



**INVITATION TO BID**

**REQUEST FOR FORMAL PROPOSAL**

**ADVERT DATE:** 05 AUGUST 2022

**COMPULSORY BRIEFING MEETING DATE:** 10 AUGUST 2022 **VENUE:** JDA BUS FACTORY OFFICES **TIME:** 10H00 – 11H00

**CLOSING DATE:** 05 SEPTEMBER 2022 **CLOSING TIME:** 12H00

**BID NUMBER:** JDADFP/GIS/001/2022

**BID DESCRIPTION:** RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DECIPLINARY COMPANY / JOINT VENTURE WITH GIS SPECIALIST EXPERTISE TO DEVELOP AN INTEGRATED SPATIAL DATA PORTAL AND SPATIAL PLAN MANAGEMENT/SHARING SYSTEM FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS

**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:**

<b>Department:</b>	Procurement	<b>Contact Person:</b>	Siyambonga Gcobo	<b>Tel:</b> 011 688 7811
<b>Fax:</b>	011 688 7899	<b>E-mail:</b>	<a href="mailto:sgcobo@jda.org.za">sgcobo@jda.org.za</a>	

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

<b>Department:</b>	Development Planning and Facilitation	<b>Contact Person:</b>	Manyedi Rakabe	<b>Tel:</b> 011 688 7812
<b>Fax:</b>	011 688 7800	<b>E-mail:</b>	<a href="mailto:MRakabe@jda.org.za">MRakabe@jda.org.za</a>	

**CLIENT DEPARTMENT:**

<b>Department:</b>	COJ Development Planning: City Transformation	<b>Contact Person:</b>	Dylan Weakly
<b>Tel:</b>	011 407 6965	<b>Fax:</b> 011 339 1547	<b>E-mail:</b> <a href="mailto:DylanW@joburg.org.za">DylanW@joburg.org.za</a>

**PLEASE NOTE: TENDERS MUST BE SUBMITTED ON THE TENDER DOCUMENTATION ISSUED. TENDER DOCUMENTATION MUST NOT BE REPRODUCED OR REARRANGED. ANY ADDITIONAL INFORMATION MUST BE SUBMITTED AS A SEPARATE ATTACHMENT TO THE TENDER DOCUMENT.**

**OFFER**

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

NAME OF BIDDER .....

BID DESCRIPTION .....

.....

.....

BID NUMBER .....

POSTAL ADDRESS .....

.....

STREET ADDRESS .....

.....

CONTACT PERSON .....

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

CELLPHONE NUMBER .....

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

E-MAIL ADDRESS .....

COMPANY REGISTRATION NUMBER .....

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER .....

VAT REGISTRATION NUMBER .....

TAX VERIFICATION PIN NUMBER .....

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

TOTAL BID PRICE in words .....

.....

.....

..... excluding Value Added Tax

SIGNATURE OF BIDDER .....

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

DATE .....

To all our 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, KNZ 138, Umhlanga, 4320



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

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- A : Business Declaration**
- B : Declaration of Interest**
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- D : MBD9 Certificate of Independent Bid Determination**
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## COPY OF ADVERT

### TENDERING PROCEDURES

#### Tender Notice and Invitation to Tender

For professional service providers from for 3 years

**BID DESCRIPTION:** RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DESCIPLINARY COMPANY / JOINT VENTURE WITH GIS SPECIALIST EXPERTISE TO DEVELOP AN INTEGRATED SPATIAL DATA PORTAL AND SPATIAL PLAN MANAGEMENT/SHARING SYSTEM FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS.

**BID NUMBER:** JDADFP/GIS/001/2022

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

Technical queries or queries relating to the project may be addressed to Ms. Manyedi Rakabe at tel (011) 688 7812; fax: (011) 688 7899; or e-mail: [MRakabe@jda.org.za](mailto:MRakabe@jda.org.za) and Mr. Dylan Weakly at (011) 407 6965, or e-mail: [DylanW@joburg.org.za](mailto:DylanW@joburg.org.za)

A compulsory tender briefing meeting with representatives of the employer will take place at the Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown, 2000 **on 10 August 2022 starting at 10H00 to 11H00**. GPS Coordinates - 26°12'18.4"S 28°01'54.3"E

Documents may be downloaded from the JDA's website as follows: [www.jda.org.za](http://www.jda.org.za) as well as on [www.etenders.gov.za](http://www.etenders.gov.za) from **05 August 2022**. Tenders must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

The closing time and date for receipt of tenders is **12H00pm on 05 September 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. GPS Coordinates - 26°12'18.4"S 28°01'54.3"E

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

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

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

## 1. INTRODUCTION

### 1.1. JDA background

The Johannesburg Development Agency is a City of Johannesburg owned entity and plays a critical role as an area-based agency and implementing agent for the implementation of capital expenditure for multiple city of Johannesburg departments.

### 1.2. Purpose of this Request for Proposal

The JDA would like to invite suitable, qualified bidders to submit proposals to build, test and deploy a central, integrated spatial data portal and associated online mapping website for the City of Johannesburg's departments and entities, and a spatial plan management and sharing system for the Directorate: City Transformation and Spatial Planning.

## 2. PROJECT INFORMATION

### 2.1. Definitions

“**API**” – Application programming interface; connections between databases that allow for automatic sharing of data between discreet data servers/ systems. These should be “live” so that when data is updated or changed in one system, it is automatically updated in the other system, and vice versa (although time intervals, e.g. daily, weekly, monthly, etc. may be defined for different datasets).

“**CGIS**” – Directorate: Corporate Geo-Informatics, Development Planning Department.

“**CoJ**” – The City of Johannesburg Metropolitan Municipality.

“**CT&SP**” – Directorate: City Transformation and Spatial Planning, Development Planning Department.

“**GICT**” – Group Information and Communications Technology Department, City of Johannesburg

“**GIS**” – Geographic Information System.

“**GUI**” - Graphical User Interface, an interface between a user and a computer system that involves the use of a mouse-controlled screen cursor to select options from menus, make choices with buttons, start programs by clicking icons, etc.

“**LUDM**” – Directorate: Land Use Development Management (sometimes also referred to as LUM), Development Planning Department.

“**ME**” – Municipal Entity (sometimes referred to as ‘municipal owned entity, MOE’), also referred to as ‘entities’ in this document; companies that are fully owned by the City of Johannesburg, including City Power, Joburg Water, Johannesburg Roads Agency (JRA), Pikitup, Johannesburg Property Company (JPC), Johannesburg Development Agency (JDA), Johannesburg City Parks & Zoo (JPCZ), Johannesburg Social Housing Company (JOSHCO), Joburg Market, Joburg City Theatres, Metrobus and the Metropolitan Trading Company.

“**Spatial Data**” – Any data that has a spatial reference, (location, coordinates, field relating to a geographic area or polygon) and thus can be mapped in a Geographic Information System.

