



## INVITATION TO BID

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

**ADVERT DATE:** 11 FEBRUARY 2021

**NON-COMPULSORY BRIEFING MEETING DATE:** 17 FEBRUARY 2021

**TIME:** 10H00 – 11H00

**CLOSING DATE:** 26 FEBRUARY 2021

**CLOSING TIME:** 12H00

**BID DESCRIPTION:** RFP – CENTRE FOR AFRICAN PUBLIC SPACES- STRATEGIC PLAN & DIGITAL PLATFORM

**BID NUMBER:** JDADFP/CAPS-SPDP/005/2021

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

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

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

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

<sup>1</sup> \* 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:

<b>Department:</b>	Procurement	<b>Contact Person:</b>	Mr. S Gcobo
<b>Tel:</b>	011- 688 7811	<b>Fax:</b> 011 688 7899	<b>E-mail:</b> <a href="mailto:sgcobo@jda.org.za">sgcobo@jda.org.za</a>

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

<b>Department:</b>	Development Facilitation	<b>Contact Person:</b>	Ms N Pingo
<b>Tel:</b>	011 688 7865	<b>Fax:</b> 011 688 7899	<b>E-mail:</b> <a href="mailto:npingo@jda.org.za">npingo@jda.org.za</a>

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

**OFFER**

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

NAME OF BIDDER .....

BID DESCRIPTION .....

BID NUMBER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

CONTACT PERSON .....

TELEPHONE NUMBER      CODE ..... NUMBER .....

CELLPHONE NUMBER .....

FACSIMILE NUMBER      CODE ..... NUMBER .....

E-MAIL ADDRESS .....

COMPANY REGISTRATION NUMBER .....

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER      MAAA.....

VAT REGISTRATION NUMBER .....

TAX VERIFICATION PIN NUMBER .....

TOTAL BID PRICE ..... excluding Value Added Tax

TOTAL BID PRICE in words .....

.....

.....

..... excluding Value Added Tax

SIGNATURE OF BIDDER .....

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

DATE .....

**PLEASE NOTE THAT THIS REQUEST FOR PROPOSALS IS LIMITED TO RESPONSES FROM REGISTERED TERTIARY EDUCATIONAL INSTITUTIONS.**

**To all our stakeholder**

**RE: The channels of reporting fraudulent and Corrupt Activities**

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

Instances of corporate fraud and misconduct remain a constant threat to service delivery. The City of Johannesburg took a resolution to adopt strategic interventions aimed at combatting fraud and corruption. The City took a decision to centralized the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline which is managed by independent 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, KNZ 138, Umhlanga, 4320



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

**BID DESCRIPTION:** RFP – CENTRE FOR  
AFRICAN PUBLIC SPACES- STRATEGIC PLAN &  
DIGITAL PLATFORM

**BID NUMBER:** JDADFP/CAPS-SPDP/005/2021

**DURATION:** 12 MONTHS

---

February 2021

## TABLE OF CONTENT

---

	<b>Page No.</b>
<b>COPY OF ADVERT</b>	
<b>1. INTRODUCTION</b>	<b>8</b>
<b>2. PROJECT INFORMATION</b>	<b>8</b>
2.1. Background	8
2.2. Project Location and Description	8
<b>3. APPOINTMENT</b>	<b>9</b>
<b>4. PRICING</b>	<b>10</b>
<b>5. INDICATIVE PROGRAM</b>	<b>14</b>
<b>6. PROPOSAL CONTENT</b>	<b>15</b>
<b>7. ASSESSMENT CRITERIA</b>	<b>17</b>
7.1 Compliance	17
7.2 Technical	18
7.3 Price and Empowerment	20
7.4 Risk Tolerance	22
<b>8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS</b>	<b>23</b>
 <b>ANNEXURES</b>	
A : Business Declaration	
B : Declaration of Interest	
C : Declaration of Past SCM Practices	
D : Particulars of Contracts Awarded by an Organ of State	
E : MBD9 Certificate of Independent Bid Determination	
F : Declaration on State of Municipal Accounts	
G : Organogram	
H : Schedule of Completed Contracts	

## **COPY OF ADVERT**

### **Tender Notice and Invitation to Tender**

**BID DESCRIPTION:** RFP – CENTRE FOR AFRICAN PUBLIC SPACES- STRATEGIC PLAN & DIGITAL PLATFORM

**BID NUMBER:** JDADFP/CAPS-SPDP/005/2021

The JDA is requesting for proposals from experienced tertiary educational institutions that are established under the Higher Education Act 101 of 1997 to render Research, Strategic Planning and Communication services required for the Centre for African Public Spaces - Strategic Plan and Digital Platform.

