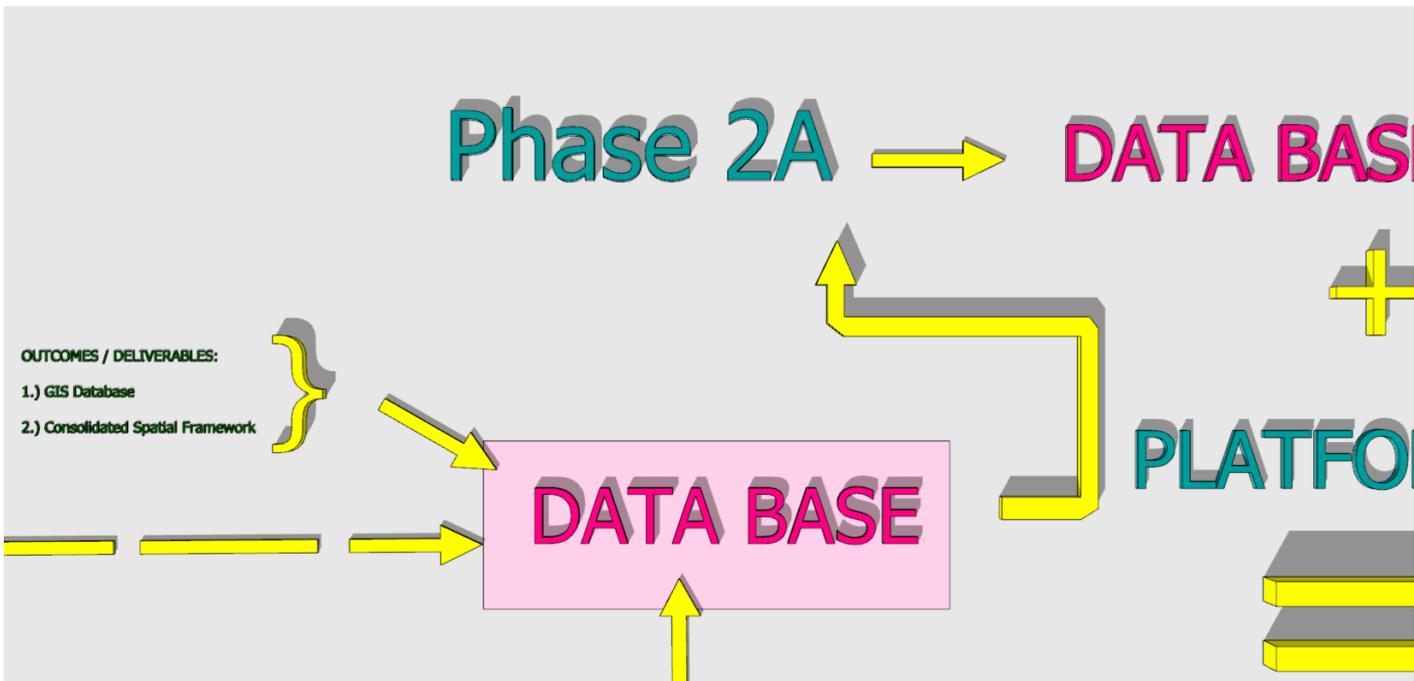
It will however be required that the service provider also identify conflicts between policies and to provide recommendations in dealing with these.

Spatialization refers to the process whereby policy / study content are spatially expressed in such a manner that the geographic reach of a policy / study and its subcomponents can be better understood.

Digitization in this context refers to converting un-editable data into editable data sets so that the dataset can be used on different platforms. Therefore, it may entail processing specific components of PDF documentation into data tables. **Please note** that all data is to be delivered in a georeferenced and GIS compatible format as per the guidance and directive of the Phase 2A project team.

Policy Digitization

- Review ALL Inner City Policies, Plans and Studies
- Extrapolate essential spatial, structural, economic and social components
- Digitize & spatially express extrapolated elements



B. DATA COLLECTION, DIGITIZATION AND SPATIALIZATION

A critical finding from the Phase feasibility study was:

- Critical data shortages, specifically with regards to actual land use;
- Where data exists, it is often inaccessible, unusable and un-integrated due the format that it is presented in;

Therefore, an important aspect of this project is to **test innovative ways of community data gathering techniques** to resolve such data shortages. Such data gathering techniques shall include, but are not limited to:

- o Social media integration techniques;
- o Digital surveys;
- o Physical contact sessions and surveys;
- o Digital contact sessions.

The following data sets will be collected, interrogated, digitized and spatialised:

i.) Land Use Data

- Pilot Study Area, Figure 2:
 - Given the enormity and complexity of the Inner City, a pilot area consisting of no more than a few blocks will be defined and utilised as a test area for alternative data collection approaches.
 - Land Use Data (i.e. what the site is actually being utilised for / as) will entail:
 - Site per site analysis of ground floor activity and general condition
 - Site per site analysis of second storey upwards land use recording, i.e. recording what happens inside buildings from above ground floor
 - Utilisation of community structures, online surveys and social media to determine the use and impression of individual sites and buildings, open spaces, public spaces etc.

ii.) Infrastructure Data

- Larger Study Area, Figure 1:
 - For the entire Inner City area (refer to Figure 1)
 - All future plans, policies and current status data of infrastructure in the Inner City are to be collected, digitized and spatialized.
 - This will entail numerous engagements with the relevant service departments.
- Pilot Study Area, Figure 2:
 - Mapping of infrastructural elements that are:
 - In need of repair
 - Causing obstruction
 - Presents safety or urban efficiency challenges

iii.) Management Areas

- All existing City and Business Improvement Districts and their boundaries (Larger Study Area, Figure 1).

PLEASE NOTE: Base maps pertaining the above information are available from the city's infrastructure utilities and other departments, however it will be the responsibility of the project team to confirm the content thereof and if needed, update the information.

iv.) Projects

- Pilot Study Area, Figure 2:
 - All recently completed, ongoing and planned public and private urban development projects.
 - Projects to be mapped and categorised¹ according to type, investment and impact.
 - For this activity stakeholder engagement and online surveys will be required.

PLEASE NOTE: Although data may be available from the respective urban management and improvement districts, it is the responsibility of the project team to confirm the content and status thereof.

v.) Urban Quality Assessment

- Pilot Study Area, Figure 2:
 - Development of a basic urban quality assessment criteria tool.
 - A basic assessment of the general urban quality of the defined pilot area.
 - Mapping of safety issues and hotspots, based on observations as well as community feedback.
 - Broken or poor infrastructure that has a material impact on urban quality.
 - Perceptions of stakeholders about the general condition and quality of the urban environment.
 - Categories to grade different areas according pre-defined urban quality criteria.

