



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

ADVERT DATE: 24 November 2022

COMPULSORY BRIEFING MEETING DATE: 30 November 2022 **VENUE:** JDA BUS FACTORY OFFICES **TIME:** 10H00 – 11H00

CLOSING DATE: 08 December 2022

CLOSING TIME: 12H00

BID DESCRIPTION: RFP – REQUEST FOR PROPOSALS FROM BIDDERS WITH EXPERTISE IN AGRICULTURAL ECONOMICS TO PREPARE AN AGRICULTURE AND FOOD RESILIENCE STRATEGY FOR THE GREATER ORANGE FARM AREA IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 6 MONTHS.

BID NUMBER: JDA/DF/STRATEGY/ORANGE FARM/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)

* 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:	Tsakani Mabunda
Tel:	011 688 7851	Fax: 011 688 7899	E-mail: tmabunda@jda.org.za

ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department:	Development Facilitation	Contact Person:	Xolisile Sithole
Tel:	011 688 7815	Fax: 011 688 7899	E-mail: xsithole@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.

OFFER

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

NAME OF BIDDER

BID DESCRIPTION

.....

.....

BID NUMBER

POSTAL ADDRESS

.....

STREET ADDRESS

.....

CONTACT PERSON

TELEPHONE NUMBER CODE NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER

E-MAIL ADDRESS

COMPANY REGISTRATION NUMBER

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER

VAT REGISTRATION NUMBER

TAX VERIFICATION PIN NUMBER

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

TOTAL BID PRICE in words

.....

.....

..... excluding Value Added Tax

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED

DATE

To all our stakeholder

RE: The channels of reporting fraudulent and Corrupt Activities

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

Instances of corporate fraud and misconduct remain a constant threat to service delivery. The City of Johannesburg took a resolution to adopt strategic interventions aimed at 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 bidders.

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.

RFP – REQUEST FOR PROPOSALS FROM BIDDERS WITH EXPERTISE IN AGRICULTURAL ECONOMICS TO PREPARE AN AGRICULTURE AND FOOD RESILIENCE STRATEGY FOR THE GREATER ORANGE FARM AREA IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 6 MONTHS

**REQUEST FOR PROPOSALS FROM BIDDERS WITH
EXPERTISE IN AGRICULTURAL ECONOMICS TO PREPARE AN
AGRICULTURE AND FOOD RESILIENCE STRATEGY IN THE
ORANGE FARM AREA**

November 2022

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COPY OF ADVERT

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

BID DESCRIPTION: RFP – REQUEST FOR PROPOSALS FROM BIDDERS WITH EXPERTISE IN AGRICULTURAL ECONOMICS TO PREPARE AN AGRICULTURE AND FOOD RESILIENCE STRATEGY FOR THE GREATER ORANGE FARM AREA IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 6 MONTHS

BID NUMBER: JDA/DF/STRATEGY/ORANGE FARM/2022

The JDA is requesting proposals from experienced consultants to prepare a detailed Agricultural and Food Resilience Strategy for the Greater Orange Farm area in the City of Johannesburg over a period of 6 months. Key resource requirements include an Agricultural Economist.

Queries relating to procurement matters may be addressed to Ms. Tsakani Mabunda at tel (011) 688 7811; fax (011) 688 7899; or e-mail: tmabunda@jda.org.za

Technical queries or queries relating to the project may be addressed to Ms. Xolisile Sithole at tel (011) 688 7815; fax: (011) 688 7899; or e-mail: xsithole@jda.org.za

A compulsory tender briefing meeting with representatives of the employer will take place at the Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown, 2000 **on 30 November 2022 starting at 10H00 to 11H00.**

Documents may be downloaded from the JDA's website as follows: www.jda.org.za as well as on www.etenders.gov.za from **24 November 2022**. Tenders must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

The closing time and date for receipt of tenders is **12H00pm on 08 December 2022.**

Telegraphic, telephonic, telex, facsimile, e-mail, and late tenders will not be accepted.

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

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

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

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

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1. PROJECT INFORMATION

1.1. Purpose of RFP

The JDA is requesting for proposals from experienced consulting companies and consortiums/ joint ventures for the preparation of an agriculture and food resilience strategy for the Orange Farm area in the City of Johannesburg over a period of 06 months. The key resource requirements include an Agricultural Economist.

1.2. Introduction

Greater Orange Farm was identified by the City of Johannesburg to be a priority intervention area which requires locally specific short, medium and long-term development programmes and strategies founded on a clearly articulated vision for a better future for this area.

