



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

ADVERT DATE: 04 NOVEMBER 2021

DUE TO THE COVID-19 PANDEMIC, A NON-COMPULSORY TENDER BRIEFING SESSION WILL TAKE PLACE ON 09 NOVEMBER 2021 FROM 10:00AM – 11:00AM ONLY VIA MS VIRTUAL TEAMS MEETING. CLICK ON THE LINK (Click here to join the meeting). THE LAST DAY FOR RECEIPT OF QUERIES IS 22 NOVEMBER 2021.

CLOSING DATE: 09 DECEMBER 2021

CLOSING TIME: 12H00

BID DESCRIPTION: RFP - APPOINTMENT OF A PANEL OF PROFESSIONALS TO CURATE PLACE-MAKING, PUBLIC ART AND HERITAGE PROJECTS FOR 36 MONTHS

BID NUMBER: JDADFP/PANEL-PUBLIC ART CURATOR/005/2021

Please indicate the Category tendering for with 'X'

NO.	PANEL CATEGORY	TICK WITH AN "X"
A	PUBLIC ART	
B	PLACE – MAKING/ / ACTIVATIONS/ TACTICAL URBANISM	
C	HERITAGE	

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)

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

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

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement
Tel: 011 688 7851

Contact Person: Mr. S Gcobo
Fax: 011 688 7899

E-mail: sgcobo@jda.org.za

ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department: Development Facilitation
Tel: 011 688 7815

Contact Person: Ms. X Sithole
Fax: 011 688 7899

E-mail: xsithole@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

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED

PLEASE INSERT YOUR BBBEE
CERTIFICATE HERE

**PLEASE INSERT YOUR JDA CV
TEMPLATE AND QUALIFICATIONS
HERE**

**PLEASE INSERT YOUR TAX
CERTIFICATE HERE**

**PLEASE INSERT YOUR CSD REPORT
HERE**

To all our stakeholder

RE: The channels of reporting fraudulent and Corrupt Activities

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

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

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.

APPOINTMENT OF A PANEL OF PROFESSIONALS TO CURATE PLACE-MAKING, PUBLIC ART AND HERITAGE PROJECTS FOR 36 MONTHS UNDER THE FOLLOWING CATEGORIES:

- A. PUBLIC ART
 - B. PLACE – MAKING/ ACTIVATIONS/ TACTICAL URBANISM
 - C. HERITAGE
-
-

NOVEMBER 2021

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ANNEXURES

- A : Business Declaration
- B : Declaration of Interest
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- D : Particulars of Contracts Awarded by an Organ of State
- E : MBD9 Certificate of Independent Bid Determination
- F : Declaration on State of Municipal Accounts
- G : Organogram
- H : Schedule of Completed Contracts

COPY OF ADVERT

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

BID DESCRIPTION: RFP - APPOINTMENT OF A PANEL OF PROFESSIONALS TO CURATE PLACE-MAKING, PUBLIC ART AND HERITAGE PROJECTS FOR 36 MONTHS

BID NUMBER: JDADFP/PANEL-PUBLIC ART CURATOR/005/2021

The Johannesburg Development Agency is requesting proposals from experienced service providers, (consultants, companies, consortiums and joint ventures) to bid for the panel of professionals who can curate and implement cultural and place-making projects that achieve our mandate as an area-based development agency in the City of Joburg's priority intervention areas for a period of 36 months.

To qualify for the appointment into the panel, bidders are required to provide proof of experience and qualifications in relation to working in the fields of place-making, heritage and public art.

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

Technical queries or queries relating to the project may be addressed to Ms. Xolisile Sithole at (011) 688 7815; fax: (011) 688 7899; or e-mail: xsithole@jda.org.za.

Documents may be downloaded from the JDA website: www.jda.org.za and e-Tender portal: www.etenders.gov.za on **04 November 2021**. Tenders must only be submitted on the tender document that is downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

DUE TO THE COVID-19 PANDEMIC, A NON-COMPULSORY TENDER BRIEFING SESSION WILL TAKE PLACE ON 09 NOVEMBER 2021 FROM 10:00AM – 11:00AM VIA MS VIRTUAL TEAMS MEETING. THE LINK WILL BE MADE AVAILABLE ON THE ACTUAL TENDER DOCUMENT. THE LAST DAY FOR RECEIPT OF QUERIES IS 22 NOVEMBER 2021.

CLOSING DATE: 09 December 2021 and the **CLOSING TIME: 12H00**. The physical address for the delivery of tender documents is Johannesburg Development Agency, Ground Floor Reception Area, The Bus Factory, 3 Helen Joseph Street (formerly President Street), Newtown 2000.

No Telegraphic, telephonic, telex, facsimile, e-mailed and late tenders will not be accepted.

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 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"

RFP - APPOINTMENT OF A PANEL OF PROFESSIONALS TO CURATE PLACE-MAKING, PUBLIC ART AND HERITAGE PROJECTS FOR 36 MONTHS

1. INTRODUCTION

JDA background

The Johannesburg Development Agency is a City of Johannesburg owned entity and plays a critical role as an area-based agency and implementing agent for the implementation of capital expenditure for multiple city departments. Once appointed, into the panel, members will be invited to submit quotations in response to a specific scope of work, as and when the JDA requires such services.

