



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

ADVERT DATE: 01 SEPTEMBER 2021

A Non-Compulsory Briefing Meeting with representatives of the employer will take place on 06 September 2021 from 10:00am – 11:00am via Ms Virtual Teams Meeting. ([Click here to join the meeting](#))

The last day for receipt of queries is 23rd of September 2021.

CLOSING DATE: 04 OCTOBER 2021

CLOSING TIME: 12H00.

BID DESCRIPTION: REQUEST FOR PROPOSALS FROM A MULTI-DISCIPLINARY TEAM OF TRANSPORT PLANNERS, TRAFFIC ENGINEERS, TRANSPORT ECONOMICS, CLIMATE SPECIALIST AND COMMUNITY PARTICIPATION CONSULTANT TO DEVELOP AND MANAGE 3 YEAR TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

BID NUMBER: JDADFP/TDMP/001/2021

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)

¹ * MSCM Regulations: "in the service of the state" means to be –

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

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement
Contact Person: Mr. Siyambonga Gcobo
Tel: 011 688 7851 Fax: 011 688 7899 E-mail: Sgcobo@jda.org.za

ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department: Development Facilitation
Contact Person: Mr. Lwazi Sikiti
Tel: 011 688 7851 Fax: 011 688 7899 E-mail: Lsikiti@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 PAGE

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

NAME OF BIDDER.....

BID DESCRIPTION.....

BID NUMBER.....

POSTAL ADDRESS.....

STREET ADDRESS.....

.....

CONTACT PERSON.....

TELEPHONE NUMBER CODE NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER

E-MAIL ADDRESS.....

COMPANY REGISTRATION NUMBER.....

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER.....

VAT REGISTRATION NUMBER.....

TAX VERIFICATION PIN NUMBER.....

TOTAL BID PRICE..... Excluding Value Added Tax

TOTAL BID PRICE in words.....

.....

.....

..... Excluding Value Added Tax

SIGNATURE OF BIDDER.....

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

DATE.....

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 Fax0800 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: REQUEST FOR PROPOSALS FROM A MULTI-DISCIPLINARY TEAM OF TRANSPORT PLANNERS, TRAFFIC ENGINEERS, TRANSPORT ECONOMICS, CLIMATE SPECIALIST AND COMMUNITY PARTICIPATION CONSULTANT TO DEVELOP AND MANAGE 3 YEAR TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

BID NUMBER: JDADFP/TDMP/001/2021

REQUEST FOR PROPOSAL FOR:

1. A Multi-disciplinary team of the following Disciplines:

- a. Project Leader/Manager: Traffic/Transport Engineer/Technologist**
 - b. Senior Traffic Engineer**
 - c. Transport Planner**
 - d. Transport Economist**
 - e. Climate Specialist**
 - f. Community Participation Consultant**
-
-

SEPTEMBER 2021

TABLE OF CONTENTS

	Page No.
COPY OF ADVERT	6
1. INTRODUCTION	7
2. PROJECT INFORMATION	7
2.1. Background	7-14
3. PROPOSAL OBJECTIVE	14-23
3.1. Study Area	
4. SCOPE OF WORKS	14-36
4.1. Phase 1 : Status Quo Assessment of the City's TDM implementation measures for Identification of GAPS,	
4.2. Phase 2: Development of the CoJ's TDM Program	
4.3. Phase 3: Monitoring and Evaluation of the Impacts of the TDM Program	
5. EXPERIENCE REQUIREMENTS	(for information)
5.1. Project Leader/Manager: Traffic/Transport Engineer/Technologist	
5.2. Senior Traffic Engineer	
5.3. Transport Planner	
5.4. Transport Economist	
5.5. Climate Specialist	
5.6. Community Participation Consultant	
6. NOTES	36
7. PRICING	37-47
8. NOTES	47
9. INDICATIVE PROGRAMME	47-48
10. PROPOSAL CONTENT	48
11. ASSESSMENT CRITERIA	49
3.1 Compliance	49
3.2 Technical	49-55
3.3 Price and Empowerment	55-57
3.4 Risk Tolerance	57-58
8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS	58
ANNEXURES	59-75
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 : Demo Tax Compliance Status Pin Letter	
G : Organogram	
H : Schedule of similar completed contracts	
I : Declaration on state of municipal accounts	

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

BID DESCRIPTION: REQUEST FOR PROPOSALS FROM A MULTI-DISCIPLINARY TEAM OF TRANSPORT PLANNERS, TRAFFIC ENGINEERS, TRANSPORT ECONOMICS, CLIMATE SPECIALIST AND COMMUNITY PARTICIPATION CONSULTANT TO DEVELOP AND MANAGE A TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG OVER 36 MONTHS

BID NUMBER: JDA/DPF/TDMP/001/2021

The JDA is requesting proposals from joint ventures **OR** A Multi-Disciplinary Team Of Transport Planners, Traffic Engineers, Transport Economics, Climate Specialist And Community Participation Consultant To Develop And Manage A Travel Demand Management Program For The City Of Johannesburg Over 36 Months

Documents may be downloaded from the JDAs website (www.jda.org.za/tenders) and e-portal website (www.e-tender.gov.za) on 01 September 2021.

Queries relating to the issue of these documents and procurement related issued may be addressed to Mr. Siyambonga Gcobo at Tel: (011) 688 7851 or e-mail: sgcobo@jda.org.za

Technical queries or queries relating to the project may be addressed to Mr. Lwazi Sikiti (011) 688 7851; or e-mail: Lsikiti@jda.org.za

A Non-Compulsory Briefing Meeting with representatives of the employer will take place on 06 September 2021 from 10:00am – 11:00am via Ms Virtual Teams Meeting. The link will be provided in the tender document. The last day for receipt of queries is 23rd of September 2021.

Tender closing date and time will be: 12:00pm on the 4th of October 2021.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

Tenders must only be submitted on the tender documentation that is issued. The retyping of the tender document is not permitted.

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 proposals from experienced consulting companies, multi-disciplinary teams, consortiums and joint ventures to render transport engineering, planning, transport economics and environmental planning services for the Development and Management of a Travel Demand Management program for the City of Johannesburg over a period of 36 months.

2. PROJECT INFORMATION

2.1. INTRODUCTION & BACKGROUND INFORMATION

Estimates indicate that Johannesburg will have an extra 2.5 million inhabitants by 2040, resulting in the current transport system taking the additional strain of having more people and more vehicles and as a result facing the inadvertent challenges of traffic congestion with the following negative impacts:

1. An Increase in travel time, which will have an impact on the competitiveness and attractiveness of the City and quality of life for residents.
2. Impediment of public transport vehicles usage and its effect on public transport patronage patterns
3. An increase in road injuries and fatalities, which add to the public health bill of the nation.
4. Increased greenhouse gas emissions which impact negatively on climate;

It is thus important for the City to explore the implementation of measures that will seek to manage the current and future traffic congestion to ensure its sustainability and improved quality of life.

2.1.1. The CoJ's Growth and Development Strategy, 2040

The City of Johannesburg's Growth and Development Strategy, 2040 (GDS) envisions the City as "a World Class African City of the Future – a vibrant, equitable African city, strengthened through its diversity; a City that provides real quality of life; a City that provides sustainability for all its citizens; a resilient and adaptive society".

The Joburg 2040 Strategy identified these four outcomes:

1. Outcome 1: Improved quality of life and development-driven resilience for all
2. Outcome 2: A resilient, liveable, sustainable urban environment – underpinned by infrastructure supportive of a low-carbon economy
3. Outcome 3: An inclusive, job-intensive, resilient and competitive economy that harnesses the potential of citizens

4. Outcome 4: A high-performing metropolitan government that pro-actively contributes to and builds sustainable, socially inclusive, locally integrated and globally competitive Gauteng City Region.

The City's Transport Department, together with other departments and entities, is the cluster responsible for outcome number 2 above.

The primary output defined by the Joburg 2040 GDS under this outcome is 'EcoMobility'. This refers to environmentally sustainable and socially inclusive ways of local mobility, combining the use of Non-Motorised Transport (NMT) means such as walking, cycling and wheeling with the use of public transport and light electric vehicles using renewable energy resources.

The City's Transport Department has interpreted Eco-Mobility as its long-term goal which seeks to achieve the following:

1. Make public transport, walking and cycling the mode of choice for all Joburg residents by 2040. This is to be achieved firstly by reducing congestion and high transport costs through the provision of quality public transport services including Rea Vaya, Metrobus and improving public transport infrastructure and transfer points;
2. Improve mobility and accessibility to enhance economic growth and development; and
3. Provide quality transport infrastructure including roads that serve all road users including pedestrians, cycles and public transport users.

The CoJ's Transport Department acknowledges that these long-term goals can only be achieved through partnership building, fostering behavioural change and collectively reclaiming Joburg roads as public spaces.

2.1.2.Strategic Integrated Transport Plan Framework,2013

The Strategic Integrated Transport Plan Framework (SITPF) has development Transport Thrusts, Strategies and Programmes to meet the policy objectives and outcomes of the City's GDS 2040. The Joburg 2040 GDS identified that the reduction of congestion is a critical objective to create a more liveable city.

These strategies and programmes have been organised into nine topics or “thrusts” which are as follows:

- Thrust no. 1: Restructure and integrate the city
- Thrust no. 2: Improve and expand provision of quality public transport and use of non-motorised transport
- Thrust no. 3: Maintain, improve, extend and integrate transport infrastructure
- Thrust no. 4: Support economic growth through improving freight mobility
- Thrust no. 5: Manage congestion, travel demand and parking
- Thrust no. 6: Improve transport safety through active, engaged citizenry
- Thrust no. 7: Transform the transport sector and encourage new, efficient and profitable transport enterprises and green jobs
- Thrust no. 8: Plan and regulate the transport system.
- Thrust no. 9: Resource and finance the transport plan

Travel Demand Management (TDM) refers to policies, strategies and measures that, when implemented, change travel behaviour to increase the transport system efficiency. TDM measures and strategies do this by reducing the demand for private vehicular transport in peak periods, and by reducing reliance on cars, especially the use of single-occupant-vehicles (SOVs). The relevance of TDM is further reiterated in the Joburg 2040 GDS when it states that “shifting from the convenience of private to public transport is not just about logistics... this is about driving a new transport culture.” This bid takes its cue from this above understanding of what TDM means to the City’s transport strategy.

The PRE-COVID-19 environment in the City of Johannesburg was characterised by severe traffic congestion and mobility compromised on many of the arterials and freeways during peak periods.

Thrust No.5 of the SITPF 2013 is the desired strategy that the City needs to implement in order to achieve the desired outcome of improving mobility and reducing traffic congestion on the City’s road network. The City believes that this will make it more liveable and boost economic growth.

Thus, the City’s approach to reducing and controlling traffic growth is to focus on movement for people and goods. The solution to the city’s growing congestion problems is not to build more roads, which will generate new traffic, but to implement Travel Demand Management (TDM) programmes.

It is in the spirit of this approach and principle that this bid document should be understood by the bidding professional teams.

Under Thrust No. 5 the City has opted for introducing public transport and enabling walking and cycling (including improved integration, safety, accessibility, infrastructure such as shelters and ranks, signage, communication and passenger information) as an absolutely essential but not in itself a sufficient basis for private car users to switch or 'get out of their cars'.

