



a world class African city



City of Johannesburg
Johannesburg Development Agency

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INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR A PANEL OF PROFESSIONAL SERVICE PROVIDERS

CLOSING DATE: 11 JULY 2022

CLOSING TIME: 12H00

Transport Specialist <R5 million fee on Executed Previous Project	JDA PTE001/2022
Transport Specialist >R5 million fee on Executed Previous Project	JDA PTE002/2022

Bidders to tick and tender for one of the above categories, bidders who tender for both categories will be disqualified.

BID DESCRIPTION: APPOINTMENT OF PANEL PROFESSIONAL TRAFFIC AND TRANSPORT ENGINEERS

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT

Offices of the Johannesburg Development Agency, 3 Helen Joseph (former 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
Contact Person: Lerato Ntuli - Lntuli@jda.org.za
Tel: 011 688 7851

ANY ENQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department Development Implementation
Contact Person: Amogelang Kgoathe - -akgoathe@jda.org.za
Tel: 011 688 7851 **Fax:**

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.

THE FOLLOWING PARTICULARS MUST BE FURNISHED

BID / RFP NUMBER

.....
.....

BID / RFP DESCRIPTION

.....
.....

NAME OF BIDDER

.....
.....

POSTAL ADDRESS

.....
.....

STREET ADDRESS

.....
.....

TELEPHONE NUMBER CODE NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER

VAT REGISTRATION NUMBER.....

SIGNATURE OF BIDDER

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

DATE

SUPPLIERS DATABASE REGISTRATION

National Treasury launched the National Central Supplier Database (NCSD) with effect from 1 September 2015.

This will enable prospective suppliers to register their companies on the following website www.csd.gov.za

Transitional Period (1 September 2015 to 30 June 2016)

1. During the transitional period suppliers are requested to register on the website where all their essential information such as Tax Clearance Certificates, VAT, Company Registration Numbers and CIPC business status will be verified.
2. When conducting business with the JDA, you will be requested to provide us with the following:
 - Supplier Number and;
 - Supplier Registration Security Code so we can print your real time information;
 - Banking details with bank Stamp and;
 - Certified BBBEE Certificate.

Once a supplier has registered on NCSD, it will no longer be a requirement to provide the JDA with an Original Tax Clearance Certificate or any other registration documents.

After Transitional Period 1 July 2016

Effective 1 July 2016, the JDA will only award business to suppliers who are registered on NCSD and suppliers will no longer be required to provide information as stipulated above.

For more information on registration, please contact:

Ms. Kgadi Mphela on 011 688 7813

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 combating fraud and corruption. The City took a decision to centralized the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline which is managed by independent service providers.

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

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

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

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



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

APPOINTMENT OF A PANEL OF TRAFFIC AND TRANSPORT ENGINEERS

REQUEST FOR PROPOSAL FOR:

	PREVIOUSLY EXECUTED PROJECT VALUE (PLEASE TICK ONE)	TENDER NUMBER	
Transport / Traffic Eng. Services	<R5 million (VAT Inclusive)	JDA PTE001/2022	<input type="checkbox"/>
Transport / Traffic Eng. Services	>R5 million fee (VAT Inclusive)	JDA PTE002/2022	<input type="checkbox"/>

June 2022

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ANNEXURES

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

INTRODUCTION

1.1. Purpose of this Request for Proposal

The Johannesburg Development Agency (JDA) in its endeavour to achieve its area based agency mandate, requires the services of technical professionals to assist in all pre-development work including planning, designing, conducting studies, feasibility or economic assessments and any statutory and legal applications. The aim is to allow the JDA to draw on these professional services to fast-track the identification of projects in order to package catalytic interventions across the priority development areas of the City.

The JDA, therefore requests interested professional service providers (companies, firms and joint ventures) to apply to be in a panel of Transport Specialists (Traffic, Transport Engineers and Transport Planners) appointed for a period of thirty – six (36) months. Deliverables will be requested through an instruction to perform work over the duration.

Appointments are invited from following professional services:

- Transport Specialist (Traffic, Transport Engineers and Transport Planners), those who have executed projects with a professional fee value of more than R5 Million (Inclusive of VAT)
- Transport Specialist (Traffic, Transport Engineers and Transport Planners), those who have executed projects with professional fee value of less than R5 Million (Inclusive of VAT)

1.2. Advert

Proposals for this contract are invited by public tender.

