



INVITATION TO QUOTE

REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS

ADVERT DATE: 27 SEPTEMBER 2022

NON-COMPULSORY CLARIFICATION DATE: N/A

CLOSING DATE: 04 OCTOBER 2022
CLOSING TIME: 12H00

RFQ DESCRIPTION: RFQ TO APPOINT SOCIAL / TRAINING & CAPACITATION FACILITATORS FOR THE SOWETO STRATEGIC AREA FRAMEWORK: CAPACITATION OF THE COMMUNITY REFERENCE GROUP (CRG) AND AREA COORDINATING TEAM (ACT) LEADERSHIP STRUCTURES.

RFQ NUMBER: JDA/DPF/SAF-FACILITATORS/02/2022

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

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

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

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

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

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

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

ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department: Development Planning and Facilitation
Contact Person: Ms. Rhulani Mabasa
Tel: 011 688 7829
E-mail: RMabasa@jda.org.za

RFQ TO APPOINT SOCIAL/ TRAINING & CAPACITATION FACILITATORS FOR THE SOWETO STRATEGIC AREA FRAMEWORK: CAPACITATION OF THE COMMUNITY REFERENCE GROUP (CRG) AND AREA COORDINATING TEAM (ACT) LEADERSHIP STRUCTURES.

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

OFFER PAGE

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

BID / RFQ NUMBER

.....

BID / RFQ DESCRIPTION

.....

.....

.....

NAME OF BIDDER

.....

**NAME OF CONTACT
PERSON**

.....

POSTAL ADDRESS

.....

**STREET
ADDRESS**

.....

.....

.....

.....

TELEPHONE NUMBER

CODE NUMBER

**CELLPHONE
NUMBER**

.....

**E-MAIL
ADDRESS**

.....

.....

FACSIMILE NUMBER

CODE NUMBER

**VAT REGISTRATION
NUMBER**

.....

**CSD SUPPLIER
NUMBER**

.....

**COMPANY REGISTRATION
NUMBER**

.....

RFQ TO APPOINT SOCIAL/ TRAINING & CAPACITATION FACILITATORS FOR THE SOWETO STRATEGIC AREA FRAMEWORK: CAPACITATION OF THE COMMUNITY REFERENCE GROUP (CRG) AND AREA COORDINATING TEAM (ACT) LEADERSHIP STRUCTURES.

TAX VERIFICATION

PIN.....

TOTAL QUOTED PRICE.....

excluding Value Added Tax

TOTAL QUOTED PRICE in

words.....

.....

.....

.....

.....

..... excluding Value Added Tax

SIGNATURE OF BIDDER

.....

CAPACITY UNDER WHICH THIS BID IS SIGNED

.....

DATE

.....

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

To all our stakeholders

RE: The channels of reporting fraudulent and Corrupt Activities

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

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

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

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

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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.

1. INTRODUCTION

The Johannesburg Development Agency (JDA) is requesting quotations from bidders with expertise in Social/ Training & Capacitation Facilitation to submit proposals for the Soweto Strategic Area Framework: Capacitation of the Community Reference Group (CRG) & Area Coordinating Team (ACT) Leadership Structures.

1.1 Project Information

The JDA is an area-based development agency of the City of Johannesburg (CoJ) and has implemented various projects within the City's marginalized areas including Soweto, Ivory Park, Orange Farm, Diepsloot and the Greater Alexandra.

In the 2016 Spatial Development Framework, the CoJ identified Soweto as one of its key intervention areas. The CoJ's subsequent Nodal Review (2020) also identified Soweto as having the potential to develop into a Regional Node. Additionally, Soweto has also been noted as an area with potential of developing into a district that can play a large role in contributing to economic growth of the Gauteng City Region. As such, in 2020, the City of Joburg partnered with the Global Future Cities Programme to develop the Soweto Strategic Area Framework.