JDA's Development Outcomes

What we aim to achieve:	JDA is a city development agency of the City of Johannesburg that manages and facilitates area based developments in efficient and innovative ways to build an equitable, sustainable and resilient city.
How we operate:	Employing sustainable and resilient city strategies in strategic neighbourhoods to transform the space economy in the City Region
Guiding Principles	Strategic Mid-Term Objectives
Create great places	Restructure the city by developing defined, strategic geographic areas around the city and the movement corridors that link them. Encourage sustainable energy consumption and land-use in the city by developing strategic transit nodes and corridors.
Catalyse growth and investment	Promote economic growth by creating efficient and competitive business environments that cluster industries and functions in these areas. Turn around declining investment trends in these areas by upgrading public space, generating shared visions for future development, and encouraging urban management partnerships.
Connect people to opportunities	Develop local economic potential in marginalised areas to promote access to jobs and markets. Promote economic empowerment through the structuring and procurement of JDA developments.
Co-produce solutions	Support productive development partnerships and co-operation between all stakeholders in these areas.
<u>C</u> ontinuously improve	To strengthen and improve the JDA's corporate governance and operations to ensure that it remains an effective, efficient, sustainable and well-governed organisation

2. PURPOSE OF ESTABLISHING THIS PANEL

To continue to work with communities to achieve our mandate as an area-based development agency, the JDA is establishing a panel of professionals who can curate and implement place-making, public art and heritage projects. Appointment to the panel is valid for a period of 36 months.

The JDA has a long legacy of implementing public art, placemaking and heritage programmes on behalf of the City of Joburg and would like to sustain its commitment to such programmes in a way that must extend and deepen community-led co-production.

This 3-year community-led art programme is intended to align with the City of Joburg's spatial and development priorities by augmenting the capital upgrading and redevelopment projects being rolled out in priority areas.

The Johannesburg Development Agency (JDA therefore requests interested professional service providers (companies, firms, and joint ventures) to apply to be appointed for a period of three years. Over the three-year period, deliverables will be requested through a Request For Quotations (RFQ) only when services are required.

Panel appointees are required to curate and implement an end-to-end immersive community-led process for the JDA. This will - at a minimum - include:

- a participatory project co-ideation phase,
- alignment with other capital upgrading projects being implemented by the JDA and other municipal departments/entities
- sourcing and curation of local narratives and visual material in local communities,
- fabrication of placemaking, art and heritage installations,
- repair and reconstruction of existing public art, cultural and heritage assets,
- obtaining necessary regulatory permissions for implementation,
- on-site construction management,
- mentoring and upskilling of local artists and artisans through local labour opportunities,
- planning and implementation of activations and tactical urbanism events,
- branding and communications with a strong focus on interactive media communication around project,
- maintenance plans of installed artworks, and,
- a project documentation and handover phase.

3. SCOPE OF SERVICES

The panel has been divided into three categories with differing scope of works and technical requirements. The request for quotations issued to panel members for each piece of work will specify the category, scope and technical requirements for that particular project so that panel members can respond in terms of pricing per scope of work. Beyond the categorical scope of work, members of the panel will also be required to fulfil project stakeholder engagement, management, coordination, and business development requirements for the project.

Panel members must be able to provide the following services to curate and manage the end-to-end process of implementing art programmes.

3.1 Scope per Panel Category

The following section defines the scope requirements per category to be represented panel:

3.1.1 CATEGORY A: PUBLIC ART

- Strategic masterplan and operational plans for public art programming
- Programme, design, develop, install and project manage public art and exhibitions
- Curation of Art – including public, street, architectural, landscape and social context
- Research, management, interpretation, collections management and conservation
- Exhibition design including object research, sourcing, fabrication and copy-writing
- Repairs, maintenance, rejuvenation and enhancement of public art collections
- Documentation and records management for public art
- Fundraising and funding strategies
- Project branding, social and traditional media, and digital marketing

3.1.2 CATEGORY B: PLACE MAKING

- Planning, coordination, and implementation of Scenario testing/ tactical urbanism, public space activation project/ events
- Design, development, and installation of equipment for placemaking events
- Implementing arts and culture projects that achieve placemaking, spatial, community and economic development outcomes
- Arrange and facilitate placemaking workshops in communities to develop interventions
- Facilitate the establishment of Creative Partnership Arrangements to remain in the project area
- Fundraising and funding strategies
- Project branding, social and traditional media, and digital marketing

CATEGORY C: HERITAGE

-
- Design, development, and project management of heritage installations and exhibitions. Curation of Art - historical, architectural, landscape and social history context
- Restoration and maintenance of public monuments, statues, heritage buildings, and sites.
- Conservation and preservation of museum collections
- Research, management, interpretation, collections management and conservation
- Exhibition design including object research and sourcing, scripting and fabrication.

- Preservation of heritage assets within the City, including heritage plaques, cultural history collections and historical monuments.
- Reparation, Maintenance, and rejuvenation of Cultural heritage collections
- Fundraising and funding strategies
- Project branding, social and traditional media, and digital marketing
- Development and implementation of conservation plans and strategies for cultural sites, structures and objects.