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

Department	Procurement
Contact Person:	Lerato Ntuli - Lntuli@jda.org.za
	Tel: 011 688 7851 Fax: 011 688 7899
Department	Development Implementation
Contact Person:	Amogelang Kgoathe - akgoathe@jda.org.za
	Tel: 011 688 7806

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

Appointment of a Panel of Traffic and Transport Engineers

Contract Number: JDA PTE001/2022 or JDA PTE002/2022

The Johannesburg Development Agency (JDA) is requesting proposals from experienced Transport Specialists (transport planners, transport and traffic engineers) who will be appointed on a panel and provide transport planning, transport and traffic engineering services on behalf of JDA in support of various transport related infrastructure development projects within the City of Johannesburg, for a period of thirty-six (36).

Queries relating to procurement matters may be addressed to Lerato Ntuli at tel: (011) 688 7851; fax (011) 688 7899; or e-mail: LNtuli@jda.org.za

Technical queries or queries relating to the project may be addressed to Amogelang Kgoathe at (011) 688 7806; fax: (011) 688 7899; or e-mail: akgoathe@jda.org.za.

A compulsory tender briefing session with representatives of the Employer will take place at the Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown on 15 June 2022 starting at 10h00.

Documents may be downloaded from the JDA's website as follows: www.jda.org.za as well as on www.etenders.gov.za from 8 June 2022. 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.

The closing time for receipt of tenders is 12:00pm on 11 July 2022. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

The physical address for the delivery of tender documents is Johannesburg Development Agency, Ground Floor Reception Area, The Bus Factory, 3 Helen Joseph Street (formerly President Street), Newtown 2000

Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The JDA's selection of qualifying tenders will be at the JDA's sole discretion and will be final. The JDA does not bind itself to accept any particular tender and correspondence will be entered into with successful tenderer.

“WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE, USING THE ANTI-FRAUD HOTLINE NUMBER: 0800 002 587”

2. PROJECT INFORMATION

2.1. General Scope of Services

JDA, as an implementing agency of the City of Johannesburg, is tasked with implementation of various infrastructure projects such Integrated Public Transport Network, including Rea Vaya, complete streets, walkways, cycle lanes, Transit Orientated Developments (TOD), public transport facilities, multi-purpose centres, clinics and other public amenities, travel demand management (parking policies, large employer trip reduction programmes), Comprehensive Integrated Transport Plans (CITP). From time to time, JDA will require specialist professional services such as that of Transport Specialists (Transportation Planners and Traffic Engineers) in support of the proposed infrastructure development.

3. APPOINTMENT

ALL PROFESSIONALS MUST BE REGISTERED WITH THE RELEVANT PROFESSIONAL BODIES.

The panel of transport specialist (transport planners and traffic engineers) aims to source professional firms to assist JDA as and when required with in relation to transportation and traffic engineering services. The scope of works listed below is by no means exhaustive. Please note that as a minimum, bidders should demonstrate their understanding of the concept of Transport planning, Transport Engineering and Traffic Engineering on items listed below.

1. Data Collection and Analysis
 - a. Household Travel Surveys (HHTS)
 - b. Workplace Travel Survey
 - c. Stated Preference Survey
 - d. Cordon Survey
 - e. Passenger Surveys
 - f. Public Transport Facility Surveys
 - g. Non-Motorised Transport Surveys
 - h. Classified Intersection Surveys
 - i. On-board public transport surveys
 - j. Parking Audits of on-street and off-street facilities
 - k. Road-side interviews
 - l. Traffic Counts
 - m. Origin – Destination Surveys
 - n. Others
2. Transport Planning

- a. Comprehensive Integrated Transport Planning
 - b. Policy Development
 - c. Regional Transport Plans
 - d. Nodal Transport Masterplans
 - e. Scholar Transport Masterplans
 - f. Public Transport Plans (inclusive of Rail Corridor Planning)
 - g. Non-Motorised Transport Plans
 - h. Universal Design Access Plans
 - i. Integrated Freight and Logistics Strategy/Plans (Planning of Truck Stops)
 - j. Road Master Planning
 - k. Travel Demand Strategies
 - l. Integrated Public Transport Network Planning and Design
 - i. Public Transport networks
 - ii. Operating License Strategy
 - iii. Scheduling and Operations
 - iv. Rationalisation Plans
 - v. Transport Economics and Evaluation
 - vi. Research and Policies
 - vii. Legislation
3. Traffic Engineering Services
- a. Traffic Demand Modelling
 - b. Traffic Impact Assessments
 - c. Site Traffic Assessments
 - d. Standards for Public Transport Facilities
 - e. Parking Management Plans and Strategies
 - f. Road Safety Audits
 - g. Assessment of road accidents
 - h. Traffic Signal Designs
4. Implementation Strategies

3.1. Management of this Assignment

- 3.1.1. 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. Work will be allocated on an as and when required basis.