The JDA has been undertaking the implementation of the Orange Farm Turnkey Programme from 2021 which includes the completion of the Review of the Orange Farm Urban Development Framework (UDF) initially completed in 2010 as well as the physical implementation of key development interventions from 2021 – 2024. to be implemented by JDA is already underway and it is critical that the project considers both current and future developments in the area and its surroundings.

The Reviewed UDF serves as an over-arching guiding plan that will form the basis for the continued sustainable development of the Greater Orange Farm community, integrated human settlement development, and accompanying supportive infrastructure, which is affordable and socio-economically sustainable. This overarching guiding plan will be supported by a further formulation of more specific area-based plans (precinct plans) addressing development priorities with clear roadmaps (action plans). The UDF review has been completed and identified the need for an agricultural strategy that would guide the implementation of agricultural projects in Greater Orange Farm.

1.3. Background

Urban Agriculture (UA) has been identified as an important activity in Orange Farm with the potential to contribute to the socio-economic development of the area within the UDF Review. Additionally, the Gauteng City Region Observatory's occasional paper on Urban Agriculture in the Gauteng City-Region's green infrastructure network, 2020, indicates that urban agriculture is designed as a practice of farming for domestic or community-scaled food growing practices. The practice is either for consumption or selling. It is indicated in the report that according to the General Household Survey in 2011 by Stats SA, only 6% of Gauteng residents participated in urban agriculture. The majority of those households participated to provide additional food for the household. There is low participation in urban agriculture due to various factors. These are mainly due to a lack of adequate access to land for farming, poor access to the market because of limited and inconsistent supply of the product, and lack of access to services such as water in areas where land is available.

The COJ Growth and Development Strategy identifies the need to develop food resilience by ensuring food security as it is a basic human right. The City working through the Department of Agriculture's Integrated Food Security Strategy (IFSS) a cross-departmental programme tying together the various efforts around food security, including the Comprehensive Agriculture Support Programme (CASP) and the National Schools Nutrition programme has developed the Food Resilience Policy. The Policy also seeks to respond to the food value chain being the production, distribution, buying, and consumption of food.

The UDF Review highlighted significant farming activity in Orange Farm practiced in the form of communal and backyard gardens. Farming activity currently takes place in public open spaces, residences, and along road reserves.

2. STUDY AREA

2.1.1. Site Locality and Properties

The Greater Orange Farm area includes the five townships which are the Orange Farm, Lakeside, Drieziek, and Poortjie area. The study area is situated in administrative Region G of the City and comprises Wards, 1, 2,3,4,5 and 131.

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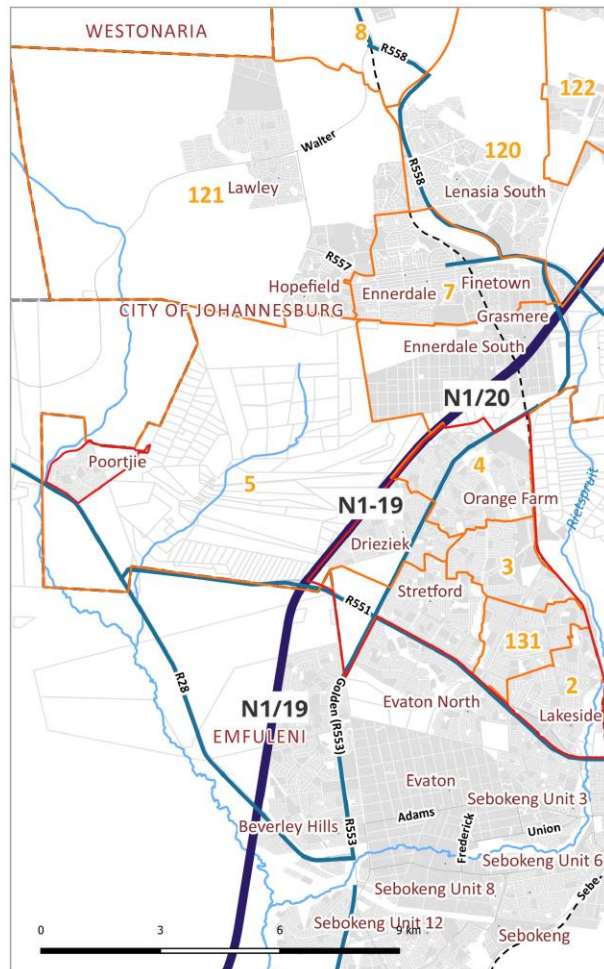


Figure 1: Greater Orange Farm UDF map

Further, the UDF Review identified the following properties within the Greater Orange Farm being utilised for agricultural purposes. The area also consists of a Food Resilience Hub/ Centre which hosts a farming project operated by co-operatives from the area. The Hub also provides local support farming initiatives from the area.