2.1.3. The CoJ's previous work on Travel Demand Management

This section of the bid document outlines existing commissioned work done previously by the CoJ around travel demand management as well a summary of some of their key outcomes. Bidders are required to review these documents and outcomes in order to assess any gaps that exist in the previous commissioned work and how these can be augmented in the development of this TDM project.

a) Implementation of Travel Demand Management in the Johannesburg Area (2006)

1. Phase 1

The first phase of this project was the surveying, development of a marketing strategy and the gathering of information on current practices and people's perceptions and attitudes towards TDM. This phase of the project showed that a ride-sharing campaign should be implemented in the second phase of the project and that variable working hours (VWH) should be promoted, although a number of employers was already implementing them.

The first phase also found that the use of VWH throughout the City needed to be documented for monitoring purposes.

2. Phase 2

The second phase was the piloting of a TDM measure to test its effectiveness for rollout in the City. The TDM measures investigated was Ride-Sharing and Variable Working Hours for the Sunninghill and Braamfontein area. Key challenges that were noted in the implementation of the ride-sharing pilot were as follows:

- Behavioural Change
- Business Community's support

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

- Reliability of the measures: security, commitment, etc
- Marketing
- Sustainability of the project
- Ridesharing can be encouraged through attractive incentives.

b) Travel Demand Management Strategy for the City of Johannesburg, Final Draft 2012.

The TDM Strategy document identifies focus areas of TDM interventions for the CoJ. These focus areas are as follows:

- Ride-sharing
- Employer Policy Shifts
- Parking Management
- Restricting entry of vehicles into certain places or at certain times
- Incentivising and supporting new developments around public transport hubs
- Implementing Employee Trip Reduction Programmes
- Implementing Precinct Trip Reduction Programmes

The Strategic Integrated Transport Planning Framework (SITPF) document discusses the above focus areas at length. However, the SITPF has included two additional focus areas namely:

- Managed Lanes and Traffic Management
- Intelligent Transport Systems

c) Changes to the Consolidated Johannesburg Town Planning Scheme in respect of Parking (2012)

The CoJ Transport Department sought public consultation on a number of changes it required to the Draft Consolidated Town Planning Scheme prior to its approval by the City. The main proposed changes were as follows:

- Replacement of minimum requirements with maximum limits in the following areas as defined in the Consolidated Johannesburg Town Planning Scheme:
 - Public Transport Areas which are defined as areas located 500 meters from existing public transport nodes;
 - The identification of Marginalised areas like Orange Farm and Soweto, Inner City or Zone A; and

- Other Metropolitan and Regional Nodes.
- Introduction of shared parking within a reasonable walking distance
- Prioritisation of public transport over private vehicles in large retail facilities and office parks.

The CoJ Transport Department anticipated that the above measures from the Consolidated Johannesburg Town Planning Scheme in respect of Parking will contribute to following outcomes:

- Encouraging public transport usage;
- Enabling and encouraging transit orientated development;
- Reducing congestion especially in the inner city and other nodes;
- Encourage and enable shared parking in mixed use land developments within reasonable walking distances from the same site;
- Pedestrians, cyclists and public transport users being prioritized in respect of access to retail centres, office parks etc.

The measures proposed above from the Consolidated Johannesburg Town Planning Scheme in respect of Parking (2012) were envisaged to be applicable to all new developments as well as when existing developments apply for extension of existing land use or new land-use developments.

d) Eco-Mobility Festival (2015)

The Eco-Mobility Festival was a month long festival held in the Sandton CBD which had the main objective of showcasing the use of public transport, cycling and walking as a sustainable eco-friendly alternative to the private car. The festival aimed to create a mind-set shift in order to change the way people moved to, from the Sandton CBD, and by so doing influence trip making characteristics to other parts of the City of Johannesburg.

A Transport Management Plan (TMP) was developed as part of this festival and it had the following key components:

- The footprint of the festival
- The public transport loop and services
- Commuter public transport services
- Park and Ride sites and services
- Cycling routes to the Sandton CBD

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

- Managed dedicated public transport lanes
- Facilitation of last mile services
- Co-ordination with the JMPD for the control of traffic flow.
- Exhibitions, Dialogues and Events
- Monitoring, Evaluation and OHS oversight.

Results of a survey on passenger's opinions after the festival indicated that the majority thought the festival was a success and accommodated pedestrians more than vehicles. Other users felt the festival was a good initiative but was not well implemented with fewer users feeling the festival lead to more congestion, drop in business activities and was ineffective.

Passengers were requested to give an opinion on the potential legacy projects the City of Johannesburg can implement in relation to their experience during the festival. Options given were on cycle lanes, public transport loop, safe park and rides, public transport priority lanes (managed lanes), widening of sidewalks and /or the plans.

The majority of the users indicated an interest in the implementation of all plans with public transport loops, public priority lanes and safe park and ride facilities ranking high in the list.

An interest in the widening of sidewalks and provision of cycling lanes was expressed as a secondary priority in the survey.

The Eco-Mobility Festival of 2015 held in Sandton was largely deemed as a success. It received a lot of media coverage and even led to some discussions on the impact of travelling less on car insurance premiums for instance. The festival also showed the City of Johannesburg that through partnerships with stakeholders it is possible to influence how people move and change their perception on the existing public transport services offering. However, the City should continue to improve this offering so that it becomes a viable alternative to the private car users in the City whilst also creating liveable public spaces where people can safely walk and cycle.

e) Implementation of the Paid Parking System in the Johannesburg Inner City and Braamfontein CBD.

The City of Johannesburg had appointed a private firm to provide a kerbside parking management solution for the City of Johannesburg. This included approximately 7500 on-street parking bays, the majority of which were located in the Johannesburg Inner City.

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

Since that paid parking management contract had lapsed and not yet renewed, it has negatively impacted on the mobility of the Inner City, with limited turnover in the use of on-street parking due to the fact that people are no longer paying for the parking. The numbers of queries received from the business community on the parking stress generated by the absence of the paid parking management project is also evidence of the fact that the implementation of such a system had a fair amount of benefits for the businesses and other stakeholders of the Inner City. The City is in the process of once again looking at implementing a similar system in areas with observed parking management challenges, with improvements in the associated law-enforcement being proposed.

2.1.4. Opportunities presented by the COVID-19 pandemic

The lock-downs which are a key feature of the fight against the COVID-19 pandemic have transformed the way we all live, work and play. In the backdrop of the worldwide movement and acceptance of telecommuting the City of Johannesburg wants to take advantage of the recently changed travel behaviour to further drive the development and implementation of its Travel Demand Management program. This presents an opportunity to address the TDM programme more aggressively and so must be interpreted as such by bidders.

3. PROPOSAL OBJECTIVE

The Johannesburg Development Agency, on behalf of the City's Transport Department, invites an experienced consulting companies, multi-disciplinary teams, consortiums, and joint ventures with the following expertise:

- Project Leader/Manager: Traffic/Transport Engineer/Technologist
- Senior Traffic Engineer
- Transport Planner
- Transport Economist
- Climate Specialist and,
- Community Participation Consultant

The bidders are to submit proposals to conduct an in-depth review of the City's existing TDM measures and then develop a TDM implementation and monitoring programme that will ensure that the City's transport's objective of reducing and managing congestion by 2040 is achieved.

At a broad level, the TDM Programme should also align with the following priorities of the City:

- Priority 1: Good governance
- Priority 2: Financial sustainability
- Priority 3: Integrated Human Settlements

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

- Priority 4: Sustainable service delivery
- Priority 5: Job opportunity and creation
- Priority 6: Safer City
- Priority 7: Active and engaged citizenry
- Priority 8: Sustainable economic growth
- Priority 9: Smart City

3.1. STUDY AREAS

The focus areas for the TDM programme are based on those identified in the CoJ's Economic Development Strategy as Urban Metropolitan Core, Principal Metropolitan Sub-Centres, Secondary Metropolitan Sub-Centres and Priority Economic Zones. These focus areas as follows:

- Inner City
- Sandton CBD, Wynberg, Malboro
- Soweto
- Roodepoort CBD
- Rosebank CBD
- Randburg CBD
- Strydom Park
- Lazer Park
- Kya Sands
- Midrand CBD

The mapping for the above focus areas are indicated in **Figures 1 to 10**.