- 3.1.2. Service providers will be categorised by value of previously executed transport specialist projects. The service providers must supply sufficient information in the respective category applied for. Service providers that wish to be appointed as professional service providers must:
- i. Demonstrate the professional registration of principal(s)/employed staff to be appointed.
 - i. Demonstrate the professional qualifications of principal(s)/employed staff to be appointed.
 - ii. Demonstrate the professional experience of principal(s)/employed staff to be appointed.
 - iii. Respond to this request for proposal and ensure that all forms are completed in full, together with all annexures and signed by authorised representatives.
 - iv. 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.
 - v. Nominate a single point of contact and is responsible for all deliverables stemming from IPW for entire duration of contract.
- 3.1.3. 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:
- vi. Applicants herein consent to any investigation the JDA deems necessary in validating any particulars presented in this request for proposal.
 - vii. 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.
 - viii. The appointment of each professional service provider will be valid for a period of 36 months, starting from date of acceptance of letter of appointment.
- 3.1.4. When the need arises for the particular service an “Instruction to Perform Work” or “IPW” will be issued to a specific service provider for a specific service or deliverable. Each IPW:
- i. Will be agreed finalised and signed by both the JDA and the service provider
 - ii. Sets out the deliverables, timeframes and maximum level of effort (budget) for the service provider and deliverable.
 - iii. Authorises the service provider to commence with the provision of the requested service.
 - iv. Payment will only be made for services rendered according to the IPW

3.2. Notes

- 3.2.1. Multi-year appointments will be dependent on performance and budget availability.

- 3.2.2. Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 3.2.3. The JDA reserves the right to ask tenderers to replace any member/s of the proposed members of the service provider if they do not meet the JDA requirements.
- 3.2.4. Successful tenderers will be required to sign the JDA's Standard Form Agreement and appendices.
- 3.2.5. The JDA reserves the right to invite any bidder to an interview. The interview will form part of the tender evaluation process. Tenderers must note that they will be required, at short notice, as and when necessary to attend (a) presentations at the JDA, COJ, and other local stakeholders; (b) consultations with relevant persons and authorities including site visits. This needs to be taken into consideration in the tenderer's fee proposal.
- 3.2.6. Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 3.2.7. Tenderers must also note that revisions to any deliverable may be required following feedback received from relevant stakeholders and / or approving authorities which may necessitate some rework, additional presentations, and meetings. This needs to be taken into consideration in the tenderer's fee proposal.
- 3.2.8. The appointment as a profession service provider will be to render the services for a period of three financial years as and when the services are required and will be dependent on satisfactory performance and budget availability.
- 3.2.9. Tenderers will be required to take cognisance of the role of the other professionals as described in this proposal call and work coherently with them where required.
- 3.2.10. All milestone products in addition to the final document and all associated map work, models and statistical work will become the property of the Johannesburg Development Agent and City of Joburg.
- 3.2.11. The JDA reserves the right to ask tenderers to replace any member/s of the proposed member of the service provider if they do not meet the JDA requirements.
- 3.2.12. Regarding any conflict of interest, the JDA abides by National Treasury SCM regulations.
 - 3.2.12.1. Consultants are required to provide professional, objective and impartial advice and at all times hold the client's interests paramount, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests. Consultants should not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the State. Without limitation on the generality of this rule, consultants should not be hired under the following circumstances:
 - 3.2.12.2. A firm, which has been engaged by the accounting officer/authority to provide goods or works for a project and any of its affiliates, should be disqualified from providing consulting services for the same project. Similarly, a firm hired to provide consulting services for the preparation or implementation of a project and any of its affiliates, should be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm's earlier

consulting services as described below) for the same project, unless the various firms (consultants, contractors, or suppliers) are performing the contractor's obligations under a turnkey or design-and-build contract;

- 3.2.12.3. Consultants or any of their affiliates should not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants. As an example, consultants hired to prepare an engineering design for an infrastructure project should not be engaged to prepare an independent environmental assessment for the same project, and consultants assisting a client in the privatization of public assets should not purchase, nor advise purchasers of such assets.
- 3.2.12.4. The JDA reserves the right not to make an appointment for one or any of the categories of services.
- 3.2.12.5. The panel will be used as and when required by the JDA with a project specific scope of work and further information may still be required.