vi.) Informality

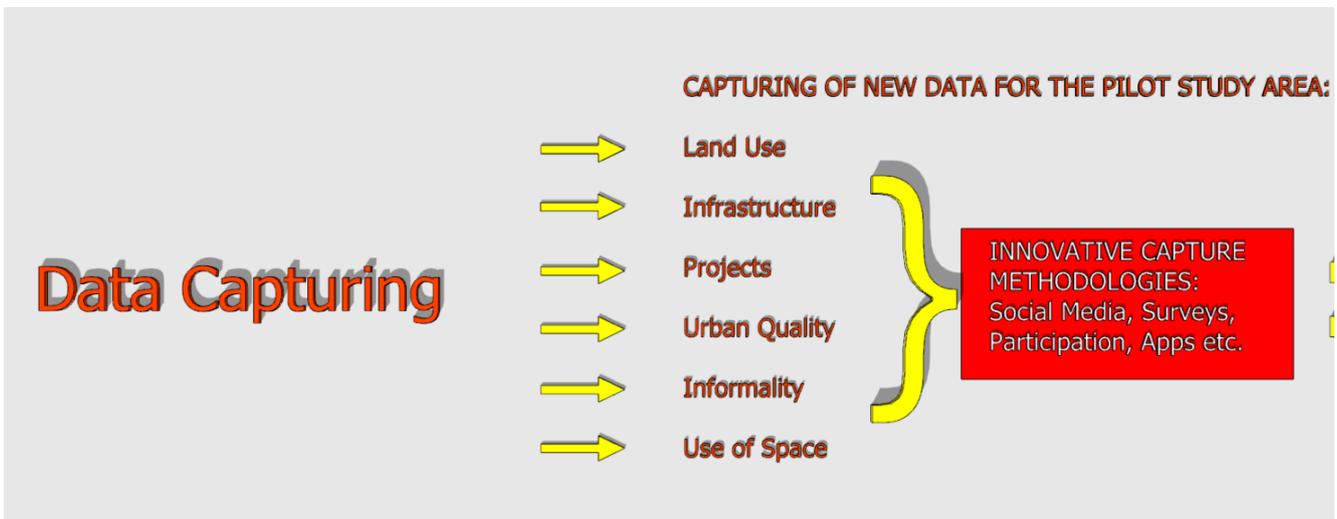
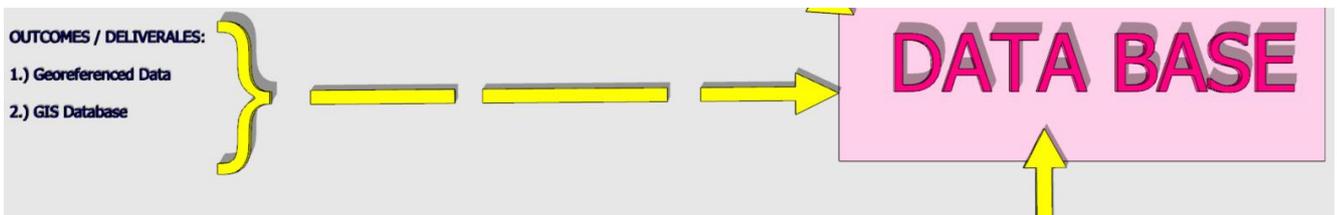
- Pilot Study Area, Figure 2:
 - Mapping of locations and hotspots where informal trade is prevalent.
 - Capturing of goods, services, products offered by the informal sector.

PLEAS NOTE: From the Policy Review under Item A substantial data can be extracted. However, a detailed survey will be required to confirm these localities, the types of trade occurring as well as movement patterns.

NOTE: Please note that all data are to be delivered in a georeferenced and GIS compatible format as per the guidance and directive of the Phase 2A project team.

Please refer to the Phase 1 Findings Report for detailed descriptions of available data bases as well as examples of similar models and techniques for data collection.

¹ Categories subject to client approval.

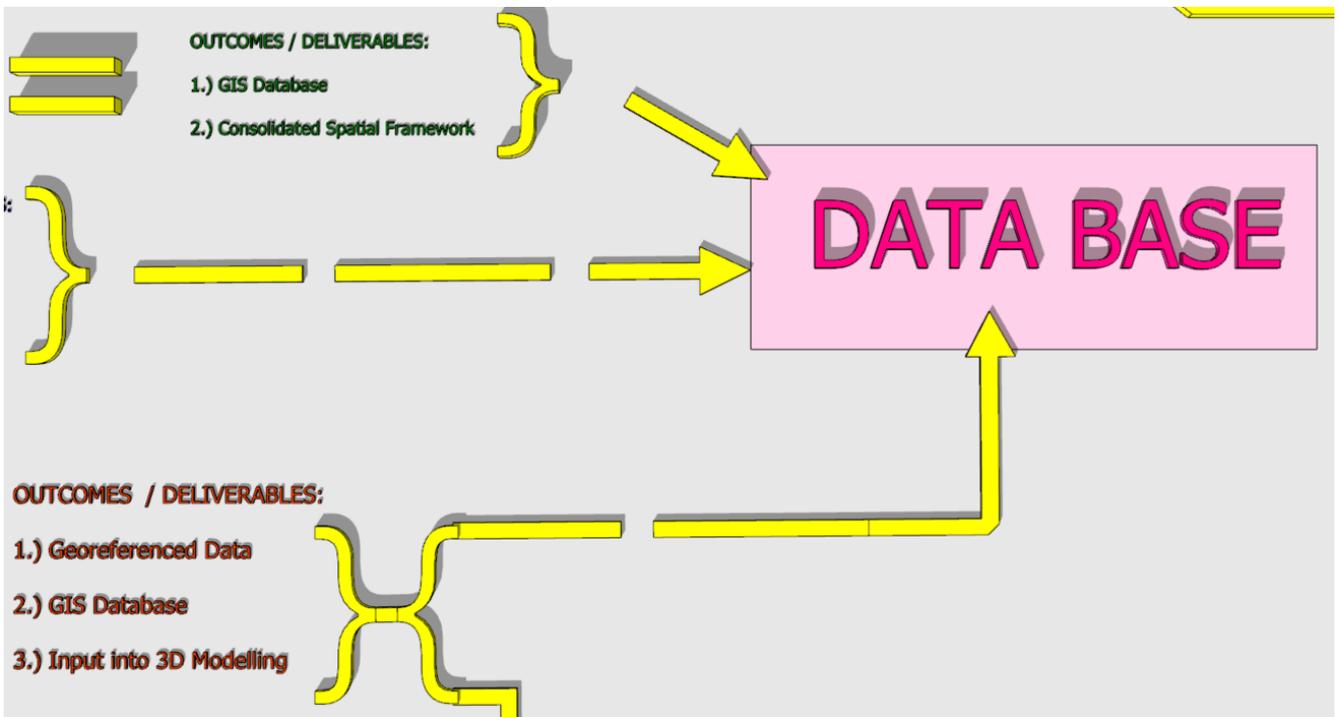


OUTCOMES / DELIVERABLES:

1.) Georeferenced Data

2.) GIS Database

3.) Input into 3D Modelling



C. 3D DIGITAL MODEL DEVELOPMENT

The development of a navigational 3D model of the pilot area (Figure 2) to be express and illustrate data captured. The model shall be integrated onto the platform and shall contain the following detail:

