



## INVITATION TO BID

### REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS

**ADVERT DATE: 31 MARCH 2022**

**NON-COMPULSORY CLARIFICATION DATE: N/A**

**CLOSING DATE: 07 APRIL 2022**

**CLOSING TIME: 12H00**

**BID DESCRIPTION:** RFQ – TO APPOINT A MULTIDISCIPLINARY TEAM OF PROFESSIONALS: ARCHITECTS/URBAN DESIGNERS AND MEDIA AND BRAND SPECIALISTS FOR 6 MONTHS.

**RFQ NUMBER:** JDA/DPF/MULTIDISCIPLINARYTEAM/01/2022

RFQ DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:  
Offices of the Johannesburg Development Agency, 3 Helen Joseph Street, The Bus Factory, Newtown, Johannesburg, 2000

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

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

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

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

#### ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

**Department:** Procurement  
**Contact Person:** Ms Tsakani Mabunda  
**Tel:** 011 688 7851  
**E-mail:** TMabunda@jda.org.za

#### ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

**Department:** Development Planning and Facilitation  
**Contact Person:** Ms. Manyedi Rakabe  
**Tel:** 011 688 7812  
**E-mail:** MRakabe@jda.org.za

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

**OFFER PAGE**

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

BID / RFQ NUMBER .....

BID / RFQ DESCRIPTION .....

NAME OF BIDDER .....

NAME OF CONTACT PERSON.....

POSTAL ADDRESS .....

STREET ADDRESS.....

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

CELLPHONE NUMBER.....

E-MAIL ADDRESS.....

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

VAT REGISTRATION NUMBER.....

CSD SUPPLIER NUMBER.....

COMPANY REGISTRATION NUMBER.....

TAX VERIFICATION PIN.....

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

TOTAL BID PRICE in words.....

..... excluding Value Added Tax

**NB: SINCE THIS IS AN MFMA RFQ, BIDDERS ARE CAUTIONED THAT, PRICES CAN NOT EXCEED R 200 000.00 VAT INCLUSIVE.**

SIGNATURE OF BIDDER .....

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

DATE .....

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

**To all our stakeholders**

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

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

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

All people doing business with the Johannesburg Development Agency are encouraged to report any corrupt or illegal practice.

Employees are encouraged to report fraud, waste or other concerns suggestive of dishonest or illegal activities.

**Anyone can report fraudulent and corrupt activities through one of the following channels:**

- Toll free number.....0800 002 587
- Toll free Fax .....0800 007 788
- SMS (charged @ R1.50).....32840
- Email Address:.....anticorruption@tip-offs.com
- Web site:.....www.tip-off.com
- Free post:.....Free post, KNZ 138, Umhlanga, 4320



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

## 1. INTRODUCTION

The Johannesburg Development Agency (JDA) is requesting proposals from Service providers to render strategic planning and communication services for the Centre on African public Spaces branding and collaborative marketing.

The suitably qualified candidates will assist the Centre on African public spaces in marketing and expanding the centre to wider range of stakeholders and that will increase the centre's reach amongst its different networks and partners.

### 1.1. Background

The City of Johannesburg, African universities and community advocacy groups are setting up a Pan-African urban lab for public space and a home to a community of urban practitioners, scholars and civil society activists dedicated to connecting, advance knowledge, exchange experiences, share resources, grow expertise, and mobilize on a wide range of relevant local and global issues. The entry point to reaching out to African Universities is the faculties of built environment e.g., Architecture and Urban Design and Town Planning departments in city councils.

This project arises in response to the need to reach a wider audience particularly in Francophone and Lusophone countries, considering the recent strides made towards the establishment of the centre the project will include initiatives undertaken by the City of Johannesburg alongside its various partners. The Centre on African Public Spaces is looking to develop a collaborative marketing strategy to meet the growing demand for the centre. This work will also see to the readiness of the Centre in preparation for the different launches taking place in May and June 2022.

Against this backdrop, the JDA is looking for a service provider that will expand the network of the Centre and develop a collaborative marketing strategy for the Centre. The suitable service provider will assist the Centre alongside our web developers and in partnership with university students in designing and implementing a collaborative marketing plan in terms of conceptualizing, designing and synthesis of outcomes from various research initiatives.