**A Non-Compulsory Briefing Meeting with representatives of the employer will take place at the Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown on the 17<sup>th</sup> of February 2021 from 10:00am – 11:00am.**

Documents may be downloaded from the JDA's website as follows: [www.jda.org.za](http://www.jda.org.za) as well as on [www.etenders.gov.za](http://www.etenders.gov.za) from **11 February 2021**. Tenders must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

Queries relating to procurement matters may be addressed to Siyambonga Gcobo at tele: (011) 688 7811; fax (011) 688 7899; or e-mail: [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za)

Technical queries or queries relating to the project may be addressed to Ms Nicolette Pingo at tele (011) 688 7865; fax: (011) 688 7899; or e-mail: [npingo@jda.org.za](mailto:npingo@jda.org.za)

**The closing time for receipt of tenders is 12H00pm on the 26<sup>th</sup> of February 2021. Telegraphic, telephonic, facsimile, e-mailed 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**

The JDA is requesting for proposals from experienced tertiary educational institutions that are established under the Higher Education Act 101 of 1997 to render Research, Strategic Planning and Communication services required for the Centre for African Public Spaces - Strategic Plan and Digital Platform.

Proposals for this contract are invited by public tender.

The duration of the project is 12 months from date of appointment.

All queries in connection with this document are to be submitted in writing to:

Nikki Pingo

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

## 2. **PROJECT INFORMATION**

### 2.1 **Background**

The City of Johannesburg, African universities and community advocacy groups are setting up a Pan-African urban lab for public space and a home to a community of urban practitioners, scholars and civil society activists dedicated to connect, advance knowledge, exchange experiences, share resources, grow expertise and mobilize on a wide range of relevant local and global issues.

The project arise in response to the need for a regional level platform to address the gap between research, policy and practice.

In addition to being the platform of Africa-wide public space resources, hubs across the continent will be identified in order to draw upon the diverse strengths of different cities and countries, and to understand regional and local meanings in diverse contexts, climates and histories.

### 2.2 **Project Location and Description**

The project is focused on mainstreaming Public Space across the continent. This includes all regions of the African continent, including northern and sub-Saharan Africa. While it is not expected that all initiatives will be captured in this first research and strategic project; however bidders should be cognisant that the representation of actors should be inclusive of different geographical and languages on the continent.

### **Target Audience for Study Output**

<ul style="list-style-type: none"><li>• Johannesburg Development Agency</li><li>• Johannesburg City Parks and Zoo</li><li>• Johannesburg Safety Programme</li><li>• City of Joburg Development Planning /</li><li>• City Transformation</li><li>• City of Joburg Dept. of Economic</li><li>• Development</li><li>• City of Johannesburg - Department of</li></ul>	<ul style="list-style-type: none"><li>• Universities</li><li>• International Agencies</li><li>• NGOs</li><li>• Ward councillors</li><li>• Community members:</li></ul>
---	--

<ul style="list-style-type: none"> <li>• Environment and Infrastructure</li> <li>• Regional Planning Offices</li> <li>• Transport Department/JRA</li> <li>•</li> </ul>	

## 2.8 Scope of Work

Actions	Deliverables	Professionals involved
<p>1. <b>Research on African Public Space Initiatives:</b></p> <p>a) Map actors and initiatives on public spaces in Africa (interactive map);</p> <p>b) Develop a gallery of African public spaces images ( A call for photo essays)</p> <p>c) Compile and collate literature on African public space including case studies (an Atlas for African public space literature)</p>	<p>a) Interactive Map of public space initiatives  Launch of the Map through events/ social media/ workshops  Event Report</p> <p>b) Call for Photo Essays and compilation and packaging of Photo Essays for website  Launch of the photo essay through events/ social media/ workshops  Event Report</p> <p>c) Literature Review/ Atlas for African Public Space literature</p>	<ul style="list-style-type: none"> <li>• Researchers in Planning/ Architecture/ Environmental Sciences/</li> </ul>
<p>2. <b>Research Dissemination</b></p> <p>a) Develop an online platform for collaboration and knowledge exchange</p> <p>b) Partner with the Journal of Public Space to publish a dedicated edition on African public spaces</p>	<p>a) Online platform- Website for the Centre for Public Space in Africa  Innovative launch of the website through workshops or events  Event Report</p> <p>b) Call for papers and case studies from initiatives mapped  Workshops with writers (at least 3- virtual- Workshop 1- Paper topics- presentations, Workshop 2- Peer review workshop where precipitants provide edits and comments on one another’s papers  Workshop 3 Final paper presentations)  Editing papers before submission to Journal  Managing feedback from journal and required amendments from writers/researchers</p>	<ul style="list-style-type: none"> <li>• Planning/ Architecture/ Environmental Sciences/</li> <li>• Graphic web design and graphic students in final year</li> </ul>