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG



Figure 1: Inner City Study Area

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

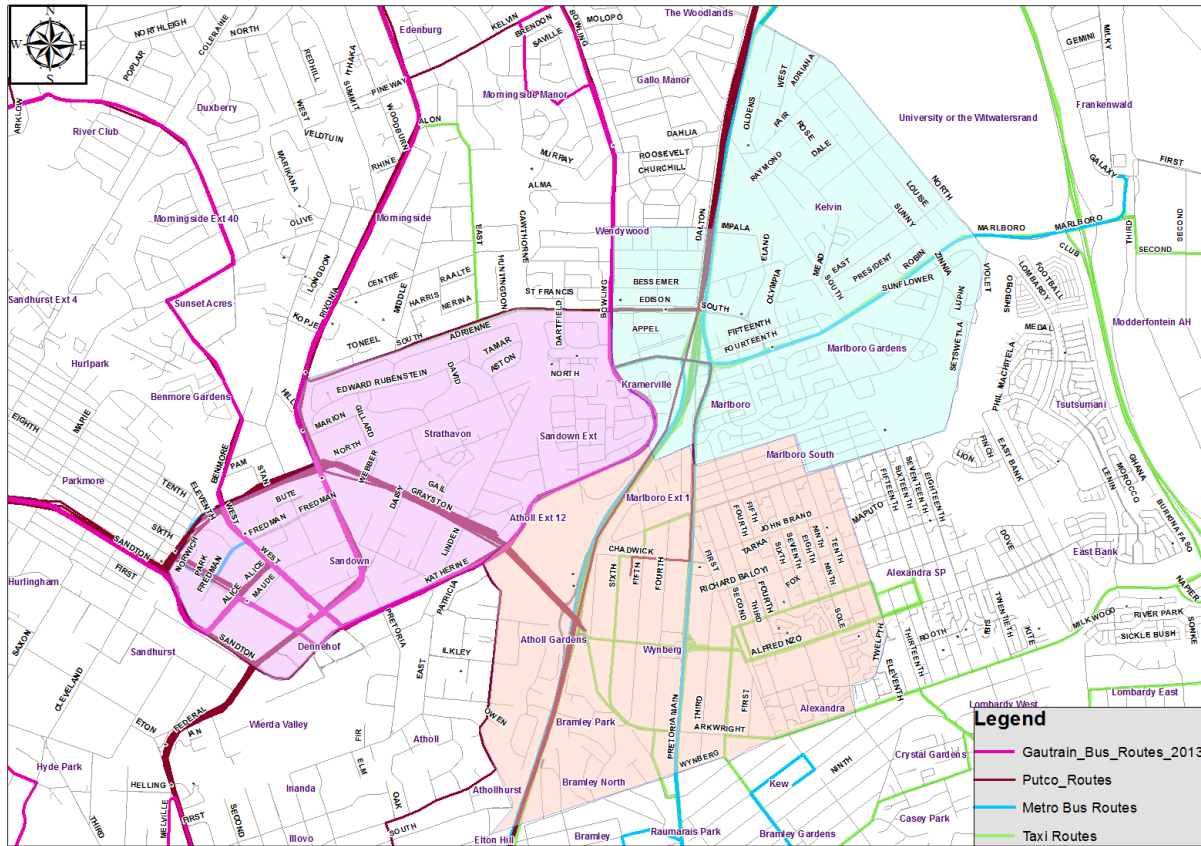


Figure 2: Sandton CBD, Wynberg, Malboro

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

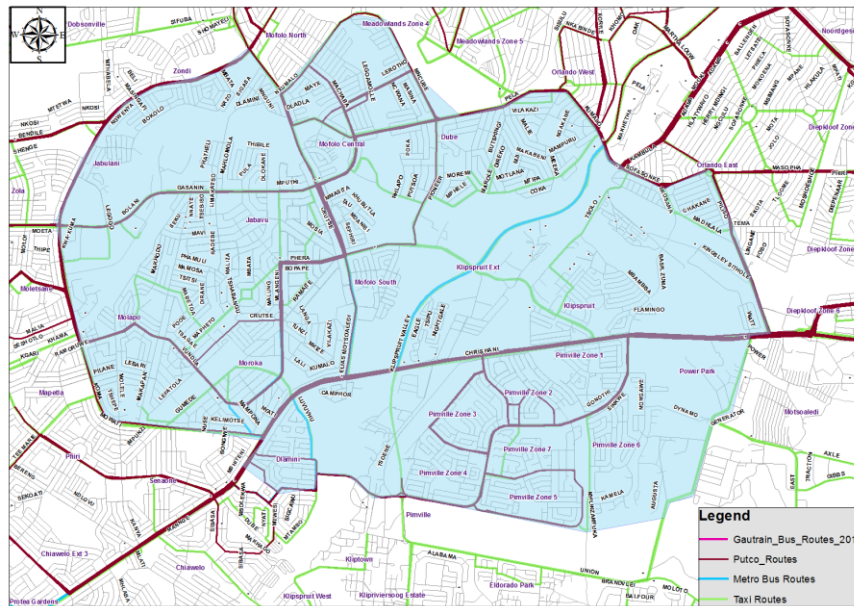


Figure 3: Soweto



Figure 4: Roodepoort CBD

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

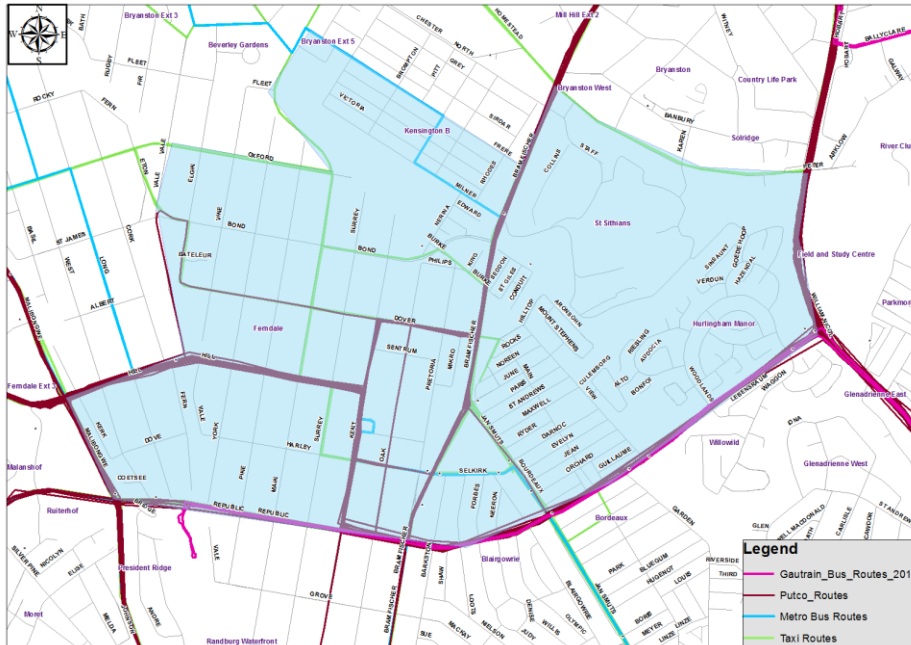


Figure 5: Randburg CBD

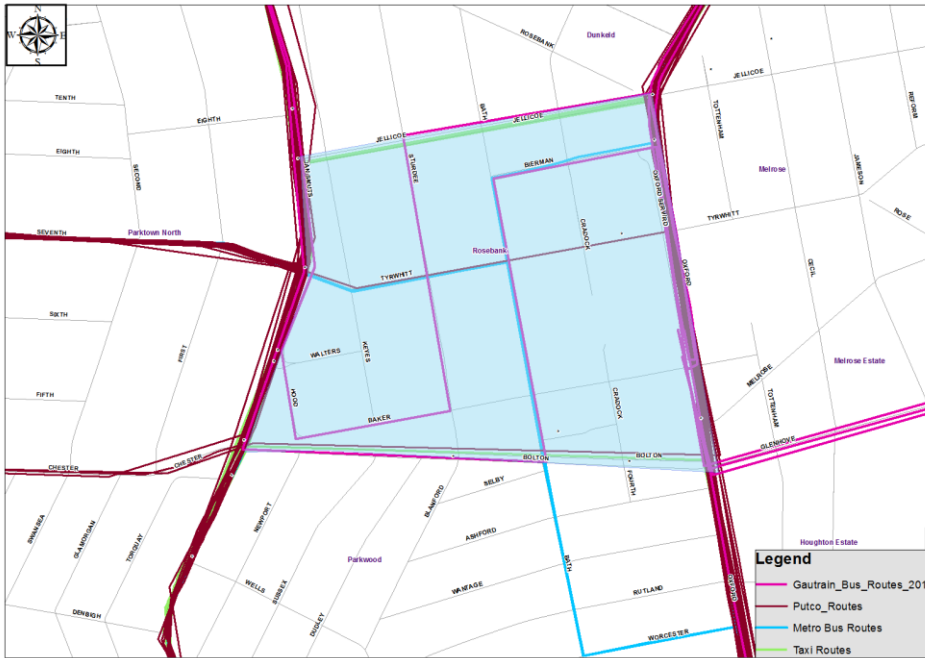


Figure 6: Rosebank CBD

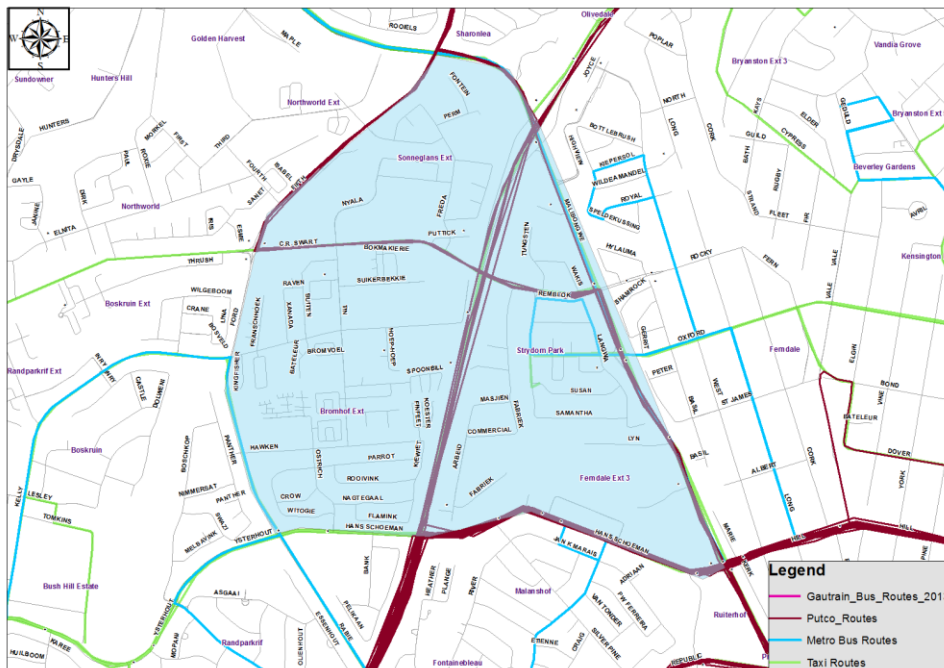


Figure 7: Strydom Park

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG



Figure 8: Lazer Park

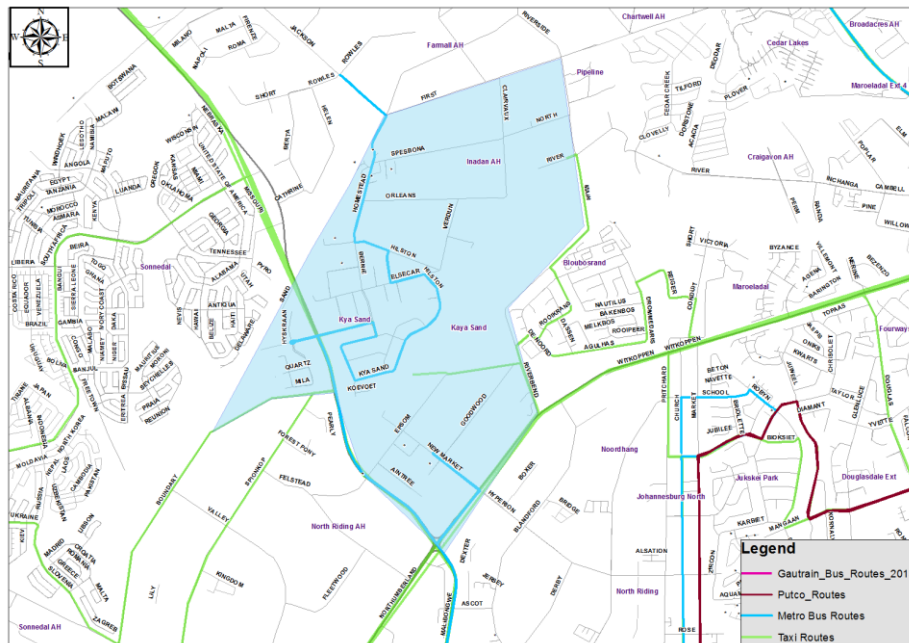


Figure 9: Kya Sands

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

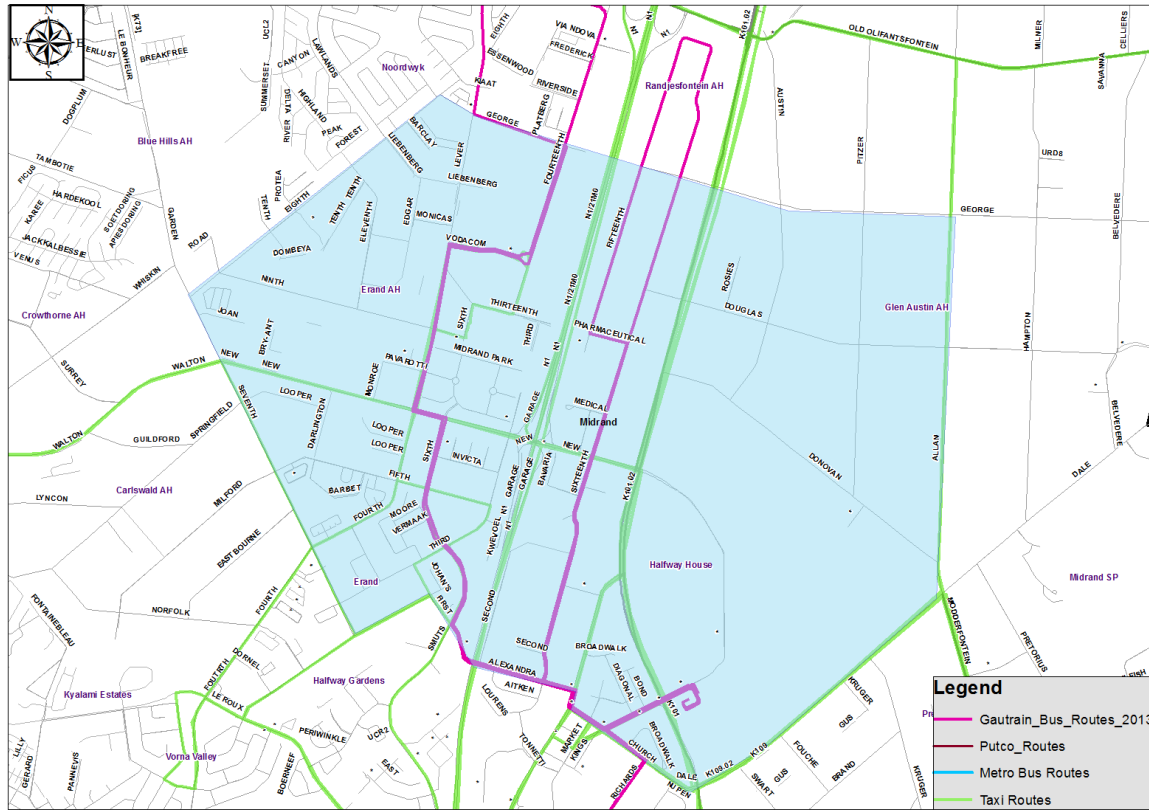


Figure 10: Midrand CBD

3.2. PROJECTS UNDERWAY IN THE STUDY AREAS

The Transport Department, other City departments and entities are undertaking a number of projects within the study areas which may influence the development Travel Demand Management program. Details of those plans where available will be provided to the successful bidder. The successful bidder will be required to engage with the plans and also with other service providers that may be undertaking other transport projects whose outcomes have synergies with the TDM project. These include among others:

- Parking Management Solutions for small nodes JOHANNESBURG City Wide - Parking Stress Survey - PART 1 Braamfontein, Yeoville
- PTF: Public Transport Facility in Sandton
- PTF: Transfer Facility: Lenasia Scholar Transport Interchange
- Feasibility Study for Braamfontein
- Parking Management Policy for COJ
- Randburg CBD Masterplan
- PublicTransport data collection in Identified Nodes
- Zandspruit Masterplan
- PTF Rosebank
- Roodepoort CBD Transport Masterplan
- Integrated Corridor Management (ICM)
- Inner City Transport Masterplan
- PTF: Upgrading of Sunninghill Public Transport Facilities
- Phase 1 PTF: Small Public Transport Facility Design and Construction of Kya Sand Superstop New Nodal Transport Facilities KYA SAND

4. SCOPE OF WORK

The project is divided into three phases as follows:

- 13. Phase 1: Status Quo Assessment of the City's TDM Implementation Measures & Identification of Gaps**
- 14. Phase 2: Development of the CoJ's TDM Program**
- 15. Phase 3: Monitoring and Evaluation of the Impacts of the TDM Program**

The scope of work for the three phases is as discussed in the sections which follow.

4.1. PROJECT PHASE 1: STATUS QUO ASSESSMENT OF THE CITY'S TDM IMPLEMENTATION MEASURES & IDENTIFICATION OF GAPS

4.1.1 Project Inception

The bidder will be required to present a feasible approach/methodology to undertake this project in line with the City's objectives. This project stage shall outline detailed work plans, timelines, project deliverables, capacity building arrangement and mitigation measures to prevent possible challenges that may be encountered during the project.

4.1.2 Review of Relevant Policies, Literature & Projects

The review of all relevant City studies, policies, local and international case studies will be undertaken and form the basis to this plan. The documentation that will be made available to the successful bidder including those mentioned above at 2.1.3. and the following:

- CoJ's Growth and Development Strategy 2040 (2011)
- CoJ's Climate Action Plan (2015)
- CoJ's Spatial Development Framework (2016)
- City of Johannesburg Complete Streets Policy (2013)
- CoJ's Household Surveys (2013)
- Gauteng Household Survey (2020)
- Strategic Integrated Transport Plan Framework (SITPF) 2013
- CoJ Parking Policy
- CoJ Freight Management Plan
- Draft Land Use Scheme (2017)
- BRT Phase 1A and 1B Implementation
- NMT Projects implemented in the past 10 years (from 2010)
- Public Transport Facilities implemented in the past 10 years
- Parking Management System implemented prior to 2017
- The CoJ Wider Traffic Model will be made available to the successful bidder.

The Literature Review will include an assessment of what the City's policy and strategy documents and their alignment in terms of travel demand management. The literature review must identify any gaps in current City policy and determine what legislative framework exists, if any, to enable the CoJ to enforce a City-wide Travel Demand Management Program.

4.1.3 Data Collection

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

Data Collection is required on all the identified areas with the key goal to determine the current traffic congestion levels in those areas. Traffic congestion levels, prior to COVID-19, will also need to be obtained from reliable sources in order to provide a proper assessment of congestion in those areas for the pre-COVID-19 scenario.

The Data that needs to be collected (for all nodes where not currently available) shall include the following:

- Modal Share for identified areas
- Non-motorised Transport Data
- Road-based Public Transport Data
- Rail Passenger Data
- Road traffic data
- Freight Transport Data
- Land Use Data
- Economic Data
- Climate Data (specifically the CCSF programme developed by the City in 2015)

The expected outcomes from each component of the data collection is briefly discussed below.

a) Mode Share for Identified Areas

The modal share of the identified areas needs to be determined. Input data must be collected in a consistent way for the future analysis and must consider the multi-modal nature of journeys undertaken in the study areas. Key documents for this assessment is the CoJ's Household Survey (2013) and the Gauteng Household Survey Report (2019/20). Both of these documents will be shared with bidders.

The modal share represents the ratio of different transport modes in the total journey from origin to destination. The difference between modal split and vehicle classification counting must be acknowledged because vehicle counting provides only information about traffic volume in an area.

b) Non-Motorised Transport Data

