



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PANEL OF SERVICE PROVIDERS FOR INFRASTRUCTURE PROJECT IMPLEMENTATION ASSURANCE SERVICES FOR THE JDA INTERNAL AUDIT FUNCTION FOR A PERIOD OF THREE (3) YEARS

ADVERT DATE: **16 SEPTEMBER 2022**

A non-compulsory briefing meeting with representatives of the employer will take place on the 26th of September 2022 from 10H00am – 11H00am via Ms Virtual Teams Meeting. ([Click here to join the meeting](#))

CLOSING DATE: **19 OCTOBER 2022**

CLOSING TIME: **12H00**

BID DESCRIPTION: RFP: APPOINTMENT OF A SUITABLE AND EXPERIENCED PANEL OF SERVICE PROVIDERS FOR INFRASTRUCTURE IMPLEMENTATION PROJECT ASSURANCE SERVICES FOR THE JDA INTERNAL AUDIT FUNCTION FOR A PERIOD OF 36 MONTHS

BID NUMBER: JDAIA/IIPAS/007/2022

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), The Bus Factory, Newtown, Johannesburg, 2000

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

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

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

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

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement
Tel: 011 688 7851

Contact Person:
Fax: 011 688 7899

Siyambonga Gcobo
E-mail: sgcobo@jda.org.za

ANY ENQUIRIES REGARDING THE PROJECT (WRITTEN SUBMISSIONS BY EMAIL ONLY) MAY BE DIRECTED TO:

Department: Internal Audit Function
Tel: 011 688 7851

Contact Person:
Fax: 011 688 7843

Mzwakhe Mokoena
E-mail: mmokoena@jda.org.za

Department: Internal Audit Function
Tel: 011 688 7851

Contact Person:
Fax: 011 688 7843

Mpho Zulu
E-mail: mzulu@jda.org.za

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

OFFER

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

NAME OF BIDDER

BID NUMBER

BID DESCRIPTION

.....

POSTAL ADDRESS

.....

STREET ADDRESS

.....

CONTACT PERSON

TELEPHONE NUMBER CODE NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER

E-MAILADDRESS

COMPANY REGISTRATION NUMBER

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER

VAT REGISTRATION NUMBER

TAX VERIFICATION PIN NUMBER

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED

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

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

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

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

- Toll free number.....0800 002 587
- Toll free Fax0800 007 788
- SMS (charged @ R1.50).....32840
- Email Address:.....anticorruption@tip-offs.com
- Web site:.....www.tip-off.com
- Free post:.....Free post, KNZ 138, Umhlanga, 4320



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

JOHANNESBURG DEVELOPMENT AGENCY

BID DESCRIPTION: RFP: PANEL OF SERVICE PROVIDERS FOR INFRASTRUCTURE IMPLEMENTATION PROJECT ASSURANCE SERVICES FOR THE JDA INTERNAL AUDIT FUNCTION FOR A PERIOD OF 36 MONTHS

A non-compulsory briefing meeting with representatives of the employer will take place on the 26th of September 2022 from 10H00am – 11H00am via Ms Virtual Teams Meeting. ([Click here to join the meeting](#))

BID NUMBER: JDAIA/PIA/007/2022

Tender advertisement: 16 September 2022

Closing date: 19 October 2022

September 2022

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ANNEXURES

- A : Business Declaration
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- D : Particulars of Contracts Awarded by an Organ of State
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- F : Declaration on state of municipal account
- G : Schedule of completed projects
- H : CVs as per the Organogram

COPY OF ADVERT

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

BID DESCRIPTION: RFP: APPOINTMENT OF A SUITABLE AND EXPERIENCED PANEL OF SERVICE PROVIDERS FOR INFRASTRUCTURE IMPLEMENTATION PROJECT ASSURANCE SERVICES FOR THE JDA INTERNAL AUDIT FUNCTION FOR A PERIOD OF 36 MONTHS

BID NUMBER: JDAIA/IIPAS/007/2022

The Johannesburg Development Agency is requesting for proposals from a suitable, qualified, and experienced consulting company/ies / a consortium / a multi-disciplinary company / joint venture with a team of professional consultants to provide Infrastructure project implementation assurance services for the JDA's Internal Audit function for a period of 36 months.

