



INVITATION TO BID

REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS - SERVICES AT LEHAE LIBRARY SITE

ADVERT DATE: 19 March 2021

NON-COMPULSORY CLARIFICATION: DATE: N/A

CLARIFICATION MEETING: DUE TO COVID 19 PANDEMIC AND LEVEL ONE (1) LOCKDOWN RESTRICTIONS THERE WILL BE NO COMPULSORY CLARIFICATION MEETING, HOWEVER BIDDERS ARE ENCOURAGED TO FORWARD THEIR QUERIES DIRECTLY TO THE EMAIL PROVIDED.

CLOSING DATE: 29 MARCH 2021

CLOSING TIME: 12H00

BID DESCRIPTION: RFQ FOR THE PROVISIONING OF SECURITY SERVICES AT LEHAE LIBRARY SITE FOR THE JDA

BID NUMBER: JDA WP2/CN004

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

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

Bidders should ensure that 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: Kgadi Mphela
Tel: 011 688 7811
E-mail: kmpphela@jda.org.za

ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department: Development Implementation
Contact Person: Simphiwe Hadebe
Tel: 011 688 7822
E-mail: shadebe@jda.org.za

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

OFFER

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

BID RFQ NUMBER.....

BID RFQ DESCRIPTION

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS.....

TELEPHONE NUMBER CODENUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER CODENUMBER.....

VAT REGISTRATION NUMBER

CSD SUPPLIER NUMBER.....

COMPANY REGISTRATION NUMBER.....

TAX VERIFICATION PIN

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:

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

The following conditions will apply:

- A copy of a valid Tax Compliant Status Letter from SARS must be submitted. No award will be made to a service provider whose tax matters are not in order with the SARS.
- No award will be made to a service provider who is not registered on the National Treasury Central Supplier Database.
- An original and valid BBBEE status level verification certificate or a certified copy thereof must be submitted.
- **An EME must submit a sworn affidavit confirming the following :**
 - **Annual turnover revenue of R10 million or less; and**
 - **Level of black ownership**

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

- A copy of the bidder's latest municipal account in the name of the bidder or alternatively in the names of the directors / partners of the bidding entity must be submitted.
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be exclusive of VAT.
- If the price quoted is above R 30 000 (inclusive of VAT), the quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Framework Act (No. 5 of 2000).

Failure to comply with these conditions may invalidate your offer.

To all our stakeholders**RE: The channels of reporting fraudulent and Corrupt Activities**

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

Instances of corporate fraud and misconduct remain a constant threat to service delivery. The City of Johannesburg took a resolution to adopt strategic interventions aimed at combatting fraud and corruption. The City took a decision to centralize the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline 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.

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS: SECURITY SERVICES AT LEHAE LIBRARY

1. INTRODUCTION

The JDA is requesting proposals from interested and qualified Security Service provider who is registered and associated with Private Security Industry Regulatory Authority (PSIRA) to provide security services at Lehae Library for a period of 12 Months (March 2021 – March 2022).

2. SCOPE OF WORK AND DELIVERABLES

The JDA is seeking for proposals from security providers to furnish services as per the PSIRA standards and guidelines and below:

- 2 x unarmed security guards during the day
- 3 x unarmed security guards during the night

The quotation must factor in the following requirements

- Grade D security guards
- Shift allowance and guards' supervision should be included in the price.
- Ablution facilities on site.
- There is a Guardhouse on site that has been recently completed as part of the Library.

For pricing purposes the bidder must use the duration of **12 Months**.

However very important it must be noted that the duration is estimated at between 4 to 12 Months maximum. It is therefore very important that the bidders indicates their monthly cost to provide the services and be aware that it might be extended or reduced.

- The service provider shall render security services at the Lehae Library.
- In terms of this contract, service providers and their employees utilised on the premises of JDA shall at all times during the term of this agreement be registered in terms of the Private Security Industry Regulation Act (Act 56 of 2001) and comply with the Private Security Industry Regulations, 2002. Certified copies of the relevant certificates shall be forwarded to JDA before commencement of the agreement. **Failure to attach and be registered with PSIRA will result in the bidder being automatically disqualified.**
- The service provider shall maintain a permanently based office during working hours, suitably staffed so that messages and instructions etc. may be relayed through it to the field staff. The service provider shall be in the possession of a functional cellular phone so that they may be contacted at all times.
- The service provider shall provide necessary security uniform and tools of trade for the security officers deployed at the Lehae Library including those hired locally if any (Recommended but at bidders discretion).
- The service provider shall supply responsible senior official/manager/supervisor to monitor the site.