“**Spatial Plan**” - Plans that direct future spatial development in the City, and that are used by developers to make land use/development applications, and by LUDM to assess those applications. These include the Spatial Development Framework (SDF), Regional Spatial Development Frameworks (RSDFs), Strategic Area Frameworks (SAFs), Urban Development Frameworks (UDFs), Precinct Plans, Urban Design Guidelines.

“**The City**” – The City of Johannesburg Metropolitan Municipality and its entities

“**The Project**” – The work set out in these terms of reference, to be completed by the successful bidder.

“**ToR**” – Terms of Reference

## 2.2. Background of the Assignment

The City of Johannesburg (CoJ) is preparing to build a new web-based citywide spatial data portal. The project is being managed by the Directorate: City Transformation and Spatial Planning (CT&SP) in conjunction with the Directorate: Corporate Geo-Informatics (CGIS), both part of the Development Planning Department. The aim of the project is to create a single, integrated, online spatial data portal (based on an online GIS mapping platform) for the City of Johannesburg and its entities.

The platform will be a tool to be used internally (by the City's officials) and externally (by other spheres of government, members of the public, the private sector, etc.) for:

- a) Integrating relevant spatial data in the City
- b) Accessing relevant spatial data in the City through a web-based portal or online mapping set of applications
- c) Assisting in spatial decision making
- d) Assisting in evidence-based policy making
- e) Assisting in spatial analysis and spatial reporting of data for non-GIS-experts, and GIS experts alike

The project will also create a "Spatial Plan Management and Sharing System" for the Directorate: City Transformation and Spatial Planning (CT&SP) that will be integrated into the "Integrated Spatial Data Portal" mentioned above

Separate backgrounds are given below for the "Integrated Spatial Data Portal" and the "Spatial Plan Management/Sharing System" covered by these ToR.

### 2.2.1. Integrated Spatial Data Portal

The City of Johannesburg's departments and municipal owned entities (MEs) generate and use much spatial data. This data is however not integrated as well as it could be across departments and entities, and as such is not being used to its full potential. The City has an excellent online GIS system (developed and managed by CGIS) but it can be improved through integration with other data, additional functionality (analysis and reporting tools), and increased access to data.

Sharing of spatial data, both internally (between CoJ departments and entities) and externally (with other spheres of government, the public, the private sector, etc.) is not as efficient as it could be and should be improved. In response to these issues, this project proposes the development of an Integrated Spatial Data Portal, with the full functionality outlined in section 0, and summarised in section **Error! Reference source not found.**

### 2.2.2. Spatial Plan Management/Sharing System

The City of Johannesburg has many spatial plans in place, from the SDF to RSDF's to more localised plans in the form of SAF's, UDF's and precinct plans. These plans cover different geographic areas and spatial scales; were developed at different times; are continually being added to (through new plans and amendments to existing plans) and, with the introduction of the Nodal Review in 2020, now may become defunct and automatically rescinded (subject to certain conditions) 5 years after approval.

At best, the vast number of spatial plans can cause confusion as to which is applicable to land use applications and at worst different plans may contain contradictory information. Additionally, CT&SP is continually developing new spatial plans.

As such, CT&SP requires a system for managing and sharing spatial plans in the CoJ, to give clarity to the body of spatial plans in the City.

The functionality of the Spatial Plan Management and Sharing System is detailed in section 2.3 below, but in summary, the system should:

- a) Be a repository/database of all approved spatial plans in the City of Johannesburg and provide clarity on which plans are applicable to each area of the City.
- b) Define and develop a data format to store and spatially depict the content of all spatial plans in one web map, that includes links to all relevant documentation linked to each plan or area.
- c) Form a management system for spatial plans, to be used by CT&SP to manage the development of new plans throughout their development process, and the implementation of plans over their lifespan.
- d) Promote transparency.



### 2.2.3. Functionality of the Systems

Separate functionality lists are given below for the “Integrated Spatial Data Portal” and the “Spatial Plan Management/Sharing System” covered by these ToR.

Integrated Spatial Data Portal: Central Access Point for relevant Spatial Data in the CoJ

The Central Repository for relevant Spatial Data in the CoJ:

- a) Should not replace any GIS or spatial data system already in place in CoJ departments and entities, nor should it develop any new spatial data systems for any department or entity (other than the spatial plan management system for CT&SP described later in the document).
- b) Should not replace the national Electronic Metadata Catalogue as implemented through the Spatial Data Infrastructure Act (Act 54 of 2003) or contradict any of its Policies and Regulations.
- c) Should not be confused with a general central data repository for the CoJ which is planned by the Smart Cities office. The system envisaged in these ToR focuses on spatial data and should link to the broad central data repository in the City, forming the branch of the City’s data sharing infrastructure that deals with spatial data.
- d) Must act as the central mapping service of the City, including (as a starting point) the Land Information System (LIS), Building Application System (BAS), Town Planning Application System (TAS), and static Spatial Data<sup>1</sup> held by CGIS, and data included currently on the City’s online mapping system.
- e) Must have the capacity to, through API’s and/or other automatic data connections, create a central point of access or portal for spatial data in the City. This will allow for sharing and comparison of different spatial datasets within the City (between departments and entities) as more systems are integrated over time and create a central portal to access spatial data within the City. The development of the system must include the integration of at least one internal spatial data system in the City through an API.
- f) Must have capacity to integrate with future GIS/spatial data applications and sources to be developed by different entities or departments.
- g) Must include the capacity for API’s and/or other automatic data connections to external (outside of the City and its entities) users and providers of spatial data. This should be for sharing the data externally and for importing relevant data from external providers of spatial data. Where these are not set up initially, the system must have the capacity to add connections to external data sources over time. The development of the system must include the integration of at least one external (to the City) spatial data system through an API.
- h) The development of the system must include the creation of API protocols for connection of the system to internal (to the CoJ) departments and entities and external data users, providers, or custodians.
- i) Must provide the ability for users of the system to download data (subject to data usage agreements and access restrictions to be determined with data custodians/providers; and subject to practical limitations on data download sizes). Must have the ability to log download activity for reporting purposes.
- j) Must have the ability to integrate real-time data feeds, such as vehicle GPS locations (busses, city fleet, etc.), call centre information, social media data, crowd sourced data, etc.

### 2.2.4. Web Mapping Functions

The system must include web mapping capacity that integrates diverse sources of data contained within or linked through API’s to the system.

The system must:

- a) Have a web-based GIS interface where different layers of data can be shown, overlain, and metadata viewed.
- b) Be customisable, so that users can show information (layers) that they are interested in.
- a) Be time enabled, so that maps can be generated for different user-selected time periods (for data that has temporal information, e.g. the Town Planning Application System).
- c) Have options to print maps (to various formats including PDF).
- d) Have options to extract and download data (subject to data usage agreements and access restrictions to be determined with data custodian/providers).

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<sup>1</sup> Static spatial data refers to spatial data that is not automatically collected from ‘live systems’ but rather data that is obtained from service providers and manually uploaded onto the system.