The Soweto Strategic Area Framework (SSAF) is a co-produced planning and development policy document. The framework aims at unearthing the latent socio-economic potential of Soweto and promoting inclusive and sustainable development in Soweto. This is done through incorporating planning, transport and resilience considerations and developing specific tools to tackle intractable development challenges. Co-creation has been a central practice in developing the SSAF. As such, in co-producing the framework, the fragility of the relationship between the community and the city was highlighted as a critical challenge in ensuring the successful implementation of the SSAF. This reinforced the need to develop and institutionalize leadership structures to expand and strengthen existing community structures, forums, and government partnerships to enable continued dialogue between the community and the city towards a collective impact and successful implementation of the SSAF.

Furthermore, building capabilities and enabling active citizenry is a dominant narrative in the National Development Plan (NDP). Empowerment of communities is one of the necessary pre-requisites to enable active citizenry and to promote values of responsible citizenship. Conception of citizens as partners in development efforts aimed at improving their lives features prominently in the Draft Integrated Urban Development Framework (IUDF), Policy Lever 6 on *Empowered Active Communities*. To foster sustainable local government and community-based organisations' collaboration at a neighbourhood level, and to engender robust and genuine public participation process, the IUDF identifies empowerment of partner organisations as a critical intervention, a 'game changer'.

As such, in October 2021, Council approved the Department of Development Planning to facilitate the formulation of the ACT and CRG which are voluntary local government and community based representative structures wherein, technical officials and community members will be requested to serve on a leadership structure in relation to Soweto, as part of implementing the Soweto SAF.

The Soweto SAF is an overarching guiding plan which should also be supported by the formulation of a specific area-based leadership structure that is well trained and capacitated to 1) fulfil their mandate and be able to execute their anticipated roles effectively and, 2) carry out the function of ensuring continuous dialogue and implementation of the projects identified in the Soweto SAF. As such, the JDA is requesting priced quotation from accredited training service providers who will undertake accredited leadership training and capacitation for the ACT and CRG structures.

The successful bidder will be required to deliver most of the required milestones by December 2022.

1.2 Proposal Objectives

The objective of the RFP is to facilitate the following,

- 1) To empower community leadership to undertake their duties and tasks effectively through leadership training and capacitation.

- 2) To capacitate and empower community leadership on leadership and governance.
- 3) To facilitate at least two (2) joint committee meetings between the Area-Coordinating Team (ACT) and the Community Reference Group (CRG)

2. PROJECT LOCATION AND DESCRIPTION

The appointed service providers will be required to provide training for approximately 60 elected community leaders which form part of the CRG. These trainings should take place in venues within Soweto to enable ease of access for community members. Additionally, the appointed service providers will be required to facilitate at least two (2) joint committee meetings between the ACT and CRG wherein, further training will be provided to both structures on the roles and responsibilities and mandate of the leadership structures.

3. PROJECT SCOPE

The services of a professional service provider are required to drive and manage the Soweto SAF community leadership capacity building. Specifically, the service provider is required to perform the following tasks:

- 1) Plan and prepare the training content/ module.
- 2) Plan and prepare the training material.
- 3) Development of training plan schedule. (For example, 8 x 5 hour sessions, days to be agreed on in consultation).
- 4) Conduct the training for 60 community leaders on the following learning areas; -
- 5)

Module 1:	Personal development
Module 2:	Understanding Leadership
Module 3:	Team or Group dynamics
Module 4:	Effective Communication
Module 5:	Conflict and conflict management
Module 6:	Create a vision and mission
Module 7:	Roles and Responsibilities of leadership
Module 8:	Planning

- 6) Design and facilitate training sessions focussing on above-listed learning areas and the service provider must produce and print up to 50 booklets encompassing all the workshop learning areas, which will be used by participants at the workshops and post the workshops (resource booklet).
- 7) The Modules must be delivered within duration of seven (7) days; 8-hour day and

the days will have to be agreed upon in consultation with the project manager.