- The senior official/manager/supervisor should be competent and have adequate experience in carrying out the work.
- The service provider shall supervise his own security officers by means of at least two visits by an off-site supervisor per shift. The manager should visit the site at least twice a week, one of which should be after hours. These visits shall be recorded in the weekly report. Details of such visits shall be recorded in the occurrence book provided by the service provider and the pocket books of the security personnel visited.
- The service provider shall at all times be responsible and liable for the acts and omissions of his/her employees (including locally hired if any) providing services to JDA in terms of this standard while they are acting within the course and scope of their duties and employment even when not on the premises of City (JDA/Community Development).
- Any damage caused, whether wilful, accidental or by negligence, by the service provider or his staff to private or City's (JDA/Community Development) property shall be repaired at the service provider's expense. Any property found damaged by others which could implicate the service providers in any way shall be reported to JDA before any services commences.
- It is the intention of both parties that the personnel provided in terms hereof shall not fail to carry out their duties as a result of any form of intimidation. Should the service provider suspect intimidation of personnel, he shall take prompt action in conjunction with JDA and the South African Police Service to remedy the situation.
- The service provider shall forthwith notify JDA, in writing, of any form of intimidation which their personnel may be subjected to.
- All verbal requests by JDA to the service provider shall be confirmed in writing by the service provider within the next business day.
- The service providers shall ensure that JDA's interests are served at all times during the contract period. Recommendations shall be based on impartial observations, responsible opinions and pertinent facts. Any information gained by the service provider during the course of the contract shall be kept in strict confidence and may not be used without the written permission of the JDA Chief Executive Officer.

➤ *The service provider shall ensure that security officers duties include, but are not limited to the following:*

- i. Perform access control duties and patrol the premises to prevent unauthorized persons from entering, removing or interfering with any equipment or material from the premises concerned without appropriate authorization;
- ii. Guards are not allowed to enter buildings guarded, if locked, unless instructed to do so as part of their duties;
- iii. Guard and protect buildings, equipment and material against damage, theft and vandalism;
- iv. Protect staff, employees, visitors and customers by preventing or minimizing risk of injury, including death;
- v. Apprehend any suspicious person on the premises and take action as mandated;
- vi. Report any suspicious action or unusual occurrence to the supervisor and JDA.
- vii. Guards shall be supervised on a daily basis and be equipped to perform their duties as agreed upon;
- viii. Report any incident to supervisor, the JDA and the South African Police Services;
- ix. Patrol the area of responsibility in order to prevent criminal activities;
- x. Prevent and remove persons from illegal dumping, erecting structures on and occupying premises

- xi. Monitor security threats and risks within area of responsibility, and provide early warnings to facilitate proactive interventions;
- xii. Maintain accurate records of every activity on the premises including any person entering and exiting the premises, full identification through ID cards and numbers, vehicle details, job numbers, etc.
- xiii. Provide formal weekly and monthly security reports.

➤ *Reporting of Incidents and Reports*

- i. All incidents or accidents in the area of responsibility shall be immediately reported to the JDA.
- ii. An electronic detailed written report of all such incidents shall be presented to JDA within twelve (12) hours after the occurrence of the said incident or accident.
- iii. Salient details of all incidents occurring on JDA's premises/site shall be recorded in the occurrence book immediately after JDA was informed. The pages of the occurrence book shall be numbered consecutively by the service provider and no person shall remove any pages for any reason whatsoever.
- iv. Detailed written weekly and monthly reports pertaining to area of responsibility shall be submitted to the client. The reports shall include full details of any accident or incidents, which occurred during the preceding week or month.

3. NON-COMPULSORY CLARIFICATION :

DUE TO COVID 19 PANDEMIC AND LEVEL ONE (1) LOCKDOWN RESTRICTIONS THERE WILL BE NO COMPULSORY CLARIFICATION MEETING, HOWEVER BIDDERS ARE ENCOURAGED TO FORWARD THEIR QUERIES DIRECTLY TO THE EMAIL PROVIDED.