NUMBER	OWNERSHIP	ZONING	SIZE OF FARM SITE
1	City of Johannesburg	Institutional	2,52 ha
2	City of Johannesburg	Institutional	0,66 ha
3	City of Johannesburg	Institutional	0,33 ha
4	Provincial Government	Institutional	1,33 ha
5	Provincial Government	Institutional	1,97 ha
6	City of Johannesburg	Institutional	0,86 ha
7	City of Johannesburg	Business	2, 71 ha
8	City of Johannesburg	Institutional	1, 77 ha
9	City of Johannesburg	Public Open Space & Institutional	1, 63 ha
10	City of Johannesburg	Public Open Space	1,22 ha
11	City of Johannesburg	Public Open Space	0,64 ha
12	City of Johannesburg	Institutional	0, 31 ha

Figure 2: Urban agriculture sites

3. PROPOSAL OBJECTIVE

The objective of this project is to formulate an agriculture and food resilience strategy for the Greater Orange Farm area as recommended by the Draft Orange Farm Urban Development Framework Review. Urban Agriculture was identified in the Review as a means to improve livelihoods in and around the Greater Orange Farm area. The Strategy should ensure that Agriculture-related interventions are aimed at optimising agricultural production and downstream beneficiation in line with the most suitable commodity value chains relevant. The Marginalised Areas Assessment Report for the Region indicates that Urban Agriculture in the Orange Farm needs to be up-scaled to an enterprise development programme. This is important because it is a growing industry in the area and is already supported by the city. This Strategy should take into consideration the existing programmes in Region G by the Department of Social Development.

4. SCOPE OF THE PROJECT

4.1. Scope of Works

The scope of work will incorporate developing an urban agriculture strategy for the identified agriculture sites in the greater Orange Farm. The successful bidder will be expected to:

4.1.1. Inception and Planning

The inception and planning phase of the project should entail the completion of an Inception report that will outline the approach and methodology, resource allocation, work plan and schedule for the project.

4.1.2. Status Quo Assessment and Report

The Status Quo should include a Review of Policy, Strategy, and Frameworks that inform urban/ agriculture based on best practice cases locally and internationally. This phase of the project is required to determine the current status quo of agricultural initiatives challenges and opportunities in line with the desired objectives of the City. The assessment must also include but not be limited to the following activities:

1. Identification of land for farming
2. Identification of all farms (existing and those who are interested)
3. Conduct a baseline survey that provides a status quo analysis of the agriculture and agro-processing sector activities within the study area
4. Assessment and analysis of the priority value chains that are being pursued in Orange Farm and the City of Johannesburg as a whole.
5. Conduct feasibility studies that will inform the development of business plans

4.1.3. Development of a strategy

1. Develop strategy plans for the growth and development of the economy of Orange Farm that connects to the agriculture and agro-processing sector challenges. The strategy should include both primary production and agro-processing enterprises. The Proposed key strategies should not only focus on economic development but also, food security, and job creation.

The agriculture and food resilience strategy should include:

- Maximising the utilization of the food resilience hub
- Tools that will enable all those who wish to grow their own food, both to feed themselves and to sell to others.
- Measures on how to educate and mobilise all communities around the concept of food security and food resilience.
- Develop a community-based support program
- Mechanisms to enable those who wish to grow their own food.
- Expanding the capacity of the Urban Resilience Unit Providing small farmers, co-operatives and any group who wishes to grow food for sale to the public with the means to access land, training on how to farm it, assistance with pest control and access to implements and seeds.
- Providing information on and where feasible, access to support mechanisms which enable micro-farmers to manage risks such as crop-failure and damage to crops or livestock due to natural disaster.
- Facilitating partnerships between growers and larger-scale farmers/ entrepreneurs

- Training and capacity building programme to farmers and skills development to home-based farmers.
 - Developing a database of active and potential agricultural sites in Orange Farm
 - Regularizations of farmland
2. Develop an implementation plan that contains realistic, measurable targets that can be achieved in the short, medium, and long-term.
 3. Develop business plans for each identified site/ enterprise. Each business plan should include a detailed financial model with a 10-year cash flow forecast. The feasibility studies and business plan can be used for budgeting, planning and/or mentoring purposes

4.1.4. Stakeholder Consultation

The project program should be designed to proactively and accessibly provide stakeholders with different opportunities to provide input into the process where necessary. In order to ensure that the voices of the communities are heard, a mechanism must be developed to effect greater equity in the public participation process when necessary in the project. The project may require consultation with various City Departments and Entities (and where applicable other government agencies) and inputs from identified stakeholders may also be required.