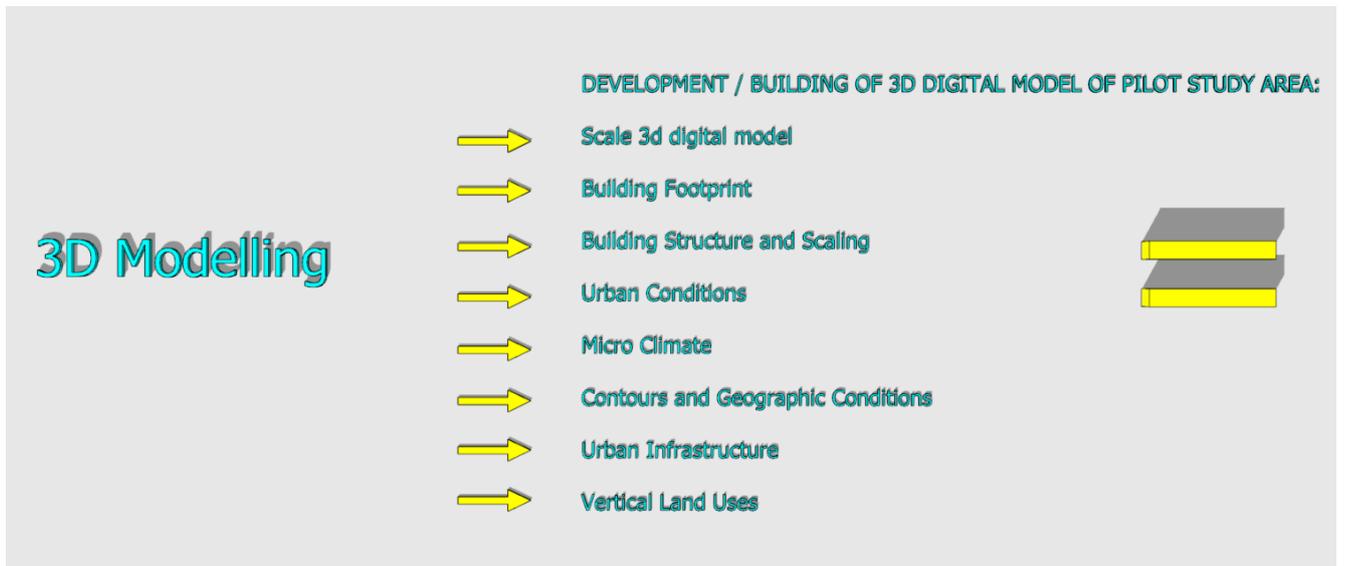
- i.) Building Footprint
- ii.) Basic building structure and scaling
- iii.) Physical urban conditions surrounding the building
- iv.) Micro climate such as trees and shadow casting
- v.) Contours and geographic conditions
- vi.) Urban infrastructure such as public lighting, seating, transit facilities etc.
- vii.) Vertical Land Uses captured

The 3D model layers shall have the following functionality:

- o Layer switching / viewing
- o Land use category per building floor, i.e. not only per site
- o 360 Degree views of the building
- o Identify feature that would enable a user to see specific data for a building

PLEASE NOTE: For the purpose of the 3D digital model **NO** particular software or file format is prescribed in this terms of reference and hence it would be responsibility of the prospective service provider to propose the most appropriate platform. It is however a requirement that the proposed software / file format of the **3D model is fully capable of GIS platform integration** and hence should the need for an **Application Programming Interface (API) arise, it shall be the responsibility of the service provider to deliver such.**

Please refer to the Phase 1 Finding Report for examples of 3D modelling and related file formats.





D. STAKEHOLDER ENGAGEMENT AND PARTICIPATION

The professional team will be required to engage with a number of stakeholders over the course of the project that shall include:

- i.) Project Steering Engagements
 - a. Weekly project steering meetings
- ii.) Data collection engagements
 - o Engagements with relevant stakeholders and data custodians for the collection of required data.
- iii.) Platform Developers Engagements
 - o Regular engagements with the service providers responsible for the development of the ICDSF.
- iv.) Community Engagements and Surveys
- v.) Online Forums and Engagements

Please refer to the Phase 1 Finding Report for a detailed description of data custodians.

E. CAPACITY BUILDING

The JDA and City of Joburg aims to use its projects to mentor staff members in the Department or tertiary students in need of in-service training which is a requirement for the completion of their studies. This project will also be used as a tool for capacity building. Bidders will be required to use this project to mentor a minimum of two (2) professional staff members that the City will choose from the beginning up to handover of the project. Some of the skills should enable our officials to obtain professional registration with the relevant accredited bodies such as SACPLAN or SACG. When costing their proposals, bidders must take into consideration this compulsory training requirement. Bidders will not be exempted from providing this training.

This task will therefore entail the following activities and deliverables:

- i.) Development of a skills and capacity training programme / strategy
- ii.) Ongoing 'on the job' training to selected participants that includes field work and the use of software, surveys and social media for data collection

- iii.) Reference letters of completion to participants.

Kindly note that a maximum of 2 participants will be selected for capacitation and training. Criteria for this selection to be defined upon appointment.

F. PROJECT BRANDING, COMMUNICATIONS AND SOCIAL MEDIA CAMPAIGN

In line with the overall project objectives, this task seeks to experiment with the use of social media and related technologies to:

- Create awareness of- and interest in the overall project and its objectives
- Utilize existing platforms to aid the collection of spatial data
- Serve as a communication medium between the client and civil society
- Communicate project progress
- Serve as a community engagement methodology and tool.

This task will therefore entail the following activities and deliverables:

- i.) Development of a detailed social media strategy in line with the overall and listed project objectives and outcomes.
- ii.) Determine the most relevant platforms that are appropriate to the target audience.
- iii.) Complete management, maintenance and facilitation of all selected social media platforms.
- iv.) Regular communication using the selected social media platforms to communicate requests for information, project progress and any other ad hoc matter that will arise throughout the entire duration of this project.
- v.) Design, develop, launch and hosting of surveys.
- vi.) Provide constant feedback to the project team.
- vii.) Respond to project enquiries.
- viii.) Assistance and technical support to both the project team as well as the target audience.
- ix.) Document all events and processes
- x.) Create and maintain a library of all materials and documents relevant to the project

Please note that for the purpose of this bid no social media platforms are pre-prescribed. Official City Communication Protocols will also need to be adhered to and will be supplied / clarified upon appointment.

1.8. DELIVERABLES

NO	ITEM	ACTIONS	DELIVERABLES
<p>NOTE: It is critical that this project be executed in parallel to Phase 2A and that all deliverables are delivered in the required file formats for integration. Furthermore, the service providers will need to ensure close cooperation with Phase 2A service providers and accept guidance on technical aspects.</p>			
1.	Project Inception	Project approach and programme finalisation.	Project Programme
		Project Inception Meeting	Inception Report
		Establishment of Project Steering Committee (PSC)	Confirmed list of PSC member with contact details
		Bi-weekly PSC meetings	Calendar items for PSC meetings
2.	Project Management	Management of the project for the duration of the contract	Bi-weekly PSC meeting facilitation.
		Processing and submission of invoices	Submitted invoices upon project milestones
		Attending client engagements and presentations	Minutes of Meetings
		Project presentations at critical milestones and to relevant clusters, as and when needed	Project Milestone Presentations
3.	Inner City Policy Review, Spatialization And Digitization	Review all relevant policies, studies, frameworks and plans for the entire	A detailed findings report
		Extrapolate key spatial structuring / form giving / character elements	Chapter in findings report detailing the identified structuring elements
		Digitize identified / extrapolated structuring elements into a central data base to be incorporated into Phase 2A	Extrapolated structuring elements provided in a database format that is to be integrated into Phase 2A as a spatial layer onto the final ICSM
		Create digital spatial map with all extracted data	A separate GIS map containing all extrapolated layers
		Identify any contradictions, overlaps, repetitions and redundancies	Chapter in detailed findings report
4.	Data Collection, Digitization And Spatialization	Engagement with all identified stakeholders to collect data	Report on all data collected, including data that are unobtainable
		Digitize and georeferenced all collected data	Georeferenced data in a digital database that is integratable with the ICSM being developed in Phase 2A
		Collect, georeferenced and spatially illustrate all urban management and improvement districts	Georeference database containing the extent and exact localities of each management and improvement district.
		Detailed land use assessment of the pilot area, per building and per floor of the building	3D land use data in a usable GIS database, and, visually illustrated using the pilot area model (Scope Item C).