- 8) Manage and coordinate the logistical and preparations for the workshops. This includes preparation for the workshop which encompasses provision of training Material, flip charts, writing material etc to all 60 participants.
- 9) Provision of Catering (breakfast and lunch) for 60 people for four 4 training days.
- 10) Provision of Transport for 60 people for four 4 training days in Soweto covering 14 wards.
- 11) Capture in a written format the training proceedings and issues raised, and the service providers will need to compile an overall project report.
- 12) Plan and facilitate at least two joint committee meetings between the ACT and CRG.
- 13) Assist the ACT and CRG to develop terms of reference and code of conduct for the proceedings of the leadership structures.

4. PROJECT STAGES, DELIVERABLES AND MILESTONES

The community leadership capacity building initiative is planned to be undertaken and completed within a period of three (3) months from appointment November 2022 to January 2022 and the facilitation of at least two joint committee meeting between the ACT and CRG to be undertaken and completed, from February to April 2023.

4.1 Project Stages and Deliverables

To support / achieve the project scope the approach must include the following stages

Table 1: Project stages and deliverables

Stage	Actions/Activities	Note	Deliverables
Training & Capacitation planning and content report	Defining training and capacitation rationale, approach and methodology, work-plan, roles responsibilities,	Key milestones and timeframes unpacked.	Training planning and schedule report

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Stage	Actions/Activities	Note	Deliverables
	and proposed training schedule.		
CRG Training sessions	Design and facilitate training sessions focussing on above-listed learning areas for 60 community leaders.	The modules should be focused on providing capacitation and readiness to representatives of the CRG to fulfil their elected mandate.	Resource booklet containing training material.
Training and capacitation proceedings report	Compile a report on the training proceedings and issues raised as well as areas that need furthermore improvement prior to the joint committee meeting.	None	Training and capacitation proceedings report
Joint ACT and CRG committee meetings	Planning and facilitation of at least two joint committee meetings between the ACT and CRG.	Ensure that the ACT and CRG have the first and second sitting and guide through the committee meetings roles and responsibility.	Terms of reference & code of conduct for the ACT and CRG
Close Out – Final ACT and CRG proceedings report	Develop close out report and a presentation detailing the proceedings of the joint committee meetings.	Ensure that the report details and highlights the gaps observed in the joint meetings, areas of improvement and development for future ACT and CRG joint meetings.	ACT and CRG proceedings report

4.2 Project Milestones

The appointment of the service providers will be for 9-month period with the following indicative milestones:

Table 2: Project Milestones

Milestone	Deadline
1. Professionals tender closure	October 2022
2. Awards completed	October 2022

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4. Training plan schedule	November 2022
5. CRG training sessions	November 2022
6. Training and capacitation proceedings report	November 2022
7. First Joint ACT and CRG committee meeting	December 2022
8. Second Joint ACT and CRG committee meeting	March 2023
9. Close Out – Final ACT and CRG proceedings report	April 2023

5. DESIRED OUTPUT/S

- Training planning and schedule report.
- Training and Capacitation sessions.
- Resource booklet containing training material.
- Training and capacitation proceedings report.
- Training and capacitation presentation

6. PROFESSIONAL SKILLS REQUIRED

The bidding team/consortium must include each the following professional competencies:

- Social Facilitator
- Accredited Leadership Training and Capacitation Facilitator

The project consultant must have demonstrated experience in leading a project of similar scale and complexity. The consultant must ensure that the expertise of other professionals and skills are included into their deliverables. The consultant will be required to work collaboratively with the other professionals in the city. All project deliverables will require the ability to obtain and synthesise information quickly and efficiently, to strategize and conceptualize appropriate local solutions to a highly challenging environment.

7. KEY REFERENCE DOCUMENTS

- 2016 City of Joburg Spatial Development Framework
- Draft Soweto Strategic Area Framework 2021
- Draft Soweto Strategic Area Framework Toolbox

8. NON-COMPULSORY CLARIFICATION:

- Not Applicable

9. NOTES FOR PRICING

The basis for fee proposals is outlined in item 9.2 below.

This is followed by item 9.3 which applicants are required to take note of.

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

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

Detailed below is information upon which fees must be based on (refer to item 3. above for detailed scope of work).