Key internal stakeholders are listed below (not limited to):

- City Departments/MOEs.
- Regional Office (CRUM)
- Ward Councillors
- And any other Government departments and fora that the client and the bidder may identify

The successful bidder is requested to budget for a minimum of **4 internal stakeholder** engagements, **6 project meetings** and a minimum of 12 external stakeholder engagements.

The successful bidder will also be required to engage with external stakeholders ensuring that a multitude of interested parties are provided with an opportunity to voice their needs, wishes and concerns.

Key external stakeholders are listed below (not limited to):

- Farmers
- Residents
- Businesses
- Business Associations
- Property Owners

- Informal Traders

4.1.5. Project Management

The Consultant be required to undertake project management, administration, and coordination duties in line with the fulfilment of project scope which may entail the following:

- Management and tracking of project timeline and deliverables
- Scheduling of meetings required for the project
- Agenda and Meeting Minutes for project meetings
- Consolidating and submitting all team deliverables to the client
- Tracking project finances and invoicing
- Keeping the client and team members apprised of any ad-hoc changes or decisions made
- Presenting final deliverables to the Client Team 1 week before final due dates for final comments and approval
- Submitting monthly Progress Reports in writing to the JDA and Client Team
- Regular Update emails for fast-moving tasks (weekly)
- Ensuring that a cloud-based file-sharing folder is created and continuously updated for access by all team members for the duration of the project (e.g. Google Drive)

5. PROJECT DELIVERABLES

5.1.1. The project deliverables will include the following:

- A Project Inception Report
- Status Quo Assessment Report
- Feasibility Report and business plan
- Implementation Plan
- Presentations for Stakeholder Consultation
- Stakeholder Consultation Strategy Document and Stakeholder Consultation Report illustrating the consultation process that has been undertaken prior to the finalization of the project.
- Final Project Report

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The pricing schedule, included as part of this document, must be completed and submitted together with your proposal. In addition to the pricing schedule, the bidder is expected to provide a detailed cost breakdown for the various project activities.

The JDA requires the submission of the various project documentation as follows:

The pricing table, included as part of this document, must be completed and submitted together with your proposal. In addition to the pricing schedule, the bidder is expected to provide a detailed cost breakdown for the various project activities.

The City requires the submission of the various project documentation as follows:

5.1.2. Progress Reports and Presentations

- **Hard Copy:** 1 colour hard copies of the progress report (bound, may be printed double-sided)
- **Soft Copy:** Progress report should also be submitted in PDF (Acrobat) and Word file format.

5.1.3. Draft Documents

- **Hard Copy:** 1 colour hard copies of the draft documents (bound, may be printed double-sided)
- **Soft Copy:** A soft copy should be submitted in PDF (Acrobat) and Word file format via web links and USB

5.1.4. Final Documents

- **Hard Copy:** 1 colour hard copies of the draft documents (bound, may be printed double-sided)
- **Soft Copy:** Web link and USB of the draft products in PDF (Acrobat) and Word file format. One of the soft copies must be typed to allow direct single-sided A4 printing.

5.1.5. Maps/Plans and drawings

GIS – All map layers and analysis must be delivered in an ArcGIS compatible format, i.e. shape files. Associated attribute files must also be included. The City's approved standard 26-digit code must be used as the unique property identifier. The data must be in a Transvers Mercator projection using LO29 as the

central meridian. The Hartbeeshoek datum (WGS84) must be used. Data can be transferred via CD's or DVD's or USB.

All other drawings prepared using AutoCAD, MicroStation or any other drawing software shall be submitted in a compatible format that can be open or converted to DWG, DXF and DGN format.

The deliverables will need to include very high-quality visual products that can be used as marketing and promotion tools to encourage and promote buy-in to the proposals and business cases, and will include PowerPoint Presentation materials for work-shopping / meeting / stakeholder engagement purposes.

5.1.6. Data Ownership

All milestone products, developed for the purpose of this project, in addition to the final document and all associated map work, operational and financial models and statistical work shall remain the property of the CoJ. All model files shall be delivered to the City in the agreed format.

6. PROFESSIONAL FEES

6.1. Pricing Table

Detailed below is information upon which fees must be based for the traffic and transportation study. The pricing schedule, included as part of this document, must be completed and submitted together with your proposal. In addition to the pricing schedule, the bidder is expected to provide a detailed cost breakdown for the various project activities.