Documents may be downloaded from the JDA website: www.jda.org.za and e-Tender portal: www.etenders.gov.za on **16 September 2022**. Tenders must only be submitted on the tender document that is downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

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

Technical queries or queries relating to the project may be addressed to Mr. Mzwakhe Mokoena via e-mail: mmokoena@jda.org.za and Mr. Mpho Zulu via e-mail: mzulu@jda.org.za or at Tel: (011) 688 7851.

The last day for receipt of written queries is the 06 October 2022.

A non-compulsory briefing meeting with representatives of the employer will take place on the **26th of September 2022 from 10H00am – 11H00am** via Ms Virtual Teams Meeting platform. The Ms Virtual Teams Meeting link will be made available on the actual tender document.

Tender closing date and time **will be: 12:00pm on the 19th of October 2022.**

Telegraphic, telephonic, telex, facsimile, e-mail, and late submissions will not be considered.

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

The JDA Internal Audit Department is therefore requesting proposals from suitably qualified and experience service provider to provide various Infrastructure project assurance and verification audit services.

The appointment period envisaged is for three (3) years and will be subject to the need for the audit and budget availability. The JDA will welcome all proposals which will cover the requirements as set out in this documentation.

2. PROJECT INFORMATION

2.1 BACKGROUND

JDA Internal Audit Department intends to supplement its capacity with expertise within built environment profession through a panel of service providers that will assist Internal Audit in providing independent infrastructure project implementation assurance services on a need basis. It is for this reason that the JDA is going out on public tender to invite service providers.

The JDA Internal Audit Department is therefore inviting all interested multi-disciplinary firms in the built environment with relevant and proven experience to submit detailed proposals in response to the tender for the panel of service providers to provide Infrastructure Project Implementation Assurance services in conjunction with the JDA internal audit function for a period of three (3) years as described in this document.

3. SCOPE OF WORK

JDA internal audit function requires competent and experienced Multidisciplinary firms in the built environment to provide project implementation assurance services as and when required at by the JDA internal audit function. JDA internal audit function intends to develop a panel of preferred service providers through this bid, who would undertake various project implementation assurance services for the period of appointment.

In rendering project implementation assurance services, the Multidisciplinary firms will be required to evaluate the JDA's internal project implementation processes and conducting project audits on the performance and management of projects using various forms of contracts, including General Conditions of Contract for Construction Works (GCC) and the Joint Building Contract Committee (JBCC).

Who should respond: Multidisciplinary firms in the built environment with expertise in Engineering and Building projects. It is required of the Multidisciplinary firms to possess the following expertise:

- Architects
- Civil/Structural Engineering
- Electrical/Mechanical
- Quantity Surveying
- Project Management

Appointment to the panel will be based on the Company's Experience, Company's previous experience in rendering infrastructure project implementation assurance services, Team's experience and Team qualifications.

Below are the types of assurance work that service providers may expect to undertake but not limited to as part of this panel of service providers. Therefore, interested service providers should demonstrate experience in conducting such assurance activities.