This is followed by item number 9.2 which ALL service providers are required to take careful note of.

9.2 PRICING TABLE

The bidder is expected to include on the pricing for all the reasonable stakeholder meetings and presentations in meetings, which are deemed to be over and above the bidder’s scope of works. The rate of the bidder per meeting should include miscellaneous activities such as hiring of venues and transportation of the ACT and GRC Committee members should there be a need.

Social Facilitator and Training & Capacitation Facilitator		
STAGES	DELIVERABLES	FEE (excluding VAT)
1	Training content/ module report	R
2	CRG training sessions	R
3	Training and capacitation proceedings report	R
4	First Joint ACT and CRG committee meeting	R

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5	Second Joint ACT and CRG committee meeting	R
6	Close Out – Final ACT and CRG proceedings report	R
	Total excluding VAT	R

Catering and transportation				
NO.	DELIVERABLES	RATE PER PERSON (excluding VAT)	QUANTITY	Total for 60 (excluding VAT)
1	<p>CATERING:</p> <p><u>Breakfast</u> Ham, cheese & tomato sandwich, and tea</p> <p><u>Lunch</u> Chicken or beef, 1 starch, 1 vegetable, 330ml 100% juice</p> <p>Include plates, cups, and cutlery</p>	R	60 people	R
2	<p>TRANSPORTATION</p> <p>13 Pick-up points and 13 drop-off points around Soweto (Covering 14 wards)</p>	R	60 people	R
	Total excluding VAT	R	VAT EXCL.	R

NO.	SERVICE DESCRIPTION	AMOUNT
1	Total of Social Facilitator and Training & Capacitation Facilitator	R
2	Total of Catering and Transportation	R
	Total excluding VAT to be carried to Offer Page	R

TOTAL FEE TO BE TRANSFERRED CORRECTLY TO THE OFFER PAGE

Service providers must ensure that the final TOTAL FEE is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the quoted amount.

9.3 Notes

- 9.3.1** Service providers must ensure that the final **TOTAL FEE** is correctly carried over to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services. **Failing to price as required will result in the tender being disqualified.**
- 9.3.2** Fees **must** include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel, and accommodation, etc.
- 9.3.3** It is the responsibility of the bidder to ensure that they have a local office within the geographical area of City of Johannesburg as the JDA will not be responsible for accommodation and travelling costs.

10. PRESENTATION OF QUOTATIONS

Submissions are to consist of a short (**not to exceed 10 pages**) and comprehensible report that must provide the JDA with sufficient information to make a sound and fair evaluation of the quotation as well as the experience and capability of the applicant to undertake and manage the project successfully.

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

The following information must be clearly spelt out:

- 10.1** **BRIEF** company background, lists of SIMILAR (lap top accessories) projects (including client name, contact person, telephone number, value of the project, and the consulting fee value, nature of the project, required deliverables).
- 10.2** A copy of a valid SARS Tax Pin Compliant certificate. No award will be made to a service provider whose tax matters are not in order with the South African Revenue Services.
- 10.3** No award will be made to a service provider who is not registered with National Treasury Central Supplier Database.

10.4 A copy of the tenderer's latest municipal rates account in the name of the tenderer or alternatively in the names of the Directors / Partners of the tendering entity. Copies of lease agreements **will be accepted**.

10.5 An original and valid BBBEE status levels verification certificate or a certified copy thereof, substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. An EME must submit an affidavit confirming the following:

- Annual Turnover Revenue of R10 million or less; and
- Level of Black ownership
- Any misrepresentation in terms of bullet point above constitutes a criminal offence
as set out in the B-BBEE Act as amended.

10.6 An original letter from the tenderer's bank confirming account information.

10.7 Bidders are required to submit detailed quotations based on the required deliverables defined in rand terms. Applicants are to illustrate the fee proposal linked to deliverables. All disbursements, etc. are to be **included** in the quotations.

10.8 A completed RFQ document with all sections filled in (references in the RFQ to other documentation attached will NOT be considered.)