	<p>Assisting with drafting of introductory paper from Centre Director Final edits, inputs from Journal Launch of Journal materials and organisation of event Event Report</p>	
<p><b>3. Strategic implementation plan for CAPS</b></p> <p>a) Develop terms of reference for each working group that will coordinate the work of different pillars or work streams</p> <p>b) Develop terms of reference for the a board that will oversee the work of the Centre ;</p> <p>c) Identify key flagship projects by leveraging on the work of other partners – initiatives that could serve as the Brand of the Centre</p> <p>d) Develop terms of reference for baseline study for each work stream;</p> <p>e) Develop a work plan for the Centre beyond network building, journal and online platform;</p>	<p>a) Committees charter for each WG b) Board Charter c) Concepts of the initiatives and Lead Partner and Locality d) Terms of Reference for baseline study for each workstream e) Work plan for the Centre for next phase of activities</p>	<ul style="list-style-type: none"> <li>• Planning/ Architecture/ Environmental Sciences/</li> </ul>

### **3. APPOINTMENT**

The JDA is requesting for proposals from experienced tertiary educational institutions that are established under the Higher Education Act 101 of 1997 to render Research, Strategic Planning and Communication services required for the Centre for African Public Spaces - Strategic Plan and Digital Platform.

Proposals for this contract are invited by public tender.

Further details on the capability (experience, qualification and a valid professional registration (where required)) of the resources are provided under 7.2 Technical criteria under Capability.

The professional services required are outlined below. This is followed by **item 3.4 which applicants are required to take careful note of.**

### 3.4 Notes

- 3.4.1 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 3.4.2 Tenderers are required to take cognisance of the role of the other professionals and work coherently with them where required.
- 3.4.3 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.
- 3.4.4 Successful tenderers will be required to sign the JDA’s Standard Agreement and appendices which are attached as Annexure I for information purposes.
- 3.4.5 Tenderers must note that they will be required as and when necessary to attend (a) presentations to JDA, COJ, and stakeholders; (b) design, progress / site meetings and inspections; and (c) consultations with relevant persons and authorities including site visits. This needs to be taken into consideration in the tenderer’s fee proposal.
- 3.4.6 Tenderers must also note that revisions to reports and / or designs 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.
- 3.4.7 Successful tender must note that, the end product of the research shall remain the property of the COJ; City Parks and the JDA with a full copy right of the contents; documentation and all other relevant outputs produced.

## 4. PRICING

Detailed below is information upon which fees must be based. This is followed by **item number 4.4 which all applicants are required to take careful note of.**

A: SERVICE PROVIDER COST SCHEDULE			Cost (excl. VAT)
No.	Item	Deliverable / Activities	
	<b>1. RESEARCH ON PUBLIC SPACE INITIATIVES</b>	a) Interactive Map of public space initiatives Launch of the Map through events/ social media/ workshops Event Report	R
		b) Call for Photo Essays and compilation and packaging of Photo Essays for website Launch of the photo essay through events/ social media/ workshops	R