		<p>Surveying and assessment of public infrastructure</p>	<p>Georeferenced database containing survey data, and visually illustrated using the pilot area model (Scope Item C).</p>
		<p>Collection of public and private sector projects (recently completed, ongoing and planned) in the pilot study area.</p>	<p>Georeferenced database containing project data and information, and, visually illustrated using the pilot area model (Scope Item C).</p>
		<p>Creation of an urban quality assessment criteria tool.</p> <p>Urban quality assessment of the Pilot Study area based on surveys, interviews, submissions and observations.</p>	<p>Georeferenced database containing all findings from the urban quality assessment, and, visually illustrate using the pilot area model (Scope Item C).</p>
5.	3D Digital Model Development	<p>The 3D model to include the following:</p> <p>Building Footprint;</p> <p>Basic building structure and scaling;</p> <p>Physical urban conditions surrounding the building;</p> <p>Micro climate such as trees and shadow casting;</p> <p>Contours and geographic conditions;</p> <p>Urban infrastructure such as public lighting, seating, transit facilities etc;</p> <p>Vertical Land Uses captured</p>	<p>A 3D model containing the listed data and detail that can be exported as a georeferenced GIS database</p>
6.	Stakeholder Engagement And Participation	Stakeholder Mapping	Stakeholder Mapping and List
		Facilitation of engagement meetings and conducting engagements for the collection of data	Attendance registers and minutes of meetings.
		Pilot Study Area stakeholder mapping	A detailed stakeholder map
		Development of an engagement strategy	A detailed engagement, campaigning and locally resourced surveying strategy
		Development of a surveying strategy	
		Sourcing of local surveyors and data capturers	Appointment of local resources to aid the surveying and data collection process of the pilot area

		Training of local surveyors and data capturers	Focused training sessions to upskill local surveyors and data collectors
		Providing support to local surveyors and data capturers	Ongoing guidance and support for the duration of the project
		Payment of stipends to local surveyors and data capturers	Proof of payment of local resources used for data collection and surveying
		Development of an Online and Social Media engagement and survey strategy, including the use of popular applications.	A detailed engagement, campaigning and locally resourced surveying strategy
		Facilitation of online and social media campaigns	Ongoing guidance and support for the duration of the project
		Promotion and marketing of the survey campaigns	A detailed promotion and marketing strategy
		Capturing and processing of all data collected, with the assistance of the larger project team	Detailed engagement reports.
		Documenting the entire engagement approach	Detailed close out Stakeholder and community lead data collection report
7.	Capacity Building	Develop capacity development programme	Capacity Development Programme, approved by the client (exact content to be confirmed upon appointment)
		Project on-job training and capacity building including the development of training documentation, brochures etc.	Attendance registers, minutes of meetings, training and capacitation presentations and learning material.
		Capacity building and training certificate and personal letter of reference	Signed letters of confirmation of training and capacity building on a formal letterhead and verified and undersigned by the client.
8.	Project Branding, Communications And Social Media Campaign	Develop social media strategy	A detailed Social Media Strategy Report detailing: - platforms, applications, software and other technologies to be used - Execution strategy and timeframes - Management and maintenance intervals and content.
		Implementation, monitoring, facilitation and overall management of the approved social media strategy	Monthly progress reports. Minutes of meetings. Transcripts of interactions.
		Sharing of social media data with the project team	Minutes of meetings; Attendance Registers; Monthly progress reports; Data / information databases.

9.	Project Findings	Recording and monitoring of the project.	Detailed Findings Report
10.	Project Close Out	Presentation of findings report and final models, data sets etc.	Project Close Out Report and Presentation
		Delivery of all data sets in the mandated format	Data Repository
		Hand over and integration of data to Phase 2A	Data handover workshop

PLEASE NOTE: The storage of data for the duration of the project shall remain the responsibility of the service provider and hence any loss of data or the corruption thereof shall be at the expense of the service provider to recover.

1.9. PROJECT PROGRAMME

The total period for this project is 12 months from the date of appointment. However, it is also important to note the programme for Phase 2A as milestones will be interdependent.

A more detailed timeframe is provided below.

PLEASE NOTE: This is an estimated programme and is therefore subject to change upon appointment and project inception.

NO	ITEM	ACTIONS	DELIVERABLES	TIMEFRAME
	Procurement	Tender advertisement, evaluation and adjudication	Awarded tender	February 2021
1.	Project Inception	Project approach and programme finalisation.	Project Programme	1 week from appointment date
		Project Inception Meeting	Inception Report	
		Establishment of Project Steering Committee (PSC)	Confirmed list of PSC member with contact details	
		Bi-weekly PSC meetings	Calendar items for PSC meetings	
2.	Project Management	Management of the project for the duration of the contract	Bi-weekly PSC meeting facilitation.	Continuous and as per final project programme.
		Processing and submission of invoices	Submitted invoices upon project milestones	
		Attending client engagements and presentations	Minutes of Meetings	
		Project presentations at critical milestones and to relevant clusters, as and when needed	Project Milestone Presentations	
3.	Inner City Policy Review, Spatialization And Digitization	Review all relevant policies, studies, frameworks and plans for the entire	A detailed findings report	3 Months from inception date.

		Extrapolate key spatial structuring / form giving / character elements	Chapter in findings report detailing the identified structuring elements	
		Digitize identified / extrapolated structuring elements into a central data base to be incorporated into Phase 2A	Extrapolated structuring elements provided in a database format that is to be integrated into Phase 2A as a spatial layer onto the final ICSM	
		Create digital spatial map with all extracted data	A separate GIS map containing all extrapolated layers	
		Identify any contradictions, overlaps, repetitions and redundancies	Chapter in detailed findings report	
4.	Data Collection, Digitization And Spatialization	Engagement with all identified stakeholders to collect data	Report on all data collected, including data that are unobtainable	8 Months from inception date.
		Digitized stakeholder contact list	A digital contact list in a raw data format (to be compatible with Excell etc.)	
		Collect, georeferenced and spatially illustrate all urban management and improvement districts	Georeference database containing the extent and exact localities of each management and improvement district.	
		Detailed land use assessment of the pilot area, per building and per floor of the building	3D land use data in a usable GIS database, and, visually illustrated using the pilot area model (Scope Item C).	
		Surveying and assessment of public infrastructure	Georeferenced database containing survey data, and visually illustrated using the pilot area model (Scope Item C).	
		Collection of public and private sector projects (recently completed, ongoing and planned) in the pilot study area.	Georeferenced database containing project data and information, and, visually illustrated using the pilot area model (Scope Item C).	
		Creation of an urban quality assessment criteria tool. Urban quality assessment of the Pilot Study area based on	Georeferenced database containing all findings from the urban quality assessment, and, visually	