4. DURATION

- This RFP is regarded valid up until the beginning of construction of the multi-purpose or the site is handed over to the City of Johannesburg, of which dates will be communicated to the service provider.
- For pricing purposes the bidder must use the duration of 12 Months.
- *However very important it must be noted that the duration is estimated at between 4 to 12 Months maximum. It is therefore very important that the bidders indicates their monthly cost to provide the services and be aware that it might be extended or reduced.*

5. NOTES FOR PRICING

The basis for fee proposals is outlined in item 5.2 below. This is followed by item 5.3 which applicants are required to take note of.

- 5.1 Tenderers are to replicate the table below and submit as part of their fee proposal and the total fee must be carried to the "Offer" page. **Failure to price as required will result in the tender being disqualified for non-compliance.**

Detailed below is information upon which fees must be based on (refer to item 2 above for detailed scope of work). This is followed by item number 5.3 which ALL applicants are required to take careful note of.

5.2 PRICING TABLE

SECURITY SERVICES AT LEHAE LIBRARY		
#	Full Scope of Services for Providing Security Services at Lehae Library	Amount
1.	Security Services: <i>Complete provision of services as outlined in item 2. (Scope of Works)</i> <i>- Detailed fee proposal to be submitted</i>	R
	TOTAL FEE (Lehae Library) : excluding VAT to be carried to Offer	R

- Tenderers must ensure that the final **TOTAL FEE** is correctly calculated and carried to the "Offer" page. The value recorded on the offer page will be regarded as the tendered amount to render Security services at Lehae Library. **It must be noted that the implementation and execution is estimated at 4 to 12 months and therefore it is very important for a bidder to indicate their monthly rate.**

IMPORTANT NOTICE:

The offers submitted must be supported by **detailed fee proposals**; this is a requirement for all bidders. A bidder who fails to submit a price in the fee proposal for the deliverables/items indicated above (item no. 3) will be considered non-responsive and the bid will not be considered as well as **Failure to attach and be registered with PSIRA.**

5.3 Notes

- 5.3.1 Tenderers must ensure that the final **TOTAL FEE** is correctly carried over to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services. **Failing to price as required will result in the tender being disqualified.**
- 5.3.2 Fees **must** include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.
- 5.3.3 It is the responsibility of the bidder to ensure that they have a local office within the geographical area of City of Johannesburg as the JDA will not be responsible for accommodation and travelling costs.

6. PRESENTATION OF QUOTATIONS

Submissions are to consist of a short (**not to exceed 10 pages**) and comprehensible report that must provide the JDA with sufficient information to make a sound and fair evaluation of the quotation as well as the experience and capability of the applicant to undertake and manage the project successfully. The report should **use the same item numbers as below** for the required sections of the report.

The following information must be clearly spelt out:

- 6.1 **BRIEF** company background, lists of SIMILAR (not all) projects (including client name, contact person, telephone number, value of the project, and the consulting fee value, nature of the project, required deliverables).
- 6.2 A copy of a valid Tax Compliant Status Letter from SARS. No award will be made to a service provider whose tax matters are not in order with the South African Revenue Services.
- 6.3 No award will be made to a service provider who is not registered with National Treasury Central Supplier Database.
- 6.4 A copy of the tenderer's latest municipal rates account in the name of the tenderer or alternatively in the names of the Directors / Partners of the tendering entity. Copies of lease agreements **will be accepted**.
- 6.5 An original and valid BBBEE status levels verification certificate or a certified copy thereof, substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. An EME must submit 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.
- 6.6 An original letter from the tenderer's bank confirming account information.
- 6.7 Bidders are required to submit detailed quotations based on the required deliverables defined in rand terms. Applicants are to illustrate the fee proposal linked to deliverables. All disbursements, etc. are to be **included** in the quotations.
- 6.8 A completed RFQ document with all sections filled in (references in the RFQ to other documentation attached will NOT be considered.)
- 6.9 A schedule of completed contracts of a similar nature to this project. The following details must be included on the schedule:
 - > Description of the project
 - > Service rendered
 - > Name of employer / client and their representative's contact details

