



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

ADVERT DATE: **04 November 2022**

CLOSING DATE: **18 NOVEMBER 2022**

CLOSING TIME: **12H00**

BID NUMBER: **JDA/DF/JOBURG MARKET/OPS STRATEGY/2022**

BID DESCRIPTION: RFP - PROFESSIONAL CONSULTANTS OR CONSORTIUMS/ JOINT VENTURES WITH EXPERTISE IN ECONOMICS AND LOGISTICS RELATED TO AGRI-BUSINESS AND AGRO-PROCESSING TO DEVELOP THE FUNDING AND OPERATIONAL STRATEGY FOR THE JOBURG MARKET OVER 12 MONTHS

A COMPULSORY TENDER BRIEFING SESSION WILL TAKE PLACE ON 10 NOVEMBER 2022 FROM 10:00PM – 11:00PM AT THE JDA, 03 HELEN JOSEPH STREET, NEWTOWN. QUERIES ON THE BID MAY ALSO BE FORWARDED TO XSITHOLE@JDA.ORG.ZA OR tmabunda@JDA.ORG.ZA. THE LAST DAY FOR RECEIPT OF QUERIES IS 14 NOVEMBER 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
Tel: 011 688 7851

Contact Person: Ms Tsakani Mabunda
Fax: 011 688 7899

E-mail: tmabunda@jda.org.za

ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department: Development Facilitation
Tel: 011 688 7815

Contact Person: Ms X Sithole
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 R..... Excluding Value Added Tax

TOTAL BID PRICE in words

.....

.....

..... Excluding Value Added Tax

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED

SUPPLIERS DATABASE REGISTRATION

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

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

Transitional Period (1 September 2015 to 30 June 2016)

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

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

After Transitional Period 1 July 2016

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

For more information on registration, please:

Ms. Tsakani Mabunda on 011 688 7851

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.

ADVERT DATE: 04 November 2022

A COMPULSORY TENDER BRIEFING SESSION WILL TAKE PLACE ON 10 NOVEMBER 2022 FROM 10:00PM – 11:00PM AT THE JDA, 03 HELEN JOSEPH STREET, NEWTOWN. QUERIES ON THE BID MAY ALSO BE FORWARDED TO XSITHOLE@JDA.ORG.ZA OR TMABUNDA@JDA.ORG.ZA. THE LAST DAY FOR RECEIPT OF QUERIES IS 14 NOVEMBER 2022.

CLOSING DATE: 18 NOVEMBER 2022

CLOSING TIME: 12H00

BID NUMBER: JDA/DF/JOBURG MARKET/OPS STRATEGY/2022

BID DESCRIPTION: RFP - PROFESSIONAL CONSULTANTS, COMPANIES OR CONSORTIUMS/ JOINT VENTURES WITH EXPERTISE IN ECONOMICS AND LOGISTICS RELATED TO AGRI-BUSINESS AND AGRO-PROCESSING TO DEVELOP THE FUNDING AND OPERATIONAL STRATEGY FOR THE JOBURG MARKET FOR A PERIOD OF 12 MONTHS

NOVEMBER 2022

TABLE OF CONTENT

	Page No.
COPY OF ADVERT	7
1. INTRODUCTION	8
2. PROJECT INFORMATION	8
2.1. Background	
2.2. Study Area	

3. PROPOSAL OBJECTIVE	9
4. STUDY AREA	10
5. SCOPE OF WORKS	11
5.1. Project Scope	11
5.2. Stakeholder Engagement	13
5.3. Project Management and Co-Ordination	14
5.4. Project Deliverables	14
5.5. Project Documentation	15
6. PROFESSIONAL FEES	16
PROJECT MILESTONES	18
7. PROPOSAL CONTENT	19
8. ASSESSMENT CRITERIA	22
8.1 Compliance	22
8.2 Technical	23
8.3 Price and Empowerment	26
8.4 Risk Tolerance	28
9. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS	30

ANNEXURES

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

COPY OF ADVERT

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

PROFESSIONAL CONSULTANTS, COMPANIES OR CONSORTIUMS/ JOINT VENTURES WITH EXPERTISE IN ECONOMICS AND LOGISTICS RELATED TO AGRI-BUSINESS AND AGRO-PROCESSING TO DEVELOP THE FUNDING AND OPERATIONAL STRATEGY FOR THE JOBURG MARKET FOR A PERIOD OF 12 MONTHS

BID NUMBER: JDA/DF/JOBURG MARKET/OPS STRATEGY/2022

The JDA is requesting proposals from experienced consultants, companies and / or joint ventures to render professional services required for the development of a Funding and Operational Strategy for the Joburg Market.