		surveys, interviews, submissions and observations.	illustrate using the pilot area model (Scope Item C).	
5.	3D Digital Model Development	<p>The 3D model to include the following:</p> <p>Building Footprint;</p> <p>Basic building structure and scaling;</p> <p>Physical urban conditions surrounding the building;</p> <p>Micro climate such as trees and shadow casting;</p> <p>Contours and geographic conditions;</p> <p>Urban infrastructure such as public lighting, seating, transit facilities etc;</p> <p>Vertical Land Uses captured</p>	A 3D model containing the listed data and detail that can be exported as a georeferenced GIS database	10 Months from inception date.
6.	Stakeholder Engagement And Participation	Stakeholder Mapping	Stakeholder List	Ongoing and concurrent to task / deliverable 2 – 5.
		Facilitation of engagement meetings and conducting engagements for the collection of data	Minutes of meetings and attendance registers.	
		Area stakeholder mapping	A detailed stakeholder map	
		Development of an engagement strategy	A detailed engagement, campaigning and locally resourced surveying strategy	
		Development of a surveying strategy		
		Sourcing of local surveyors and data capturers	Appointment of local resources to aid the surveying and data collection process of the pilot area	
		Training of local surveyors and data capturers	Focused training sessions to upskill local surveyors and data collectors	
		Providing support to local surveyors and data capturers	Ongoing guidance and support for the duration of the project	

		Payment of stipends to local surveyors and data capturers	Proof of payment of local resources used for data collection and surveying	
		Development of an Online and Social Media engagement and survey strategy, including the use of popular applications.	A detailed engagement, campaigning and locally resourced surveying strategy	
		Facilitation of online and social media campaigns	Ongoing guidance and support for the duration of the project	
		Promotion and marketing of the survey campaigns	A detailed promotion and marketing strategy	
		Capturing and processing of all data collected, with the assistance of the larger project team	Detailed engagement reports.	
		Documenting the entire engagement approach	Detailed close out report	
7.	Capacity Building	Develop capacity development programme	Capacity Development Programme, approved by the client (exact content to be confirmed upon appointment)	Ongoing and concurrent to task / deliverable 2 – 5.
		Project on-job training and capacity building including the development of training documentation, brochures etc.	Attendance registers, minutes of meetings, training and capacitation presentations and learning material.	
		Capacity building and training certificate and personal letter of reference	Signed letters of confirmation of training and capacity building on a formal letterhead and verified and undersigned by the client.	
8.	Project Branding, Communications And Social Media Campaign	Develop social media strategy	A detailed Social Media Strategy Report detailing: - platforms, applications, software and other technologies to be used - Execution strategy and timeframes - Management and maintenance intervals and content.	Ongoing and concurrent throughout the project lifespan.
		Implementation, monitoring, facilitation and overall	Monthly progress reports. Minutes of meetings.	

		management of the approved social media strategy	Transcripts of interactions.	
		Sharing of social media data with the project team	Minutes of meetings; Attendance Registers; Monthly progress reports; Data / information databases.	
9.	Project Findings	Recording and monitoring of the project.	Detailed Findings Report	10 Months from inception date.
10.	Project Close Out	Presentation of findings report and final models, data sets etc.	Project Close Out Report and Presentation	12 Months from inception date.
		Delivery of all data sets in the mandated format	Data Repository	
		Hand over and integration of data to Phase 2A	Data handover workshop	

1.10. PRICING

NO	ITEM	DELIVERABLES	PRICE
1.	Project Inception	<ul style="list-style-type: none"> a. Project Programme b. Inception Report c. Confirmed list of PSC member with contact details d. Calendar invites for PSC meetings (minimum of 24) 	
2.	Project Management	<ul style="list-style-type: none"> a. Bi-weekly PSC meeting facilitation (online) (minimum of 24) b. Project Finance Management (Invoices and supporting docs) c. Minutes of Meetings d. Project Milestone Presentations (physical engagements & online) (Min 6) 	
3.	Inner City Policy Review, Spatialization And Digitization	<ul style="list-style-type: none"> a. A detailed findings report b. Chapter in findings report detailing the identified spatial structuring elements c. Extrapolated structuring elements provided in a database format that is to be integrated into Phase 2A as a spatial layer onto the final ICSM d. A separate GIS map containing all extrapolated layers e. 	
4.	Data Collection, Digitization And Spatialization	<ul style="list-style-type: none"> a. Report on all data collected, including data that is unobtainable b. Georeferenced data in a digital database that is integratable with the ICSM being developed in Phase 2A c. Georeference database containing the extent and exact localities of each management and improvement district. d. 3D land use data in a usable GIS database, and, visually illustrated using the pilot area model (Scope Item C). e. Georeferenced database containing survey data, and visually illustrated using the pilot area model (Scope Item C). f. Georeferenced database containing project data and information, and, visually illustrated using the pilot area model (Scope Item C). g. Georeferenced database containing all findings from the urban quality assessment, and, visually illustrate using the pilot area model (Scope Item C). 	
5.	3D Digital Model Development	<ul style="list-style-type: none"> a. A 3D model containing the listed data and detail that can be exported as a georeferenced GIS database 	

6.	Stakeholder Engagement and Participation	a. Stakeholder List in a digital, raw format (MS Excel etc.)	
		b.	
		c. A detailed stakeholder map	
		d. A detailed plan for engagement, and locally resourced surveying.	
		e. Advertisement and appointment of local resources to aid the surveying and data collection process of the pilot area (Min of 5 persons)	
		f. Payment of a stipend to local surveyors for data collection and surveying. (Min of 5 persons)	
		g. Focused training sessions to upskill local surveyors and data collectors (Min of 5 persons)	
		h. Ongoing guidance and support for the duration of the project (mentoring and monitoring)	
		i. Detailed close out report explaining process , methods and findings of surveys and lessons learnt.	
7.	Project Branding, Communications And Social Media Campaign	a. A detailed Social Media Strategy Report detailing: <ul style="list-style-type: none"> • platforms, applications, software and other technologies to be used • Execution strategy and timeframes • - Management and maintenance intervals and content. 	
		a. Monthly progress reports(12 minimum) including: <ul style="list-style-type: none"> • Minutes of meetings. • Transcripts of interactions. 	
		a. Monthly social media post (facebook, Instagram and twitter) x 12 b. Social Media post per milestone x 6 c. Ad-hoc social media posts x 6 d. 2 x Media Releases (in line with CoJ/JDA requirements)	
9.	Capacity Building for municipal officials	Capacity Development Plan, approved by the client (exact content to be confirmed upon appointment)	
		Attendance registers, training and capacitation presentations and learning material. Signed letters of confirmation of training and capacity building on a formal letterhead and verified and undersigned by the client. (minimum of 2)	
10	Final Report	Detailed Final Report and Presentation	
11.	Project Close Out		
		Data Repository – Indexed and in format approved by client	
		Handover of ALL raw data collected and surveyed – hosted on cloud platform for transfer to client and provided on 1 x portable hard- drive	
		Data handover workshop	

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APPOINTMENT

The JDA is requesting proposals from the following professional services:

- Urban Design/ Project Management
- Strategic Spatial Planning
- GIS
- Community-Based Surveying/Research Specialists
- Media and Communications Manager

The project team shall comprise of:

No.	TITLE	ROLES
1	Lead Urban Designer / Project Manager	Project lead and overall management of multi-disciplinary meetings; Client interface; 3D Spatial modelling; Urban Research; Progress reporting; Project presentations; Development framework formulation; Primary project coordinator.
2	Junior Urban Designer	Project support. 3D Spatial modelling; Urban Research; Evaluations and Data Capturing.
3	Strategic Spatial Planner	Spatial Policy Review; Urban Research; Evaluations and Data Capturing.
4	Junior Urban Planner	Spatial Policy Review Support. Urban Research; Evaluations and Data Capturing.
5	Senior GIS Specialist	Spatial data management and editing; Data mapping; Spatial Modelling; Format Integration; Database management. Urban Research; Evaluations and Data Capturing.
6	Junior GIS Specialist	Spatial data management; Data mapping; Spatial Modelling; Format Integration; Database management. Urban Research; Evaluations and Data Capturing.
7	Community-Based Surveying/Research Specialists	Stakeholder engagement facilitation. Procurement of resources for surveys and data collection.
8	Media and Communications Manager	Social media campaigning. Project communications and promotion. Digital and social media survey support and integration.