NO.	Audit Description	Audit Objective	Brief Description of Audit Scope
1	Project management processes	To ensure that internal JDA project implementation processes are adequate and effectively implemented across various portfolios within JDA.	<ul style="list-style-type: none"> • Evaluate the design of JDA Project Implementation processes for alignment with best practises to ensure an efficient and effective project management practise. • Evaluate the effective and consistent implementation of JDA's project management methodologies and frameworks across the organisation. • Evaluate templates and project control

NO.	Audit Description	Audit Objective	Brief Description of Audit Scope
			<p>schedules for effective implementation project methodologies and frameworks.</p> <ul style="list-style-type: none"> • The design and effectiveness of Project readiness assessment processes for project implementation. • Project Records management processes.
2	Project Audits and Value for Money Reviews	To ensure that projects are completed on time and at the required level of quality and cost.	<ul style="list-style-type: none"> • Evaluate alignment of project delivery to project priorities. • Verification of contracted scope. • Identification and verification of unusual scope of works items. • Project interim and final accounts reviews. • Project procurement processes.
3	Contract Management Reviews	To ensure effective management of contracts	<ul style="list-style-type: none"> • Evaluate the adequacy and effectiveness process and controls for managing contracts. • Monitoring of contracts performance and managing contract changes. • Termination of contracts, extension of contracts, etc • Implementation of contract terms, billing rates, etc.
4	Project Costs Reviews	To ensure that public funds were managed economically, efficiently, and effectively when implementing JDA projects.	<ul style="list-style-type: none"> • Evaluate the budget and expenditure management. • Evaluate management of variation orders. • Evaluate the management of Advance Payments. • Evaluate the projects escalation and/or scope change management processes. • Reconciliation of project expenditures. • Reconcile the use of contingencies with status reports and documentation.
5	Physical project verifications	To ensure reasonable alignment of project progress against project expenditure.	<ul style="list-style-type: none"> • Physical verification and observation of project existence, progress, developments, changes, etc. • Verification of materials on site/ off-site.
6	Project monitoring and governance processes.	To ensure that sound, and effective project governance processes are in place within JDA.	<ul style="list-style-type: none"> • Evaluate the adequacy of effectiveness of Project Risk Management Processes. • Evaluate the adequacy of effectiveness of JDA's Project Monitoring, Oversight and Governance processes. • Quality assurance and quality control review minutes and documents from various meetings.
7	SMME development process review	<p>To ensure that JDA promote economic empowerment through the structuring and procurement of JDA developments.</p> <p>To ensure that JDA promote economic empowerment through SMME development.</p>	<ul style="list-style-type: none"> • Assess the adequacy and effectiveness of the implementation of SMME development framework. • Monitoring by JDA of the effectiveness of SMME plans submitted by contractors.
8	Project Stakeholder Management		<ul style="list-style-type: none"> • Evaluating the effectiveness of process for monitoring of relationship between project with stakeholders, aligning strategies and planning to stakeholders' interest. • Effective implementation of stakeholder management processes.

4. APPOINTMENT

The JDA Internal Audit Department is therefore requesting proposals from suitably qualified and experience service provider to provide various Infrastructure project implementation assurance services for an envisaged period of three (3) years.

The services that will be required are outlined in item 3 above. This is followed by item 4.1 below which applicants are required to take note of.

4.1 Notes

- 4.1.1 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 4.1.2 Disputes shall be settled in good faith between parties to resolve the dispute. If the dispute is not resolved at that meeting, the Parties will attempt to settle it by mediation.
- 4.1.3 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements
- 4.1.4 Successful bidders will be required to sign the JDA's Standard Form Agreement and appendices.
- 4.1.5 Successful bidders on the panel and based on the work to be conducted (needs required at the time), will be issued out with an opportunity to submit quotations to which the following may be required: (1) Methodology to be used in line with the scope of work; and (2) Resource Allocation and Team capabilities (3) Necessary Compliance documents. Failure to submit such may result in disqualification of the request for quotation (RFQ).
- 4.1.6 Successful bidders on the panel will be required to complete MBD 6.2 - Declaration Certificate For Local Production and Content when issued out with an opportunity to quote in line with the revised Preferential Procurement Policy Framework Act (PPPFA) regulations which came into effect on the 7 December 2011 empower the Department of Trade and Industry (the DTI) to designate industries, sectors and sub-sectors for local production at a specified level of local content) of the specification provided.
- 4.1.7 Successful bidders on the panel will be required to complete all necessary MBD forms when issued out with an opportunity to submit quotes.
- 4.1.8 **Appointments for year 2 and year 3 will be dependent on satisfactory performance and budget availability.**
- 4.1.9 No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 4.1.10 No tender will be awarded to a bidder who is not registered on CSD.
- 4.1.11 Bidders will be required to attend briefing sessions where required in order to price accordingly.
- 4.1.10 Bidders will be required to bid in line with local content requirements as and when indicated by the JDA.