- > Cost of the works
- > Fee obtained for services
- > Date of completion

6.10 Provide information on the individuals who will be assigned to **this project (NOT the entire company)**. The following **must** be addressed:

- > Role/s and responsibility/ies on this project
- > relevant qualifications
- > a percentage estimate of the time planned to be dedicated to this project by each person

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

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

Note for consortium and joint ventures

- The items above are to be addressed and completed by **EACH** member of the consortium or joint venture.
- An agreement between all parties of the consortium or joint venture is to accompany the tender submission
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

Failure to comply with these conditions may invalidate your offer.

7. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical
- Price / BBBEE

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.

Technical

The technical assessment is based on the criteria set-out below, failure to attach or submit the said documents will result in your submission being set aside.

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

- (i) key returnable documents (PSIRA Documents)
- (ii) key personnel as described above in item 2 / guards & Supervisor with valid gradings
- (iii) the experience of the company (i.e. Security Services) and
- (iv) Contactable references (i.e. Security Services).

Tenderers will have to submit compliant documents as stated above in order to be considered further in the evaluation process.

7.2 BBEE Status

Having completed a technical evaluation, points will be awarded for empowerment (BBEE), in accordance with the Preferential Procurement Regulations 2017 published in Government Gazette No. 40553 dated 20 January 2017. The following table is applicable in this regard:

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

Notes:

- 7.2.1 “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).
- 7.2.2 Tenderers must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, 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.
- 7.2.3 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.
- 7.2.4 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.
- 7.2.5 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.
- 7.2.6 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.
- 7.2.7 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.

- 7.2.8 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 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 BBEE status. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

- 80 points are assigned to price
- Up to 20 points are assigned to BBEE status per the table under item 7.2

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

PP = P_s + P_{bee} 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

Formula for scoring tender price

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

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

Where

P_s = Points scored for comparative price of tender under consideration

P_t = Comparative price of tender under consideration

P_{min} = Comparative price of lowest acceptable tender

X = Points assigned to price

8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The words “**RFQ FOR THE PROVISIONING OF SECURITY SERVICES AT LEHAE LIBRARY FOR THE JDA**” must be written / typed clearly on the envelope. The envelope must be deposited in the tender box at the Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (formerly known as President) and Newtown only between the hours of 08H00 and 17H00.

The RFQ Closes at 12h00 on 29 MARCH 2021.

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

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

Queries can be addressed in writing to:

Simphiwe Hadebe

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

ANNEXURE A: BUSINESS DECLARATION

Tender/RFQ Number:

Tender/RFQ Description:

Name of Company:

Contact Person:

Postal Address:

.....

Physical Address:

.....

Telephone Number:

Fax Number:.....

Cell Number:

E-mail Address:

Company/enterprise Income

Tax Reference Number :

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

VAT Registration Number:

Company Registration Number:

1. Type of firm

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

(Tick one box)

2. Principal business activities

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

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

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

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

5. Did the firm exist under a previous name?

- Yes
- No

(Tick one box)

If yes, what was its previous name?

.....

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

Full Time :

Part Time :

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

Full Time :

Part Time :

8. What is the enterprise’s annual turnover for the last two years and what is the estimated turnover of current commitments.

R Year:

R Year:

R Year:

9. List all contracts of similar nature 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 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 :

CONTACT PERSON :

CONTACT NUMBER :

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

The undersigned, who warrants that he/she is duly authorized 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? (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	No
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	No
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	No
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	No
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	No
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....

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

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

.....
Signature Position

.....
Name of Bidder Date

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

EMPLOYER	CONSULTANT	SIMILAR NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

*** Organ of State means-

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

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

.....
 Position

.....
 Name of Bidder

.....
 Date



ANNEXURE E: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

RFQ FOR THE PROVISIONING OF SECURITY SERVICES AT LEHAE LIBRARY FOR THE JDA

in response to the invitation for the bid made by:

Johannesburg Development Agency

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

I certify, on behalf of:

(Name of Bidder)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE F: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

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

B Bid Information

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

C Documents to be attached.

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

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

.....
.....

Signature

Date