## 2. SCOPE OF WORK AND DELIVERABLES

The successful service provider alongside the Centre partners including a group of architects and graphic design students and the website developers will be rendering of the following services:

- Providing advice, guidance and support on planning and implementing internal and external communication efforts to strengthen awareness of Centre's activities and knowledge, and raise its profile and visibility;
- Developing of a collaborative outreach strategy for the Centre alongside a group of Architecture/Urban design students;
- Showing integration and coherence of the Centre's work undertaken by universities and City of Johannesburg departments in preparation of the upcoming launch and other events;

- Mobilising various public space actors and initiatives around the continent to expand the Centre's network through urban labs, architecture and design studios, public space networks, city councils and civil society organisations in cities in Southern, East, West and North Africa.
- Developing Social Media campaigns and strategies for the Centre's outreach in collaboration with its partners;
- Ensuring that the Centre has an online presence and build momentum towards its launch and other upcoming events using various social media platforms;
- Leveraging electronic and non-electronic platforms of partners and networks regionally and internationally to share the work of the Centre;
- Creating avenues for interactions of African universities, city councils and civil society organisations with related sectors/ disciplines such as climate change, urban mobility and sustainable development etc for cross sectoral/discipline building capacities;
- Curating conversations between multiple stakeholders and partners to identify and plug gaps in public space knowledge and to inform the Centre's programmatic work;
- Providing recommendations based on research undertaken on public space by the Centre, identify emerging trends and good practices to be integrated into the Centre's work;
- Preparation and disseminating various outreach materials, including stories, materials, briefings, articles, statements, speeches, fact-sheets, publicity materials, and write ups about events, for a variety of local, national, regional and international communication channels including websites, blogs, e-news, the media and others;
- Developing tools and templates for packaging and presenting findings, key messages, and evidence to the target audiences in particular the media
- Ensuring that the work of the Centre enhances the visibility of the cooperation between the City of Johannesburg with its partners.

The service provider must have strong Pan Africanist ties as well as a background in urban or architectural design.

### APPOINTMENT

The team for this project must include each of the following professional competencies.

- 1 X Urban Designer with an experience in working on public spaces (areas of public use e.g., squares, markets, parks, transport interchanges etc)
- 1X marketing/ communication/social media specialist with experience in working with multiple stakeholders and partners

**3. NON-COMPULSORY CLARIFICATION:**

**Not Applicable**

**4. DURATION**

The duration of the appointment period will be for 6 months.

**5. NOTES FOR PRICING**

The basis for fee proposals is outlined in item 5.2 below.

This is followed by item 5.3 which applicants are required to take note of.

**5.1** Service providers are to complete all the items on the pricing table below and submit as part of their fee proposal to transfer or carry over the total fee to the “Offer” page correctly.

**Failure to complete in full the pricing table and price as required will result in the RFQ submission being disqualified for non-compliance.**

Detailed below is information upon which fees must be based on (refer to item 2 above for detailed scope of work).

This is followed by item number 5.2 which ALL service providers are required to take careful note of.

**5.2 PRICING TABLE**

No	Description	Amount (Excl. VAT)
1	Inception Report	R
2	Marketing/Outreach Strategy	R
3	Identification and mobilizing public space actors and initiatives around the continent	R
4	Development of Social Media Strategy and Implementation	R
5	Curating conversations over multiple stakeholders	R
6	Dissemination of outreach materials e.g., factsheets, publicity materials, and write ups about events	R

No	Description	Amount (Excl. VAT)
<b>TOTAL (Excl VAT)</b>		

**TOTAL FEE TO BE TRANSFERRED CORRECTLY TO THE OFFER PAGE**

Service providers 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 quoted amount.

**5.3 Notes**

**5.3.1 Service providers must ensure that the final TOTAL FEE is correctly carried over to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services. **Failing to price as required will result in the tender being disqualified.****

**5.3.2 Fees must include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel, and accommodation, etc.**

**5.3.3 It is the responsibility of the bidder to ensure that they have a local office within the geographical area of City of Johannesburg as the JDA will not be responsible for accommodation and travelling costs.**

**6 PRESENTATION OF QUOTATIONS**

Submissions are to consist of a short (**not to exceed 15 pages**) and comprehensible report that must provide the JDA with sufficient information to make a sound and fair evaluation of the quotation as well as the experience and capability of the applicant to undertake and manage the project successfully.

The report should **use the same item numbers as below** for the required sections of the report.