4. PROPOSAL CONTENT

The bidder's submission must provide the JDA with sufficient information to enable the Employer to make a sound and fair evaluation of the proposal. It must clearly indicate the experience, capability and capacity of the bidding entity to undertake the project/s.

The following minimum documentation and information must be provided.

- 4.1 Company registration documents.
- 4.2 A certified copy of the bidder's Professional Indemnity Insurance Certificate indicating the maximum value per claim in an insurance period, the applicable excess, the expiry date.
- 4.3 A copy of the bidding entity's latest municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity.
- 4.4 ~~Audited financial statements for the past three years (if applicable).~~
- 4.5 Details of directors / partners / members and shareholders.
- 4.6 Certificates of membership/s to industry bodies.
- 4.7 A corporate brochure.
- 4.8 A schedule of completed contracts of a **similar nature** (these include projects specifically related to transport and traffic engineering related works). The following details **must** be included on the schedule : Information to be filled in *Annexure F* of the tender document.
 - Description of the project
 - Service rendered
 - Name of employer / client and their representative's contact details
 - Cost of the works
 - Fee obtained for services
 - Date of completion
 - Reference letters from Clients
- 4.9 A schedule of **current** contracts. The following details **must** be included on the schedule:
 - Description of the project
 - Service rendered
 - Name of employer / client and their representative's contact details
 - Cost of the works
 - Fee to be obtained for services
 - Expected date of completion
- 4.10 Provide information on the individuals who will be assigned **(NOT the entire company)**. The following **must** be addressed:
 - Organogram
 - Role/s and responsibility/ies on this project
 - Relevant qualifications (bidders are to include copies of the relevant qualifications)
 - Relevant registrations to professional bodies (bidders are to include copies of the relevant registrations)
 - Number of years of relevant experience in the industry and in the proposed role

- Detailed CV's for each member of the team noting their specific relevant project experience **project description, role and responsibilities, project value]**
- A percentage estimate of the time planned to be dedicated to this project by each person

4.12 The forms A to G annexed, must be scrutinized, completed in full and submitted together with your submission.

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

Note for consortium and joint ventures

- **EACH** party to a consortium and joint venture is to submit the requisite documents and / or information as requested in items 4.
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.

Notes in respect of Consortiums and Joint Ventures

- Each party to a Consortium and Joint Venture is to submit the requisite document and/or information requested;
- An Agreement or Heads of Terms recording the arrangement between the parties to the Consortium/Joint Venture is to be submitted with the proposal.
- The lead consultant must be identified in the proposal.
- 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 submission.

5. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical

5.1. Compliance

Bidders will be disqualified for the following cases:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has been terminated on previous contracts with the JDA
- Any bidder who did not attend the compulsory briefing session
- Whose tender document has been completed in pencil;
- Whose tender document has been faxed;
- Whose tender document has been received after the closing time;
- Whose tender document has not been deposited in the tender box at the time of closing;
- Who is in the employment of the state.

5.2. Technical

The technical assessment is based on the criteria set-out below namely (i) key returnable documents, (ii) capability of the proposed key team members (ie. experience, qualifications, and memberships to professional association and (iii) the experience of the company, previous projects and contactable references.

Note that duplication of resources/personnel on the designations indicated in the criteria will result in zero points being awarded for one criteria.

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

The minimum points required for the **Traffic and Transport Engineer** is a minimum of **70%** of the total points.

The responsiveness criteria will be assessed on as per the table 1 and 2 below.

	PREVIOUSLY EXECUTED PROJECT VALUE	TOTAL POINTS	MINIMUM POINTS REQUIRED (70%)
Transport / Traffic Eng. Services	>R5 million (VAT Inclusive)	210	147
Transport / Traffic Eng. Services	<R5 million (VAT Inclusive	180	126

Table 1: TRANSPORT SPECIALISTS WHO HAVE PREVIOUSLY EXECUTED PROJECT OF MORE THAN R5 MILLION RANDS (INCLUSIVE OF VAT) IN FEES.