Queries relating to procurement matters may be addressed to Tsakani Mabunda at tel: (011) 688 7851; 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 (011) 688 7815; fax: (011) 688 7899; or e-mail: xsithole@jda.org.za

Documents may be downloaded from the JDA website: www.jda.org.za and e-Tender portal: www.etenders.gov.za on **04 November 2022**. Tenders must only be submitted on the tender document that is downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

A compulsory tender briefing session will take place on 10 November 2022 from 10:00am – 11:00am at the JDA offices, 03 Helen Joseph Street, Newtown. Queries on the bid may also be forwarded to xsithole@jda.org.za or Tmabunda@jda.org.za. The last day for receipt of queries is 14 November 2022.

The closing date and time for receipt of tenders is 12:00pm on 18 November 2022. Telegraphic, telephonic, telex, facsimile, e-mailed and late tenders will not be accepted. Tenders will be opened in public.

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”

PROFESSIONAL CONSULTANTS, COMPANIES OR CONSORTIUMS/ JOINT VENTURES WITH EXPERTISE IN ECONOMICS AND LOGISTICS RELATED TO AGRI-BUSINESS AND AGRO-PROCESSING TO DEVELOP THE FUNDING AND OPERATIONAL STRATEGY FOR THE JOBURG MARKET OVER 12 MONTHS

1. INTRODUCTION & BACKGROUND INFORMATION

The JDA is requesting for quotations from experienced consulting companies in Economics and Logistics related to Agri-business and Agro-processing to develop a Funding and Operational Strategy for the Joburg Market over a period of 12 months.

2. PROJECT INFORMATION

2.1. Background Information

The Joburg Market is a Municipal Owned Entity (MOE) of the City of Johannesburg. The Market plays a critical role in food security within the city through its City Deep operations. These facilities have over the years deteriorated and require upgrades and new facilities to remain competitive with more contemporary fresh produce distribution systems. While the Market has invested in infrastructure within its properties, these infrastructure investments have not always been in a strategic or coordinated manner resulting in sub-optimal performance.

In 2019 the Joburg Market has appointed the Johannesburg Development Agency, to develop a Precinct Concept and Development Strategy for the Market. The Strategy comprised of:

- i) Reviewing and Co-ordinating previous project proposals for the Market,
- ii) Articulating a high-level Conceptual Framework demonstrating how these projects, and others may shape developments at the Market.

The Conceptual Framework identified viable projects and integrated them spatially to each other, the existing facilities and any new proposals. It also proposed the adoption of the Smart Market idea that has been previously articulated, and attached the following three key principles to the idea:

1. Transformative Infrastructure. This idea proposes that all infrastructure projects must seek to transform the structural monopolies of fresh produce value chains in a manner that broadens beneficiation to marginalized stakeholder requirements. Central to this is the notion that these transformations spatial drivers. Projects that aspire to work towards his include; Mandela Market, Agro-processing, and Packhouse.
2. Highly Functional and Consolidated. This idea proposes that projects are well coordinated

to leverage off each other and work towards target outcomes and that each element of the Market is highly functional. This would be in terms of its operations, efficiencies, health and safety standards. Projects that aspire to work towards this include; the logistics systems of the market, expansion of Trade Halls;

3. Destination and Cultural Asset. This idea works on the premise that the Fresh Produce Value Chain yields powerful cultural and social diversity. It seeks to celebrate this diversity through seeing the Joburg Market as an economic Hub. Secondly, the Market is proposed to be a national and globally recognized destination with high-quality user (visitor, buyer, trader) experiences.

OUTCOMES

The Strategy presented a conceptual strategy for the development of the precinct. This concept presented the process the development of the precinct could follow, through key components of the market and the hierarchy of functions, the Strategy identified the following sectors:

1. Trading Halls
2. Support Facilities
3. Services
4. Logistics and Circulation
5. Administration

Through identifying these broad sectors, the proposals can be categorised into one of the areas and tested to a performance metric (operations, economic, sustainability, transformation, etc.)

The Joburg Market Strategic Recapitalisation Report 2019 formed a core document through which the recommended projects in the Strategy could be defined to ensure both alignment and policy coherence. The Recommended Projects Schedule identified all the projects based on importance, impact, and scale however a requires specialist interrogation is required to provide independent verification and accuracy.

3. PROPOSAL OBJECTIVE

The Johannesburg Development Agency, on behalf of the Joburg Market, invites consultants with the following expertise:

- Economics related to Agro-processing and Agri-business - to provide the funding framework for the precinct as a whole and guide the nature and sequencing of each of its developmental

infrastructures.

- Logistics related to Agro-processing and Agri-business – the logistic operations form the backbone of the workings of the market. Its efficiencies and order are critical and will determine how development unfolds. A logistics specialist will provide feedback around the technologies, systems and operations of logistics for the market, both for the immediate and long-term workings of the market

The bidders are to submit proposals to develop the Funding and Operational Strategy for the Joburg Market that will ensure that the Market achieves and advances its role of ensuring food security in the City and bolster its competitive advantage over other state-funded and privately owned fresh produce markets.