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- e) Have options for users to upload their own data temporarily for personal analysis (in various spatial formats, including but not limited to shapefiles) for comparison and spatial analysis.
- f) Include a feedback feature where users may request new features/data, or report deficiencies (e.g. bugs, data errors, etc.)
- g) Include drawing and measurement functions.
- h) Integrate with the spatial reporting and spatial analysis functionality listed below.

### 2.2.5. Spatial Reporting

A spatial reporting system must be developed/integrated with the system to allow for users to easily generate detailed and up to date reports on spatial data contained within or linked through API's to the system.

The system must:

- a) Be able to generate reports on spatial data for the whole City, or for user-defined locations, both for internal CoJ and external users.
- b) Include an interface that allows the user to generate custom reports for their needs where they can (using a GUI -graphical user interface-, with drop down lists etc.) select the data they would like reported and the spatial location to be reported on (with different options, i.e. existing layers – wards, regions, townships etc., - upload or draw their own polygons, choose a buffer around a point or polygon, etc.).
- c) Have the ability to generate reports for single locations/polygons or multiple locations/polygons (i.e. a report for a single ward, or one report for multiple wards).
  - Reports should be generated online and downloadable as PDF's or other common formats, including but not limited to data formats such as, xlsx, csv, txt, etc.
- d) Be time enabled, so that reports can be generated for different user-selected time periods (for data that has temporal information, e.g. the Town Planning Application System).
- e) Include several general, standard, pre-prepared reports that anyone can easily access at any time (regional reports, ward reports, and reports under different themes). For example, number of approved rezoning applications per ward over time.
- f) The system should record the reports generated (for internal CoJ reporting purposes) and have a user feedback function where users could request different types of reports or different reporting functions.

### 2.2.6. Spatial Analysis Functions

Spatial analysis functionality must be included in the system, and incorporated into the spatial mapping functions above, to allow for users to easily perform certain spatial analysis from within the web mapping application, or online portal website.

The system must, for relevant spatial data in the system:

- a) Include analysis functions including, but not necessarily limited to:
  - Heat map generation
  - Feature search based on user-defined criteria (e.g. search for erven with certain user-defined spatial characteristics)
  - Find nearest feature (e.g. find the nearest park to a selected erf)
  - Draw Buffers around features (points or polygons)
  - Routing between two points
  - Create service areas (area accessible on road networks)
  - List of user defined features within an area, or a distance of an area (e.g. list of schools, hospitals and clinics within a 2km buffer or 2km service area of a point).
- b) Include a graphical user interface (GUI) where users can view the tools and run their own analyses.
- c) Be time enabled, so that analysis can be generated for different user-selected time periods (for data that has temporal information, e.g. the Town Planning Application System).
- d) Include several general, standard, pre-prepared spatial analyses that anyone can easily access at any time for different areas and themes. An example is a heatmap showing the density of rezoning applications for a certain year, over the entire city.
- e) The system should record the analysis performed (for reporting purposes) and have a user feedback function where users could request different types of analysis or different analysis functions.

### 2.3. Spatial Plan Management and Sharing System

- a) This system is to be developed for the Directorate: CT&SP as a part of the broad project outlined in these ToR.
- b) The system will be the official source on spatial plans, including their applicability to different parts of the City at a given time.

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- c) The system should be a web-based GIS system, and be linked to a database (to be developed by the service provider), of plans (developed by the City) including spatial and non-spatial data (e.g. documents related to plans).
- d) The system should have a web-based interface for users, with different access rights for CT&SP staff (who are able to update the system throughout plan development and approval phases) and those using the system for information (e.g. developers, LUDM staff, etc.)
- e) The system should be integrated with the Integrated Spatial Data Portal (section 0) and have the same web mapping functionality as outlined in section 2.2.4.
- f) The system should be able to:
  - i. Show all relevant spatial plans across the City.
  - ii. Give clarity to developers, members of the public, and City officials (mainly in LUDM, but also from any department/entity/directorate) about what plan or plans are applicable in any part of the City at a given time, and what those plans are saying in terms of land use policy (proposed residential densities, land uses, development controls, etc.)
  - iii. Capture the status of plans, such as validity, expiry date, etc.
  - iv. Capture and display plans that are currently in development by or on behalf of CT&SP, and the status and other details of those plans (e.g. initiation phase, public participation, council approval process, person/s responsible, etc.)
  - v. Provide information about all plans in one easy to access web-based location, including all documentation linked to plans. The system should not be a full document management system, but should include relevant documents related to plans (the plans themselves, related studies, approval documentation, etc.)
  - vi. Automatically update when plans become defunct (in terms of time or are replaced by another spatial plan, and previous plans are marked as 'archived', 'expired', 'historic' or something similar).
  - vii. Include a feedback feature where users may give feedback on spatial plans through the platform, including issues, comments, errors, etc.

#### 2.4. Data Export Function

All data for both systems must be exportable to common spatial data formats (e.g. shapefile, GeoJSON, kml, kmz, etc.), subject to data sharing agreements with data custodians/providers and to practicalities of download size. These agreements, together with metadata, dictate the levels of access for different users, and what information may be made publicly available and not.

#### 2.5. Software Platform development history, history of long-term maintenance, and history of updates

The software platform used to host the systems outlined in these ToR, whether proprietary or open source, must have at least a 10-year record of continual development, including regular upgrading by the developer, and long-term support of the developer of at least 5 years. The installed system must be upgradeable (as new platform software is released) without negatively impacting the running of the systems outlined in these ToR. The software platform chosen must have alternative service providers in existence (other than the developers of the software themselves) who are able to provide long term maintenance and support if required in the future.

The software shall be fully compatible with the City's current GIS systems, software and architecture.

#### 2.6. Data and System Security and Compliance

The systems must comply with all relevant legislation, policy, and industry best practice regarding data and system security and compliance. This should protect the integrity of the system and the data from malicious action (e.g. hacking), protect the rights of the users of the system and data, protect the rights of the providers/custodians of the data, and protect the rights and interests of the City. Legislation and policy include but are not necessarily limited to:

- a) The Protection of Personal Information Act 2013
- b) The Spatial Data Infrastructure Act 2003
- c) The Municipal Systems Act of 2000
- d) Municipal Finance Management Act 2003
- e) Promotion of Access to Information Act 2000
- f) Electronic Communications and Transaction Act 2002
- g) Any City of Johannesburg IT/Information Policy (available from the CoJ IT Department)

2.7. Data and System Inter-operability

The systems must have the capability to integrate with systems using different operating systems and spatial data formats and database types (within the limitations of the systems being connected to). These capabilities and interoperability are to be defined in collaboration with the City and its entities, and the system shall fall within the enterprise architecture and standards of the City. A major part of the system design will be creating the capacity for integration using various technologies (e.g. Webservices API's, SFTP, MS Biztalk, SAP PI etc.), so that different sources of spatial data may be integrated with the system. This is to allow different systems, internal or external to the City, to integrate with the system, both in terms of importing and exporting data. Where not possible, protocols for sharing data through non-automatic or less automatic means (emailing data, sharing on portable storage devices, etc.) must be possible.