For the purposes of this project Non-motorised Transport (NMT) will include, but is not limited to: pedestrians, cyclists and trolley pushers. Other forms of non-motorised transport may be identified in the process of the project. Key pedestrian desire lines throughout the study areas will be identified. The bidder must undertake the following non-motorised volumes counts included but not limited to pedestrians, cyclists and trolley pushers at a sub-regional scale to determine the non-motorised transport inbound and outbound trips from 06:00 to 18:00. The bidder shall note that the level of service for non-motorised transport adjacent to public transport nodes is an important component which needs to be evaluated.

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

The performance of the non-motorised transport environment needs to be understood. The bidder will be expected to map the pedestrian network and evaluate any impediments to safety on this network.

c) *Road-based Public Transport Data*

The bidder shall collect the data in order to assess **all** road based public transport operations (Rea Vaya, Gautrain buses, other commuter buses, minibus and meter taxis and tuk tuks). The existing numbers of passengers using the services to access the study areas shall be determined together with the spare capacity available in the existing operations. The study area mapping shows the known existing public transport routes and facilities in the study area.

Data on Rea Vaya (BRT), Gautrain, Metrobus and PUTCO operations will be shared with the successful bidder.

The service provider shall obtain data of the location of all public transport facilities (on-street and off-street). Thereafter, the bidder shall evaluate the capacities and constraints of all 'legal' and 'illegal' public transport services within the study area.

The location of meter taxi stops in the study area shall be identified to understand meter taxi operations in the study areas, where applicable. The bidder, where applicable, shall collect additional data on meter taxi operations in terms of passenger numbers, loading and holding facilities within the study area.

The data gathering exercise shall include consulting commuter bus operators to ascertain existing schedules. Consultation shall also be undertaken with minibus taxi and meter taxi operators to understand the existing operations.

In conclusion, the bidder shall use the data collected to evaluate the capacities and constraints (i.e. the performance of all public transport) of public transport operations and facilities in the study area.

d) *Rail Passenger Data*

Where applicable, the bidder will be expected to evaluate the performance of the rail passenger network in the study area in terms of the passenger demand and utilisation of the rail network in the study areas.

e) *Road traffic data*

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

The current standard of the road network in terms of geometry, accessibility, congestion shall be reviewed. In addition, the bidder shall identify which roads currently have full, partial or no vehicular access.

The total daily traffic volumes on the major routes into and out of the study area shall be determined through undertaking 7 day electronic counts which will assist in identifying the peak flow period during a typical 7 day period.

In addition, traffic count surveys shall be done at approximately 160 intersections within the study area to establish the AM peak and PM peak period flows through intersections. Traffic surveys are to include 12 hour classified intersection turning movements (06:00 to 18:00). The vehicle classification shall include light vehicles, heavy vehicles, minibus taxis and commuter buses. Vehicle queue lengths shall also be determined at those locations.

Traffic journey times through the study area shall be measured to determine existing travel time by all modes from all entry to exit of the study area in all directions (south to north and vice versa and east to west and vice versa).

f) *Freight Transport Data*

The bidder shall initially collect information of all approved freight loading bays throughout the study area and then identify the routes that are frequented by high volumes of freight in the study area. Restrictions to the movement of freight in the study area shall be identified. The bidder shall use the traffic count data to determine freight volumes and the periods of movement within the study area.

The data collected shall be used in developing a Freight Management Plan for improved management of freight in the Inner City.

g) *Land Use Data*

The land use data collection requirements this shall include the following:

- i) Obtain information on existing land use patterns, zoning, ownership,
- ii) Obtain information on planned developments from the City's Development Planning Department and other relevant sources.
- iii) Obtain information and understand the planning initiatives underway, within the study area, by major property developers and institutions.

h) *Parking*

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

Mapping which identifies the extent of known off-street parking area (both public and private) and on-street is available from the City. However, the bidder will be expected to work on the basis of this available information and carry out his own investigations to confirm or add to the available data.

The bidder will be expected to determine the existing demand for parking in the study area and the available capacity at the off-street parking facilities (public and private facilities) and on-street parking. The parking facilities' impact on traffic flow shall also be determined.

The bidder shall also assess what properties have implemented more than their minimum parking requirements as per the Land Use Scheme and which properties have provided reduced parking provision as part of travel demand measures or due to the properties' proximity to the provision of public transport services.

4.1.4 Economic Data Collection

The implementation of travel demand management measures does have an economic impact in the nodes. However, any negative impact on the economic functioning of nodes needs to be minimised as far as practically possible. Therefore, it is important that an economic assessment is undertaken on the current economic performance of the identified study areas. This will form the basis for determining the economic impact of the TDM measures on the identified areas.

4.1.4 Climate Data Collection

A causal relationship between traffic and greenhouse gas emissions has been established. It is acknowledged that the Transport Sector is one of the sectors with significant impacts on the greenhouse gas emissions.