PLEASE NOTE: A DETAILED PROJECT TEAM ORGANOGRAM INDICATING THE SPECIFIC ROLES AS HIGHLIGHTED ABOVE SHALL BE SUBMITTED AS PART OF THIS BID.

FAILURE TO PROVIDE ALL OF THE ABOVE EIGHT EXPERTIES/SKILLS, SUCH A BIDDER WILL BE DISQUALIFIED.

1.11. Notes

- 1.11.1 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 1.11.2 The JDA reserves the right to ask tenderers to replace any member/s of the proposed members of the service provider if they do not meet the JDA requirements.
- 1.11.3 Successful tenderers will be required to sign the JDA’s Standard Form Agreement and appendices which are attached as Annexure J for information purposes.
- 1.11.4 The JDA reserves the right to invite any bidder to an interview. The interview will form part of the tender evaluation process.

- 1.11.5 Tenderers must note that they will be required, at short notice, as and when necessary to attend (a) presentations at the JDA, COJ, and other local stakeholders; (b) consultations with relevant persons and authorities including site visits. This needs to be taken into consideration in the tenderer's fee proposal when requested to submit quotations.
- 1.11.6 Tenderers must also note that revisions to any deliverable may be required following feedback received from relevant stakeholders and / or approving authorities which may necessitate some rework, additional presentations, and meetings. This needs to be taken into consideration in the tenderer's fee proposal.
- 1.11.7 The appointment as a team of professional service providers will be to render the services for a period of six months and will be dependent on satisfactory performance and budget availability.
- 1.11.8 Tenderers will be required to take cognisance of the role of the other described in professional as this proposal call and work coherently with them where required.
- 1.11.9 All milestone products in addition to the final document and all associated map work, models and statistical work will become the property of the Johannesburg Development Agent and City of Joburg.
- 1.11.10 Regarding any conflict of interest, the JDA abides by National Treasury SCM regulations²:
- 1.11.11 Consultants are required to provide professional, objective and impartial advice at all times and hold the client's interests paramount, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests.
- 1.11.12 Consultants should not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a the position of not being able to carry out the assignment in best interest of the State.
- 1.11.13 Without limitation on the generality of this rule, consultants should not be hired under the following circumstances:
- A firm, which has been engaged by the accounting officer/authority to provide goods or works for a project and any of its affiliates, should be disqualified from providing consulting services for the same project.
 - Similarly, a firm hired to provide consulting services for the preparation or implementation of a project and any of its affiliates, should be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm's earlier consulting services as described below) for the same project, unless the various firms (consultants, contractors, or suppliers) are performing the contractor's obligations under a turnkey or design-and-build contract;

² <http://www.treasury.gov.za/divisions/ocpo/sc/Guidelines/SCM%20Jan900-Guidelines.pdf>

- Consultants or any of their affiliates should not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants. As an example, consultants hired to prepare an engineering design for an infrastructure project should not be engaged to prepare an independent environmental assessment for the same project, and consultants assisting a client in the privatization of public assets should not purchase, nor advise purchasers of such assets.

The JDA reserves the right not to make an appointment for one or any of the categories of services.

PROPOSAL CONTENT

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 experience, capability and capacity of the bidding entity to undertake the project/s.

The following minimum documentation and information must be provided.

- On appointment a certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value of a claim in an insurance period, the applicable excess and the expiry date.
 - A latest copy of the bidding entity's municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity.
 - A statement from an independent auditor / accountant regarding the tenderer's financial standing to undertake this project AND audited financial statements for the past three years.
 - Details of Director's/Partner's/Members and Shareholders.
 - A schedule of completed contracts of a similar nature. Details to be provided in the schedule must include:
 - Description of the project
 - Name of Employer/Client and representative with contact details
 - Cost of the works
 - Fee for services
 - Date of completion
- A schedule of current contracts of a similar nature with details as enumerated .
- A schedule of contracts awarded by an organ of state during the past five (5) years with details.
- A detailed project organogram identifying the entity's management structure and all staff resources to be employed on the project/s and the percentage time allocation of the staff to the project/s.
- The curricula vitae of the proposed personnel are to accompany the organogram and are to include certificates of professional qualifications.
- Company registration documents.
- The forms A to K annexed, must be scrutinized and completed in full.
- Tenderers are to submit 2 copies of their proposal/s (1 original plus 1 copy)

Notes in respect of Consortiums and Joint Ventures

- Each party to a Consortium and Joint Venture is to submit the requisite document and/or information requested in items above.
- A joint BBBEE certificate.
- An Agreement or Heads of Terms recording the arrangement between the parties to the Consortium/Joint Venture is to be submitted with the proposal.
- The lead consultant must be identified in the proposal.

ASSESSMENT CRITERIA

- **Compliance**
- **Technical**
- **Risk tolerance**
- **Price and BBBEE**

1.12. Compliance

Bidder's will be disqualified for the following cases:

- 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 been terminated on previous contracts with the JDA;
- Who did not complete, in full, the tender offer page (ie. priced, all registration numbers provided and signed);
- Who's tender document has been completed in pencil;
- Who's tender document has been faxed;
- Who's tender document has been received after the closing time;
- Who's tender document has not been deposited in the tender box at the time of closing;
- Who did not comply with any other requirement as set out in the tender specifications;
- Who failed to attend the compulsory tender briefing session;
- Who is in the employment of the state.

Submissions, per professional service, will be evaluated on the following criteria:

1.13. 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 (ie. experience, qualifications, and professional registration) and
- (iii) the experience of the company a, and references

Note that duplication of resources/personnel on the designations indicated in the criteria will result in zero points being awarded for one criteria.

Tenderers will have to submit compliant documents and score a minimum of **291 points (60%) out of possible 485 points** in the technical evaluation in order to be considered further in the evaluation process.

Points will only be allocated for key returnable documents submitted.