The following information must be clearly spelt out:

- 6.1 **BRIEF** company background, lists of SIMILAR (lap top accessories) projects (including client name, contact person, telephone number, value of the project, and the consulting fee value, nature of the project, required deliverables).
- 6.2 A copy of a valid SARS Tax Pin Compliant certificate. No award will be made to a service provider whose tax matters are not in order with the South African Revenue Services.
- 6.3 No award will be made to a service provider who is not registered with National Treasury Central Supplier Database.
- 6.4 A copy of the tenderer’s latest municipal rates account in the name of the tenderer or alternatively in the names of the Directors / Partners of the tendering entity. Copies of lease agreements **will be accepted.**

- 6.5 An original and valid BBBEE status levels verification certificate or a certified copy thereof, substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. An EME must submit an affidavit confirming the following:
- Annual Turnover Revenue of R10 million or less; and
  - Level of Black ownership
  - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 6.6 An original letter from the tenderer's bank confirming account information.
- 6.7 Bidders are required to submit detailed quotations based on the required deliverables defined in rand terms. Applicants are to illustrate the fee proposal linked to deliverables. All disbursements, etc. are to be **included** in the quotations.
- 6.8 A completed RFQ document with all sections filled in (references in the RFQ to other documentation attached will NOT be considered.)
- 6.9 The forms A to F annexed, must be scrutinized, completed in full and submitted together with your RFQ.

#### **Note for consortium and joint ventures**

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

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

## **7. ASSESSMENT CRITERIA**

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical and
- Price / BBBEE

### **7.1 Compliance**



Bidders' will be disqualified:

- 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 fail to price as required i.e. as stipulated in item 5.2 herein,
- Bidders who have any directors that are in the employment of the state,
- Bidders whose municipal accounts are owing more than 90 days,
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD),
- No award will be made to bidders whose tax matters are not in good standing with SARS

## 7.2 Technical

Item	Criteria	Total Points
(i)	Key returnable documents (Annexure A-F)	12
(ii)	Capability of proposed key team members and qualifications	200
(iii)	List of completed similar projects	50
(iv)	List of publications produced on public space	30
(v)	Detailed and signed reference letters which are in line with item (iii)	50
	Minimum / Cut –off @ 60%	<b>205</b>
	Maximum	<b>342</b>

### a) Submission / Assessment Checklist

Category	Criteria	Description of Criteria	
<b>(i) Key returnable documents</b>	Returnable Documents Required are as follows	Documents must be correctly completed and signed.	
	1. Company background / brochure		Y/N
	2. List of similar contracts currently awarded by organ of state		Y/N
	3. List of completed contracts of similar nature		Y/N
	4. Details of directors and shareholders with certified copies of ID's		Y/N
	5. Professional Indemnity Insurance (Max Claim and Expiry Date) minimum value R2m		Y/N

Category	Criteria	Description of Criteria		
	6. Company registration documents		Y/N	
	7. CTS letter from SARS (Tax pin)		Y/N	
	8. Valid BBBEE certificate/s		Y/N	
	9. A statement from an independent auditor/ accountant regarding the service providers financial standing to undertake this project		Y/N	
	10. Up-to-date Municipal rates account showing no arrears (90 days) or affidavit if not applicable for the directors		Y/N	
	Annexures A to F all completed in full and signed		12	
<b>Responsiveness Total</b>				
<b>(ii -A) Capability of proposed team detailed CV's</b>	<b>Lead Consultant</b>	5 or more years of Architecture/ Urban design experience in particular decolonization of spaces and research thereof	50	
		3 to 4 years of Architecture/ Urban design experience in particular in decolonization of spaces and research thereof	30	
		1 to 2 years of Architecture/ Urban design experience in particular in decolonization of spaces and research thereof	20	
	<b>Researcher</b>	3 years or more of Architecture/ Urban design Research experience	Points will only be allocated for demonstrating the skills required The bidder is to submit detailed CVs for all team members demonstrating experience in the requisite skills.	30
		1 to 2 years of Architecture/ Urban design Research experience		10
	<b>Marketing and Social Media Specialist</b>	3 years or more of marketing/communication experience and implementing social media campaigns		20
		1 to 2 years of marketing/communication experience and implementing social media campaigns		10

Category	Criteria		Description of Criteria	
<b>(ii-B) Qualifications of the Capability of proposed team detailed CV's</b>	<b>Lead Consultant</b>	A Master's Degree in the relevant discipline Architecture/ Urban design and a valid professional membership.	Certified copies of Qualifications including a valid professional membership should be included in the bidder's submission.  This item is all or nothing, meaning all documents must be submitted or zero points will be allocated.	50
	<b>Researcher</b>	An Honours Degree in Architecture/ Urban design		30
	<b>Marketing Social media Specialist</b>	A minimum of a Diploma in Marketing/ Communications or relevant qualification		20
<b>Previous Experience and Qualifications Total =</b>				
<b>(iii) List of completed similar projects</b>		Five or more public space projects demonstrating knowledge and experience in working with international and regional stakeholders	Points will only be allocated for a relevant / similar completed project experience (Annexure D-1)	50
		Three to four public space projects demonstrating knowledge and experience in working with international and regional stakeholders		30
		One to two public space projects demonstrating knowledge and experience in working with international and regional stakeholders		10
<b>(iv) List of publications produced on Public Space</b>		three research publications produced on public spaces	Points will only be allocated to evidence produced	30