Table 2: Pricing Table

Item	Description	Unit of measure	Quantity	Rate	Total Amount
1.	PROJECT MANAGEMENT				
1.1.	Project planning, and preparation of the Inception Report	Hourly	16		
1.2.	Project Management, administration, client liaison	Monthly	06		
1.3.	Milestone Progress Presentation meetings per deliverable (excluding inception report)- (Allow for Physical meeting for presentation on Milestones and Virtual	No. of meetings	06		
2.	STATUS QUO				
2.1.	Draft Status quo report	Hourly	160		
2.2.	Final Status quo report	Hourly	160		
3.	STRATEGY				
3.1.	Strategy report	Hourly	80		
3.2.	Implementation plan	Hourly	80		
3.3.	Business plan	Hourly	80		
4.	CONSULTATIONS				

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4.1.	Participate in the stakeholder engagement process (Meetings)	No. of meetings	16		
4.2.	Stakeholder Engagement Plan	Item	1		
4.3.	Stakeholder Engagement Report	Item	1		
4.4.	Stakeholder Meeting coordination i.e. venues, communication material, sound system, projector	No. of meetings	16		
5.	REPORTING				
5.1.	Draft Report	Hourly	40		
5.2.	Final Report	Hourly	40		
	TOTAL EXCLUDING VAT			R	

Bidders are to replicate the table above and submit as part of their detailed fee proposals (which proposal must show pricing as requested for each of the items and the total fee must be carried to the 'Offer' Page. Failure to price as required will result in the tender being disqualified for non-compliance.

Bidders should make sure that they provide a firm offer to the JDA and all the costs should be included in the proposal. Professional fees should include disbursement (cost of travelling, stakeholder consultation, printing) and any other cost not mentioned. Bidders should note that the JDA will neither entertain any claims for additional costs nor will it accept proposals to amend or reduce the scope of works once the successful bidder has been appointed. Hence bidders are required to go carefully through this document to make sure that they understand every aspect of the JDA's requirements in this regard and cost that accordingly. However, bidders should also take into consideration that this is a competitive process and inflated fees will not be accepted.

BIDDERS ARE TO USE THE RELEVANT PROFESSIONAL FEE GUIDELINES ISSUED IN TERMS OF APPROPRIATE ACT (IF APPLICABLE)

7. TIMELINES AND INDICATIVE PROGRAMME

This project should be completed and handed over to the JDA by end of 6 months after the date of appointment of the successful bidder.

7.1. Indicative Program

The table below outlines the anticipated completion dates of certain milestones for the project: (6-month duration)

Table 3: Project Timelines

Milestone	Date
1. Professionals tender closure	December 2022
2. Awards completed	January 2023
3. Inception	February 2022
5. Status Quo Assessment	March 2023
6. Feasibility Report and Business plan	April 2023
7. Proposed strategy plan with Implementation Plan	May 2023
8. Stakeholder Consultation report	May 2023
9. Document Hand Over	June 2023

8. PROPOSAL CONTENT

8 Notes

8.1 Tenderers must ensure that the final **TOTAL FEE** is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services for the complete project period. The total on the fee table must be calculated correctly and carried to the offer page. If the value on the offer and the pricing table are different the tender will be disqualified. Failing to price as required per item 6.1 above will result in the tender being disqualified.

8.2

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

8.3 For every tangible deliverable, two hard copies and one electronic copy must be issued to the client [over and above the documentation required for submission to various authorities, to the contractor, etc.], the cost of which **must** be included.

8.4 Fees for consultation work required to produce deliverables and obtain approvals thereof is deemed to be included in the price (this also includes consultation work required to make revisions, resubmissions, updated presentations, etc. following feedback received from the relevant approving authorities).

- 8.5 Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement, Appendix 4 which is included under Annexure I for information purposes.

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. The proposal should **use the same item numbers as below.**

The following minimum documentation must be provided:

8.7 THE "OFFER" PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.

8.8 Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 6.1 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE "OFFER" PAGE. Any bidder who fails to do so will be disqualified.

8.9 A valid BBBEE status level verification certificate 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. **FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

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.

8.10 Company registration documents and a copy of a valid tax compliance status (CTS) letter issued by SARS. No tender will be awarded to a bidder whose tax matters are not in order with SARS at the time of award.

8.11 A certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value per claim in an insurance period, the applicable excess, and the expiry date. A minimum cover of R2m is required for this project.

8.12 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. **If not applicable, an affidavit to this effect is required.** Copies of lease agreements or accounts with lessors will NOT be accepted.