3.2 General Scope for all categories

The following section defines the scope requirements for all the categories in the panel:

3.2.1 PROJECT SCOPING AND PLANNING

- Community Profiling to identify relevant programmes/projects that are relevant and context specific. Profiling should include factors such as unemployment, demographics, socio-economic profile, businesses and community organisation and their sectors, population (Race, Gender, and Age), household, education, language, labour force, income, etc.
- Adopt a coproduction and development approach towards the completion and delivery of every RFQ

3.2.2 PROJECT MANAGEMENT

- Co-ordinate the installation of artwork including
- Regular briefings for the JDA professional team and primary contractor on infrastructure and services required (such as construction of plinths and power points for lighting if necessary), and transport and installation requirements (and monitoring implementation of decisions and instructions)
- Consulting other CoJ departments and entities to achieve all required approvals for events and the installation of the artworks. For example, lighting approvals from City Power and way leave approvals from the Johannesburg Roads Agency, Joints Operations Committee Approvals for events
- Overseeing the actual installation and assuring the quality of the installation (including obtaining certificates of structural compliance signed by a structural engineer if necessary)
- Monitoring the quality and durability of the newly installed artworks for the duration of the contract, and correcting defects or repairing minor damage during this time
- Briefing the JDA and the COJ client departments to ensure that insurance, asset management and maintenance issues are streamlined
- Document all artwork commissioned by the JDA for purposes of both asset management and knowledge-sharing with public and scholarly communities
- Develop a synthesized and organised electronic filing system containing all project documentation. This should be maintained and updated throughout the project; and copied to the JDA quarterly, with a final transfer of all the catalogued files at the conclusion of the project. Must include all information on appointed SMMEs.

3.2.3 STAKEHOLDER ENGAGEMENT

- Stakeholder Engagement Strategy:
 - Stakeholder identification and compilation of an interested and affected parties (IAP) database
 - Stakeholder engagement stages
 - Detail how stakeholders will be engaged at each stage of the project.
 - Stakeholder engagement approaches and methods
 - Co -production plan
 - The plan must include communication methods as well including use of traditional and social media.
 - Communication Plan detailing workplan, meeting dates, type of meetings, methods of communication, meeting logistics
- Assemble a categorized database of local contacts and maintain and extend this database. This includes local artists and artisans
- Briefing of the Regional Office/s – Citizen Relationship and Urban Management (CRUM) to advise of project
- Briefing of the Ward Councillor/s and / or Ward Committee/s
- Maintenance of the Interested and Affected Parties (IAP) database
- One on one sessions with affected stakeholders
- Conduct focus group meetings
- Ward public meetings
- Quarterly reports on the stakeholder engagement process, issues, and resolutions
- Conduct co-production workshops
- Establishing and running social media platforms as key engagement tool
- Establish Stakeholder and Government forums that meet on regular basis to keep track of project progress including the capacitation of community members and officials to continue these forums beyond the project where required

3.2.4 BUSINESS AND SKILLS DEVELOPMENT

All curation activities should be regarded as a platform to encourage local enterprise development, job creation and/or capacity building.

Once commissions are awarded by the JDA, the sub-contracting of SMMEs, artists and labourers is completed through the primary JDA service provider. The primary service provider will be responsible for development, oversight, and project-management of the production of the artwork. This includes:

- Development of a business and skills development programme that will inform the fair use and participation of local artists, labour, and SMMEs towards the implementation of the project
- The service provider must define, assess, and scope the programming opportunities and prepare and manage the briefings, procurement processes and contracts to commission these activities consultation with the local forum and project steering committee

- Once the programme activities and budgets are approved, the service provider manage a transparent and competitive bidding process that involves:
- Advertising calls for proposals and quotes from the local community where possible) in a comparative format
- Source local SMMEs to implement the approved programmes through a transparent and competitive bidding processes
- Evaluating these quotes and proposals (with support from an evaluation panel consisting of representatives from CoJ and the JDA, and other recognized experts),
- Ensure that programmes are carried out as required, this should include:
- Briefing and managing the SMMEs, artists and labourers (on and off-site production)
- Ensuring programmes are delivered to specifications and deadlines
- Providing technical advice and assistance to the SMME on issues
- Providing technical advice and assistance to the artists on issues such as material procurement
- Managing expenditure according to the approved production budget
- Assuring the quality of the work
- Consult other CoJ departments and entities to achieve all required approvals. For example, lighting approvals from City Power and way leave approvals from the Johannesburg Roads Agency.
- Compile Statistics and Records of all local employment opportunities created, including local artists, fabricators, etc. In addition, record attendance numbers at public art activations, workshops and events.

4. PROJECT ADMINISTRATION

Upon being awarded a project, bidders are required to be responsible for project management and co-ordination which includes the arrangement of project meetings which may consist of various CoJ departments, municipal entities and other stakeholders. A project steering committee shall be required for every project where the appointed service provider is required to make presentations and table proposals with regards to a project.

The bidder shall perform secretariat duties of minute taking (which shall be approved by the JDA) and dissemination of minutes/meeting notes after each meeting. The bidder shall be expected to produce progress reports and submit them to the steering committee. The Project leader in the project 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.