5. KEY RETURNABLE DOCUMENTS

- 5.6 The bidder's submission must provide the JDA with sufficient information to enable the employer to make a sound and fair evaluation of the proposal. It must clearly indicate the relevant previous experience, capability, and capacity of the bidding entity to undertake the project.
- 5.7 An original valid BBEE status level verification certificate substantiating the bidding entities BBEE rating or a certified copy thereof. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted.

An EME must submit a sworn affidavit confirming the following:

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

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

- 5.8 Company registration documents.
- 5.9 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. A lease agreement will also suffice
- 5.10 Details of directors / partners / members and shareholders with certified copies of their identity.
- 5.11 The forms A to H annexed, must be scrutinized completely in full and submitted together with your quotation.
- 5.12 A corporate brochure alternatively a summary of the entity's background.
- 5.13 Provide information on the individuals who will be assigned to this project (NOT the entire company). The following must be addressed: Complete annexure H
- Organogram
 - role/s and responsibility/ies on this project
 - relevant qualifications and attach proof hereof
 - number of years of relevant experience in the industry **and** in the proposed role
 - detailed CVs for each member of the team noting their specific relevant project experience [**project description, role and responsibilities, project value**]
 - individual memberships to professional associations and attach proof hereof
- 5.14 A schedule of completed contracts of a similar nature to this project. The following details must be included on the schedule: Complete annexure D and G
- Description of the project
 - Service rendered
 - Name of employer / client and their representative's contact details
 - Cost of the works
 - Fee obtained for services
 - Date of completion
 - Letter of reference on the client's letterhead or with the client's company stamp that confirms project scope of work, service rendered and project value.

- 5.15 The following index should be strictly used when compiling proposals for submission.

Section A: Tender Document

Section B: Company Profile

Section C: Team CV, Copies of qualification and professional membership

Section D: Reference Letters: Project Audits

Section E: Reference Letters: Project Management Department Reviews

Section F: Key Returnable Documents

Section G: Any other relevant information the bidder may deem necessary

TENDERERS ARE TO SUBMIT 3 COPIES OF THEIR PROPOSAL (1 ORIGINAL; SOFT COP(USB) and 1 COPY).

Note for consortium and joint ventures

- **EACH** party to a consortium and joint venture is to submit the requisite documents and / or information as requested in item 5 (ie.5.1.4 - 5.1.9, and 5.1.11 - 5.1.12)
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A lead consultant is to be appointed and noted in the submission.
- A trust, consortium or joint venture will qualify for points for their BBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBEE scorecard as if they were a group structure and that such a consolidated BBEE scorecard is prepared for every separate tender.

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 5 and 6 ABOVE WILL RESULT IN TENDERERS BEING DISQUALIFIED FOR NON-COMPLIANCE OR NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.

6. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical
- Risk Tolerance

6.1 Compliance

Bidders' will be disqualified:

- If any of its directors are listed on the register of defaulters,
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory,
- Bidders who did not provide valid COIDA certificate,
- Bidders who did not provide valid signed JV agreement,
- Bidders whose tender document have been e-mailed or faxed
- Bidders whose tender document has been completed in pencil,
- Bidders whose document has been faxed,
- Bidders whose tender document has been received after the closing time and date,
- Bidders whose tender document has not been deposited in the tender box at the time of closing,
- Bidders who have any directors that are in the employment of the state.
- No award will be made to any bidder whose directors are owing more that 90 days of their individual municipal account and rates
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD).