8.13 Audited financial statements for the past three years.

8.14 Details of directors / partners / members and shareholders with certified copies of their identity documents.

8.15 The forms A to F annexed, must be scrutinized, completed in full and signed.

8.16 Complete in full all information required on Annexure G: Organogram

Provide information on the key personnel required per the organogram who will be assigned to this project.

The following supporting documentation **must** be provided:

- detailed CV's for each resource indicated on Annexure G. CV's must note the resources' specific relevant project experience [i.e. **project description, role played and responsibilities, project value, start and end dates**]. **The number of years of experience in the required role on similar projects (involving agricultural strategies/ plans/ feasibilities) with value of project must be clearly demonstrated in the CV's to indicate compliance with the minimum requirements.**
- relevant qualifications and attach certified proof hereof
- individual memberships to the stipulated professional associations and attach proof hereof

8.17 Complete in full all information required on Annexure H: Schedule of Completed Contracts

ONLY list a **maximum of 5 projects** completed by the bidding entity in the past 5 years of a similar nature and scale to this project i.e., Township Establishment and Feasibility Studies.

The following supporting documentation **must** be provided:

- Contactable references: References must be for COMPLETED projects only. References must be on the client's letterhead or on a document with the client's company stamp and signed by the client. The letter / document **must** confirm the name of the project / description of the project (*must be clear that the project was a township establishment application and or feasibility study*), a description of the service rendered (*must be clear that the service rendered is aligned to the service being tendered for i.e. project management, or quantity surveying, or civil engineering*), the value of the project, the date when the project was completed (*must be between 2017 and 2022*) and it must rate the service rendered (*eg. good, satisfactory, poor etc. and not just state that the bidder was involved in the project or that they completed the project*).

NOTE:

- 8.18 *Letters of appointment or completion certificates will NOT be accepted as reference letters, NOR will letters from other consultants on the project serve as reference letters. Only letters from the client or documents signed and stamped by the client will be accepted.*
- 8.19 *Information contained elsewhere in the submission and / or on other schedules will NOT be considered. Only the information entered on Annexure H will be considered as previous experience and only reference letters related to the projects listed on Annexure G will be considered as supporting documentation.*

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

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 8.1 and 8.2 WILL RESULT IN TENDERERS BEING DISQUALIFIED FOR NON-COMPLIANCE.

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 6 WILL RESULT IN TENDERERS BEING DISQUALIFIED.

Note for consortium and joint ventures

- A lead consultant is to be appointed and noted in the submission. JDA will conclude a contract with the lead consultant

- Only the lead consultant is to submit the requisite documents and / or information as requested in items 8.7 to 8.17
- Item 8.11 MUST be addressed by each member of the consortium / joint venture
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- 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.

9. ASSESSMENT CRITERIA

Submissions (responses to item 6 above) will be evaluated on the following criteria:

- Compliance
- Technical
- Price / BBBEE
- Risk Tolerance

9.1 Compliance

Bidders will be disqualified in the following instances:

- 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 6.1 herein;
- Bidders who have any directors in the employment of the state;
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS);
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD);
- Bidders who did not attend the compulsory tender briefing

Tenderers will have to adhere to the compliance items above in order to be considered further in the evaluation process.

9.2 Technical

The technical assessment is based on the criteria set out below namely (i) key returnable documents, (ii) capability of the proposed key team members (i.e. experience, qualifications, and memberships to

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professional associations per Item 8.10 above) and (iii) the experience of the company (i.e. agricultural strategies, plans and/ or feasibility studies), and references per Item 8.11 above).

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

Bidders are expected to score a minimum of **196** points, **70%** (out of **280** maximum points score able)

Variables	Total Points	Criteria	Description of criteria	Points	Points
KEY RETURNABLE DOCUMENTS per item 8.3 to 8.9 herein	20	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 8.3 to 8.9 herein Zero points will be awarded if Annexure G and H are not completed in full i.e. details completed and signed Points will not be allocated for making reference to attached documents	N/A	Y / N
		Company registration documents		N/A	Y / N
		CTS letter from SARS		N/A	Y / N
		Valid Professional Indemnity Insurance R2m		N/A	Y / N
		Current municipal rates account / affidavit		N/A	Y / N
		3 Years audited financial statements		N/A	Y / N
		Certified copies of identity documents		N/A	Y / N
		Annexure A completed in full and signed		N/A	Y / N
		Annexure B completed in full and signed		N/A	Y / N
		Annexure C completed in full and signed		N/A	Y / N
		Annexure D completed in full and signed		N/A	Y / N
		Annexure E completed in full and signed		N/A	Y / N
		Annexure F completed in full and signed		N/A	Y / N
		Annexure G completed in full and signed		10	
Annexure H completed in full and signed	10				