5. MANAGEMENT OF THIS ASSIGNMENT

Once appointed, each professional will act as the service provider when a need arises for the particular service they have been appointed for. This implies that even when appointed as a professional service provider, it does not guarantee that the said service provider will be awarded any contract by the JDA.

Service providers must supply sufficient information in the respective service categories or category applied for. Bidders may make submissions to more than one category but ensure requirements can be fulfilled for categories being tendered for. Service providers that wish to be appointed as professional service providers must:

- Demonstrate the professional qualifications of principal(s)/employed staff to be appointed.
- Demonstrate the professional experience of principal(s)/employed staff to be appointed.
- Respond to this request for proposal and ensure that all forms are completed in full, together with all annexures and signed by authorised representatives.
- Ensure that all details, as required in this request for proposal and forms are complete, that the furnished information is correct and that the required returnable documents are attached to the proposal. Incomplete applications will not be considered for appointment as service providers.
- Nominate a single point of contact that will be responsible for all deliverables stemming from the RFQ for the entire duration of contract.

Submissions from service providers will be vetted through a compliance process to determine that all the required information is provided and correct and thereafter evaluated for capacity and capability to render services applied for as and when required.

To note:

- Applicants herein consent to any investigation the JDA deems necessary in validating any particulars presented in this request for proposal.
- The service provider will be removed as professional service providers if the required professional registration is not maintained, or for any other reason that causes the service provider to become ineligible after having been appointed.
- The appointment of each professional service provider will be valid for a period of 3 years.

When a need arises for the particular service a “Request for Quotation” or “RFQ” will be issued to a specific service provider for a specific service or deliverable. Each RFQ

- Will be agreed, finalised and signed by both the JDA and the service provider
- Set out deliverables, timeframes and maximum level of effort (budget) for the service provider will be agreed upon.
- Authorization of the service provider to commence with the provision of the requested service shall be granted.
- Payment will only be made for services rendered according to the RFQ.

6. PROPOSAL CONTENT

Notes

- 6.1. 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.
- 6.2. Successful tenderers will be remunerated in accordance with JDA’s Standard Form Agreement

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**.

The following minimum documentation must be provided:

- ~~6.3. A valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.~~

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

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

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

- 6.4. Company registration documents and a copy of a valid tax pin compliance status (CTS) letter issued by SARS. No tender will be awarded to a bidder whose tax matters are not in order with SARS at the time of award.
- 6.5. A certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value per claim in an insurance period, the applicable excess, and the expiry date. A minimum cover of R2m is required for this project.
- 6.6. 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. **If not applicable, an affidavit to this effect is required.** Copies of lease agreements or accounts with lessors will NOT be accepted.
- 6.7. Audited financial statements for the past three years.
- 6.8. Details of directors / partners / members and shareholders with certified copies of their identity documents.
- 6.9. The forms A to H annexed, must be scrutinized, completed in full and signed.
- 6.10. **Complete in full all information required on Annexure G: Organogram**

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

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

- detailed CV's for each resource indicated on Annexure G.

CV's must note the resources' specific relevant project experience [i.e. **project description, role played and responsibilities, project value, start and end dates**]. **The number of years of experience in the required role in curating per project must be clearly demonstrated in the CV's to indicate compliance with the minimum requirements.**

- relevant qualifications and attach certified proof hereof
- individual memberships to the stipulated professional associations and attach proof hereof

6.11. Complete in full all information required on Annexure H: Schedule of Completed Contracts

ONLY list a **maximum of 5 projects** completed by the bidding entity in the past 5 years of a similar nature and scale to this RFP i.e., public art, place making, heritage projects that consists of **curating components e.g. mural, sculpture, public furniture**

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

- Contactable references: References must be for COMPLETED projects only. References must be on the client's letterhead or on a document with the client's company stamp and signed by the client. The letter / document **must** confirm the name of the project / description of the project (*must be clear that the project was a relevant Public Art/Placemaking/ Heritage curating project*), a description of the service rendered (*must be clear that the service rendered is aligned to the service being tendered for i.e. curator*), the date when the project was started and completed (*must be between 2016 and 2021*) and it must rate the service rendered (*e.g. good, satisfactory, poor etc. and not just state that the bidder was involved in the project or that they completed the project*).

NOTE:

- 6.12. Letters of appointment or completion certificates will NOT be accepted as reference letters, NOR will letters from other consultant's on the project serve as reference letters. Only letters from the client or documents signed and stamped by the client will be accepted.
- 6.13. *Information contained elsewhere in the submission and / or on other schedules will NOT be considered. Only the information entered on Annexure H will be considered as previous experience and only reference letters related to the projects listed on Annexure H will be considered as supporting documentation.*
- 6.14. Tenderers are to submit 2 copies of their proposal (1 original plus 1 copy).

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

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 6 WILL RESULT IN TENDERERS BEEN NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.

Note for consortium and joint ventures

- A lead consultant is to be appointed and noted in the submission. JDA will conclude a contract with the lead consultant
- Only the lead consultant is to submit the requisite documents and / or information as requested in items 6.3 to 6.11
- Item 6.6 MUST be addressed by each member of the consortium / joint venture
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

Failure to comply with these conditions may invalidate your offer.