A. Key Returnable Documents

A.	KEY RETURNABLE DOCUMENTS	
1.	Valid BBBEE status level certificate	Y / N
2.	Company registration documents	Y / N
3.	CTS letter from SARS	Y / N
4.	Current municipal rates account / affidavit	Y / N
5.	3 Years audited financial statements	Y / N
6.	Certified copies of identity documents	Y / N
7.	Annexure A :Business Declaration completed in full	2
8.	Annexure B :Declaration of Interest completed in full	2
9.	Annexure C :Declaration of Past SCM Practices completed in full	2
10.	Annexure D :Particulars of Contracts Awarded by an Organ of State completed in full	2
11.	Annexure E :MBD9 Certificate of Independent Bid Determination completed in full	2
12.	Annexure F :Declaration on State Of Municipal Accounts completed in full	2
13.	Valid Professional Indemnity Insurance R1m	8
	KEY RETURNABLE DOCUMENTS Sub-Total	20

B	LEAD ARCHITECT/ URBAN DESIGNER	
i.) Qualifications	Postgraduate (Masters) degree in Architecture or Urban Design	10
ii.) Working Experience (for individual, not company)	10 yrs or more experience as Urban Designer on projects relating to 3D digital modelling policy formulation-, capital implementation-, urban research-, precinct facilitation	20
	7 - 9 years experience as Urban Designer on projects relating to 3D digital modelling policy formulation-, capital implementation-, urban research-, precinct facilitation	or 10
	5-7 years experience as Urban Designer on projects relating to 3D digital modelling policy formulation-, capital implementation-, urban research-, precinct facilitation	or 5
iii.) Number of projects relating to 3D digital modelling policy formulation-, capital implementation-, urban research-, precinct facilitation Completed (for individual, not company)	10 or more projects relating to 3D digital modelling-; policy formulation-, capital implementation-, urban research-, precinct facilitation projects	30

	7 - 9 projects relating to 3D digital modelling-; policy formulation-, capital implementation-, urban research-, precinct facilitation projects	or 20
	5 - 7 projects relating to 3D digital modelling-; policy formulation-, capital implementation-, urban research-, precinct facilitation projects	or 10
iv.) Number of References and Evidence (for individual, not company)	10 or more matching references and portfolio of evidence (1 per project listed above)	30
	7 - 9 matching references and portfolio of evidence (1 per project listed above)	or 20
	5 - 7 matching references and portfolio of evidence (1 per project listed above)	or 10
LEAD ARCHITECT/ URBAN DESIGNER SUB-TOTAL SCORE		/ 90
B2	JUNIOR URBAN DESIGNER	
i.) Qualifications	Post Graduate Qualification in Urban Design	5
ii.) Working Experience (for individual, not company)	4 years or more experience as Urban Designer on projects relating to 3D digital modelling policy formulation-, capital implementation-, urban research-, precinct facilitation	10
	2 years experience as Urban Designer on projects relating to 3D digital modelling policy formulation-, capital implementation-, urban research-, precinct facilitation	or 5
	Less than 2 years experience as Urban Designer on projects relating to 3D digital modelling policy formulation-, capital implementation-, urban research-, precinct facilitation	or 0
iii.) Number of projects relating to 3D digital modelling policy formulation-, capital implementation-, urban research-, precinct facilitation Completed (for individual, not company)	5 or more projects relating to 3D digital modelling-; policy formulation-, capital implementation-, urban research-, precinct facilitation projects	15
	4 - 5 projects relating to 3D digital modelling-; policy formulation-, capital implementation-, urban research-, precinct facilitation projects	10
	3 - 4 projects relating to 3D digital modelling-; policy formulation-, capital implementation-, urban research-, precinct facilitation projects	5
iv.) Number of References and Evidence (for individual, not company)	5 or more matching references and portfolio of evidence (1 per project listed above)	15
	4 - 5 matching references and portfolio of evidence (1 per project listed above)	10
	3 - 4 matching references and portfolio of evidence (1 per project listed above)	5
JUNIOR URBAN DESIGNER SUB-TOTAL SCORE		/ 45
C	STRATEGIC SPATIAL PLANNER	
i.) Qualifications	Degree in Town and Regional Planning	10
ii.) Working Experience (for individual, not company)	10 yrs or more years experience as strategic spatial planner on projects relating to Spatial Policy Formulation; Land Use Management; Precinct Facilitation; Urban Management; Urban Research.	20

	7 - 9 years years experience as strategic spatial planner on projects relating to Spatial Policy Formulation; Land Use Management; Precinct Facilitation; Urban Management; Urban Research.	or 10
	5-7 years experience as strategic spatial planner on projects relating to Spatial Policy Formulation; Land Use Management; Precinct Facilitation; Urban Management; Urban Research.	or 5
iii.) Number of projects (for individual, not company)	10 or more projects relating to Spatial Policy Formulation; Land Use Management; Precinct Facilitation; Urban Management; Urban Research.	20
	7 - 9 projects relating to Spatial Policy Formulation; Land Use Management; Precinct Facilitation; Urban Management; Urban Research	or 10
	5 - 7 projects relating to Spatial Policy Formulation; Land Use Management; Precinct Facilitation; Urban Management; Urban Research	or 5
iv.) Number of References and Evidence (for individual, not company)	10 or more matching references and portfolio of evidence (1 per project listed above)	20
	7 - 9 matching references and portfolio of evidence (1 per project listed above)	or 10
	5 - 7 matching references and portfolio of evidence (1 per project listed above)	or 5
SUB-TOTAL SCORE		/ 70
C1		
JUNIOR URBAN PLANNER		
i.) Qualifications	Degree in Town and Regional Planning	5
ii.) Working Experience (for individual, not company)	5 yrs or more years experience as strategic spatial planner on projects relating to Spatial Policy Formulation; Land Use Management; Precinct Facilitation; Urban Management; Urban Research.	10
	3-5 years years experience as strategic spatial planner on projects relating to Spatial Policy Formulation; Land Use Management; Precinct Facilitation; Urban Management; Urban Research.	or 5
	Less than 2 years experience as strategic spatial planner on projects relating to Spatial Policy Formulation; Land Use Management; Precinct Facilitation; Urban Management; Urban Research.	or 0
iii.) Number of projects (for individual, not company)	5 or more projects relating to Spatial Policy Formulation; Land Use Management; Precinct Facilitation; Urban Management; Urban Research.	10
	3 - 5 projects relating to Spatial Policy Formulation; Land Use Management; Precinct Facilitation; Urban Management; Urban Research	or 5
	1 - 3 projects relating to Spatial Policy Formulation; Land Use Management; Precinct Facilitation; Urban Management; Urban Research	or 3
iv.) Number of References and Evidence (for individual, not company)	5 or more matching references and portfolio of evidence (1 per project listed above)	10
	3 - 5 matching references and portfolio of evidence (1 per project listed above)	Or 5
	1 - 3 matching references and portfolio of evidence (1 per project listed above)	Or 3
JUNIOR URBAN PLANNER SUB-TOTAL SCORE		/ 35
D		
SENIOR GIS SPECIALIST		
i.) Qualifications	Degree in GIS	10
ii.) Working Experience (for individual, not company)	10 years or more experience as Senior/ Lead GIS Specialist on projects relating to 3D digital modelling urban research; data capturing; spatial modelling.	20
	7 - 9 years experience as Senior/ Lead GIS Specialist on projects relating to 3D digital modelling urban research; data capturing; spatial modelling.	or 10