Variables	Total Points	Criteria	Description of criteria	Points
CAPABILITY OF PROPOSED TEAM per item 8 and Annexure G	160	PROJECT TEAM		
		Senior Agricultural Economist		
		Seven to Ten and more (7-10) years post qualification experience in Agriculture economics Evidence of working on at least two (2) similar projects in terms of scale and complexity (development of business plans, feasibility studies, and development projects, in the Agri-Business Unit)	CV's must show projects, roles played and period. If any information is not contained in the CV then zero points will be awarded Points will only be obtained if the criteria is fully met in terms of experience, qualification	70
		Less than Seven (7) years post qualification experience in Agriculture economics Evidence of working on at least two (2) similar projects in terms of scale and complexity (development of business plans, feasibility studies, and development projects, in the Agri-Business Unit)		40
		Possess an Honours Degree in Agric. Economics and Agribusiness Management or higher	Certified proof of qualification must be provided to obtain the points	30
Possess an Degree in Agric. Economics and Agribusiness Management	20			

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	Possess an Diploma in Agric. Economics and Agribusiness Management		10
	Junior Agricultural Economist		
	Three to Five (3-5) or more years post qualification experience in Agriculture economics planning projects. Evidence of working on at least two (2) similar projects in terms of scale and complexity.	CV's must show projects, roles played and period. If any information is not contained in the CV then zero points will be awarded	40
	Two (2) years and less post qualification experience in Agriculture economics planning projects. Evidence of working on at least two (2) similar projects in terms of scale and complexity.		20
	A Bachelor's degree in Agric. Economics and Agribusiness Management or higher	Certified proof of qualification must be provided to obtain the points	20
	Possess an Diploma in Agric. Economics and Agribusiness Management		10

Variables	Total Points	Criteria	Description of criteria	Points
COMPANY EXPERIENCE per item 6 and Annexure H	100	COMPANY SCHEDULE OF COMPLETED PROJECTS		
		Five or more planning projects completed	Points will only be allocated for having rendered the required services on Agriculture economics Projects (development of business plans, feasibility studies, and development projects, in the Agri-Business Unit)	50
		Three to Four projects completed		30
		One to two projects completed		10
		REFERENCES FOR COMPLETED PROJECTS		
		Five or more satisfactory project references	Points will only be allocated for having rendered the required services on Transportation Planning Projects (development of business plans, feasibility studies, and development projects, in the Agri-Business Unit)	50
		Three to Four satisfactory project references		30
		One to two satisfactory project references		10
<p style="color: red;">References must be on client letterhead or document stamped and signed by the client and must include the name / description of the project, it must confirm the service rendered, the value of the project, 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.</p> <p style="color: red;">If any of the required information is not contained in the reference then zero points will be awarded</p>				

Points will only be allocated for thorough documentation under the approach and methodology to each of the critical aspects identified above. Project information contained elsewhere in the tender submission will not be considered.

9.3 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:

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

7.3.1 Points awarded for BBBEE status level

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

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

Notes :

- 9.3.1.1 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act (Act No.53 of 2003).
- 9.3.1.2 Tenderers must submit their original and valid B-BBEE status level verification certificate substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable.

FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.

- 9.3.1.3 An EME must submit a sworn affidavit confirming the following:
- Annual Turnover Revenue of R10 million or less; and
 - Level of Black ownership
 - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 9.3.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 9.3.1.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 9.3.1.6 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.
- 9.3.1.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for.
- 9.3.1.8 A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.

9.3.2 Formula for scoring tender price

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

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

Where

P_s = Points scored for comparative price of tender under consideration

P_t = Comparative price of tender under consideration

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

X = Points assigned to price

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

$$PP = P_s + P_{bee} \text{ Where}$$

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

9.4 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.

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

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 (eg. 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.

10. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

“RFP – REQUEST FOR PROPOSALS FROM BIDDERS WITH EXPERTISE IN AGRICULTURAL ECONOMICS TO PREPARE AN AGRICULTURE AND FOOD RESILIENCE STRATEGY FOR THE GREATER ORANGE FARM AREA IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 6 MONTHS”

” must be written / typed clearly on the envelope.

The envelope must be deposited in the tender box at the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (Formerly President Street), Newtown** only between the hours of 08H00 and 12H00.

The Tender closes at 12h00 08 December 2022

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

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

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

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

The tender offer validity period for this tender is ninety (90) days.