The TDM program thus will also need to determine the existing greenhouse gas emissions in the study areas. This data will be used as the basis of determining the impacts of the TDM measures implemented, on the climate, in the identified study areas.

4.1.4. Status Quo Assessment

The Status Quo Assessment shall include an assessment of all data collected (for the Transport, Economic, Climate, Land Use and Open Spaces).

This assessment shall be compiled into the Status Quo Report which shall be submitted to the CoJ for comment. The bidder shall allow for a period of two weeks (14 days) for comment from the CoJ before proceeding to the next phase of the project.

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

The assessment of the transport data shall include an understanding of all factors affecting the functioning of the existing transport system. The identification and evaluation of the current transport problems within the study area and the causes of the identified transport problems shall also be assessed.

Each component of the existing transport system shall be analysed and mapping of the existing transport system and facilities shall be prepared.

The status quo assessment of the land use will provide a clear and accurate understanding of the present role and function of the study area and this will provide a basis for the development of applicable travel demand management measures for the study area.

In summary, the Status Quo Assessment Report shall include an assessment of the existing transport system and the existing land use within the study area. Key outcomes of the Status Quo Assessment that the City expects for each of the study areas is as follows:

- What are the travel characteristics for travel to the various study areas?
- What were the pre-COVID19 and post COVID-19 traffic congestion levels in the identified study areas?;
- What are the gaps identified in the City's approach to the implementation of TDM? (eg. What are the main reasons people are not using the sustainable modes of travel)
- What are the low-hanging fruits at the City's disposal for speedy implementation in any of the identified areas?
- Advise the City on where we are in terms of reaching the stated goals for a sustainable transport system by 2040.
- Initial high-level proposals for how the City can bridge the identified gaps to ensure that any TDM program that is implementable can be enforced. These proposals shall be developed further as part of the delivery of Phase 2 of this project.

This phase of the project will culminate in the delivery of the report with applicable mapping and a summary of data collected. The collected data should be able to give an indication of the following:

- What is the existing performance of the transport system in the study area (i.e. traffic congestion levels),
- What tools the City currently has in the enforcement of travel demand management,
- If no tools are available, what tools the City needs to embark on so that those tools can be developed as part of Phase 2 of this project.

The status quo report of each study area will be required as well as a combined status quo report for all 10 study areas.

4.2. PROJECT PHASE 2: DEVELOPMENT OF THE COJ'S TRAVEL DEMAND MANAGEMENT PROGRAM

The following key aspects will need to form part of Phase 2 of the project.

1. Identify what TDM measures are required per study area and their likely impact on traffic congestion, economy of the study area and greenhouse gas emissions.
2. Develop an inclusive and collaborative stakeholder program for each study area that will guide stakeholder involvement in the delivery of the program
3. Develop an extensive communication plan for communicating the TDM Program to the residents/ businesses and visitors of the City.
4. Develop applicable draft policies (guided by the number of strategic documents discussed in **Section 4.1.2**) to ensure alignment in the City's approach to implementing TDM measures
5. Develop draft by-laws, where required, to enable the enforcement of TDM measures in the City.
6. Develop a prioritised TDM Program of the City for implementation over the 3 year period. The TDM Program would have been informed by extensive public consultation, with timeframes per study area. The TDM Program must bear in mind that the City requires the implementation of the low-hanging fruits in the 1st year of the 3-year appointment. Therefore, the TDM Program shall be in the form of a prioritised plan over the period of 3 years.
7. Develop the required tools, preferably in quantitatively in Excel and qualitatively in consultation with the City, which will enable the monitoring of the impacts of the implementation of TDM measures for each study area. This tool shall be the property of the City and will be handed over to the City at the end of the project.
8. Train a minimum of two City officials/ interns on the development and use of the tool over the project period.

4.3. PROJECT PHASE 3: MONITORING AND EVALUATION OF THE IMPACTS OF THE TDM

This phase of the project includes the continuous monitoring and evaluating the impacts of the implementation of the TDM measures on the following:

1. Traffic congestion levels in the study areas,
2. Climate Impacts in the study area.
3. Economic Impacts in the study area

4.4. CAPACITY BUILDING

In the quest to ensure that City officials and anyone associated with the City has the necessary skills required to undertake our daily activities and to provide professional services to the residents of the City of Johannesburg, the

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

Transport Department always uses its projects to mentor staff members or trainees in the Department or tertiary students in need of in-service training which is a requirement for the completion of their studies. This project will also be used as a tool for capacity building. Bidders will be required to use this project to mentor a minimum of two professional staff members that the City will choose from the beginning up to handover of the project. Based on this, bidders are required to include in their proposal a structured mentoring program that will enable City officials to obtain professional registration with the Engineering and Town Planning bodies or the necessary training required for the National Diploma. When costing their proposals, bidders must take into consideration this compulsory training requirement. Bidders should note that the CoJ takes this task very seriously and they will not be exempted from providing this training.

A clear plan with milestones on how the bidder will provide this training shall be included in the proposal. Training reports shall be prepared and submitted after each training milestone has been completed. The extent of the training to be provided will be monitored closely by the City and if need be, changes to the training plan can be introduced at any stage if the successful bidder or City official/s does not perform to the required standard. The details of this training will be discussed with the CoJ project manager at project inception. The bidder is expected to provide the salary for the temporary employment of the students, as indicated in the pricing schedule. All associated costs, with the temporary employment, should be included in the overall project management costs of the project of the bidder. Bidders are required to provide detailed costing for Capacity Building under the Pricing Schedule found in Section 6 of the document.

4.5. STAKEHOLDER CONSULTATION

It is essential that the end user-communities, pedestrians, public transport users and general motorists be engaged in co-research, co-ideation, and co-design of solutions for this project. Stakeholder engagement is crucial for ensuring that projects are completed successfully.

Thorough stakeholder engagement allows for full representation of all stakeholders ensuring consensus can be achieved, and limiting contention during the project development. The Community Participation Consultant (CPC) will play a critical role in designing and hosting engagement sessions using creative co-production techniques in order to achieve meaningful engagement – the content and direction of which will be influenced and guided by the Traffic Engineers/Technologist as the project lead. This requires that the appointed CPC be highly knowledgeable and experienced in facilitating innovative and complex community participation processes.

However, it will remain the responsibility of the Project Manager/ Leader to ensure that the collaborative engagements are conducted according to project deliverables and program and that inputs and insights gained from these sessions are appropriately interpreted and applied in terms of overall TDM Program.

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

The project will require consultation with various City Departments and Entities (and where applicable other government agencies) and inputs from identified stakeholders will also be required. The bidder will be required to, at appropriate stages in the process, hold work sessions with a Technical Committee which will consist of various CoJ departments, municipal entities and other stakeholders.

Stakeholder engagements required for this deliverable must support and ensure effectiveness and co-production. This approach must:

1. Ensure sufficient and meaningful stakeholder engagement and collective visioning,
2. Utilise various co-production techniques that ought to be designed and developed in collaboration with the entire project team. Therefore, the traffic engineers/ transport planners will play a critical role in these engagements, particularly with regards to preparing mapping content and interpreting inputs into spatial proposals.

The administrative functions of these engagements will be the primary responsibility of the CPC and it is anticipated that external work to be carried out during this period, will also make use of this established engagement platform to ensure uniformity and reduce confusing and conflicting outcomes.

It will be the responsibility of the Project Leader to engage other contributing departments throughout the TMD Program development process.

The successful bidder will be required to engage with external stakeholders ensuring that all sectors of society contribute to the development of the TMD Program. The project program shall proactively and accessibly provide stakeholders with different opportunities to provide input into the process. In order to ensure that the voices of the communities are heard, a mechanism must be developed to effect greater equity in the public participation process.

The project team may be required to make presentations or make available current presentation materials to City’s staff to enable the officials to provide additional updates/briefings to various other committees, and stakeholder groups as needed at key milestones in the process. These are categorised as internal stakeholder engagement and are separate from and in addition to the monthly Project Steering Committee Meetings with the client and its project manager.

Key internal and external stakeholder are listed in **Table 1**.

Table 1. - List of Key Internal and External Stakeholders

Internal Stakeholders	External Stakeholders
-----------------------	-----------------------

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

<ol style="list-style-type: none"> 1. Section 79 Transport Committee; 2. Public Safety and Johannesburg Metro Police Department (JMPD) 3. Emergency Management Services (EMS) 4. CRUM - Citizen Relation and Urban Management in Region C 5. Johannesburg Intermodal Planning Committee (JIPC) 6. Provincial Transport and Gautrans Management 7. And any other Government departments and fora that the client and the bidder may identify 8. Ward Governance 	<ol style="list-style-type: none"> 1. Residents 2. Resident Associations 3. Businesses 4. Business Associations 5. Property Owners/ Developers 6. Informal Traders 7. Taxi drivers and Associations (does not include negotiations only consultation on routes and passenger numbers) 8. Consulting Engineering Firms 9. Public Transport Commuters 10. Commuter Bus Operators 11. Minibus taxi associations 12. Scholar Transport Operators 13. Meter Taxi operators
--	--

All bidders shall make allowance for 200 stakeholder meetings. This excludes thirty-six (36) project steering meetings that will be part of the agreed project plan.

The stakeholder engagements will be made up as follows:

- Internal Stakeholder engagements **for at least 50 workshop** meetings over the 36 months duration of the study
- External Public Participation 150 workshop meetings over the 36 months duration of the study

The process for Mayoral Committee approval includes engaging the internal structures such as Section 79 Committee, Technical Executive Management Team (EMT), Sub-Mayoral Committees amongst others, this processes can take up to 1 month. The successful bidder needs to take this into consideration when developing the project plan and stakeholder engagement plan.

4.6 PROJECT MANAGEMENT AND CO-ORDINATION

The successful bidders will be required to arrange regular project co-ordination meetings, which will consist of various CoJ departments, municipal entities and other stakeholders. A project steering committee will be formed whereby the appointed bidder will be required to make presentations and table proposals with regards to the project.

The successful bidder shall perform secretariat duties of minute taking (which shall be approved by the City) and dissemination of minutes/meeting notes after each meeting. The project co-ordination meetings shall happen once monthly for the project duration. Monthly progress reports shall be prepared and submitted to the City's

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

steering committee. The Project leader will be responsible for ensuring that project deliverables are achieved in line with the project schedule and ensure that invoices are accompanied by project/ progress reports

4.7 PROJECT DELIVERABLES

The project deliverables will include the following:

1. A Project Inception Report
2. A Data Collection Report with accompanying data in electronic format
3. Status Quo Assessment Report for each study area and one combined reports for all areas.
4. Stakeholder Consultation Plan and Communication Plan
5. Stakeholder Consultation and Stakeholder Report illustrating the consultation process that has been undertaken prior to the finalization of the project.
6. Travel Demand Management Draft Policy document
7. Travel Demand Management Draft By-Laws document
8. Prioritised 3 Year Travel Demand Management Program
9. Monitoring Tool for Evaluation of TDM measures
10. Evaluation Reports for each of the study areas
11. Presentations for Stakeholder Consultation
12. Capacity Building Report
13. Project Handover Report

The pricing schedule, included as part of this document, must be completed and submitted together with your proposal. In addition to the pricing schedule, the bidder is expected to provide a detailed cost breakdown for the various project activities.

4.8 PROJECT DOCUMENTATION

The successful bidder will be expected to provide project documentation as listed below.