6.2 Technical

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

- (i) Key returnable documents,
- (ii) Company profile,
- (iii) Capacity of Key Personnel,
- (iv) Company experience: project audits (i.e., Infrastructure project assurance services),
- (v) Company experience: project implementation reviews (i.e., Infrastructure project assurance services),
- (vi) Contactable reference letters in relation to Company experience: project audits (i.e., relevant Infrastructure project assurance services),
- (vii) Contactable reference letters in relation to Company experience: project implementation reviews (i.e., relevant Infrastructure project assurance services),

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

Total points 275, Minimum points required 165 which is 60%.

Variable	Total Points	Criteria	Description of criteria	Points
(i). KEY RETURNABLE DOCUMENTS	20	Valid BBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 5.3 to 2.5 herein Zero points will be awarded if Annexure G is not completed	N/A
		Company registration documents		N/A
		CTS letter from SARS		N/A
		Valid Professional Indemnity Insurance R2m		N/A
		Current municipal rates account / affidavit		N/A
		3 Years audited financial statements		N/A
		Certified copies of identity documents		N/A
		Annexure A completed in full and signed		N/A
		Annexure B completed in full and signed		N/A
		Annexure C completed in full and signed		N/A
		Annexure D completed in full and signed		N/A
		Annexure E completed in full and signed		N/A
		Annexure F completed in full and signed		N/A
		Annexure G1 and G2 completed in full and signed	N/A	N/A
Annexure H Annexure completed in full and signed		The JDA CV Template must be completed in full as prescribed Points will not be allocated for referring to attached CV and Qualifications	20	
Variable	Total Points	Criteria	Description of criteria	Points
(ii) COMPANY PROFILE Number of years of relevant experience in the Built Environment	30	Number of years of experience as a Multidisciplinary firm in the Built Environment.	Points will only be allocated based on the company's profile and nature of experience as a Multidisciplinary firm in the built environment. NB: Company's Profile to be provided.	
		+ 20 years' experience as a Multidisciplinary firm in the Built Environment.		30
		14 to 20 years' experience as a Multidisciplinary firm in the Built Environment.		25
		9 to 13 years' experience as a Multidisciplinary firm in the Built Environment.		20
		4 to 8 years' experience as a Multidisciplinary firm in the Built Environment.		15
Variable	Total Points	Criteria	Description of criteria	Points
(iii) CAPACITY OF KEY PERSONNEL JDA CV Template is provided under Annexure H – must be used.	45	CV's PLUS qualifications per each discipline Expertise from the following 5 professional disciplines: 1. Architects 2. Civil/Structural Engineering 3. Electrical/Mechanical 4. Quantity Surveying 5. Project Management	CVs MUST show projects, roles played and period. CV's MUST include copies of qualifications NB: CVs provided without copies of qualifications will not be considered and zero points will be allocated.	
		+15 CV's (combined) provided for five (5) of the 5 disciplines listed above.		45
		12 to 14 CV's (combined) provided for four (4) of the 5 disciplines listed above.		35
		9 to 11 CV's (combined) provided for three (3) of the 5 disciplines listed above.		25
		6 to 8 CV's (combined) provided for two (2) of the 5 disciplines listed above.		20