Queries can be addressed in writing to:

Xoli Sithole

E-mail: xsithole@jda.org.za

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 2017 to 30 June 2018 (excl. VAT):

R Year

R Year

R Year

R Year

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 :

ANNEXURE B : DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state*.

- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

3.1 Full Name:

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....

3.12 Are any of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....

3.13 Are any spouse, child or parent of the company’s directors, trustees, managers, principle shareholders or stakeholders in service of the state? **YES / NO**

If yes, furnish particulars

.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract? **YES / NO**

If yes, furnish particulars

.....

4. Full details of directors / trustees / members / shareholders.

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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

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

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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.

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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

EMPLOYER	CONSULTING ENGINEER	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

ANNEXURE E : CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

for
REQUEST FOR PROPOSALS FROM BIDDERS WITH EXPERTISE IN AGRICULTURAL ECONOMICS TO PREPARE AN AGRICULTURE AND FOOD RESILIENCE STRATEGY FOR THE GREATER ORANGE FARM AREA IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 6 MONTHS

in response to the invitation for the bid made by:

Johannesburg Development Agency

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

I certify, on behalf of:

_____ 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:

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- (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 THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 7.2 HEREIN

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for as per 6.10 and 7.2 herein.

TABLE 1: SENIOR AGRICULTURAL ECONOMIST

Table G-1.1 : Key Resource Information	
Resource Information	
Designation:	Senior Agricultural Economist
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	

RFP – REQUEST FOR PROPOSALS FROM BIDDERS WITH EXPERTISE IN AGRICULTURAL ECONOMICS TO PREPARE AN AGRICULTURE AND FOOD RESILIENCE STRATEGY FOR THE GREATER ORANGE FARM AREA IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 6 MONTHS

SENIOR AGRICULTURAL ECONOMIST EXPERIENCE

Project Name	Project Type (similar to scope of RFP)	Client Name & Contact Details	Specific Tasks completed by yourself

TABLE 2: JUNIOR AGRICULTURAL ECONOMIST

Table G-1.2 : Key Resource Information	
Resource Information	
Designation:	Junior Agricultural Economist
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	

RFP – REQUEST FOR PROPOSALS FROM BIDDERS WITH EXPERTISE IN AGRICULTURAL ECONOMICS TO PREPARE AN AGRICULTURE AND FOOD RESILIENCE STRATEGY FOR THE GREATER ORANGE FARM AREA IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 6 MONTHS

JUNIOR AGRICULTURAL ECONOMIST EXPERIENCE

Project Name	Relevant Project Type	Client Name & Contact Details	Specific Tasks completed by yourself

RFP – REQUEST FOR PROPOSALS FROM BIDDERS WITH EXPERTISE IN AGRICULTURAL ECONOMICS TO PREPARE AN AGRICULTURE AND FOOD RESILIENCE STRATEGY FOR THE GREATER ORANGE FARM AREA IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 6 MONTHS

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE H: SCHEDULE OF COMPLETED CONTRACTS

THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 7.2 HEREIN

The tenderer shall list below a **maximum of 5 projects of a similar nature and scale** to this project as described under item 6.11 and 7.2 herein.

Table H : Company: Project Related Experience	
Company Information	
Company Name	
Year Established	
Professional Registration Body / Institution	
Date of Professional Registration	

Company Authorised Representative	
Authorised Representative Name	
Representative Contact Number	
Representative Contact Email	

RFP – REQUEST FOR PROPOSALS FROM BIDDERS WITH EXPERTISE IN AGRICULTURAL ECONOMICS TO PREPARE AN AGRICULTURE AND FOOD RESILIENCE STRATEGY FOR THE GREATER ORANGE FARM AREA IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 6 MONTHS

Company Project Related Experience								
Project Name	Relevant Project Type	Project Value (Excluding Construction Costs)	Project Value (if available)	Project Start Date	Project End Date	Project Description	Client Name & Contact Details	Specific Tasks completed relevant to this Tender Proposal Terms of Reference
1.								
2.								
3.								
4.								

RFP – REQUEST FOR PROPOSALS FROM BIDDERS WITH EXPERTISE IN AGRICULTURAL ECONOMICS TO PREPARE AN AGRICULTURE AND FOOD RESILIENCE STRATEGY FOR THE GREATER ORANGE FARM AREA IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 6 MONTHS

5.								
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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

RFP – REQUEST FOR PROPOSALS FROM BIDDERS WITH EXPERTISE IN AGRICULTURAL ECONOMICS TO PREPARE AN AGRICULTURE AND FOOD RESILIENCE STRATEGY FOR THE GREATER ORANGE FARM AREA IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 6 MONTHS