4.8.1 Progress Reports

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

- **Hard Copy:** 4 colour hard copies of the progress report (bound, may be printed double-sided)
- **Soft Copy:** Progress report should also be submitted in PDF (Acrobat) and Word file format.

4.8.2 Draft Documents

- **Hard Copy:** 4 colour hard copies of the draft documents (bound, may be printed double-sided)

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

- **Soft Copy:** cloud storage folder of the draft products in PDF (Acrobat) and Word file format.

4.8.3 Final Documents

- **Hard Copy:** 4 colour hard copies of the draft documents (bound, may be printed double-sided)
- **Soft Copy:** cloud storage folder of the draft products in PDF (Acrobat) and Word file format. One of the soft copies must be typed to allow direct single sided A4 printing.

4.8.4 Maps/Plans and drawings

GIS – All map layers and analysis must be delivered in an ArcGIS compatible format, i.e. shape files. Associated attribute files must also be included. The City's approved standard 26-digit code must be used as the unique property identifier. The data must be in a Transvers Mercator projection using LO29 as the central meridian.

The Hartbeeshoek datum (WGS84) must be used. Data can be transferred via CD's or DVD's or USB.

All other drawings prepared using AutoCAD, MicroStation or any other drawing software shall be submitted in a compatible format that can be open or converted to DWG, DXF and DGN format.

The proposed Transport Master plan will need to be of a nature and content that permits ease of presentation to Council Committees for adoption.

The deliverables will need to include very high quality visual products that can be used as marketing and promotion tools to encourage and promote buy-in to the proposals and business cases, and will include PowerPoint Presentation materials for work-shopping / meeting / stakeholder engagement purposes.

*** Given the deliverables expected, it is expected that a team member will have the ability to produce outputs in Geographical Information Systems (GIS) format. Should the above team members not have such expertise the bidder should make sufficient budget available in the pricing schedule under other for such services in order to meet the requirements of the project.**

4.8.5 Data Ownership

All milestone products, developed for the purpose of this project, in addition to the final document and all associated map work, traffic models and statistical work shall remain the property of the CoJ. All files shall be delivered to the City in the agreed format. The data is not used without the consent of the City of Johannesburg.

4.9. SUB-CONTRACTING REQUIREMENTS

CoJ promotes enterprise development. In this regard, successful bidders are required to subcontract a minimum 30% of the contract value to one of following designated groups as contemplated in the Preferential Procurement Regulations of 2017 in terms of Section 5 of the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000):

1. an Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black people;
2. an EME or QSE which is at least 51% owned by black people who are youth;

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

3. an EME or QSE which is at least 51% owned by black people who are women;
4. an EME or QSE which is at least 51% owned by black people with disabilities;
5. an EME or QSE which is at least 51% owned by black people living in rural or underdeveloped areas or townships;
6. a cooperative which is at least 51% owned by black people;
7. or an EME or QSE which is at least 51% owned by black people who are military veterans;

5. Notes

- 5.1.1 **Appointments for 36 months and the outer 24 months will be dependent on satisfactory performance and budget availability. Addenda letters will be issued at the commencement of each new financial year.**
- 5.1.2. Proposals should be packaged to render **ALL** services.
- 5.1.3 Bidders are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 5.1.4 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.
- 5.1.5 Successful tenderers will be required to sign the JDA's Standard Form Agreement upon appointment,.
- 5.1.6 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.
- 5.1.7 Tenderers must also note that revisions to the project deliverables 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. Disbursements are not separately priced.
- 5.1.8 No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 5.1.9 No tender will be awarded to a bidder who is not registered on CSD.

6. PRICING

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

Detailed below is information upon which fees must be based for the TDM Program. The pricing schedule, included as part of this document, must be completed and submitted together with your proposal. In addition to the pricing schedule, the bidder is expected to provide a detailed cost breakdown for the various project activities.

Item	Description	Type	Quantity	Rate	Price
1	PROJECT INCEPTION AND ADMINISTRATION				
1.1.	Project planning, and preparation of the Inception Report	Item	R		
1.2	Project Management, administration, client liaison and steering committee	Monthly rate	36		R
1.3	Steering committee meetings monthly (Virtual Meetings)	No of meetings	36		R
1.4	Milestone Progress Presentation meetings per deliverable (excluding inception report)- (Physical meetings where allowable, dependent on State of Emergency Level)	No of meetings	36		R
2.	DATA COLLECTION				
2.1	DATA SETS REQUIRED PER STUDY AREA	Item	R		
2.1.1	INNER CITY	R			
	DATA COLLECTION REPORT	Item	R		
	(A) Mode Share Data	Item	R Data to be provided by CoJ		
	(B) NMT Data	Item	R Data to be provided by CoJ		
	(C) Road based public transport data	Item	R Data to be provided by CoJ		
	(D) Rail Transport (Metro Rail & Gautrain) Data	Item	R Data to be provided by CoJ		
	(E) Road Traffic Data	Item	R Data to be provided by CoJ		
	(F) Freight Transport Data	Item	R Data to be provided by CoJ		

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

Item	Description	Type	Quantity	Rate	Price
	(G) Parking Data (On-street & Off-street) (Public and Private)	Item	R Data to be provided by CoJ		
	(h) Economic Data	Item	R		
	(i) Land-use Data	Item	R		
	(j) Climate Data	Item	R		
2.1.2	SANDTON, MALBORO & WYNBERG	R			
	DATA COLLECTION REPORT	Item	R		
	a) Mode Share Data	Item	R		
	b) NMT Data	Item	R		
	c) Road based public transport data	Item	R		
	d) Rail Transport (Metro Rail & Gautrain) Data	Item	R		
	e) Road Traffic Data	Item	R		
	f) Freight Transport Data	Item	R		
	g) Parking Data (On-street & Off-street) (Public and Private)	Item	R		
	h) Economic Data	Item	R		
	i) Land-use Data	Item	R		
	j) Climate Data	Item	R		
2.1.3	SOWETO	R			
	DATA COLLECTION REPORT	Item	R		

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

Item	Description	Type	Quantity	Rate	Price
	a) Mode Share Data	Item	R		
	b) NMT Data	Item	R		
	c) Road based public transport data	Item	R		
	d) Rail Transport (Metro Rail & Gautrain) Data	Item	R		
	e) Road Traffic Data	Item	R		
	f) Freight Transport Data	Item	R		
	g) Parking Data (On-street & Off-street) (Public and Private)	Item	R		
	h) Economic Data	Item	R		
	i) Land-use Data	Item	R		
	j) Climate Data	Item	R		
2.1.4	ROODEPOORT CBD	R			
	DATA COLLECTION REPORT	Item	R		
	(a) Mode Share Data	Item	R Data to be provided by CoJ		
	(b) NMT Data	Item	R Data to be provided by CoJ		
	(c) Road based public transport data	Item	R Data to be provided by CoJ		
	(d) Rail Transport (Metro Rail & Gautrain) Data	Item	R Data to be provided by CoJ		
	(e) Road Traffic Data	Item	R Data to be provided by CoJ		
	(f) Freight Transport Data	Item	R Data to be provided by CoJ		

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

Item	Description	Type	Quantity	Rate	Price
	(g) Parking Data (On-street & Off-street) (Public and Private)	Item	R Data to be provided by CoJ		
	(h) Economic Data	Item	R		
	(i) Land-use Data	Item	R		
	(j) Climate Data	Item	R		
2.1.5	RANDBURG CBD	R Transport Data to be provided by the CoJ			
	DATA COLLECTION REPORT	Item	R		
	(a) Mode Share Data	Item	R Data to be provided by CoJ		
	(b) NMT Data	Item	R Data to be provided by CoJ		
	(c) Road based public transport data	Item	R Data to be provided by CoJ		
	(d) Rail Transport (Metro Rail & Gautrain) Data	Item	R Data to be provided by CoJ		
	(e) Road Traffic Data	Item	R Data to be provided by CoJ		
	(f) Freight Transport Data	Item	R Data to be provided by CoJ		
	(g) Parking Data (On-street & Off-street) (Public and Private)	Item	R Data to be provided by CoJ		
	(h) Economic Data	Item	R		
	(i) Land-use Data	Item	R		
	(j) Climate Data	Item	R		
2.1.6	ROSEBANK CBD	R			
	DATA COLLECTION REPORT	Item	R		

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

Item	Description	Type	Quantity	Rate	Price
	a) Mode Share Data	Item	R		
	b) NMT Data	Item	R		
	c) Road based public transport data	Item	R		
	d) Rail Transport (Metro Rail & Gautrain) Data	Item	R		
	e) Road Traffic Data	Item	R		
	f) Freight Transport Data	Item	R		
	g) Parking Data (On-street & Off-street) (Public and Private)	Item	R		
	h) Economic Data	Item	R		
	i) Land-use Data	Item	R		
	j) Climate Data	Item	R		
2.1.7	STRYDOM PARK	R			
	DATA COLLECTION REPORT	Item	R		
	a) Mode Share Data	Item	R		
	b) NMT Data	Item	R		
	c) Road based public transport data	Item	R		
	d) Rail Transport (Metro Rail & Gautrain) Data	Item	R		
	e) Road Traffic Data	Item	R		
	f) Freight Transport Data	Item	R		

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

Item	Description	Type	Quantity	Rate	Price
	g) Parking Data (On-street & Off-street) (Public and Private)	Item	R		
	h) Economic Data	Item	R		
	i) Land-use Data	Item	R		
	j) Climate Data	Item	R		
2.1.8	LAZER PARK	R			
	DATA COLLECTION REPORT	Item	R		
	a) Mode Share Data	Item	R		
	b) NMT Data	Item	R		
	c) Road based public transport data	Item	R		
	d) Rail Transport (Metro Rail & Gautrain) Data	Item	R		
	e) Road Traffic Data	Item	R		
	f) Freight Transport Data	Item	R		
	g) Parking Data (On-street & Off-street) (Public and Private)	Item	R		
	h) Economic Data	Item	R		
	i) Land-use Data	Item	R		
	j) Climate Data	Item	R		
2.1.9	KYA SANDS	R			
	DATA COLLECTION REPORT	Item	R		

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

Item	Description	Type	Quantity	Rate	Price
	a) Mode Share Data	Item	R		
	b) NMT Data	Item	R		
	c) Road based public transport data	Item	R		
	d) Rail Transport (Metro Rail & Gautrain) Data	Item	R		
	e) Road Traffic Data	Item	R		
	f) Freight Transport Data	Item	R		
	g) Parking Data (On-street & Off-street) (Public and Private)	Item	R		
	h) Economic Data	Item	R		
	i) Land-use Data	Item	R		
	j) Climate Data	Item	R		
2.1.10	MIDRAND	R			
	DATA COLLECTION REPORT	Item	R		
	a) Mode Share Data	Item	R Data to be provided by CoJ		
	b) NMT Data	Item	R Data to be provided by CoJ		
	c) Road based public transport data	Item	R Data to be provided by CoJ		
	d) Rail Transport (Metro Rail & Gautrain) Data	Item	R Data to be provided by CoJ		
	e) Road Traffic Data	Item	R Data to be provided by CoJ		
	f) Freight Transport Data	Item	R Data to be provided by CoJ		