A: SERVICE PROVIDER COST SCHEDULE			Cost (excl. VAT)
No.	Item	Deliverable / Activities	
		Event Report	
		c) Literature Review/ Atlas for African Public Space literature	R
2	<b>2. RESEARCH DISSEMINATION</b>	a) Online platform- Website for the Centre for Public Space in Africa Innovative launch of the website through workshops or events Event Report	R
		b) Call for papers and case studies from initiatives mapped Workshops with writers (at least 3- virtual)  Editing papers before submission to Journal.  Managing feedback from journal and required amendments from writers/researchers.  Assisting with drafting of introductory paper from Centre Director.  Final edits, inputs from Journal Launch of Journal materials and organisation of event Event Report	R
3	<b>3. STRATEGIC IMPLEMENTATION PLAN FOR CAPS</b>	a) Committees charter for each WG	R
		b) Board Charter	R
		c) Concepts of the initiatives and Lead Partner and Locality	R
		d) Terms of Reference for baseline study for each work stream	R
		e) Work plan for the Centre for next phase of activities	R

A: SERVICE PROVIDER COST SCHEDULE			Cost (excl. VAT)
No.	Item	Deliverable / Activities	
4	<b>4. PROJECT ADMINISTRATION</b>	a) Monthly Project Meetings (12x meetings) b) Meetings with stakeholders outside of core project team (10x meetings)	
<b>TOTAL (Excl. Vat) The total amount which is inclusive of all disbursements must carried over to the offer page.</b>			R

#### 4.4 Notes

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

## 5. **INDICATIVE PROGRAM**

The table below outlines the anticipated completion dates of certain milestones for the project :

<b>Milestone</b>	<b>Date</b>
1. Professionals tender closure	February 2021
2. Awards completed	March 2021
3. Inception, outlines	March 2021
4. Research on African Public Space Initiatives	May 2021
5. Research Dissemination	June 2021
6. Strategic implementation plan for CAPS	September 2021
11. Project Closure	December 2021

## 6. **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 completed **relevant** previous experience, capability, and capacity of the bidding entity to undertake the project. The proposal should **use the same item numbers as below.**

The following minimum documentation must be provided :

- 6.1 **THE "OFFER" PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.**
- 6.2 **Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 4 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE "OFFER" PAGE. Any bidder who fails to do so will be disqualified.**
- 6.3 A valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. **FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

**An EME must submit a sworn affidavit confirming the following :**

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

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

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

- 6.5 No tender will be awarded to a bidder if they do not have a compliant CSD report.
- 6.6 A certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value per claim in an insurance period, the applicable excess, and the expiry date. A minimum cover of R2m is required for this project.
- 6.7 A copy of the bidding entity's current up-to-date municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. **If not applicable, an affidavit to this effect is required.** Copies of lease agreements or accounts with lessors will NOT be accepted.
- 6.8 Audited financial statements for the past three years.
- 6.9 Details of directors / partners / members and shareholders with certified copies of their identity documents.
- 6.10 The annexure forms A to H annexed, must be scrutinized, completed in full and signed and if not, zero points will be allocated per incomplete form.

6.11 **Complete in full all information required on Annexure G : Organogram**

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

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

- detailed CV's for each resource indicated on Annexure G.  
CV's must note the resources' specific relevant project experience [i.e. **project description, role played and responsibilities, project value, start and end dates**].  
The number of years of experience in the required role on e.g. civil public environment upgrade projects (involving roads, services, pavements, urban furniture, lighting and landscaping).  
Project must be clearly demonstrated in the CV's to indicate compliance with the minimum requirements.
- relevant qualifications and attach certified proof hereof;
- individual valid memberships to the stipulated professional associations and attached as proof hereof.
- The skills and resources provided on point of award shall be deemed to be the same team that JDA expects to engage with duration the project milestones and where a bidder brings a different person, he or she must have similar experience, qualifications and professional membership as a replacement and failing which, JDA reserves a right not to proceed with the work completion.

6.12 **Complete in full all information required on Annexure H: Schedule of Completed Similar Contracts.**

ONLY list a **maximum of (5) five similar projects** completed by the bidding entity in the past 5 years of a similar nature and scale to this project.

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

- Contactable reference letters: Reference letters must be for COMPLETED similar projects only.