2.8. Infrastructure and architecture design requirements

The systems shall be installed on server infrastructure provided by the City.

- a) Design: the systems must be tiered of nature which will have the following;
  - a. Internal focus (O/S, Application and Data)
  - b. External Focus (Web Services, O/S, Application. Please take note that the Data component will be placed internally behind our firewalls)
- b) Architecture layout should make provision for the following SDLC environments;
  - a. Dev-Pre-Production environment
  - b. Production
  - c. High Availability
  - d. Archive
  - e. Backup
  - f. Disaster Recovery

The infrastructure and storage environments are currently running in a virtualised environment and all systems should cloud enabled.

**3. SCOPE OF SERVICES AND DELIVERABLES**

The scope of work below summarises the broad tasks involved. It includes separate sections for the “Central Portal for relevant Spatial Data in the CoJ” and the “Spatial Plan Management and Sharing System”. Note that the work for each section will run concurrently.

3.1. Integrated Spatial Data Portal

Table 1

Integrated Spatial Data Portal				
Task	Description	Deliverables (all to be signed off by CoJ project manager)	Minimum requirement notes	Time (months)
1. Preliminary Work  (Same as in table below i.e. to be done in work stream and common documents for the data portal and spatial plan management system)	<ul style="list-style-type: none"> <li>a) Inception report, agreed upon work plan and signed SLA</li> <li>b) Business requirement specification</li> </ul>	<ul style="list-style-type: none"> <li>a) Inception Meeting</li> <li>b) Inception report</li> <li>c) Signed SLA and Work Plan</li> <li>d) Business requirement Specification Document and presentation</li> </ul>	<ul style="list-style-type: none"> <li>a) Meetings with CoJ project team</li> <li>b) Draft all deliverables listed</li> <li>c) Be available for weekly meetings with CoJ project team</li> <li>d) Quarterly project reporting required</li> </ul>	1

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Integrated Spatial Data Portal				
Task	Description	Deliverables (all to be signed off by CoJ project manager)	Minimum requirement notes	Time (months)
2. Audit of Spatial Data Systems in the City	<p>a) The audit should include the following departments and entities within the CoJ</p> <ul style="list-style-type: none"> <li>i. Transport Department</li> <li>ii. Chief Operating Officer's Office</li> <li>iii. Environment and Infrastructure Services Department</li> <li>iv. Economic Development Department</li> <li>v. Housing Department</li> <li>vi. City Power</li> <li>vii. Johannesburg Water</li> <li>viii. Johannesburg Property Company</li> <li>ix. Johannesburg Roads Agency</li> <li>x. Johannesburg Development Agency</li> <li>xi. Johannesburg City Parks &amp; Zoo</li> <li>xii. Metrobus</li> <li>xiii. Rea Vaya</li> <li>xiv. Citizens Relationship and Urban Management (CRUM)</li> <li>xv. Pikitup</li> </ul> <p>b) Report on all existing GIS systems contained within the departments and entities above, including their functionality, and technical specifications on their interoperability (through API's) with the spatial data portal envisaged in these ToR. The report should also include technical requirements for integrating existing GIS systems within entities and departments with the spatial data portal envisaged in these ToR.</p>	<p>a) Report on Spatial Data Systems assessed, with presentation</p>	<ul style="list-style-type: none"> <li>a) Meetings and follow up meetings with all of the departments and entities listed</li> <li>b) Obtain permission from CoJ Group ICT to technically interrogate systems</li> <li>c) Perform technical analysis on existing systems for audit</li> <li>d) Draft Deliverables listed</li> <li>e) Be available for weekly meetings with CoJ project team</li> <li>f) Quarterly project reporting required</li> </ul>	12 (two tasks, audit and system development, running concurrently)
3. System Development	<ul style="list-style-type: none"> <li>a) Functional specification</li> <li>b) Technical specifications</li> <li>c) System architecture design</li> <li>d) Data Sharing Protocols and Agreements (where relevant)</li> </ul>	<ul style="list-style-type: none"> <li>a) Functional specification document and presentation</li> <li>b) Technical</li> </ul>	<ul style="list-style-type: none"> <li>a) Consult with the CoJ project team regularly, and as and when</li> </ul>	

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Integrated Spatial Data Portal				
Task	Description	Deliverables (all to be signed off by CoJ project manager)	Minimum requirement notes	Time (months)
	<ul style="list-style-type: none"> <li>e) Developing API protocols for connection of the system to internal (to the CoJ and its entities) and external data users, providers, or custodians.</li> <li>f) Setting up API's/ automatic data connections (pilot API with at least one internal department/entity and one external body<sup>2</sup>)</li> <li>g) System development</li> </ul>	<ul style="list-style-type: none"> <li>specification document and presentation</li> <li>c) System architecture design document and presentation</li> <li>d) Drafted, signed data sharing agreements (for pilot connections)</li> </ul>	<ul style="list-style-type: none"> <li>needed.</li> <li>b) Be available for weekly meetings with CoJ project team</li> <li>c) Quarterly project reporting required</li> </ul>	
4. Beta Deployment	<ul style="list-style-type: none"> <li>a) Install and deploy the systems for Beta testing (select set of internal (CoJ) and external users).</li> </ul>	<ul style="list-style-type: none"> <li>a) Beta system installed on dedicated CoJ server environment.</li> <li>b) Report on users who will take part in the beta testing</li> <li>c) Permission in writing to install the system (from Group ICT)</li> </ul>	<ul style="list-style-type: none"> <li>a) Work with Group ICT and CGIS throughout the deployment</li> <li>b) Be available for weekly meetings with CoJ project team</li> <li>c) Quarterly project reporting required</li> </ul>	1 month
5. System Testing	<p>Service provider to provide a systematic procedure to test the system along with internal CoJ users and selected external users for bug checking and for areas where the system can be improved.</p> <p>Create a system test report to guide amendments that are needed on the system.</p>	<ul style="list-style-type: none"> <li>a) Procedure document for system testing</li> <li>b) System testing report and presentation</li> </ul>	<ul style="list-style-type: none"> <li>a) Be available for weekly meetings with CoJ project team</li> <li>b) Quarterly project reporting required</li> </ul>	6 months
6. Amendment to System based on testing	<ul style="list-style-type: none"> <li>a) Service provider to create a report on the amendments that will be undertaken.</li> <li>b) Service provider to make amendments or additions to the system based on the system testing conducted.</li> </ul>	<ul style="list-style-type: none"> <li>a) Amendment report based on testing described with presentation</li> </ul>	<ul style="list-style-type: none"> <li>a) Be available for weekly meetings with CoJ project team</li> <li>b) Quarterly project reporting required</li> </ul>	6
7. System Deployment	<ul style="list-style-type: none"> <li>a) Final deployment of the system for internal and external users.</li> </ul>	<ul style="list-style-type: none"> <li>a) Final system installed on dedicated CoJ server environment.</li> <li>b) Permission in writing to install</li> </ul>	<ul style="list-style-type: none"> <li>a) Work with Group ICT and CGIS throughout the deployment</li> <li>b) Be available</li> </ul>	1