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

Item	Description	Type	Quantity	Rate	Price
	g) Parking Data (On-street & Off-street) (Public and Private)	Item	R Data to be provided by CoJ		
	h) Economic Data	Item	R		
	i) Land-use Data	Item	R		
	j) Climate Data	Item	R		
3.	STATUS QUO ASSESSMENT (CONSOLIDATED FOR ALL STUDY AREAS)	R			
3.1	Desktop Study (x 10 i.e. per study area)	Item	R		
3.2	Transport System Analysis (x 10 i.e. per study area)	Item	R		
3.3	Land Use Analysis (x 10 i.e. per study area)	Item	R		
3.4	Economic Data Analysis (x 10 i.e. per study area)	Item	R		
3.5	Climate Data Analysis (x 10 i.e. per study area)	Item	R		
3.6	Status Quo Report (x 10 per i.e. per study area)	Item	R		
4	TDM PROGRAM DEVELOPMENT				
4.1	TDM Measures Identification for all study areas per study area and informed by the unique dynamics of the different study areas	Item	R		
4.2	TDM Draft Policy Development	Item	R		
4.3	Draft By-Law Development (where applicable)	Item	R		
4.4	Draft Prioritised TDM Program over 3 years	Item	R		
4.5	Final Prioritised TDM Program over 3 years	Item	R		

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

Item	Description	Type	Quantity	Rate	Price
4.6	Development of monitoring tool to evaluate impacts	Item	R		
5	MONITORING AND EVALUATION OF IMPACTS				
5.1	Traffic Congestion Levels for one flagship/pilot area (Inner City) (to be implemented in the first 6 months post planning)	No of months	6	R	
	Traffic Congestion Levels for all areas (split by area and to be informed based on the unique characteristics of each study area) To be done within the 24 months of implementation period	Item		R	
5.2	Climate Impacts for all areas ((split by area and to be informed based on the unique characteristics of each study area)	Item		R	
5.3	Economic Impacts for all areas (split by area and to be informed based on the unique characteristics of each study area)	Item		R	
8	STAKEHOLDER CONSULTATIONS AND FOCUS GROUP DISCUSSIONS				
8.1	Stakeholder mapping/ database	Item		R	
8.2	Develop an inclusive and collaborative stakeholder program for each study area that will guide stakeholder involvement in the delivery of the program (Align to the frequencies discussed under stakeholder section)	Item		R	
8.3	Media Communication Plan Cost of communication materials (e.g., newspaper advertisements). Newspapers adverts for consultation on TDM program. A5 notice to appear once in 'The Star', 'The Sowetan', 'Business Day' and on at least one 'Local Newspapers'. A5 notice to appear three times (per project phase) on the above newspapers. The media communications plan to align to communication needs of the area and viable media platforms)	Item		R	

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

Item	Description	Type	Quantity	Rate	Price
8.2	Stakeholder Communication Plan Develop an extensive communication plan for communicating the TDM Program to the residents/ businesses and visitors of the City (An overall plan is required for all areas but must make provision for each study area and CPC to lead in this)	Item	R		
8.3	Arrange and administer internal and external stakeholder meetings	No of meetings	200		
8.4	Prepare a Draft Stakeholder Engagement Report per project phase	No	3		
8.5.	Prepare a Final Stakeholder Engagement Report	No	1		
9.	CAPACITY BUILDING				
9.1	Salaries for the in-service trainees (to be paid from the successful lead consultant , as per allocation indication here) (Minimum 4 trainees for a period of 18 months)	Item R 16 000 per trainee	18 months		R 432 000
9.2	Administration costs associated with 9.1 (Please specify in your methodology the specific items)	No. of months	18		
Total excluding VAT (To be transferred correctly to the offer page)				R	

Bidders are to replicate the table above and submit as part of their detailed fee proposals (which proposal must show pricing as requested for each of the items and the total fee must be carried to the 'Offer' Page. Failure to price as required will result in the tender being disqualified for non-compliance.

Bidders should make sure that they provide a firm offer to the City and all the costs should be included in the proposal. Professional fees should include the cost of travelling, stakeholder consultation, printing and any other cost not mentioned. Bidders should note that the City will neither entertain any claims for additional costs nor will it accept proposals to amend or reduce the scope of works once the successful bidder has been appointed. Hence bidders are required to go carefully through this document to make sure that they understand every aspect of the City's requirements in this regard and cost that accordingly. However, bidders should also take into consideration that this is a competitive process and inflated fees will not be accepted.

8. Notes

- 8.1 **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 will result in the tender being disqualified.**
- 8.2 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 construction value.
- 8.3 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.
- 8.4 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 contractor, etc.], the cost of which **must** be included.
- 8.5 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).
- 8.6 Successful tenderers will be remunerated in accordance with JDA’s Standard Form Agreement,
- 8.7 Disputes shall be settled in good faith between parties in an effort to resolve the dispute. If the dispute is not resolved at that meeting, the Parties will attempt to settle it by mediation.

9 . INDICATIVE PROGRAM

The table overleaf outlines the indicative completion dates of certain milestones for the project:

Milestone	Date
1. Tender publication	September 2021
2. Tender closure	October 2021
3. Awards completed	November 2021
4. Project Inception Report	November 2021
5. Literature Review and Studies	December 2021
6. Data Collection and Analysis- Phase 1	April 2022
7. Final report-Phase 1 (Status Quo Assessment of the City’s TDM Implementation Measures & Identification of Gaps)	May 2022
8. Draft Plan- Phase 2 Development of the CoJ’s TDM Program	June 2022
9. Final Plan	July 2022
10.Pilot Project (make provision for the pilot project to be identified in the first year)	June 2022

Milestone	Date
11. Monitoring and Evaluation	July 2022- July 2024
12. Project Close-Out	November 2024

10. 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 **relevant** previous experience, capability, and capacity of the bidding entity to undertake the project. The proposal should **use the same item numbers as below, using numbered dividers.**

The following minimum documentation must be provided:

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

10.2 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.

10.3 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. **IF A COPY IS SUBMITTED IT MUST BEAR AN ORIGINAL CERTIFICATION STAMP. 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.

10.4 Company registration documents.

10.5 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.

10.6 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. A lease agreement will also suffice

10.7 Audited financial statements for the past three financial years.

10.8 Details of directors / partners / members and shareholders with certified copies of their identity documents.

10.9 The bidding entity's certificates of professional membership/s to industry bodies.

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

- 10.10 A detailed approach and methodology statement wherein the approach to be followed in each stage of the planning process is outlined with clear identification of the deliverables in each stage. This section should show the tenderer's understanding of the process and input required towards the completion of the required services.
- 10.11 The forms A to I annexed hereto, must be scrutinized, completed in full and submitted together with your quotation. Annexure F is an example.
- 10.12 A corporate brochure alternatively a brief summary of the entity's background.
- 10.13 Provide information on the individuals who will be assigned to **this project (NOT the entire company)**. The following **must** be addressed:
- Organogram (annexure - G)
 - role/s and responsibility/ies on this project
 - relevant qualifications and attach proof hereof
 - number of years of relevant experience in the industry **and** in the proposed role
 - detailed CV's for each member of the team noting their specific relevant project experience [**project description, role and responsibilities, project value**]
 - individual memberships to professional associations and attach proof hereof
- 10.14 A schedule of completed contracts of a **similar** nature to this project ie. building projects valued at a minimum of R30m. The following details **must** be included on the schedule (annexure H) :
- 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
 - Letter of reference on the client's letterhead or with the client's company stamp that confirms project scope of work, service rendered and project value. *Practical completion certificates do not constitute as references.*

Tenderers are to submit 3 copies of their proposal (1 x original, 1 x copy and a soft copy on a usb).

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 6 WILL RESULT IN TENDERERS BEING DISQUALIFIED FOR NON-COMPLIANCE OR NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.

Note for consortium and joint ventures

- **EACH** party to a consortium and joint venture is to submit the requisite documents and / or information as requested in item 6 (ie.10.4-10.9, 10.11-10.12, and 10.14)
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A lead consultant is to be appointed and noted in the 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.

11. ASSESSMENT CRITERIA

Submissions (responses to item 10 above) will be evaluated on the criteria to follow:

- Compliance
- Technical
- Price / BBBEE
- Risk Tolerance

11.1 Compliance

Bidders will be disqualified in the following instances;

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- Bidders who did not complete, in full, the entire tender offer page (i.e. complete in full the entire offer page (all registration numbers provided and signed) and price correctly;
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been faxed;
- Bidders whose tender document has been received after the date and closing 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 failed to complete in full and correctly the pricing table;
- Bidders who have any directors that are in the employment of the state;
- Bidders whose municipal accounts of the company directors are not up to date;
- Bidders who are not registered with the Central Supplier Database.

11.2 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 (ie. Detailed CV indicating experience and accompanied by certified academic qualifications and valid proof of registration with the relevant accreditation body/ies),

and memberships to professional associations per Item 10.13 above),
- (iii) The experience of the company as per Item 10.14 above,
- (iv) Contactable references as per Item 10.14 above and
- (v) Approach and methodology as per item 10.10 above.

Tenderers will have to submit compliant documents and score a minimum number of points in the technical evaluation in order to be considered further in the evaluation process.

The Maximum number of points to be achieved is **1240 points**, bidders will be required to get a minimum of **868 points which is equivalent to 70% in order to proceed to Price and BBEE assessment.**

Variable	Total Points	Criteria	Description of Criteria	Y/N
(i) Key Returnable Documents	N/A	Company registration documents	No points will be allocated for key returnable documents submitted provide all the required documents and also complete in full and sign all the annexures.	Y
		Proof of Professional Indemnity Insurance of minimum R2m		Y
		Current municipal account		Y
		3 Years of audited financial statements		Y
		Certified copies of directors / partners identity documents		Y
		Annexure A to I completed in full and signed		Y
		The bidding entity's certificates of membership/s to industry bodies		Y

Variables	Total Points	Criteria	Description of criteria	Points
(ii) CAPABILITY OF PROPOSED TEAM per item 10.13 and Annexure G	540	PROJECT TEAM		
		1.Project Lead – Transport Engineer		
		<p>Minimum Ten (10) years post qualification experience in traffic/transport engineering Evidence of working on at least three (3) similar projects in terms of scale and complexity (a. Planning for TDM measures)</p> <p>& Possess an Honours/ Bachelor's Degree in civil and/or traffic/transport engineering or higher</p> <p>& Valid Professional registration with ECSA as Professional Engineer/ Technologist</p>	<p>CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded</p> <p>Certified proof of qualification must be provided to obtain the points</p> <p>Certified proof of registration must be provided to obtain the points. This is also a minimum requirement and failure to comply will lead to disqualification.</p> <p>Points will only be obtained if the criteria is fully met in terms of experience,</p>	150