4. STUDY AREA

The Joburg Food Market is situated in City Deep, in the administrative Region F of the City, ward 57. The facility is wholly owned by the City of /Johannesburg Municipality and is approximately 685 660 m² is size.



Figure 1: Site Context

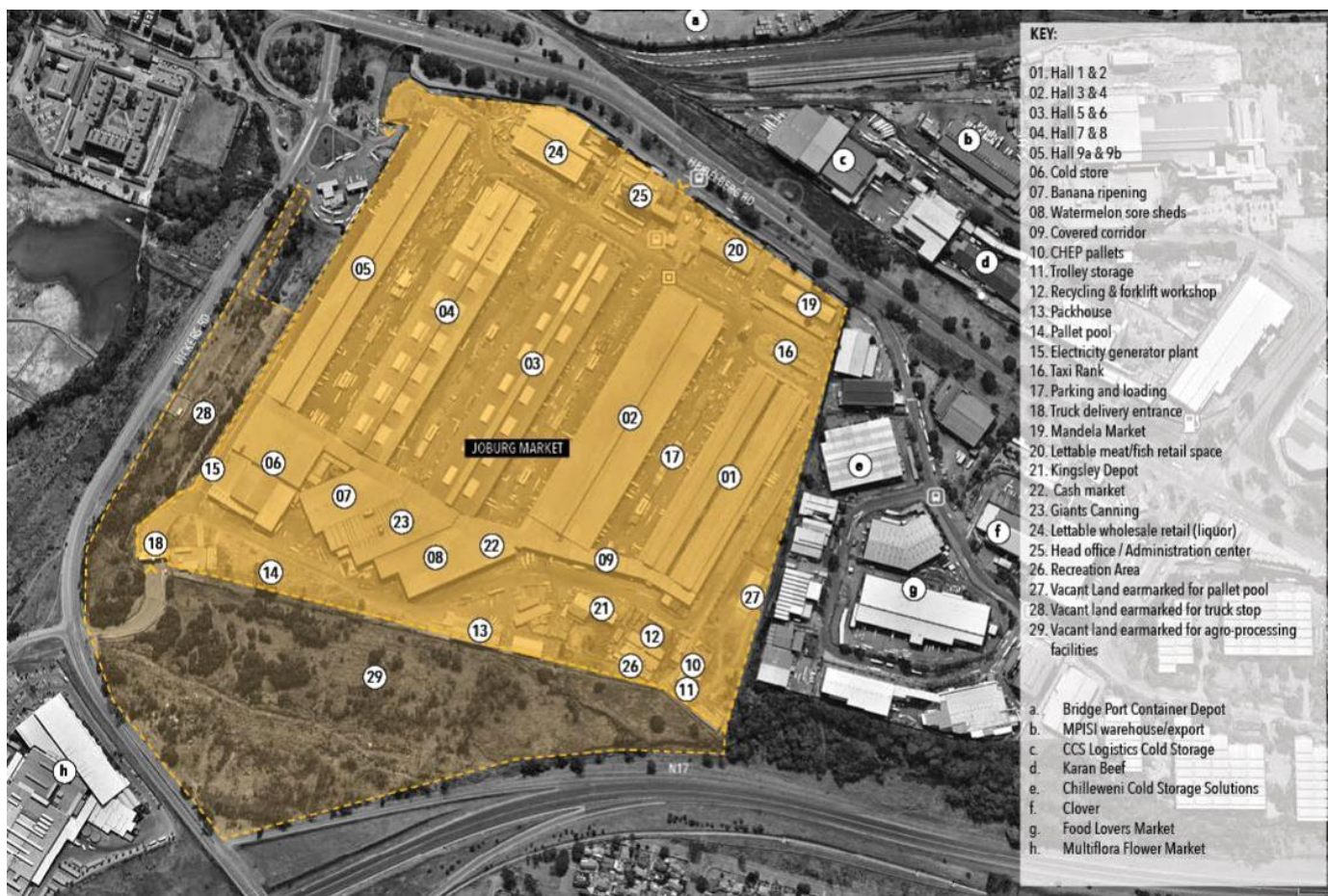


Figure 2: Site Overview

5. SCOPE OF WORK

	Scope	Activities/ Tasks
1	Funding Strategy	<ul style="list-style-type: none"> • Strategic process with Shareholder, Board and Management to agree on strategic parameters • Review of current funding sources and review of funding options including critical preconditions for such funding • Legal review of permissible funding and structuring options, notably Public-Private Partnerships • Review of current expansion projects – analysis and categorisation of planned investments • Development of a capital allocation approach – creating a classification system for projects matched to funding sources as well as a funding prioritisation methodology • Preparing an overall Funding Strategy including key implementation consideration
2	Business Case - Expansion of	<ul style="list-style-type: none"> • Review existing documentation, market studies and financial models • Develop a new financial model and test key assumptions