A. KEY RETURNABLE DOCUMENTS	Criteria	Points	Max. Points	Description of Criteria	
	Company registration documents		0		
	Proof of Professional Indemnity Insurance of R10.0m				
	Current municipal account				
	3 Years of audited financial statements (if required)				
	Certified copies of directors / partners identity documents				
	The bidding entity's certificates of membership/s to industry bodies				
	Organogram				
	Forms A to E completed in full and signed				

B. CAPABILITY OF PROPOSED KEY PERSONNEL 4.10	Criteria	Points	Max. Points	Description of Criteria	
<p>B1. Experience</p> <p>Detailed CVs indicating track record of the proposed key team members</p>	<p>The Project Lead (Transportation Engineer/ Traffic Engineer with specific experience in IPTN, Strategy and Policy Planning, Operational Planning) should be professionally registered with ECSA. Maximum points allocated to a resource with experience of 15 years or more.</p>	50	90	<p>< 9 years = 0 9-12 years = 15 13-15 years = 30 > 15 years = 50</p>	<p>Points will only be allocated for experience on Traffic/ Transport Engineering and Transport Planning projects in the role specified.</p> <p>If any of the following information is not provided, zero points will be awarded :</p>
	<p>The Transportation Engineer /or Traffic Engineer should be professionally registered (with ECSA or relevant body), with a Masters Degree in Transportation Engineering / Planning, with specific experience in Transport and Traffic Engineering, modelling, roads master planning with maximum points allocated to a resource with</p>	20		<p>< 5 years = 0 5-8 years = 5 7-9 years = 7.5 > 10 years = 20</p>	

	experience of 10 years or more				
	<p>The Transport Planner should be professionally registered (with ECSA or any other relevant body), with a Masters Degree in Transportation Engineering / Planning, with specific Transport Planning, IPTN, strategy and policy planning with maximum points allocated to a resource with experience of 10 years or more</p>	20		<p>< 5 years = 0 5-8 years = 5 7-9 years = 7.5 > 10 years = 20</p>	<ul style="list-style-type: none"> CV's provided must be as per the resources recorded on the organogram CV's must clearly show Traffic and Transport Engineering project experience. Experience with transport planning, transport engineering and traffic engineering should be highlighted clearly. CV's must clearly show the role/s executed by the resource on said related projects CV's must clearly show the values of said roads related projects.
B. CAPABILITY OF PROPOSED KEY PERSONNEL PER ITEM 4.10	Criteria	Points	Max. Points	Description of Criteria	
<p>B2. Qualifications</p> <p>Copies of qualifications and registration with professional bodies are required for the proposed team members</p>	<p>Project Leader (Transportation Planner / Traffic Engineer) - Masters Degree / Honours Degree / Bachelor's Degree, Professionally registered</p>	15	45	<p>Not registered = 0 Registered and NDip = 5 Registered and B.Tech/B.Eng = 7.5 Registered and Hon/Masters = 15</p>	<p>Points will only be allocated for proposed team members with the specified qualifications and professional registration.</p> <p>If no proof of qualifications or professional</p>
	<p>Transport Engineer /or Traffic Engineer - Masters Degree / Bachelors Degree / B.Tech, Professionally registered</p>	15			
	<p>Transport Planner - Masters Degree / Bachelors Degree /</p>	15			

	B.Tech, Professionally registered				memberships are attached, zero points will be awarded.
C. COMPANY EXPERIENCE PER ITEM 4.8:	Criteria	Points	Max. Points	Description of Criteria	
C1. Experience on Traffic Engineering Projects (with a minimum professional fee value of R5 million, VAT Inclusive)	Five or more projects completed	25	25		Points will only be allocated for traffic / transport engineering and transport planning related projects as listed in the schedule requested in item C1 Project information must be listed under <i>Annexure F</i> of the tender document, and the reference letters on Client letterhead
	Three to four projects completed	20			
	One to two projects completed	15			
C2. Experience on Transport Planning Projects (with a minimum professional fee value of R5 million, VAT Inclusive)	Five or more projects completed	25	25		
	Two to four projects completed	20			
	One to two projects completed	15			
C3. Contactable references for Traffic Engineering & Transportation Planning Projects	Five or more satisfactory references, of which at least 3 and / or 2 of them are for Traffic Engineering and Transportation Planning Projects respectively.	25	25		Points will only be allocated for references (on Client's Letter Head) on similar roads projects with a Traffic and Transport engineering as well as Transport planning component as listed in the scheduled requested in Item C1/C3 References must be on the client's letterhead or on
	Three to four satisfactory references, of which at least 2 and / or 1 of them are for Traffic Engineering	20			

	and Transportation Planning Projects respectively.			a document stamped by the client and must confirm the project description, services rendered and values in order to obtain the points. If <u>any</u> of the required information does not appear in the reference, zero points will be awarded.
	One to two satisfactory references, for which 1 of them is for Traffic Engineering or Transportation Planning Projects respectively.	15		
TOTAL			210	