Variable	Total Points	Criteria	Description of criteria	Points
<p>(iv)</p> <p>COMPANY EXPERIENCE: PROJECT AUDITS</p> <p>Number of years of relevant experience in conducting infrastructure project audits.</p> <p>Infrastructure project audits completed should be listed under Annexure G1 provided.</p>	30	Company experience in conducting infrastructure project audits	Points will only be allocated based on the company's number of years conducting infrastructure project audits.	
		+15years experience conducting infrastructure project audits.		30
		+10 to 15years experience conducting infrastructure project audits.		25
		+5 to 10years experience conducting infrastructure project audits.		20
		3 to 5years experience conducting infrastructure project audits.		15
Variable	Total Points	Criteria	Description of criteria	Points
<p>(v)</p> <p>COMPANY EXPERIENCE: PROJECT IMPLEMENTATION REVIEWS</p> <p>Number of years of relevant experience in conducting project implementation assurance services</p> <p>project implementation assurance services completed should be listed under Annexure G2 provided.</p>	30	Company experience conducting project implementation assurance services	Points will only be allocated based on the company's number of years conducting project implementation assurance services	
		+10years experience in establishing, development and evaluating processes within Project Management Office/Department.		30
		+7 to 10years experience in establishing, development and evaluating processes within Project Management Office/Department.		25
		3 to 7years experience in establishing, development and evaluating processes within Project Management Office/Department.		20
Variable	Total Points	Criteria	Description of criteria	Points
<p>(vi)</p> <p>CONTACTABLE REFERENCE LETTERS IN RELATION TO COMPANY EXPERIENCE: PROJECT AUDITS</p> <p>To relate to the item (iv) above in line with</p>	60	+7 reference letters provided on previous work conducted related to infrastructure project audits.	<p>References must be signed by the client and must include the name / description of the project, it must confirm the service rendered, the date completed and a comment of the level of satisfaction with the service. References must be for projects listed above under project experience, and relevant to this project only. Appointment letters, Purchase Orders etc. will</p>	60
		+5 to 7 reference letters provided on previous work conducted related to infrastructure project audits.		50
		+3 to 5 reference letters provided on previous work conducted related to infrastructure project audits.		40

completed Annexure G1			NOT be considered as references. If any of the required information is not contained in the reference, then zero points will be awarded	
Variable	Total Points	Criteria	Description of criteria	Points
(vii) CONTACTABLE REFERENCE LETTERS IN RELATION TO COMPANY EXPERIENCE: PROJECT IMPLEMENTATION REVIEWS To relate to the item (v) above in line with completed Annexure G2	60	+7 reference letters provided on previous work conducted relating to establishing, developing, and evaluating processes within Project Management Office/Department.	References must be signed by the client and must include the name / description of the project, it must confirm the service rendered, the date completed and a comment of the level of satisfaction with the service. References must be for projects listed above under project experience, and relevant to this project only. Appointment letters, Purchase Orders etc. will NOT be considered as references. If any of the required information is not contained in the reference, then zero points will be awarded	60
		+5 to 7 reference letters provided on previous work conducted relating to establishing, developing, and evaluating processes within Project Management Office/Department.		50
		3 to 5 reference letters provided on previous work conducted relating to establishing, developing, and evaluating processes within Project Management Office/Department.		40

6.4 Risk Tolerance

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

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

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

The greater of R12 million or six contracts / projects over two financial years (current year and previous financial year)

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

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

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

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

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

7. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

“BID DESCRIPTION: RFP: APPOINTMENT OF A SUITABLE AND EXPERIENCED PANEL OF SERVICE PROVIDERS FOR INFRASTRUCTURE IMPLEMENTATION PROJECT ASSURANCE SERVICES FOR THE JDA INTERNAL AUDIT FUNCTION FOR A PERIOD OF 36 MONTHS - **BID NUMBER:** JDAIA/IIPAS/007/2022”

must be written / typed clearly on the envelope and hand delivered / posted to the following address:

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. **only between the office hours of 08H00 and 17H00.**

The Tender closes at 12H00 on the 19th of October 2022.

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

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

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

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

Queries can be addressed in writing to:

Mzwakhe Mokoena

E-mail: mmokoena@jda.org.za

and or

Mpho Zulu

E-mail: mzulu@jda.org.za

Closing date for submission of written queries is the **6th of October 2022**

ANNEXURE A : BUSINESS DECLARATION

Tender/RFP Number :

Tender/RFP Description :

Name of Company :

Contact Person :

Postal Address :

.....

Physical Address :

.....