10.9 The forms A to H annexed, must be scrutinized, completed in full and submitted together with your RFQ.

Note for consortium and joint ventures

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

Failure to comply with these conditions may invalidate your offer.

11. ASSESSMENT CRITERIA

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Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical and
- Price / BBBEE

11.1 Compliance

Bidders' will be disqualified:

- If any of its directors are listed on the register of defaulters,
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory,
- Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil,
- Bidders whose document has been faxed,
- Bidders whose tender document has been received after the closing time,
- Bidders whose tender document has not been deposited in the tender box at the time of closing,
- Bidders who fail to price as required i.e. as stipulated in item 9.2 herein,
- Bidders who have any directors that are in the employment of the state,
- Bidders whose municipal accounts are owing more than 90 days,
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD),
- No award will be made to bidders whose tax matters are not in good standing with SARS

11.2 Technical

Item	Criteria	Total
(i)	Key returnable documents (Annexure A-H)	16
(ii)	Capability of proposed key team members and qualifications	160
(iii)	List of completed similar projects	50
(iv)	Detailed and signed reference letters which are in line with item (iii)	50

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Item	Criteria	Total
	Minimum / Cut –off @ 60%	166
	Maximum	276

a) Submission / Assessment Checklist

Category	Criteria	Description of Criteria	
(i) Key returnable documents	Returnable Documents Required are as follows	Documents must be correctly completed and signed.	
	1. Company background / brochure		Y/N
	2. List of similar contracts currently awarded by organ of state		Y/N
	3. List of completed contracts of similar nature		Y/N
	4. Details of directors and shareholders with certified copies of ID's		Y/N
	5. Professional Indemnity Insurance (Max Claim and Expiry Date) minimum value R2m		Y/N
	6. Company registration documents		Y/N
	7. CTS letter from SARS (Tax pin)		Y/N
	8. Valid BBBEE certificate/s		Y/N
	9. A statement from an independent auditor/ accountant regarding the service providers financial standing to undertake this project		Y/N
	10. Up-to-date Municipal rates account showing no arrears (90 days) or affidavit if not applicable for the directors		Y/N

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Category	Criteria	Description of Criteria	
	Annexures A to H all completed in full and signed		16
Responsiveness Total			
(ii -A) Capability of proposed team detailed CV's	Social Facilitator	8 or more years of Social Facilitation and community leadership capacity building initiative	50
		4 - 7 years of Social Facilitation and community leadership capacity building initiative	30
		1 - 3 years of Social Facilitation and community leadership capacity building initiative	10
(ii -B) Capability of proposed team detailed CV's	Accredited Leadership Training and Capacitation Facilitator	8 or more years of community leadership capacity building initiative	50
		4 – 7 years of community leadership capacity building initiative	30
		1 - 3 years of community leadership capacity building initiative	10
(ii-C) Qualifications of the Capability of proposed team detailed CV's	Social Facilitator	Qualification: Competency in Unit Standard 117871 - Facilitate learning using a variety of given methodologies or equivalent	20
		<p>Certified copies of Qualifications</p> <p>This item is all or nothing, meaning all documents must be submitted or zero points will be allocated.</p>	

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Category	Criteria		Description of Criteria	
		Registration as a LGSeta Assessor.	Valid professional membership. This item is all or nothing, meaning all documents must be submitted or zero points will be allocated.	10
(ii-D) Qualifications of the Capability of proposed team detailed CV's	Accredited Leadership Training and Capacitation Facilitator	Qualification: Competency in Unit Standard 117871 - Facilitate learning using a variety of given methodologies or equivalent	Certified copies of Qualifications This item is all or nothing, meaning all documents must be submitted or zero points will be allocated. Valid professional membership. This item is all or nothing, meaning all documents must be submitted or zero points will be allocated.	20