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

		qualification and professional registration	
	2.Senior Transport/Traffic Engineer		100
	Minimum ten (10) years post qualification experience in traffic/ transport engineering planning projects in a senior role. Evidence of working on at least three (3) similar projects in terms of scale and complexity.	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	60
	A Honour's degree in civil engineering and/or traffic engineering or higher	Certified proof of qualification must be provided to obtain the points	30
	A Bachelor's degree in civil engineering and/or traffic engineering or higher		20
	Qualification of a diploma in civil engineering and/or traffic engineering		10
	Professional registration with ECSA as Professional Engineer/ Technologist	Certified proof of registration must be provided to obtain the points. This is also a minimum requirement and failure to comply will lead to disqualification	10
	3.Transport Planner/Modeller		80
	Minimum five years post qualification experience in transport modelling.	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	40
	A Honour's degree in civil engineering and/or traffic engineering or Town Planning	Certified proof of qualification must be provided to obtain the points	30
	A Bachelors degree in civil engineering and/or traffic engineering or Town Planning		20
	A diploma in in civil engineering and/or traffic engineering		10
	Professional registration with ECSA as Professional Engineer/ Technologist	This is also a minimum requirement and failure to comply will lead to disqualification	10
	4.Transport Economist Expert		70
	A Minimum of ten (10) years of post-qualification experience with specific experience of at least three (3) projects concluded with extensive financial modeling of transport services.	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	40

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

		A B.Com Honours in Transportation Economics or a M.Com in Economics or higher		30
		Bachelors degree in Transportation Economics and / or Economics	Certified proof of qualification must be provided to obtain the points	20
		Diploma in Transport Economics and/or Economics		10
		5.Climate Specialist		70
		Ten (10) years' experience as lead Climate Specialist. Evidence of working on at least three (3) transport related projects.	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	40
		Honour's degree in Environmental Studies or Equivalent	Certified proof of qualification must be provided to obtain the points	30
		Bachelor's degree in Environmental Studies or Equivalent		20
		Diploma in in Environmental Studies or Equivalent		10
		6.Community Participation Consultant		70
		Ten (10) years' experience as lead community participation consultant with experience in planning and executing professional Community Participation processes. Evidence of working on at least two (2) similar projects in terms of scale and complexity.	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	40
		An Honour's degree in Humanities and/or Social Sciences and/ or Built Environment and/or Development Planning and/or Social Development)	Certified proof of qualification must be provided to obtain the points	30
		A Bachelor's degree in Humanities and/or Social Sciences and/ or Built Environment and/or Development Planning and/or Social Development)		20
		A diploma in Humanities and/or Social Sciences and/ or Built Environment and/or Development Planning and/or Social Development)		10
Variable	Total Points	Criteria	Description of Criteria	Points
(iii)	50	Four or more projects completed	Points will only be allocated for transport Travel Demand Management (TDM) related projects	50

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

<p>Company experience per Item 10.14 and annexure H</p> <p>Experience on similar TDM projects</p>		<p>Three projects completed</p>	<p>as listed in the schedule requested in item 10.14.</p> <p>Project information contained elsewhere in the tender submission will not be considered.</p>	<p>40</p>
		<p>One to two projects completed</p>		<p>20</p>
Variable	Total Points	Criteria	Description of Criteria	Points
<p>(iv)</p> <p>Contactable references for TDM projects as per Company experience indicated above and as per Item 10.14 and annexure H</p>	<p>50</p>	<p>Four or more satisfactory references</p>	<p>Points will only be allocated for references on TDM projects in the scheduled requested in Item 10.14 (annexure J to be filled in)</p> <p>References must be on the client's letterhead or on a document stamped by the client and must confirm the project description, services rendered, and values in order to obtain the points.</p> <p><u>Practical completion certificates or appointment letters do not serve as reference letters.</u></p> <p>If any of the required information does not appear in the reference, zero points will be awarded.</p>	<p>50</p>
		<p>Three satisfactory references</p>		<p>30</p>
		<p>One to two satisfactory references</p>		<p>20</p>
Variables	Total Points	Criteria		Maximum Points
<p>(V)</p> <p>Approach and Methodology as per Item 10.10</p> <p>Approach and Methodology to the outlined scope of Works</p> <p>Points allocation</p>	<p>A total of 600 points is achievable under section (v) of the , approach and methodology</p>	<p>a. Literature Review</p>	<p>30</p>	
		<p>b. Describe Data Collection & Survey Methodology</p> <p>A survey plan that includes the type of surveys and location of the surveys must be provided along and with detailed costing including each mode as described under Scope of Works</p>	<p>100</p>	
		<p>c. Status Quo Assessment</p> <p>Describe how the Status Quo assessment will address the requirements of the bid.</p>	<p>50</p>	

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

<p>0 = poor detail provided in the methodology/ Copy and Paste from Bid Document</p> <p>50% = Adequate detail and understanding of some of the requirements provided in the methodology</p> <p>65% = Adequate detail and understanding of most of the requirements provided in the methodology</p> <p>75% = Very good detail provided, bidder has a thorough understanding of the requirements and all bid requirements have been unpacked.</p> <p>100% = Excellent unpacking of all bid requirements, innovation provided.</p>	<p>d. TDM Program Development</p> <p>Describe how the TDM Program, for each of the identified areas, will be developed.</p>	100
	<p>e. Monitoring and Evaluation of TDM Program</p> <p>Describe how the TDM Program, will be monitored and evaluated during the project duration.</p>	100
	<p>f. Describe the methodology which will be used in your Economic Analysis to comply with the objectives of this project:</p>	50
	<p>g. Describe the methodology which will be used in analysis of climate impacts of TDM Measures, on all identified nodes, to comply with the objectives of this project:</p>	50
	<p>h. Stakeholder Consultation</p> <ul style="list-style-type: none"> - Describe how the internal and external stakeholder engagement will be undertaken to ensure an inclusive participatory process as part of the feasibility. 	50
	<p>i. Capacity Building</p> <ul style="list-style-type: none"> - Describe how the trainees will be integrated into the project and what skills will be transferred. 	50
	<p>j. Proposed project plan and schedule in alignment with project scope and critical milestones</p> <ul style="list-style-type: none"> - Should include a key project plan and schedule for how and when tasks required will be completed. 	20

Note regarding the submission of reference letters from JDA for JDA projects :

Should completed JDA projects be listed, then bidders are not required to supply reference letters for those JDA listed projects. Points will be awarded if the projects meet the required criteria (ie. Transport Masterplans) and were satisfactorily completed. This will be verified by the JDA managers involved where possible.

11.3 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

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

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

18.3.1 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
Non-Compliant contributor	0

Notes:

- 11.3.1.1 “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).
- 11.3.1.2 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. **IF A COPY IS SUBMITTED IT MUST BEAR AN ORIGINAL CERTIFICATION STAMP. FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**
- 11.3.1.3 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.
- 11.3.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and are in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 11.3.1.5 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.
- 11.3.1.6 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

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

- 11.3.1.7 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.
- 11.3.1.8 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.
- 11.3.1.9 No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 11.3.1.10 No tender will be awarded to a bidder who is not registered on CSD.

11.3.2 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

11.3.3 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

11.4 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. where more than one discipline / service is provided by the same bidder) is either:

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

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.

12. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

“

BID DESCRIPTION: REQUEST FOR PROPOSALS FROM A MULTI-DISCIPLINARY TEAM OF TRANSPORT PLANNERS, TRAFFIC ENGINEERS, TRANSPORT ECONOMICS, CLIMATE SPECIALIST AND COMMUNITY PARTICIPATION CONSULTANT TO DEVELOP AND MANAGE 3 YEAR TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG”

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 17H00.

CLOSING DATE: **04 OCTOBER 2021**

CLOSING TIME: **12H00**

Bids will be stamped on receipt. There will be a public opening of tenders from 12:00.

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 days (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:

Lwazi Sikiti

E-mail: Lsikiti@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 2016 to 30 June 2017 (excl. VAT):

R Year

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

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 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

.....
.....

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

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 <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

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 taxes and rates or municipal charges to the municipality/municipal entities or to any other municipality/municipal entity, that is in arrears for more than three (3) months?	Yes <input checked="" type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

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

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

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

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

***** Organ of State means-**

- ◆ a) a national or provincial department;
- ◆ b) a municipality;
- ◆ c) a constitutional institution defined in the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- ◆ d) Parliament;
- ◆ e) a provincial legislature;

f) any other institution or category of institutions included in the definition of “organ of state” in section 239 of the Constitution and recognised by the [Minister](#) by notice in the *Government Gazette* as an institution or category of institutions to which [this Act](#) applies

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

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE E : CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

For

REQUEST FOR PROPOSALS FROM A MULTI-DISCIPLINARY TEAM OF TRANSPORT PLANNERS, TRAFFIC ENGINEERS, TRANSPORT ECONOMICS, CLIMATE SPECIALIST AND COMMUNITY PARTICIPATION CONSULTANT TO DEVELOP AND MANAGE 3 YEAR TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

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.

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

- 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: DEMO TAX COMPLIANCE STATUS PIN LETTER



**TAX COMPLIANCE STATUS
PIN Issued**

Enquiries should be addressed to SARS:

Contact Detail

SARS
Alberton
1528

Contact Centre Tel: 0800 00 SARS (7277)
SARS online: www.sars.gov.za

Details

Taxpayer Reference Number:
Case Number:
Issue Date:

2016/10/25

Always quote this reference number when contacting SARS

Dear Taxpayer

TAX COMPLIANCE STATUS PIN ISSUED

The South African Revenue Service (SARS) has issued your tax compliance status (TCS) PIN as indicated below:

TCS Details:	
Taxpayer Name	
Trading Name	
Tax Reference Number(s)	
Purpose of Request	Good Standing
Request Reference Number	
PIN	
PIN Expiry Date	25/10/2017

You may authorise a third party to view your TCS by providing them the PIN. The PIN only allows the third party access to your TCS. All other tax information remains secure.

Your TCS displayed is based on your compliance as at the date and time the PIN is used.

You may cancel this PIN at any time before the expiry date reflected above. Once cancelled, a third party will not be able to verify your TCS.

SARS reserves the right to cancel this PIN in the event that it was fraudulently issued or obtained.

Should you have any other queries please call the SARS Contact Centre on 0800 00 SARS (7277). Remember to have your taxpayer reference number at hand when you call to enable us to assist you promptly.

Sincerely

ISSUED ON BEHALF OF THE SOUTH AFRICAN REVENUE SERVICE



2016-12-5 2013.01.01 TCR00_RO

Name: -
Tax reference No: -
Form ID: R9/D123
Content Version: v01.01
Timestamp: 29404291
Year: 2016
Page of Page: 01/01
Template version: v20130101

Page: 01/01

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

ANNEXURE G : ORGANOGRAM

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for.

NO.	DESIGNATION	FULL NAMES AND NATIONALITY	SUMMARY OF QUALIFICATIONS, EXPERIENCE & VALID PROOF PROFESSIONAL REGISTRATION WHERE APPLICABLE (SUPPORTED BY CV)
1	Lead Transport Engineer 1 resource required		
2	Senior Traffic Engineer 1 resource required		
3	Traffic Engineer 1 resource required		
4	Transport Economics 1 resource required		
5	Climate Specialist 1 resource required		
6	Community Participation Consultant 1 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 proof of relevant qualifications and of memberships to relevant professional associations must also be provided for the above proposed candidates.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

REQUEST FOR PROPOSALS: TRAVEL DEMAND MANAGEMENT PROGRAM FOR THE CITY OF JOHANNESBURG

ANNEXURE H : SCHEDULE OF COMPLETED CONTRACTS

The tenderer shall list below a **maximum of 5 projects completed in the past 5 years of a similar nature and scale** to this project ie. Transport Master Plans.

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE I: 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.
- vi. Municipal account number for water and electricity:
- vii. 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