Telephone Number :

Fax Number :

Cell Number :

E-mail Address :

Company/enterprise Income

Tax Reference Number :

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

VAT Registration Number :

Company Registration Number :

1. Type of firm

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

(Tick one box)

2. Principal business activities

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

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

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

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

5. Did the firm exist under a previous name?

- Yes
- No

(Tick one box)

If yes, what was its previous name?

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

Full Time :

Part Time :

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

Full Time :

Part Time :

8. What is the enterprise's annual turnover for the last three years and what is the estimated turnover of current commitments from 1 July 2018 to 30 June 2022 (excl. VAT):

R Year.....

R Year.....

R Year.....

10. Banking details

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

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

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

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

BANK :

BRANCH :

BRANCH CODE :

ACCOUNT NUMBER :

ACCOUNT HOLDER :

TYPE OF ACCOUNT :

CONTACT PERSON :

CONTACT NUMBER :

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

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

COMPANY STAMP

ANNEXURE B: DECLARATION OF INTEREST

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

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

3.1 Full Name:

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

- * MSCM Regulations: "in the service of the state" means to be –
 - (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
 - (b) a member of the board of directors of any municipal entity;
 - (c) an official of any municipality or municipal entity;
 - (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
 - (e) a member of the accounting authority of any national or provincial public entity; or
 - (f) an employee of Parliament or a provincial legislature.
- ** "Stakeholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

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

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

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

.....
Name of Bidder

.....
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

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

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE E : CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

For

*RFP: PANEL OF SERVICE PROVIDER FOR INFRASTRUCTURE PROJECT ASSURANCE AND
VERIFICATION AUDIT SERVICES FOR THE JDA INTERNAL AUDIT FUNCTION FOR A PERIOD OF
THREE (3) YEARS*

in response to the invitation for the bid made by:

Johannesburg Development Agency

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

I certify, on behalf of:

_____ that:
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
 - (a) has been requested to submit a bid in response to this bid invitation;
 - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.

7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - (a) prices;
 - (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE F: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

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

B Bid Information

i. Name of bidder:

ii. Registration Number:

iii. Municipality where business is situated

iv. Municipal account number for rates:

v. Municipal account number for water and electricity:

vi. Names of all directors, their ID numbers and municipal account number.

1.

2.

3.

4.

5.

6.

7.

C Documents to be attached.

i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)

ii. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)

iii. Proof of directors

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

.....

.....

Signature

Date

ANNEXURE G1: SCHEDULE OF COMPLETED CONTRACTS (PROJECT AUDITS)

The tenderer shall list below a **maximum of 20 projects completed in the past 8 years of a similar nature to this project**

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE G2: SCHEDULE OF COMPLETED CONTRACTS (EVALUATION OF PROJECT MANAGEMENT OFFICE/DEPARTMENT)

The tenderer shall list below a **maximum of 20 projects completed in the past 8 years of a similar nature to this project**

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....

Date

ANNEXURE H – JDA CV TEMPLATE TO BE COMPLETED BY THE BIDDER (COMPULSORY)

KEY AREA OF EXPERTISE/ PROFESSIONAL DISCIPLINE		
FULL NAME AND SURNAME		
TITLE (e.g., Ms./Mr./Dr/Prof)		
PROFESSIONAL QUALIFICATIONS (Degrees, Diplomas, etc)	YEAR OBTAINED	CERTIFIED ACADEMIC CERTIFICATE MUST BE ATTACHED AND LISTED
CURRENT EMPLOYER		
CURRENT ROLE/TITLE		
NO. OF Yrs AND Mnths SERVED		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
PREVIOUS EMPLOYER 1		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
PREVIOUS EMPLOYER 2		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
PREVIOUS EMPLOYER 3		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	

*** PLEASE CONTINUE TO ADD YOUR PREVIOUS EMPLOYMENT ROLES (3, 4, 5 etc.) USING FORMAT ABOVE