Table 2: TRANSPORT SPECIALISTS WHO HAVE PREVIOUSLY EXECUTED PROJECT OF LESS THAN R5 MILLION RANDED (INCLUSIVE OF VAT) IN FEES.

A. KEY RETURNABLE DOCUMENTS	Criteria	Points	Max. Points	Description of Criteria	
	Company registration documents		0	Points will only be allocated for key returnable documents submitted	
	Proof of Professional Indemnity Insurance of R10.0m				
	Current municipal account				
	3 Years of audited financial statements				
	Certified copies of directors / partners identity documents				
	The bidding entity's certificates of membership/s to industry bodies				
	Organogram				
	Forms A to E completed in full and signed				

B. CAPABILITY OF PROPOSED KEY PERSONNEL PER ITEM 4.10	Criteria	Points	Max. Points	Description of Criteria	
<p>B1. Experience</p> <p>Detailed CVs indicating track record of the proposed key team members</p>	<p>The Project Leader (Transportation Planner / Traffic Engineer with specific experience in Transport Planning, IPTN, Traffic Engineering, Strategy and Policy Planning, Operational Planning) should be professionally registered with ECSA or relevant body, with maximum points allocated to a resource with experience of 10 years or more.</p>	30	60	<p>< 5 years = 0 5-7 years = 15 7-9 years = 20 > 10 years = 30</p>	<p>Points will only be allocated for experience on Traffic/ Transport Engineering and Transport Planning projects in the role specified.</p> <p>If any of the following information is not provided, zero points will be awarded :</p>
	<p>The Transportation Engineer /or Traffic Engineer should be professionally registered (with ECSA or relevant body), with an Honors Degree in Transportation Engineering / Planning, with experience in Transport and Traffic Engineering, modeling and design, roads master planning with maximum points allocated to a resource with experience of 10 years or more</p>	15		<p>< 5 years = 0 5-7 years = 5 7-9 years = 7.5 > 10 years = 15</p>	

	The Transport Planner should be professionally registered (with ECSA or any other relevant body), with a Masters Degree in Transportation Engineering / Planning, with specific Transport Planning, IPTN, strategy and policy planning with maximum points allocated to a resource with experience of 10 years or more	15		<ul style="list-style-type: none"> CV's provided must be as per the resources recorded on the organogram CV's must clearly show Traffic and Transport Engineering project experience. Experience with transport planning, transport engineering and traffic engineering should be highlighted clearly. CV's must clearly show the role/s executed by the resource on said related projects CV's must clearly show the values of said roads related projects. <p>< 5 years = 0 5-7 years = 5 7-9 years = 7.5 > 10 years = 15</p>	
B. CAPABILITY OF PROPOSED KEY PERSONNEL PER ITEM 6.8	Criteria	Points	Max. Points	Description of Criteria	
B2. Qualifications Copies of qualifications and registration with professional bodies are	Project Leader (Transportation Planner / Traffic Engineer) - Honours Degree / Bachelor's Degree, Professionally registered	15	45	Not registered = 0 Registered and NDip = 5 Registered and B.Tech/B. Eng = 7.5 Registered	Points will only be allocated for proposed team members with the specified qualifications <u>and</u> professional registration.
	Transport Engineer /or Traffic Engineer - Honors Degree / Bachelors Degree / B.Tech, Professionally registered	15			

required for the proposed team members	Transport Planner - Honors Degree / Bachelors Degree / B.Tech, Professionally registered	15	d and Honors Degree = 15	If no proofs of qualifications or professional memberships are attached, zero points will be awarded.
--	---	----	--------------------------	--