<sup>2</sup> E.g. the Gauteng City Region Integrated Geospatial Data Platform:  
<https://gisportal.gauteng.gov.za/portal/home/>

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Integrated Spatial Data Portal				
Task	Description	Deliverables (all to be signed off by CoJ project manager)	Minimum requirement notes	Time (months)
		the system (from Group ICT)	for weekly meetings with CoJ project team c) Quarterly project reporting required	
8. Training and Skills Transfer	<ul style="list-style-type: none"> <li>a) Create a training and skills transfer plan</li> <li>b) Service provider to develop user manuals/tutorials and provide training to internal (CoJ) users on the functionality of the system. Training should also be provided to CGIS on the maintenance of the system.</li> <li>c) Service provider to provide proof of training and skills transfer to all who participated.</li> </ul>	<ul style="list-style-type: none"> <li>a) Training and skills transfer plan</li> <li>b) User manuals/tutorials</li> <li>c) Maintenance and reference manual</li> <li>d) Proof of training that was carried out</li> </ul>	<ul style="list-style-type: none"> <li>a) Be available for weekly meetings with CoJ project team</li> <li>b) Quarterly project reporting required</li> </ul>	5
9. System Handover to CoJ	<ul style="list-style-type: none"> <li>a) The system, with source code, as well as all technical documentation and user manuals, is to be handed over to the CoJ for ongoing management, and possibly to procure a long-term maintenance service provider (not within the scope of these ToR).</li> </ul>	<ul style="list-style-type: none"> <li>a) All documentation from the project to be delivered as a final document bundle (electronically)</li> <li>b) Source code provided to the CoJ, electronically</li> <li>c) Close out meeting</li> </ul>	<ul style="list-style-type: none"> <li>a) Be available for weekly meetings with CoJ project team</li> <li>b) Quarterly project reporting required</li> </ul>	4
10. Software Licencing	<ul style="list-style-type: none"> <li>a) If proprietary software (for hosting, databases, or any other reason) is required for the system to run, then the costing of the licences for that software shall be included in the detailed pricing schedule and proposal submitted.</li> <li>b) Licencing shall include the development period (36 months), plus licences for 3 years post development, so 6 years in total.</li> <li>c) The 3-year licencing post development shall be charged as a lump sum in the third year of development, with system handover.</li> </ul>	<ul style="list-style-type: none"> <li>a) Licence agreements and proof of licence delivery to the City for the 3-year development period, and 3 year post-development period (6 years in total).</li> </ul>		Duration of project
<b>Total Months</b>				<u>36</u>

3.2. Spatial Plan Management and Sharing System

Table 2

Spatial Plan Management and Sharing System				
Task	Description	Deliverables (all to be signed off by CoJ project manager)	Minimum requirement notes	Time (months)
1. Preliminary Work  (Same as in table above i.e. to be done in work stream and common documents for the data portal and spatial plan management system)	<ul style="list-style-type: none"> <li>a) Inception report, agreed upon work plan and signed SLA</li> <li>b) Business requirement specification</li> </ul>	<ul style="list-style-type: none"> <li>a) Inception Meeting</li> <li>b) Inception report</li> <li>c) Signed SLA and Work Plan</li> <li>d) Business requirement Specification Document and presentation</li> </ul>	<ul style="list-style-type: none"> <li>a) Meetings with CoJ project team</li> <li>b) Draft all deliverables listed</li> <li>c) Be available for weekly meetings with CoJ project team</li> <li>d) Quarterly project reporting required</li> </ul>	1
2. System Development	<ul style="list-style-type: none"> <li>a) System architecture design</li> <li>b) Conceptual design of the system and its functionality</li> <li>c) Conceptualisation and design of data requirements, data formats and database for the system</li> <li>d) System Development</li> </ul>	<ul style="list-style-type: none"> <li>a) Functional specification document and presentation</li> <li>b) Technical specification document and presentation</li> <li>c) System architecture design document and presentation</li> </ul>	<ul style="list-style-type: none"> <li>a) Consult with the CoJ project team regularly, and as and when needed.</li> <li>b) Be available for weekly meetings with CoJ project team</li> <li>c) Quarterly project reporting required</li> </ul>	6
3. Beta Deployment	Install and deploy the systems for Beta testing (select set of internal (CoJ) and external users).	<ul style="list-style-type: none"> <li>a) Beta system installed on dedicated CoJ server environment.</li> <li>b) Report on users who will take part in the beta testing</li> <li>c) Permission in writing to install the system (from Group ICT)</li> </ul>	<ul style="list-style-type: none"> <li>a) Work with Group ICT and CGIS throughout the deployment</li> <li>b) Be available for weekly meetings with CoJ project team</li> </ul>	1
4. System Testing	<ul style="list-style-type: none"> <li>a) Service provider to provide a systematic procedure to test the system along with internal CoJ users and selected external users for bug checking and for areas where the system can be improved.</li> <li>b) Create a system test report to guide amendments that are needed on the system.</li> </ul>	<ul style="list-style-type: none"> <li>a) Procedure document for system testing</li> <li>b) System testing report and presentation</li> </ul>	<ul style="list-style-type: none"> <li>a) Be available for weekly meetings with CoJ project team</li> <li>b) Quarterly project reporting required</li> </ul>	5