	5 - 7 years or less experience as Senior/ Lead GIS Specialist on projects relating to 3D digital modelling urban research; data capturing; spatial modelling.	or 5
iii.) Number of projects (for individual, not company)	10 or more projects relating to GIS work on projects relating to 3D digital modelling urban research; data capturing; spatial modelling.	25
	7 - 9 projects relating to GIS work on projects relating to 3D digital modelling urban research; data capturing; spatial modelling	or 20
	5 - 7 projects relating to GIS work on projects relating to 3D digital modelling urban research; data capturing; spatial modelling	or 15
iv.) Number of References and Evidence (for individual, not company)	10 or more matching references and portfolio of evidence (1 per project listed above)	25
	7 - 9 matching references and portfolio of evidence (1 per project listed above)	or 20
	5 - 7 matching references and portfolio of evidence (1 per project listed above)	or 15
SENIOR GIS SPECIALIST SUB-TOTAL SCORE		/ 80
D1 JUNIOR GIS SPECIALIST		
i.) Qualifications	Degree in GIS	5
ii.) Working Experience (for individual, not company)	4 years or more experience as Specialist on projects relating to 3D digital modelling urban research; data capturing; spatial modelling.	10
	2 years experience as GIS Specialist on projects relating to 3D digital modelling urban research; data capturing; spatial modelling.	or 5
iii.) Number of projects (for individual, not company)	5 or more projects relating to GIS work on projects relating to 3D digital modelling urban research; data capturing; spatial modelling.	20
	3 - 5 projects relating to GIS work on projects relating to 3D digital modelling urban research; data capturing; spatial modelling	or 15
	1 - 3 projects relating to GIS work on projects relating to 3D digital modelling urban research; data capturing; spatial modelling	or 10
iv.) Number of References and Evidence (for individual, not company)	5 or more matching references and portfolio of evidence (1 per project listed above)	20
	3 - 5 matching references and portfolio of evidence (1 per project listed above)	or 15
	1 - 3 matching references and portfolio of evidence (1 per project listed above)	or 10
JUNIOR GIS SPECIALIST SUB-TOTAL SCORE		/ 55
E STAKEHOLDER ENGAGEMENT FACILITATOR/ COMMUNITY LED DATA COLLECTION SPECIALIST:		
i.) Working Experience	Certificate (SAQA - Accredited NQF Level 4 or higher) in Communications, Social Work, Education or the Built Environment	10
ii.) Years of Experience (for individual, not company)	8 or more years cexperience in community engagement-, training and support-, community driven data collection projects.	20
	5 - 8 years experience in community engagement-, training and support-, community driven data collection projects.	or 20
	3 – 5 experience in community engagement-, training and support-, community driven data collection projects.	or 10
iii.) Number of Projects Completed (for individual, not company)	8 or more community engagement-, training and support-, community driven data collection projects.	10

	4 - 5 community engagement-, training and support-, community driven data collection projects.	or 5
	2 -3 community engagement-, training and support-, community driven data collection projects.	or 3
iv.) Number of References for Projects Completed (for individual, not company)	8 or more matching references for projects listed above	10
	4 - 5 matching references for projects listed above	or 5
	2 - 3 matching references for projects listed above	or 3
STAKEHOLDER ENGAGEMENT FACILITATOR/ COMMUNITY LED DATA COLLECTION SPECIALIST SUB-TOTAL SCORE		/ 50
D		
MEDIA AND COMMUNICATIONS MANAGER:		
i.) Qualifications	Tertiary Qualification (SAQA Accredited - Min. NQF Level 5) in Marketing and Communications or Journalism or related field	10
ii.) Years of Experience (for individual, not company)	5 or more years experience in marketing and social media content development	10
	3 - 4 years experience in marketing and social media content development	or 10
	1 - 2 years experience in marketing and social media content development	or 5
iii.) Number of Projects Completed (for individual, not company)	Five or more campaigns completed	10
	3 - 4 campaigns completed	or 5
	1 - 2 campaigns completed	or 3
iv.) Number of References and Evidence for Projects Completed (for individual, not company)	5 or more matching references and portfolio of evidence (1 per project listed above)	10
	3 - 4 matching references and portfolio of evidence (1 per project listed above)	or 5
	1 - 2 matching references and portfolio of evidence (1 per project listed above)	or 3
MEDIA AND COMMUNICATIONS MANAGER SUB- TOTAL SCORE		/ 40
MAXIMUM POSSIBLE SCORE		
		485
MINIMUM SCORE TO PROCEED to PRICE/BBBEE EVALUATION (60%)		
		291

1.14. 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.

A risk analysis shall be undertaken on the bidder with the highest number of points obtained, to determine whether the tenderer does not exceed the JDA’s risk framework criteria as stated above, in other words whether it falls within the ambit of the Risk Tolerance Framework as acceptable. JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

Bidders may be required to attend interviews should there be a need for clarity.

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

The tender offer validity period for this tender is 120 days.

CLOSING DATE TIME AND VENUE FOR SUBMISSIONS

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

The words / Ref:

“RFP - APPOINTMENT OF A CONSORTIUM OR JOINT VENTURE OF PROFESSIONALS CONSISTING OF URBAN DESIGNERS, SPATIAL PLANNERS, GIS SPECIALISTS AND COMMUNITY-BASED SURVEYING/RESEARCH SPECIALISTS FOR THE IMPLEMENTATION OF PHASE 2B OF THE INNER CITY SPATIAL MODEL” , - **must be written / typed clearly on the envelope.**

The envelope must be deposited in the tender box at the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street, Newtown** only between the hours of 08H00 and 17H00, but at 12H00 on the day of closure.

This tender will close at 12H00 on the 23rd of February 2021.

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

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

Queries can be addressed in writing to:

Department	Development Planning and Facilitation
Contact Person:	Yasmeen Dinath: ydinath@jda.org.za

Form A: Business Declaration

Tender/RFP Number :

Tender/RFP Description :

Name of Company :

Postal Address :

Physical Address :

Telephone :

Fax :

Contact Person :

Cell Phone 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 firm 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. What is the enterprise's latest annual turnover (excl. VAT): R.....

8. List the personnel or firms who provide the following services:

SERVICE	NAME	CONTACT PERSON	TELEPHONE
ACCOUNTING			
LEGAL			
AUDITING			
BANKING			
INSURANCE			

9. List all contracts which your company is engaged in and have not yet completed:

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	CONTRACT AMOUNT	EXPECTED COMPLETION (MONTH & YEAR)

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

BANK DETAILS

I/We hereby request and authorize you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorized will be processed by computer through a system known as the "ACB Electronic Fund Transfer Service" and

I/We also understand that no additional advice of payment will be provided by my/our bank, but details of each payment will be printed on my/our bank statement or any accompanying voucher.

This authority may be cancelled by me/us giving 30 days notice in writing.

BANK:

BRANCH:

BRANCH CODE:

ACCOUNT NUMBER:

ACCOUNT HOLDER:

TYPE OF ACCOUNT:

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 :

FORM 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.

FORM 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:		
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:		
Item	Question	Yes	No
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 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

.....
DATE

.....
POSITION

.....
NAME OF BIDDER

ANNEXURE D: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

“RFP - APPOINTMENT OF A CONSORTIUM OR JOINT VENTURE OF PROFESSIONALS CONSISTING OF URBAN DESIGNERS, SPATIAL PLANNERS, GIS SPECIALISTS AND COMMUNITY-BASED SURVEYING/RESEARCH SPECIALISTS FOR THE IMPLEMENTATION OF PHASE 2B OF THE INNER CITY SPATIAL MODEL”

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