7. ASSESSMENT CRITERIA

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

- Compliance
- Technical
- Risk Tolerance

7.1 Compliance

Bidders will be disqualified in the following instances:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been faxed;
- Bidders whose tender document has been received after the closing time;
- Bidders whose tender document has not been deposited in the tender box at the time of closing;
- Bidders who have any directors in the employment of the state;
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS);
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD);

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

7.2 Technical

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

- (i) Key returnable documents,
- (ii) Capability of the proposed key team members (i.e. experience, qualifications, and memberships to professional associations per Item 6.10 above) and
- (iii) The experience of the company and
- (iv) The contactable reference letters matching item (iii) 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.

Bidders are expected to score a minimum of **144 points**, 60% (out of 240 maximum points score able) per category.

CATEGORY A: PUBLIC ART CURATOR TECHNICAL EVALUATION

Variables	Total Points	Criteria	Description of criteria	Max Points		
KEY RETURNABLE DOCUMENTS per item 6.3 to 6.19 herein	20	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 6.3 to 6.13 herein	N/A		
		Company registration documents		N/A		
		CTS letter from SARS		N/A		
		Valid Professional Indemnity Insurance R2m		N/A		
		Current municipal rates account / affidavit		N/A		
		3 Years audited financial statements		N/A		
		Certified copies of identity documents		N/A		
		Annexure A (in full and signed)		N/A		
		Annexure B completed in full and signed		N/A		
		Annexure C completed in full and signed		N/A		
		Annexure D completed in full and signed		N/A		
		Annexure E completed in full and signed		N/A		
		Annexure F completed in full and signed		N/A		
		Annexure G completed in full		Point will only be awarded if all tables are completed in full and includes relevant Project Experience	• Organogram	2
		• Table 1: CV Template Lead Curator Info & Experience			4	
		• Table 2: CV Template of Assistant/ Junior Curator Info & Experience			4	
Annexure H completed in full Company Completed Projects	10					

VARIABLES	CRITERIA			POINTS
CAPABILITY OF PROPOSED TEAM per item 6 and Annexure G Total Points 120	LEAD / SENIOR CURATOR			
	Qualifications:			
	Evidence: To earn points bidders must attach a certified copy of a certificate OR academic transcript issued by the relevant education institution. Uncertified copies will be scored Zero			
	NQF level 7 and above in Visual Arts, Fine Arts or Design.			30
	NQF level 7 and above in Other			20
	Years of Work Experience:			
	Evidence: To earn points bidders must attach a CV using the JDA template specified in this tender document			
	8 years or more work experience related to curating projects			40
	Between 4 and 7 years of work experience related to curating projects			20
	Less than 4 years work experience related to curating projects			10
	ASSISTANT / JUNIOR CURATOR			
	Qualifications:			
	Evidence: To earn points bidders must attach a certified copy of a certificate OR academic transcript issued by the relevant education institution. Uncertified copies will be scored Zero			
	NQF level 6 and above in Visual Arts, Fine Arts or Design			20
	NQF level 6 and above in Other			10
	Years of Work Experience:			
	Evidence: To earn points bidders must attach a CV using the JDA template specified in this tender document			
	5 years or more work experience related to curating projects			30
Between 3 and 4 years work experience related to curating projects			20	
2 years work experience related to curating projects			10	
(iii) COMPANY / INDIVIDUAL EXPERIENCE	Total Points	Criteria	Description of criteria	Points
Number of years of relevant experience in the industry and in the proposed role (complete Annexure D and or H)	50	Evidence provided for 5 or more relevant projects	(Projects can include co-production with local communities, work with local artists and artisans, mapping and research related to public art, heritage and placemaking, public art programme development and implementation) Evidence Required for Scoring: A project will ONLY be counted if the following details are provided: 1. Project Start Date and Project Completion Date 2. Project Name 3. Project Location	50
		Evidence provided for 3 - 4 relevant projects		30
		Evidence provided for 1 - 2 relevant projects		10

			<p>4. Project Funder/Client</p> <p>5. Project Purpose</p> <p>6. Role and Services provided by the Curator in his/her personal capacity or of the company</p>	
		Portfolio Evidence	<p>Maximum 2-Page project portfolio showing final works/outcomes (e.g., photos and/or sample extract of close-out document)</p> <p>Maximum 2 pages of evidence showing the nature of public stakeholder engagement activities undertaken as part of the project (e.g., photos, letters of confirmation from ward councilor, public submissions/ surveys/ questionnaires, public advertisements, or invitations etc.). This can also include engagements involving local artists and artisans.</p>	30
(iv) REFERENCES FOR COMPLETED PROJECTS	Total Points	Criteria	Description of criteria	Points
To relate to the item (iv) above in line with (complete Annexure D and or H)	50	Five and more relevant references for projects completed.	<p>References must be on client letterhead or document stamped and signed by the client and must include the name / description of the project, it must confirm the service rendered, the value of the constructed works, the date completed and a comment of the level of satisfaction with the service. References must be for projects listed above under project experience, and relevant to this project only. Appointment letters, Purchase Orders etc. will NOT be considered as references.</p> <p>If any of the required information is not contained in the reference, then zero points will be awarded</p>	50
		Three to Four relevant references for projects completed.		30
		One to Two relevant references for projects completed.		10