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Category	Criteria		Description of Criteria	
		Registration as a LGSeta Assessor.		10
		Previous Experience and Qualifications Total =		
(iii-) List of completed similar projects		8 or more years of Social Facilitation and community leadership capacity building initiative	Points will only be allocated for a relevant / similar completed project experience (Annexure D)	50
		4 – 7 years of Social Facilitation and community leadership capacity building initiative		30
		1 – 3 years of Social Facilitation and community leadership capacity building initiative		10
(iv) Contactable references In line with (iii)		8 or more references for Social Facilitation and community leadership capacity building initiative services	Points will only be allocated for references on (Social Facilitation and	50

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Category	Criteria	Description of Criteria	
		4 – 7 references for Social Facilitation and community leadership capacity building initiative services	30
		1 – 3 references for Social Facilitation and community leadership capacity building initiative services	10
		References must be on the client's letterhead or on a document stamped by the client and must confirm the project description, services rendered in order to obtain the points. The reference letter must be submitted together with sample of report produced. If any of the required information does not appear in the reference, zero points will be awarded.	
		Total Maximum Score =	276
		Minimum Score to Proceed (60%) =	166

11.3 BBBEE Status

Having completed a technical evaluation, 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 following table is applicable in this regard:

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

Notes:

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

- 11.3.8 A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.

11.4 Price and Empowerment

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

The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's 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:

- 80 points are assigned to price
- Up to 20 points are assigned to BBBEE status per the table under item 10.3.

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

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

11. CLOSING DATE, TIME, AND VENUE FOR SUBMISSIONS

RFQ TO APPOINT SOCIAL/ TRAINING & CAPACITATION FACILITATORS FOR THE SOWETO STRATEGIC AREA FRAMEWORK: CAPACITATION OF THE COMMUNITY REFERENCE GROUP (CRG) AND AREA COORDINATING TEAM (ACT) LEADERSHIP STRUCTURES.

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The words “**RFQ TO APPOINT SOCIAL/ TRAINING & CAPACITATION FACILITATORS FOR THE SOWETO STRATEGIC AREA FRAMEWORK: CAPACITATION OF THE COMMUNITY REFERENCE GROUP (CRG) AND AREA COORDINATING TEAM (ACT) LEADERSHIP STRUCTURES**” must be written / typed clearly on the envelope.

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

The RFQ closes at 12h00 on 04 October 2022.

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

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

Queries can be addressed in writing to:
Rhulani Mabasa
E-mail: RMabasa@jda.org.za

ANNEXURE A: BUSINESS DECLARATION

Tender/RFQ Number:

.....

Tender/RFQ Description:

.....

Name of Company:

.....

Contact Person:

.....

Postal Address:

.....

.....

Physical Address:

.....

.....

Telephone Number:

.....

Fax Number:

.....

Cell Number:

.....

E-mail Address:

.....

Company/enterprise Income Tax Reference Number :

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

VAT Registration Number:

.....

Company Registration Number:

.....

1. Type of firm

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

(Tick one box)

2. Principal business activities

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

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

.....

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

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

5. Did the firm exist under a previous name?

- Yes
- No

(Tick one box)

If yes, what was its previous name?

.....

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

Full Time :

Part Time :

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

Full Time :

Part Time :

8. What is the enterprise's annual turnover for the last two years and what is the estimated turnover of current commitments.

RFQ TO APPOINT SOCIAL/ TRAINING & CAPACITATION FACILITATORS FOR THE SOWETO STRATEGIC AREA FRAMEWORK: CAPACITATION OF THE COMMUNITY REFERENCE GROUP (CRG) AND AREA COORDINATING TEAM (ACT) LEADERSHIP STRUCTURES.

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

BANK :

BRANCH :

BRANCH CODE :

ACCOUNT NUMBER :

ACCOUNT HOLDER :

TYPE OF ACCOUNT :

CONTACT PERSON :

CONTACT NUMBER :

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

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

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

COMPANY STAMP

ANNEXURE B: DECLARATION OF INTEREST

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

3.1 Full Name:

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

3.8 Are you presently in the service of the state*

YES / NO

If yes, furnish particulars

.....
.....