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Spatial Plan Management and Sharing System				
Task	Description	Deliverables (all to be signed off by CoJ project manager)	Minimum requirement notes	Time (months)
5. Amendment to System based on testing	<ul style="list-style-type: none"> <li>a) Service provider to create a report on the amendments that will be undertaken.</li> <li>b) Service provider to make amendments or additions to the system based on the system testing conducted.</li> </ul>	<ul style="list-style-type: none"> <li>a) Amendment report based on testing described with presentation</li> </ul>	<ul style="list-style-type: none"> <li>a) Be available for weekly meetings with CoJ project team</li> <li>b) Quarterly project reporting required</li> </ul>	2
6. System Deployment	<ul style="list-style-type: none"> <li>a) Final deployment of the system for internal and external users.</li> </ul>	<ul style="list-style-type: none"> <li>a) Final system installed on dedicated CoJ server environment.</li> <li>b) Permission in writing to install the system (from Group ICT)</li> </ul>	<ul style="list-style-type: none"> <li>a) Work with Group ICT and CGIS throughout the deployment</li> <li>b) Be available for weekly meetings with CoJ project team</li> <li>c) Quarterly project reporting required</li> </ul>	1
7. Training and Skills Transfer	<ul style="list-style-type: none"> <li>a) Create a training and skills transfer plan</li> <li>b) Service provider to develop user manuals/tutorials and provide training to internal (CoJ) users on the functionality of the system. Training should also be provided to CGIS on the maintenance of the system.</li> <li>c) Service provider to provide proof of training and skills transfer to all who participated.</li> </ul>	<ul style="list-style-type: none"> <li>a) Training and skills transfer plan</li> <li>b) User manuals/tutorials</li> <li>c) Maintenance training and reference manual</li> </ul> <p>Proof of training that was carried out</p>	<ul style="list-style-type: none"> <li>a) Be available for weekly meetings with CoJ project team</li> <li>b) Quarterly project reporting required</li> </ul>	1
8. System Handover to CoJ	<ul style="list-style-type: none"> <li>a) The system, with source code, as well as all technical documentation and user manuals, is to be handed over to the CoJ for ongoing management, and possibly to procure a long-term maintenance service provider (not within the scope of these ToR).</li> </ul>	<ul style="list-style-type: none"> <li>a) All documentation from the project to be delivered as a final document bundle (electronically)</li> <li>b) Source code provided to the CoJ, electronically</li> <li>c) Close out meeting</li> </ul>	<ul style="list-style-type: none"> <li>a) Be available for weekly meetings with CoJ project team</li> <li>b) Quarterly project reporting required</li> </ul>	1
Software Licencing	<ul style="list-style-type: none"> <li>a) If proprietary software (for hosting, databases, or any other reason) is required for the system to run, then the costing of the licences for that software shall be included in the detailed pricing schedule and proposal submitted.</li> <li>b) Licencing shall include the development period (36</li> </ul>	<ul style="list-style-type: none"> <li>a) Licence agreements and proof of licence delivery to the City for the 3 year development period, and 3 year post-development period (6 years in</li> </ul>		Duration of project

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Spatial Plan Management and Sharing System				
Task	Description	Deliverables (all to be signed off by CoJ project manager)	Minimum requirement notes	Time (months)
	months), plus licences for 3 years post development, so 6 years in total. c) The 3-year licencing post development shall be charged as a lump sum in the third year of development, with system handover.	total).		
<u>Total Months</u>				<u>18</u>

### 2.3. Management of this Assignment

Service providers that wish to be appointed as professional service providers must:

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

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:

- i. Applicants herein consent to any investigation the JDA deems necessary in validating any particulars presented in this request for proposal.
- ii. 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.
- iii. The appointment of each professional service provider will be valid for a period of 3 years.

### 3. APPOINTMENT

The JDA is requesting proposals from the following professional multidisciplinary services of. The minimum professional requirements and example of types and scope of work which will be required by the professionals requested are outlined in the scope of works as well the technical table below. This is followed by **Note 3 which ALL applicants are required to take careful note of.**

**ALL PROFESSIONALS MUST BE REGISTERED WITH THE RELEVANT PROFESSIONAL BODIES AND ASSOCIATIONS;**

### 4. Notes

1. Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
2. 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. Successful tenderers will be required to sign the JDA's Standard Form Agreement and appendices which are attached as Annexure J for information purposes.

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4. The JDA reserves the right to invite any bidder to an interview. The interview will form part of the tender evaluation process.
5. 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
6. 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.
7. The appointment as a professional service provider will be to render the services for a period of 3 years and will be dependent on satisfactory performance and budget availability.
8. 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 the City of Joburg.
9. Regarding any conflict of interest, the JDA abides by National Treasury SCM regulations<sup>3</sup>: “
  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:
    2. *f* 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. *f* 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.
10. The JDA reserves the right not to make an appointment for one or any of the categories of services.

## 5. INDICATIVE PROGRAM: PROCUREMENT TIMEFRAMES

Table 3

The table below outlines the completion dates of certain milestones for of the project which commences on 2022 Project / Milestone	Date
Professional Service Provider tender publication	05 August 2022
Compulsory Briefing Session (10am at the JDA offices – The Bus Factory No. 3 Helen Joseph Street Newtown Johannesburg)	10 August 2022
Tender submission Closure	03 September 2022
Professional Service appointments completed	23 September 2022
Project Inception Meeting	26 September 2022

### 5.1. PROJECT TIMEFRAMES

The table below outlines the timeframes for the two proposed systems running concurrently. **Times are shown in months and on quarterly basis the client has to produce progress reports supported by minutes and signed meeting registers held and above all a supplier performance rating form will completed by the client and submitted to the SCM department quarterly.**

Table 4

<sup>3</sup> <http://www.treasury.gov.za/divisions/ocpo/sc/Guidelines/SCM%20Jan900-Guidelines.pdf>

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Task	Integrated Spatial Data Portal (months)	Spatial Plan Management and Sharing System (months)
Preliminary Work	1	1
Audit of Spatial Data Systems in the City and System Development	12	6
Beta Deployment	1	1
System Testing	6	5
Amendment to System based on testing	6	2
System Deployment	1	1
Training and Skills Transfer	5	1
System Handover to CoJ	4	1
<u>Total Months</u>	<u>36</u>	<u>18</u>

**6. PRICING**

Detailed below is information upon which fees must be based.

Tenderers are to complete the pricing table below in full and submit as part of their detailed fee proposal and the total fee vat excl for the full scope of services must be carried correctly to the "Offer" page.

**Failure to:**

- (i) replicate the table,
- (ii) carry the total to the offer page, and
- (iii) provide a detailed fee proposal will result in the tender being disqualified for non-compliance.

**Fees based on an hourly rate will NOT be accepted.**

**6.1. PRICING TABLE**

Table 5

Task (as per scope of works)	Year 1 Unit Price (Excluding VAT)	Year 2 Unit Price (Excluding VAT)	Year 3 Unit Price (Excluding VAT)	Total 3 Year Unit Price (Excluding VAT)
Integrated Spatial Data Portal				
Preliminary Work				
Audit of Spatial Data Systems in the City				
System Development				
Beta Deployment				
System Testing				
Amendment to System based on testing				
System Deployment				
Training and Skills Transfer				
System Handover to CoJ				
Software Licencing (if applicable) for 3-year development phase				
Software Licencing (if applicable) for 3 years post development (lump sum charged in				

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Task (as per scope of works)	Year 1 Unit Price (Excluding VAT)	Year 2 Unit Price (Excluding VAT)	Year 3 Unit Price (Excluding VAT)	Total 3 Year Unit Price (Excluding VAT)
year 3 of project)				
Spatial Plan Management and Sharing System				
System Development				
Beta Deployment				
System Testing				
Amendment to System based on testing				
System Deployment				
Training and Skills Transfer				
System Handover to CoJ				
Software Licencing (if applicable) for 36-month development phase				
Software Licencing (if applicable) for 3 years post development (lump sum charged in year 3 of project)				
<b>GRAND TOTAL</b>	<u>Year 1 (Excluding VAT)</u>	<u>Year 2 (Excluding VAT)</u>	<u>Year 3 (Excluding VAT)</u>	<u>Total for all 3 years (Excluding VAT)</u>