C. COMPANY EXPERIENCE PER ITEM 6.12 :	Criteria	Points	Max. Points	Description of Criteria
C1. Experience on Traffic Engineering Projects (with a minimum professional fee value of R5 million, VAT Inclusive)	Five or more projects completed	25	25	Points will only be allocated for traffic / transport engineering and transport planning related projects as listed in the schedule requested in item C1 Project information contained elsewhere in the tender submission will not be considered.
	Three to four projects completed	20		
	One to two projects completed	15		
C2. Experience on Transport Planning Projects (with a minimum professional fee value of R5 million, VAT Inclusive)	Five or more projects completed	25	25	
	Two to four projects completed	20		
	One to two projects completed	15		
C3. Contactable references for Traffic Engineering & Transportation Planning Projects	Five or more satisfactory references, of which at least 3 and / or 2 of them are for Traffic Engineering and Transportation Planning Projects respectively.	25	25	Points will only be allocated for references (on Client's Letter Head) on similar roads projects with

				a Traffic and Transport engineering as well as Transport planning component as listed in the scheduled requested in Item C3
	Three to four satisfactory references, of which at least 2 and / or 1 of them are for Traffic Engineering and Transportation Planning Projects respectively.	20		References must be on the client's letterhead or on a document stamped by the client and must confirm the project description, services rendered and values in order to obtain the points.
	One to two satisfactory references, for which 1 of them is for Traffic Engineering or Transportation Planning Projects respectively.	15		If any of the required information does not appear in the reference, zero points will be awarded.
TOTAL			180	

Duplication of resources for the individual roles is not permitted.

6. RISK TOLERANCE FRAMEWORK

The JDA has adopted a Risk Tolerance Framework (RTF) which directs 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 or the total value of contracts awarded to a single Contractor/service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determine the risk exposure as excessive in instances where the value of the contracts for individual Professional Service providers e.g. Project manager, Engineers, Quantity Surveyor and Consultants) is either:

1. 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

For multi-disciplinary professional teams in instances where the value of the contracts awarded is (e.g. more than one discipline being 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.

7. CLOSING DATE TIME AND VENUE FOR SUBMISSIONS

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

The words / Ref: **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, Newtown** only between the hours of 08H00 and 16H00.

	PREVIOUSLY EXECUTED PROJECT VALUE (PLEASE TICK ONE)	TENDER NUMBER	
Transport / Traffic Eng. Services	<R5 million (VAT Inclusive)	JDA PTE001/2022	<input type="checkbox"/>
Transport / Traffic Eng. Services	>R5 million fee (VAT Inclusive)	JDA PTE002/2022	<input type="checkbox"/>

The Tender closes at 12h00 on 11 July 2022.

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

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

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

Queries can be addressed in writing to:

Department	Development Implementation
Contact Person:	Amogelang Kgoathe - akgoathe@jda.org.za
	Tel: 011 688 7806

Form A: Business Declaration

Tender/RFP Number :

Tender/RFP Description :

Name of Company :

Postal Address :

.....

Physical Address :

.....

Telephone :

Fax :

Contact Person :

Cell Phone 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 firm 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. What is the enterprise's latest annual turnover (excl. VAT): R.....

8. List the personnel or firms who provide the following services:

SERVICE	NAME	CONTACT PERSON	TELEPHONE
ACCOUNTING			
LEGAL			
AUDITING			
BANKING			
INSURANCE			

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

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	CONTRACT AMOUNT	EXPECTED COMPLETION (MONTH & YEAR)

SIGNATURE :

NAME IN FULL :
CAPACITY :
DULY AUTHORIZED TO SIGN ON BEHALF OF:
DATE :

BANK DETAILS

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

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

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

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

BANK:
BRANCH:
BRANCH CODE:
ACCOUNT NUMBER:
ACCOUNT HOLDER:
TYPE OF ACCOUNT:

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 :

FORM 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.

FORM 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:		
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:		
Item	Question	Yes	No
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 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

.....
DATE

.....
POSITION

.....
NAME OF BIDDER

FORM D: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

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
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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 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

June 2022 (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

.....
Date

.....
Position

.....
Name of Bidder

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR OF COMPLETION

.....

SIGNATURE
 (of person authorised to sign on behalf of the Tenderer)

.....
DATE

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

FORM F: A schedule of completed contracts of a similar nature as per item *4.8 of the tender document*. (these include projects specifically related to transport and traffic engineering related works). (in the event of insufficient space, attach additional information in supplementary document)

DESCRIPTION OF PROJECT	SERVICE RENDERED	NAME OF EMPLOYER/CLIENT	COST/VALUE OF WORK	FEE OBTAINED	DATE OF COMPLETION

ANNEXURE G: 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