RFQ TO APPOINT SOCIAL/ TRAINING & CAPACITATION FACILITATORS FOR THE SOWETO STRATEGIC AREA FRAMEWORK: CAPACITATION OF THE COMMUNITY REFERENCE GROUP (CRG) AND AREA COORDINATING TEAM (ACT) LEADERSHIP STRUCTURES.

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

If yes, furnish particulars

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

3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

YES / NO

If yes, furnish particulars

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

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

YES / NO

If yes, furnish particulars

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

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

YES / NO

RFQ TO APPOINT SOCIAL/ TRAINING & CAPACITATION FACILITATORS FOR THE SOWETO STRATEGIC AREA FRAMEWORK: CAPACITATION OF THE COMMUNITY REFERENCE GROUP (CRG) AND AREA COORDINATING TEAM (ACT) LEADERSHIP STRUCTURES.

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

RFQ TO APPOINT SOCIAL/ TRAINING & CAPACITATION FACILITATORS FOR THE SOWETO STRATEGIC AREA FRAMEWORK: CAPACITATION OF THE COMMUNITY REFERENCE GROUP (CRG) AND AREA COORDINATING TEAM (ACT) LEADERSHIP STRUCTURES.

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:		

RFQ TO APPOINT SOCIAL/ TRAINING & CAPACITATION FACILITATORS FOR THE SOWETO STRATEGIC AREA FRAMEWORK: CAPACITATION OF THE COMMUNITY REFERENCE GROUP (CRG) AND AREA COORDINATING TEAM (ACT) LEADERSHIP STRUCTURES.

Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....

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

RFQ TO APPOINT SOCIAL/ TRAINING & CAPACITATION FACILITATORS FOR THE SOWETO STRATEGIC AREA FRAMEWORK: CAPACITATION OF THE COMMUNITY REFERENCE GROUP (CRG) AND AREA COORDINATING TEAM (ACT) LEADERSHIP STRUCTURES.

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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

RFQ TO APPOINT SOCIAL/ TRAINING & CAPACITATION FACILITATORS FOR THE SOWETO STRATEGIC AREA FRAMEWORK: CAPACITATION OF THE COMMUNITY REFERENCE GROUP (CRG) AND AREA COORDINATING TEAM (ACT) LEADERSHIP STRUCTURES.

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

EMPLOYER	CONSULTANT	SIMILAR NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

*** Organ of State means-

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

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

.....
Position

.....
Name of Bidder

.....
Date



RFQ TO APPOINT SOCIAL/ TRAINING & CAPACITATION FACILITATORS FOR THE SOWETO STRATEGIC AREA FRAMEWORK: CAPACITATION OF THE COMMUNITY REFERENCE GROUP (CRG) AND AREA COORDINATING TEAM (ACT) LEADERSHIP STRUCTURES.

ANNEXURE E: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

RFQ TO APPOINT SOCIAL/ TRAINING & CAPACITATION FACILITATORS FOR THE SOWETO STRATEGIC AREA FRAMEWORK: CAPACITATION OF THE COMMUNITY REFERENCE GROUP (CRG) AND AREA COORDINATING TEAM (ACT) LEADERSHIP STRUCTURES.

in response to the invitation for the bid made by:

Johannesburg Development Agency

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

I certify, on behalf of:

(Name of Bidder)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE F: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

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

B Bid Information

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

C Documents to be attached.

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

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

.....
.....

Signature _____

Date _____

ANNEXURE G: ORGANOGRAM (COMPULSORY) THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 11.2 HEREIN

The service provider shall list below the key personnel proposed for this project in the discipline and designation being tendered for as per 11.2 herein.

TABLE 1: Leadership Training and Capacitation Facilitator

Key Resource Information	
Designation:	Leadership Training and Capacitation Facilitator
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: Social Facilitator

Key Resource Information	
Designation:	Social Facilitator
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	

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

1. Leadership Training and Capacitation Facilitator		
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

2. Social Facilitator		
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. 2. 3.	1. 2. 3.

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