CATEGORY B: PLACE MAKING CURATOR TECHNICAL EVALUATION

Variables	Total Points	Criteria	Description of criteria	Max Points
KEY RETURNABLE DOCUMENTS per item 6.3 to 6.19 herein	20	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 6.3 to 6.13 herein	N/A
		Company registration documents		N/A
		CTS letter from SARS		N/A
		Valid Professional Indemnity Insurance R2m		N/A
		Current municipal rates account / affidavit		N/A
		3 Years audited financial statements		N/A
		Certified copies of identity documents		N/A
		Annexure A (in full and signed)		N/A
		Annexure B completed in full and signed		N/A

	Annexure C completed in full and signed		N/A
	Annexure D completed in full and signed		N/A
	Annexure E completed in full and signed		N/A
	Annexure F completed in full and signed		N/A
	Annexure G completed in full	Point will only be awarded if all tables are completed in full and includes relevant Project Experience	
	<ul style="list-style-type: none"> • Organogram 		2
	<ul style="list-style-type: none"> • Table 1: CV Template Lead Curator Info & Experience 		4
	<ul style="list-style-type: none"> • Table 2: CV Template of Assistant/ Junior Curator Info & Experience 		4
	Annexure H completed in full Company Completed Projects		10
VARIABLES	CRITERIA		POINTS
CAPABILITY OF PROPOSED TEAM per item 6 and Annexure G Total Points 120	LEAD / SENIOR CURATOR		
	Qualifications:		
	Evidence: To earn points bidders must attach a certified copy of a certificate OR academic transcript issued by the relevant education institution. Uncertified copies will be scored Zero		
	NQF level 7 and above in . Urban Design, Architecture, , Urban Planning		30
	NQF level 7 and above in Other		20
	Years of Work Experience:		
	Evidence: To earn points bidders must attach a CV using the JDA template specified in this tender document		
	8 years or more work experience related to curating projects		40
	Between 4 and 7 years of work experience related to curating projects		20
	Less than 4 years work experience related to curating projects		10
	ASSISTANT / JUNIOR CURATOR		
	Qualifications:		
	Evidence: To earn points bidders must attach a certified copy of a certificate OR academic transcript issued by the relevant education institution. Uncertified copies will be scored Zero		
	NQF level 6 and above in Urban Design, Architecture, Urban Planning		20
	NQF level 6 and above in Other		10
	Years of Work Experience:		
	Evidence: To earn points bidders must attach a CV using the JDA template specified in this tender document		
	5 years or more work experience related to curating projects		30
Between 3 and 4 years work experience related to curating projects		20	
2 years work experience related to curating projects		10	

(iii) COMPANY / INDIVIDUAL EXPERIENCE	Total Points	Criteria	Description of criteria	Points
Number of years of relevant experience in the industry and in the proposed role ((complete Annexure D and or H)	50	Evidence provided for 5 or more relevant projects	(Projects can include co-production with local communities, work with local artists and artisans, mapping and research related to public art, heritage and placemaking, public art programme development and implementation) Evidence Required for Scoring: A project will ONLY be counted if the following details are provided: 1. Project Start Date and Project Completion Date 2. Project Name 3. Project Location 4. Project Funder/Client 5. Project Purpose 6. Role and Services provided by the Curator in his/her personal capacity or of the company	50
		Evidence provided for 3 - 4 relevant projects		30
		Evidence provided for 1 - 2 relevant projects		10
		Portfolio Evidence	Maximum 2-Page project portfolio showing final works/outcomes (e.g., photos and/or sample extract of close-out document) Maximum 2 pages of evidence showing the nature of public stakeholder engagement activities undertaken as part of the project (e.g., photos, letters of confirmation from ward councilor, public submissions/ surveys/ questionnaires, public advertisements, or invitations etc.). This can also include engagements involving local artists and artisans.	30
(iv) REFERENCES FOR COMPLETED PROJECTS	Total Points	Criteria	Description of criteria	Points
To relate to the item (iv) above in line with (complete Annexure D and or H)	50	Five and more relevant references for projects completed.	References must be on client letterhead or document stamped and signed by the client and must include the name / description of the project, it must confirm the service rendered, the value of the constructed works, the date completed and a comment of the level of satisfaction with the service. References must be for projects listed above under project experience, and relevant to this project only. Appointment letters, Purchase Orders etc. will NOT be considered as references. If any of the required information is not contained in the reference, then zero points will be awarded	50
		Three to Four relevant references for projects completed.		30
		One to Two relevant references for projects completed.		10