- References must be on the client's letterhead or on a document with the client's company stamp and signed by the client.
- The letter / document **must** confirm the name of the completed project / description of the project, the duration and the value of the project (*must be clear that the project was of a particular similar description,*

**NOTE :**

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

6.13 Tenderers are to submit 2 copies of their proposal (1 original plus 1 copy).

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 6.1 and 6.2 WILL RESULT IN TENDERERS BEEN DISQUALIFIED FOR NON-COMPLIANCE.**

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 6.3 TO 6.11 WILL RESULT IN TENDERERS BEEN NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.**

**Note for consortium and joint ventures**

- A lead consultant is to be appointed and noted in the submission. JDA will conclude a contract with the lead consultant.
- **Item 6.11 MUST be addressed by each member of the consortium / joint venture**
- A signed Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

**Failure to comply with these conditions may invalidate your offer.**

## **7. ASSESSMENT CRITERIA**

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

- Compliance
- Technical
- Price / BBBEE
- Risk Tolerance

### **7.1 Compliance**

Bidders will be disqualified in the following instances:

- If any of its directors are listed on the register of defaulters from National Treasury;
- Bidders who is not established in terms of the Higher Education Act 101 of 1997;
- Bidders who did not submit proof that it has been established under the Higher Education Act 101 of 1997;

- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been e-mailed or faxed;
- Bidders whose tender document has been received after the closing date and time;
- Bidders whose tender document has not been deposited in the tender box at the time of closing;
- Bidders who fail to price as required i.e. as stipulated in item 4 herein;
- Bidders who did not comply with any other requirement as set out in the tender specifications;
- Bidders who failed to attend the compulsory or non-compulsory tender briefing session as indicated in the document where applicable;
- Bidders who have any directors in the employment of the state;
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS);
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD).

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

## 7.2 Technical

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

- (i) Key returnable documents,
- (ii) Capability of the proposed key team members (i.e. a CV detailing relevant work experience and the relevant qualifications together with a valid relevant memberships for the professional associations per Item 6.10 above);
- (iii) The past completed similar projects as proof of for work experience for the company and;
- (iv) The detailed and signed reference letters for the company which are in line with item (iii) above.

Tenderers will have to submit compliant documents in order to score the indicated minimum points in the technical evaluation so that they be considered further in the evaluation process of price and bbbec as indicated in the below table.

Item	Criteria	Total Points
(i)	Key returnable documents	16
(ii)	Capability of the proposed key team member's detailed CVs, qualifications supported by the professional membership.	200
(iii)	Past completed similar projects as experience of the company	50
(iv)	Detailed and signed reference letters which are in line with item (iii) above	50
Minimum points / cut –off @ 70%		<b>221.2</b>
Maximum points		<b>316</b>

### Submission / Assessment Checklist

Category	Criteria	Description of Criteria	Max Score
<b>(i) Key returnable documents</b>	1. Company background / brochure	Bidder to submit the listed compliance documents and to complete in full and sign all annexures in order to score a maximum of 2 points per annexure or zero if not	N/A
	2. List of similar contracts currently awarded by organ of state		N/A
	3. List of completed contracts of similar nature		N/A
	4. Details of directors and shareholders with certified copies of ID's		N/A



Category	Criteria	Description of Criteria	Max Score
	5. Professional Indemnity Insurance (Max Claim and Expiry Date) minimum value R2m	completed in full and signed by the director.	N/A
	6. Company registration documents		N/A
	7. CTS letter from SARS (Tax pin)		N/A
	8. Valid BBBEE certificate/s		N/A
	9. 3 years audited financial statements		N/A
	10. Up-to-date Municipal rates account showing no arrears or affidavit if not applicable for the directors or signed lease		N/A
	11. Tax compliant CSD for the bidding company		N/A
	12. Annexures A to H must all be completed in full and signed by the director of the company.		16
<b>Total points for the Key returnable's</b>			<b>16</b>
<b>(ii -A) Capability of proposed team detailed CV's</b>	<b>Lead Consultant</b>	5 or more years of Planning/ Architecture/ Environmental Sciences Research experience in particular in decolonization of spaces and research thereof	50
		3 to 4 years of Planning/ Architecture/ Environmental Sciences Research experience in particular in decolonization of spaces and research thereof	30
		1 to 2 years of Planning/ Architecture/ Environmental Sciences Research experience in particular in decolonization of spaces and research thereof	20
	<b>Junior Researcher</b>	3 years or more of Planning/ Architecture/ Environmental Sciences Research experience	30
		1 to 2 years of Planning/ Architecture/ Environmental Sciences Research experience	10
	<b>Graphic Designer</b>	3 years or more of Graphic Design experience in developing research output products	20