Category	Criteria		Description of Criteria	
		Two research publications produced on public space	for relevant publications on public space e.g., research papers and case studies	20
		One research publication produced on public space		10
<p><b>(v) Contactable references</b></p> <p>Each reference must be on client letter head and be signed – with attached sample of report produced</p>		Five or more satisfactory references for public space research services	Points will only be allocated for references on (High level Built environment academic/in industry roundtables/ events)	50
		Three to four satisfactory references for public space research services		30
		One to two satisfactory references for public space research services	<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 in order to obtain the points.</p> <p>If any of the required information does not appear in the reference, zero points</p>	10

Category	Criteria	Description of Criteria	
		will be awarded.	
	<b>Total Maximum Score =</b>		<b>342</b>
	<b>Minimum Score to Proceed (60%) =</b>		<b>205</b>

### 7.3 BBEE Status

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

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

Notes:

- 7.3.1 “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).
- 7.3.2 Tenderers must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable.
- 7.3.3 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.

- 7.3.4 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.
- 7.3.5 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.
- 7.3.6 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.
- 7.3.7 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.
- 7.3.8 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.

#### 7.4 Price and Empowerment

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is Method 2 (Price and Preferences).

The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's BBEE status. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

- 80 points are assigned to price
- Up to 20 points are assigned to BBEE status per the table under item 7.3.

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

**PP = P<sub>s</sub> + P<sub>bee</sub> Where**

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

**P<sub>s</sub>** is the points scored for the comparative price of the tenderer, and

**P<sub>bee</sub>** is the number of points awarded to the tenderer based on his certified B-BBEE status level

Formula for scoring tender price

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

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

Where

**P<sub>s</sub>** = Points scored for comparative price of tender under consideration

**P<sub>t</sub>** = Comparative price of tender under consideration

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

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

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

The words “**RFQ – TO APPOINT A MULTIDISCIPLINARY TEAM OF PROFESSIONALS: ARCHITECTS/URBAN DESIGNERS AND MEDIA AND BRAND SPECIALISTS FOR 6 MONTHS.**” must be written / typed clearly on the envelope.

The envelope must be deposited in the tender box at the Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (formerly known as President) and Newtown, 2000 only between the hours of 08H00 and 17H00.

**The RFQ closes at 12h00 on 07 April 2022.**

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

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

Queries can be addressed in writing to:  
Manyedi Rakabe  
E-mail: MRakabe@jda.org.za

**ANNEXURE A: BUSINESS DECLARATION**

**Tender/RFQ Number:** .....

**Tender/RFQ Description:** .....

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

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

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

.....

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

.....

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

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

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

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

**Company/enterprise Income**

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

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

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

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

**1. Type of firm**

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

(Tick one box)



**2. Principal business activities**

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

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

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

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

**5. Did the firm exist under a previous name?**

- Yes
- No

(Tick one box)

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

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

**Full Time** : .....

**Part Time** : .....

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

**Full Time** : .....

**Part Time** : .....



**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

.....



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

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

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

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

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"/>
<b>Item</b>	<b>Question</b>	<b>Yes</b>	<b>No</b>
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"/>
4.5	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"/>
4.3.1	If so, furnish particulars:		
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

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

.....

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date





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

EMPLOYER	CONSULTANT	SIMILAR NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

\*\*\* Organ of State means-

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

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

.....  
Position

.....  
Name of Bidder

.....  
Date



RFQ – TO APPOINT A MULTIDISCIPLINARY TEAM OF PROFESSIONALS: ARCHITECTS/URBAN DESIGNERS AND MEDIA AND BRAND SPECIALISTS FOR 6 MONTHS

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

I, the undersigned, in submitting the accompanying bid:

**RFQ – TO APPOINT A MULTIDISCIPLINARY TEAM OF PROFESSIONALS: ARCHITECTS/URBAN DESIGNERS AND MEDIA AND BRAND SPECIALISTS FOR 6 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:

\_\_\_\_\_  
(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**