## 7. Notes

- 7.1 **Tenderers must ensure that the final TOTAL FEE is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services for the complete project period. Failing to price as required per item 4 above will result in the tender being disqualified.**
- 7.2 All values are subject to change (increase or decrease) depending on the requirements of the project. However the fee calculation submitted by the tenderers on tendering will determine the fee due. **The calculation method** including the version of the fee scales applied at the time of tendering, as well as any percentage discounts are to remain fixed irrespective of an increase or decrease in construction value.
- 7.3 Fees **must** include standard disbursements such as typing, drawings, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.
- 7.4 For every tangible deliverable, two hard copies and one electronic copy must be issued to the client [over and above the documentation required for submission to various authorities, to the contractor, etc.], the cost of which **must** be included.
- 7.5 Fees for consultation work required to produce deliverables and obtain approvals thereof is deemed to be 5in the price (this also includes consultation work required to make revisions, resubmissions, updated presentations, etc. following feedback received from the relevant approving authorities).
- 7.6 Successful tenderers will be remunerated in accordance with JDA’s Standard Form Agreement, Appendix 4 which is included under Annexure I for information purposes.

## 8. 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.

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The following minimum documentation and information must be provided.

- 8.1. A latest copy of the bidding entity's municipal rates account for the in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity.
- 8.2. A statement from an independent auditor / accountant regarding the tenderer's financial standing to undertake this project AND audited financial statements for the past three years.
- 8.3. Details of Director's/Partner's/Members and Shareholders.
- 8.4. Certificates of membership of industry bodies.
- 8.5. A schedule of completed contracts of a similar nature. Details to be provided in the schedule must include:
  - Description of the project
  - Name of Employer/Client and representative with contact details
  - Cost of the works
  - Fee for services
  - Date of completion
- 8.6. A schedule of current contracts of a similar nature with details as enumerated .
- 8.7. A schedule of contracts awarded by an organ of state during the past five (5) years with details as enumerated.
- 8.8. A detailed project organogram identifying the entity's management structure and all staff resources to be employed on the project/s and the percentage time allocation of the staff to the project/s. The curricula vitae of the proposed personnel are to accompany the organogram and are to include certificates of professional qualifications.
- 8.9. Company registration documents.
- 8.10 The forms A to H annexed, must be scrutinized and completed in full.
- 8.11 Tenderers are to submit 3 copies of their proposal/s (1 original, plus 1 copy and 1 soft copy)

#### **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 in items above
- 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.

**FAILURE TO COMPLY WITH THE REQUIREMENTS LISTED IN ITEMS ABOVE WILL RESULT IN TENDERERS BEING NEGATIVELY SCORED FOR RESPONSIVENESS OR DISQUALIFIED FOR NON-COMPLIANCE.**

#### **9. ASSESSMENT CRITERIA**

Submissions, per professional service, will be evaluated on the following criteria:

- **Compliance**
- **Technical**
- **Price and BEE**
- **Risk Tolerance**

### 9.1. Compliance

Bidder's will be disqualified for the following cases:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has been terminated on previous contracts with the JDA;and CSD prohibited
- Bidders whose tender document has been completed in pencil;
- Bidders whose tender 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 failed to attend the compulsory tender briefing session;
- Bidders who are is in the employment of the state.
- Bidders who fail to price as required
- Bidders who are not registered with the Central Supplier Database
- Bidders who did not complete in full the entire tender offer page (i.e. complete in the full the entire offer page (all registration numbers provided and signed) and priced correctly

### 9.2. Technical

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

- (I) Key Returnable documents
  - (i) Approach and Methodology ,
  - (ii) capability of the proposed key team members (ie. experience, qualifications, and memberships to professional association and
  - (iii) the experience of the company, and 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.

Points will only be allocated for key returnable documents submitted

The responsiveness criteria will be assessed on as per the table below for all the disciplines.

### 9.3. Minimum Competencies and Qualifications

The bidder (company or consortium) must have successfully completed at least two (2) enterprise projects of a similar nature with verifiable references within the borders of South Africa, and within the past 10 years.

The bidder must have a project team comprising of the following:

- a) Project manager with minimum National Diploma in a relevant field (including but not limited to: Project Management, Business Administration, Geographic Information Systems, Information Technology, Web Development, Database Administration, Information Engineering, Software Development) at least 5 years relevant experience in developing GIS based web systems.
- b) GIS expert with minimum National Diploma in Geographic Information Systems, 5 years relevant experience
- c) System Engineer with minimum National Diploma (Information Technology, Web Development, Database Administration, Information Engineering, Software Development, Geographic Information Systems, Engineering) and 5 years' experience in GIS development.

Certified Information Technology Business Professional, Information Technology Certified Professional or Chartered Information Technology Professional registered with the Institute of Chartered IT Professionals (ICITP)

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Total maximum points 275 and minimum points 165 at 60%.

VARIABLES	TOTAL POINTS	CRITERIA	DESCRIPTION OF CRITERIA	POINTS
KEY RETURNABLE DOCUMENTS	0	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted	Y / N
		Company registration documents		Y / N
		CTS letter from SARS		Y / N
		Valid Professional Indemnity Insurance R2m		Y/N
		Current municipal rates account		Y / N
		3 Years audited financial statements		Y / N
		Certified copies of identity documents		Y / N
		Annexure A – H completed in full and signed		Y / N
VARIABLE	CRITERIA			POINTS
Approach and Methodology: Project Plan and System Demonstration	<p><b>A project plan outlining the process, activities, timeframes, project dependencies and how the service provider will meet the deadline to achieve this project..</b></p> <p>(a) Appropriate, detailed approach and methodology for undertaking the scope of work <b>(20)</b></p> <p>(b) Appropriate, detailed schematic Diagram of Proposed system architectures (software, web interface, database) <b>(20)</b></p> <p>(c) Appropriate, detailed project Plan including timelines linked to budgets and personnel resources. <b>(20)</b></p> <p>(d) Appropriate, detailed implementation plan covering section <b>Error! Reference source not found.,</b> "Scope of Work, Deliverables and Timeframes" of these ToR. <b>(20)</b></p>			80
Company Experience (past 10 years in RSA) and Contactable References	a. Successfully completed (with confirmatory references) at least two (2) projects of a similar nature <b>(20)</b> ( GIS Web systems)			50
	b. Successfully completed (with confirmatory references) three to four (3 to 4) projects of a similar nature (GIS Web systems) <b>(30)</b>			
	c. Successfully completed (with confirmatory references) five or more (5) projects of a similar nature <b>(50)</b> (GIS Web systems)			
Qualifications of project team	<p><b>Service provider must demonstrate that the project team has the requisite qualification(s), with certified copies of qualifications, as detailed in section.</b></p> <p><b>a) Project manager</b></p> <p>National Diploma: <b>15 points</b></p> <p>Bachelor's degree, Postgrad. Diploma, Bachelor hon.: <b>25 points</b></p> <p>Masters/PhD: <b>35 points</b></p>			75