Category	Criteria	Description of Criteria	Max Score
		1 to 2 years of Graphic Design experience in developing research output products	10
<b>(ii-B) Qualifications &amp; professional membership registration per the Capability of the proposed team</b>	<b>Lead Consultant</b>	A Masters Degree in the relevant discipline Planning/ Architecture/ Environmental Sciences and a valid professional membership.	50
	<b>Junior Researcher</b>	An Honours Degree in the relevant discipline Planning/ Architecture/ Environmental Sciences and a valid professional membership.	30
	<b>Graphic Designer</b>	A Degree (or equivalent incl. BTech) in relevant Graphic Design qualification and a valid professional membership if applicable	20
<b>Total points for Qualifications and the professional membership registration</b>			<b>200</b>
<b>(iii) List of completed similar projects</b>		Five or more Research Projects services including innovative research dissemination	50
		Three to four Research Projects services including innovative research dissemination	30
		One to two Research Projects services including innovative research dissemination	20
<b>(iv) Contactable references</b>  Each reference must be on client letter head and be signed – with attached sample of report produced		Five or more satisfactory references for Research services including innovative research dissemination	50
		Three to four satisfactory references for Research services including innovative research dissemination	30

Category	Criteria	Description of Criteria	Max Score
	One to two satisfactory references for Research services including innovative research dissemination	References must be on the client's letterhead or on a document stamped by the client and must confirm the project description, services rendered in order to obtain the points.  If any of the required information does not appear in the reference, zero points will be awarded.	20
<b>Total points for the list of completed Projects and their relevant Reference letters</b>			<b>100</b>
<b>Total Maximum points for the technical assessment</b>			<b>316</b>
<b>Total Minimum points for the technical assessment in order to Proceed to price and bbbee which is calculated at 70% threshold of the maximum points</b>			<b>221.2</b>

### 7.3 Price and Empowerment

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

The Preference Point System will be applied as follows :

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

#### 7.3.1 Points awarded for BBBEE status level

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

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

Notes :

- 7.3.1.1 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act ( Act No.53 of 2003).
- 7.3.1.2 Tenderers must submit their original and valid B-BBEE status level verification certificate substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable. **FAILURE TO SUBMIT A BBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBEE.**
- 7.3.1.3 An EME must submit a sworn affidavit confirming the following:
- Annual Turnover Revenue of R10 million or less; and
  - Level of Black ownership
  - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 7.3.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 7.3.1.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 7.3.1.6 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.
- 7.3.1.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for.
- 7.3.1.8 A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.

7.3.2 Formula for scoring tender price

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

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

Where

$P_s$  = Points scored for comparative price of tender under consideration

$P_t$  = Comparative price of tender under consideration

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

$X$  = **Points** assigned to price

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

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

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

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

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

#### 7.4 Risk Tolerance

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

In terms of the Risk Tolerance Framework, the JDA determines the risk exposure as excessive in instances where the value of the contracts for **individual** professional service providers (eg. project managers / engineers / quantity surveyors / consultants) is either :

1. The greater of R8 million or four contracts / projects in the current financial year or
2. The greater of R12 million or six contracts / projects over two financial years (current year and previous financial year)

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

3. The greater of R12 million or six contracts / projects in the current financial year or
4. The greater of R20 million or nine contracts / projects over two financial years (current year and previous financial year)

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

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

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

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

**RFP – CENTRE FOR AFRICAN PUBLIC SPACES- STRATEGIC PLAN & DIGITAL PLATFORM**

must be written / typed clearly on the envelope.

The envelope must be deposited in the tender box at the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (Formerly President Street), Newtown** only between the hours of 08H00 and 16H00.

**The Tender closes at 12H00 on 26 February 2021.**

There will be a public opening of tenders.

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

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

Unsuccessful bidders will have the opportunity to query the award or decision within fourteen (14) calendar days from the day of notification.

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

Queries can be addressed in writing to:  
Nicolette Pingo  
E-mail [npingo@jda.org.za](mailto:npingo@jda.org.za)

**ANNEXURE A : BUSINESS DECLARATION**

**Tender/RFP Number:** .....

**Tender/RFP Description:** .....

**Name of Company:** .....

**Contact Person:** .....

**Postal Address:** .....

.....

**Physical Address:** .....

.....

**Telephone Number:**.....

**Fax Number:** .....

**Cell Number:**.....

**E-mail Address:** .....

**Company/enterprise Income**

**Tax Reference Number** : .....

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

**VAT Registration Number** : .....

**Company Registration Number** : .....

**1. Type of firm**

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

(Tick one box)

**2. Principal business activities**

.....