CATEGORY C: HERITAGE ART CURATOR TECHNICAL EVALUATION

Variables	Total Points	Criteria	Description of criteria	Max Points		
KEY RETURNABLE DOCUMENTS per item 6.3 to 6.19 herein	20	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 6.3 to 6.13 herein	N/A		
		Company registration documents		N/A		
		CTS letter from SARS		N/A		
		Valid Professional Indemnity Insurance R2m		N/A		
		Current municipal rates account / affidavit		N/A		
		3 Years audited financial statements		N/A		
		Certified copies of identity documents		N/A		
		Annexure A (in full and signed)		N/A		
		Annexure B completed in full and signed		N/A		
		Annexure C completed in full and signed		N/A		
		Annexure D completed in full and signed		N/A		
		Annexure E completed in full and signed		N/A		
		Annexure F completed in full and signed		N/A		
		Annexure G completed in full		Point will only be awarded if all tables are completed in full and includes relevant Project Experience	• Organogram	2
		• Table 1: CV Template Lead Curator Info & Experience			4	
• Table 2: CV Template of Assistant/ Junior Curator Info & Experience	4					
Annexure H completed in full Company Completed Projects	10					
VARIABLES	CRITERIA			POINTS		
CAPABILITY OF PROPOSED TEAM per item 6 and Annexure G	LEAD / SENIOR CURATOR					
	Qualifications:					
	Evidence: To earn points bidders must attach a certified copy of a certificate OR academic transcript issued by the relevant education institution. Uncertified copies will be scored Zero					
	NQF level 7 and above in Heritage Studies, Museum Management, Architecture, History			30		
	NQF level 7 and above in Other			20		
	Years of Work Experience:					
Total Points 120	Evidence: To earn points bidders must attach a CV using the JDA template specified in this tender document					

	8 years or more work experience related to curating and/or restoration projects	40		
	Between 4 and 7 years of work experience related to curating and/or restoration projects	20		
	Less than 4 years work experience related to curating and/or restoration projects	10		
	ASSISTANT / JUNIOR CURATOR			
	Qualifications:			
	Evidence: To earn points bidders must attach a certified copy of a certificate OR academic transcript issued by the relevant education institution. Uncertified copies will be scored Zero			
	NQF level 6 and above in Heritage Studies, Museum Management, Architecture, History	20		
	NQF level 6 and above in Other	10		
	Years of Work Experience:			
	Evidence: To earn points bidders must attach a CV using the JDA template specified in this tender document			
	5 years or more work experience related to curating and/or restoration projects	30		
	Between 3 and 4 years work experience related to curating and/or restoration projects	20		
	2 years work experience related to curating and/or restoration projects	10		
(iii) COMPANY / INDIVIDUAL EXPERIENCE	Total Points	Criteria	Description of criteria	Points
Number of years of relevant experience in the industry and in the proposed role ((complete Annexure D and or H)	50	Evidence provided for 5 or more relevant projects	(Projects can include co-production with local communities, work with local artists and artisans, mapping and research related to public art, heritage and placemaking, public art programme development and implementation) Evidence Required for Scoring: A project will ONLY be counted if the following details are provided: 1. Project Start Date and Project Completion Date 2. Project Name 3. Project Location 4. Project Funder/Client 5. Project Purpose 6. Role and Services provided by the Curator in his/her personal capacity or of the company	50
		Evidence provided for 3 - 4 relevant projects		30
		Evidence provided for 1 - 2 relevant projects		10
		Portfolio Evidence	Maximum 2-Page project portfolio showing final works/outcomes (e.g., photos and/or sample extract of close-out document) Maximum 2 pages of evidence showing the nature of public stakeholder engagement activities undertaken as part of the project (e.g., photos, letters of confirmation from ward councilor, public submissions/ surveys/ questionnaires, public	30

(iv) REFERENCES FOR COMPLETED PROJECTS	Total Points	Criteria	Description of criteria	Points
To relate to the item (iv) above in line with (complete Annexure D and or H)	50	Five and more relevant references for projects completed.	References must be on client letterhead or document stamped and signed by the client and must include the name / description of the project, it must confirm the service rendered, the value of the constructed works, the date completed and a comment of the level of satisfaction with the service. References must be for projects listed above under project experience, and relevant to this project only. Appointment letters, Purchase Orders etc. will NOT be considered as references. If any of the required information is not contained in the reference, then zero points will be awarded	50
		Three to Four relevant references for projects completed.		30
		One to Two relevant references for projects completed.		10

Points will only be allocated for thorough documentation under the approach and methodology to each of the critical aspects identified above. Project information contained elsewhere in the tender submission will not be considered.

7.3 Price and Empowerment

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

~~The Preference Point System will be applied as follows :~~

~~➤ For tenders up to R50 million~~

- ~~• 80 points are assigned to price~~
- ~~• Up to 20 points are assigned to BBBEE status per the table under item 7.3.1~~

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

7.3.1 Points awarded for BBBEE status level

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

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

Notes :

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

7.3.2 Formula for scoring tender price

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

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

Where

P_s = Points scored for comparative price of tender under consideration

P_t = Comparative price of tender under consideration

P_{min} = Comparative price of lowest acceptable tender

X = Points assigned to price

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

$$PP = P_s + P_{bee}$$

Where

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

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

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

8.4 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 (e.g. project managers / engineers / quantity surveyors / consultants) is either:

The greater of R8 million or four contracts / projects in the current financial year or

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 (e.g. more than one discipline / service is provided by the same bidder) is either:

The greater of R12 million or six contracts / projects in the current financial year or

The greater of R20 million or nine contracts / projects over two financial years (current year and previous financial year)

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

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

8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

“BID DESCRIPTION: RFP - APPOINTMENT OF A PANEL OF PROFESSIONALS TO CURATE PLACE-MAKING, PUBLIC ART AND HERITAGE PROJECTS FOR 36 MONTHS - BID NUMBER: JDADFP/PANEL-PUBLIC ART CURATOR/005/2021”

Please indicate the Category tendering for with 'X'

NO.	PANEL CATEGORY	TICK WITH AN "X"
A	PUBLIC ART	
B	PLACE – MAKING/ / ACTIVATIONS/ TACTICAL URBANISM	
C	HERITAGE	

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 12H00.