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	<p><b>b) GIS expert</b></p> <p>National Diploma: <b>10 points</b></p> <p>Bachelor's degree, Postgrad. Diploma, Bachelor hon.: <b>15 points</b></p> <p>Masters/PhD: <b>20 points</b></p>	
	<p><b>c) System Engineer</b></p> <p>National Diploma: <b>10 points</b></p> <p>Bachelor's degree, Postgrad. Diploma, Bachelor hon.: <b>15 points</b></p> <p>Masters/PhD: <b>20 points</b></p>	
<p>Relevant Experience of project team members</p>	<p><b>Service provider must demonstrate that the project team has the minimum required experience in the relevant field.</b></p> <p><b>a) Project manager</b></p> <p>Less than 5 Years: <b>0 points</b></p> <p>5 to 6 years: <b>15 points</b></p> <p>7 to 8 years: <b>20 points</b></p> <p>More than 8 years: <b>30 points</b></p> <p><b>b) GIS Expert</b></p> <p>Less than 5 Years: <b>0 points</b></p> <p>5 to 6 years: <b>10 points</b></p> <p>7 to 8 years: <b>15 points</b></p> <p>More than 8 years: <b>20 points</b></p> <p><b>c) System Engineer</b></p> <p>Less than 5 Years: <b>0 points</b></p> <p>5 to 6 years: <b>10 points</b></p> <p>7 to 8 years: <b>15 points</b></p> <p>More than 8 years: <b>20 points</b></p>	<p>70</p>
<p><b>Total</b></p>		<p><b>275</b></p>

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

The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's BBBEE status. These scores are combined to determine an overall score for the tender.

The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows :

- For tenders up to R50 million
  - 80 points are assigned to price
  - Up to 20 points are assigned to BBBEE status per the table under item 7.3.1
- Points scored will be rounded off to the nearest 2 decimal places

#### 7.3.1 Points awarded for BBBEE status level

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

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

Notes :

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

#### 7.3.2 Formula for scoring tender price

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

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

Where

$P_s$  = Points scored for comparative price of tender under consideration

$P_t$  = Comparative price of tender under consideration

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

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

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

$PP = P_s + P_{bee}$  Where

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

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

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

## 7.4 Risk Tolerance

The JDA has adopted a Risk Tolerance Framework (RTF) which enjoins the JDA to consider its risk exposure to contractors / service providers in terms of the number of contracts awarded to a single contractor / service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determines the risk exposure as excessive in instances where the value of the contracts for **individual** professional service providers (eg. project managers / engineers / quantity surveyors / consultants) is either:

1. The greater of R8 million or four contracts / projects in the current financial year or
2. The greater of R12 million or six contracts / projects over two financial years (current year and previous financial year)

And in instances where the value of contracts for **multi-disciplinary** professional service providers (eg. more than one discipline / service is provided by the same bidder) is either:

3. The greater of R12 million or six contracts / projects in the current financial year or
4. The greater of R20 million or nine contracts / projects over two financial years (current year and previous financial year)

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

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

Unsuccessful bidders will have the opportunity to query the award within 14 working days from the day of notification on the outcome of the evaluation.

## 7.5 Reporting

Detailed reporting will be required throughout the duration of the project. This will include quarterly progress reports, as well as detailed reports for each stage of the project as laid out in the scope of work.

An inception report outlining a detailed project work plan and detailed timeframes must be submitted within 14 days of the service provider being issued with an appointment letter by the City. The project plan must include milestones and deliverables, which shall be used as a guideline for staggered payment.

## 8. CLOSING DATE TIME AND VENUE FOR SUBMISSIONS

- The completed tender document shall be placed in a sealed envelope **must be written / typed clearly on the envelope.**

“RFP - EXPERIENCED TEAM OF PROFESSIONAL CONSULTANTS TO FORM A CONSORTIUM / A MULTI-DECIPLINARY COMPANY / JOINT VENTURE WITH GIS SPECIALIST EXPERTISE TO DEVELOP AN INTEGRATED SPATIAL DATA PORTAL AND SPATIAL PLAN MANAGEMENT/SHARING SYSTEM FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 36 MONTHS”

- 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 12H00.

The closing time and date for receipt of tenders is 12H00pm on 05 September 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. GPS Coordinates - 26°12'18.4"S 28°01'54.3"E

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:

<b>Contact Person</b>	Siyambonga Gcobo <a href="mailto:SGcobo@jda.org.za">SGcobo@jda.org.za</a>
<b>Department</b>	Supply Chain
<b>Contact Details</b>	011 688 7811
<b>Department</b>	Development Facilitation
<b>Contact Person:</b>	Manyedi Rakabe - <a href="mailto:MRakabe@jda.org.za">MRakabe@jda.org.za</a>
	<b>Tel:</b> 011 688 7812

**Annexure 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?.....

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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

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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 : .....

**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  
 .....  
 .....



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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

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

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

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

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? <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:		
4.3	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:		

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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

**Annexure 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 consortium<sup>3</sup> 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

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(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



**City of Johannesburg**  
Johannesburg Development Agency

No 3 Helen Joseph Street PO Box 61877 Tel +27(0) 11 688 7851 (O)  
The Bus Factory Marshalltown Fax +27(0) 11 688 7899/63  
Newtown 2107 E-mail: info@jda.org.za  
Johannesburg, 2000

[www.jda.org.za](http://www.jda.org.za)

**Annexure E: Particulars of all Contracts awarded by an Organ of State during the last 5 years (in the event of insufficient space, attach additional information in supplementary document)**

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

**Annexure E-1: Particulars of all Contracts awarded by a Private entity during the last 5 years (in the event of insufficient space, attach additional information in supplementary document)**

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

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--	--	--	--	--

.....  
**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



**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.

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

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

.....

.....

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**ANNEXURE G: ORGANOGRAM**

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

DESIGNATION	NAME AND NATIONALITY	SUMMARY OF QUALIFICATIONS & EXPERIENCE
Project manager		
GIS expert		
System Engineer		

**NOTE: Detailed Curriculum Vitae (CV's) of the above proposed candidates must be provided. Said CV's MUST indicate the name and description of the project, role played in the project, project value, and the start and end dates of the project. In addition proof of relevant qualifications and of memberships to relevant professional associations must also be provided for the above proposed candidates.**

**ANNEXURE H: CV TEMPLATE**

**TABLE 1: Project manager**

<b>Key Resource Information</b>	
<b>Designation:</b>	<b>Project manager</b>
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

**TABLE 2: GIS expert**

<b>Key Resource Information</b>	
<b>Designation:</b>	<b>GIS expert</b>
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

**TABLE 3: System Engineer**

Key Resource Information	
<b>Designation:</b>	<b>System Engineer</b>
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	