.....  
.....

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

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

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

5. Did the firm exist under a previous name?

- Yes
- No

(Tick one box)

If yes, what was its previous name? .....

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

Full Time : .....

Part Time : .....

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

Full Time : .....

Part Time : .....

8. What is the enterprise's annual turnover for the last three years and what is the estimated turnover of current commitments from 1 July 2017 to 30 June 2018 (excl. VAT):

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

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

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

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



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

CONTRACT DESCRIPTION	LOCATION	COMPANY/EMPLOYER	PROJECT VALUE	ESTIMATED FEES	EXPECTED COMPLETION (MONTH & YEAR)

**10. Banking details**

I/We hereby request and authorise 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 authorised 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** : .....

**CONTACT PERSON** : .....

**CONTACT NUMBER** : .....

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

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

**SIGNATURE** : .....

**NAME IN FULL** : .....

**CAPACITY** : .....

**DULY AUTHORIZED TO SIGN ON BEHALF OF:** .....

**DATE** : .....

**COMPANY STAMP**

**ANNEXURE B : DECLARATION OF INTEREST**

- 1. No bid will be accepted from persons in the service of the state\*.
  
- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

- 3.1 Full Name: .....
- 3.2 Identity Number: .....
- 3.3 Position occupied in the company (director, trustees, shareholder\*\*) .....
- 3.4 Company Registration Number: .....
- 3.5 Tax Reference Number: .....
- 3.6 VAT Registration Number: .....
- 3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

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

If yes, furnish particulars

.....

.....

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

If yes, furnish particulars

.....

.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract?

**YES / NO**

If yes, furnish particulars

.....  
.....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

**CERTIFICATION**

**I THE UNDERSIGNED (FULL NAME)**  
.....

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

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

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

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

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

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

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

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

**CERTIFICATION**

I, THE UNDERSIGNED (FULL NAME) .....

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date





ANNEXURE D : PARTICULARS OF CONTRACTS AWARDED BY AN ORGAN OF STATE\*\*\* DURING THE LAST 5 YEARS cont.

EMPLOYER	CONSULTANT/REPR ESENTATIVE	SIMILAR NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

\*\*\* Organ of State means-

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

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

.....  
Position

.....  
Name of Bidder

.....  
Date

---

**ANNEXURE E : CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

*for*  
*RFP – CENTRE FOR AFRICAN PUBLIC SPACES- STRATEGIC PLAN & DIGITAL PLATFORM*  
in response to the invitation for the bid made by:

*Johannesburg Development Agency*

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

I certify, on behalf of:

\_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);

- (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

**ANNEXURE F : DECLARATION ON STATE OF MUNICIPAL ACCOUNTS**

**A Any bid will be rejected if:**

Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

**B Bid Information**

- i. Name of bidder: .....
- ii. Registration Number: .....
- iii. Municipality where business is situated: .....
- iv. Municipal account number for rates: .....
- v. Municipal account number for water and electricity: .....
- vi. Names of all directors, their ID numbers and municipal account number.
  - 1. ....
  - 2. ....
  - 3. ....
  - 4. ....
  - 5. ....
  - 6. ....
  - 7. ....

**C Documents to be attached**

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

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

.....  
.....

Signature:.....

Date:.....

**ANNEXURE G : ORGANOGRAM** THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 7.2 HEREIN

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

NO.	DESIGNATION	NAME;SURNAME AND NATIONALITY	SUMMARY OF COMPLETD QUALIFICATIONS AND PROFESSIONAL REGISTRATION <i>(as per proof of qualification provided)</i>	YEARS OF SIMILAR EXPERIENCE
1	<b>Lead Consultant</b> 1 x resource required			
2	<b>Junior Researcher</b> 1 x resource required			
3	<b>Graphic Designer</b> 1 x resource required			

**NOTE: Detailed Curriculum Vitae (CV's) of the above proposed candidates must be provided. Said CV's MUST indicate the name and description of the project, role played in the project, project value, and the start and end dates of the project. In addition current 3 months certified proof of relevant completed qualifications and a proof of valid memberships to stipulated professional associations must also be provided for each of the above proposed personnel.**

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

**ANNEXURE H: SCHEDULE OF SIMILAR COMPLETED CONTRACTS**

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

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

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