The Tender closes at 12h00 on 09 December 2021.

Envelopes will be stamped on receipt. There will be a public opening of tenders.

No Telegraphic, telephonic, telex, facsimile, e-mailed and late tenders will not be accepted.

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

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

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

Queries can be addressed in writing to:

Ms. Xolisile Sithole

E-mail: xsithole@jda.org.za

ANNEXURE A: BUSINESS DECLARATION

Tender/RFP Number :

Tender/RFP Description :

Name of Company :

Contact Person :

Postal Address :

.....

Physical Address :

.....

Telephone Number :

Fax Number :

Cell Number :

E-mail Address :

Company/enterprise Income

Tax Reference Number :

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

VAT Registration Number :

Company Registration Number :

1. Type of firm

- Partnership
- One person business/sole trader
- Close corporation

- Public company
- Private company

(Tick one box)

2. Principal business activities

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

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

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

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

5. Did the firm exist under a previous name?

- Yes
- No

(Tick one box)

If yes, what was its previous name?

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

Full Time :

Part Time :

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

Full Time :

Part Time :

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

R **Year**

R Year

R Year

R Year

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

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

10. Banking details

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

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

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

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

BANK :

BRANCH :

BRANCH CODE :

ACCOUNT NUMBER :

ACCOUNT HOLDER :

TYPE OF ACCOUNT :

CONTACT PERSON :

CONTACT NUMBER :

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

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

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

COMPANY STAMP

ANNEXURE B: DECLARATION OF INTEREST

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

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

3.1 Full Name:

3.2 Identity Number:

3.3 Position occupied in the company (director, trustees, shareholder**)

.....

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

YES / NO

If yes, furnish particulars

.....
.....

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state?

YES / NO

If yes, furnish particulars

.....
.....

3.13 Are any spouse, child or parent of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state?

YES / NO

If yes, furnish particulars

.....
.....

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

YES / NO

If yes, furnish particulars

.....
.....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

CERTIFICATION

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

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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

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

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

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

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

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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

(In the event of insufficient space, kindly attach documentation)

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

ANNEXURE D : PARTICULARS OF CONTRACTS AWARDED 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
RFP - APPOINTMENT OF A PANEL OF PROFESSIONALS TO CURATE PLACE-MAKING, PUBLIC ART AND HERITAGE PROJECTS FOR 36 MONTHS

in response to the invitation for the bid made by:

Johannesburg Development Agency

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

I certify, on behalf of:

_____ that:
(Name of Bidder)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE F: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid will be rejected if:

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

B Bid Information

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

C Documents to be attached

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

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

.....
.....

Signature:.....

Date:.....

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

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

Please Provide a Project Organogram.

ANNEXURE G: JDA CV TEMPLATE REQUIRED FOR SCORING:

FULL NAME AND SURNAME			
TITLE (e.g. Ms/Mr/Dr/Prof)			
PROFESSIONAL QUALIFICATIONS (Degrees, Diplomas, etc)		YEAR OBTAINED	CERTIFICATE ATTACHED?
CURRENT EMPLOYER			
CURRENT EMPLOYER			
CURRENT ROLE/TITLE			
NO. OF Yrs AND Mnths SERVED			
LIST OF PROJECTS RELEVANT TO THIS SCOPE		INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.		1.	
2.		2.	
3. ...Etc		3. ...Etc	
PREVIOUS EMPLOYER 1			
PREVIOUS EMPLOYER 1			
ROLE/TITLE			
NO. OF YEARS AND MONTHS IN THIS ROLE			
LIST OF PROJECTS RELEVANT TO THIS SCOPE		INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.		1.	
2.		2.	
3. ...Etc		3. ...Etc	
PREVIOUS EMPLOYER 2			
PREVIOUS EMPLOYER 2			
ROLE/TITLE			
NO. OF YEARS AND MONTHS IN THIS ROLE			
LIST OF PROJECTS RELEVANT TO THIS SCOPE		INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.		1.	
2.		2.	
3. - ...Etc		3. - ...Etc	
*** PLEASE CONTINUE TO ADD YOUR PREVIOUS EMPLOYMENT ROLES (3, 4, 5 etc.) USING FORMAT ABOVE			

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 certified proof of relevant qualifications and proof of memberships to stipulated professional associations must also be provided for the above proposed personnel.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE H: SCHEDULE OF COMPLETED CONTRACTS

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

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

Table H : Company: Project Related Experience	
Company Information	
Company Name	
Year Established	

Company Authorised Representative	
Authorised Representative Name	
Representative Contact Number	

Company Project Related Experience							
Project Name	Project Type	Project Value	Construction Value (if available)	Project Start Date / End Date	Project Description	Client Name & Contact Details	Specific Tasks completed relevant to this Tender Proposal Terms of Reference
1.							
2.							
3.							
4.							

5.							
----	--	--	--	--	--	--	--

NOTE: Only relevant Planning Projects will be considered for points, construction projects will not be considered.

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