	Trading Area	<ul style="list-style-type: none"> • Undertake additional market research/ testing • Update cost assumptions • Prepare a robust business case setting out costs, revenue streams, funding and cost of funding and overall feasibility
3	Agro - Processing Facilities Development	<ul style="list-style-type: none"> • Review existing documentation, market studies, and financial models, and where necessary refine market demand analysis • Develop and agree on the operating model • Develop a new financial model and test key assumptions • Update cost assumptions • Prepare a robust business case setting out costs, revenue streams, funding, and cost of funding and overall feasibility
4	Business Case - Mandela Market Expansion Project	<ul style="list-style-type: none"> • Review project proposals/scope to identify key gaps • Research funding and operating options for emerging market expansion projects • Undertake research, costing, and other activities to inform a financial model • Develop a financial model and test key assumptions • Prepare a robust business case setting out costs, revenue streams, funding and cost of funding and overall feasibility
5	Business Case - Wholesale Meat Processing Facility	<ul style="list-style-type: none"> • Review project proposals/ scope to identify key gaps • Undertake market research, costing, and other activities to inform a financial model • Develop a financial model and test key assumptions • Prepare a robust business case setting costs, revenue streams, funding and cost of funding and overall feasibility
6	Logistics Strategy	<ul style="list-style-type: none"> • Inbound logistics • Site Management • Receiving Procedures • Inventory Management • Stock Management • After -sales Inventory Controls • Dispatch Procedures • Outbound Logistics (including exports) • Supply Chain Management • Information Systems

5.2. Stakeholder Consultation

It is essential that the end user- be engaged in co-research, co-ideation, and co-design of solutions for this project. Stakeholder engagement is crucial for ensuring that projects are completed successfully.

Thorough stakeholder engagement allows for full representation of all stakeholders ensuring consensus can to be achieved, and limiting contention during the project development. It will remain the responsibility of the Project Manager/ Leader to ensure that the collaborative engagements are conducted according to project deliverables and program and that inputs and insights gained from these sessions are appropriately interpreted and applied in terms of overall project. The project will require consultation with various City Departments and Entities (and where applicable other government agencies) and inputs from identified stakeholders will also be required.

The service provider may be required to make presentations or make available current presentation materials to City’s staff to enable the officials to provide additional updates/briefings to various other committees, and stakeholder groups as needed at key milestones in the process. These are categorised as internal stakeholder engagement and are separate from and in addition to the monthly Project Team Meetings with the client and its project manager.

Key internal and external stakeholder are listed in **Table 2**.

Table 2. - List of Key Internal and External Stakeholders

Internal Stakeholders	External Stakeholders
<ol style="list-style-type: none"> 1. Section 79 Transport Committee; 2. Joburg Market 3. Public Safety and Johannesburg Metro Police Department (JMPD) 4. JRA 5. Development Planning – Land Use Development Management & City Transformation and Spatial Planning Directorates 6. Pikitup 7. Environment and Infrastructure Services Department 8. Economic Development 9. Joburg Property Company 10. Emergency Management Services (EMS) 	<ol style="list-style-type: none"> 1. Traders 2. Buyers 3. Investors/ Funders 4. Residents 5. Resident Associations

<p>11. CRUM - Citizen Relation and Urban Management 12. And any other Government departments and fora that the client and the bidder may identify 13. Ward Governance</p>	
---	--

All bidders shall make allowance for **30** stakeholder meetings which will include project steering committee meetings i.e. COJ departments, other government department and entities and any other stakeholders to be engaged. This excludes six (**6**) project coordination (project team) that will be part of the agreed project plan.

The process for Mayoral Committee approval includes engaging the internal structures such as, Technical Executive Management Team (EMT), Section 79 Committee ,Sub-Mayoral Committees amongst others, this processes can take up to 6 months. The successful bidder needs to take this into consideration when developing the project plan and stakeholder engagement plan.

5.3. Project Management And Co-ordination

The project lead will be required to arrange regular project co-ordination meetings, which will consist of various CoJ departments, municipal entities and other stakeholders. A project steering committee will be formed whereby the appointed bidder will be required to make presentations and table proposals with regards to the project.

The successful bidder shall perform secretariat duties of minute taking (which shall be approved by the City) and dissemination of minutes/meeting notes after each meeting. The project co-ordination meetings shall happen once monthly for the project duration. Monthly progress reports shall be prepared and submitted to the City's steering committee. The Project leader will be responsible for ensuring that project deliverables are achieved in line with the project schedule and ensure that invoices are accompanied by project/ progress reports

5.4. Project Deliverables

The project deliverables will include the following:

1. A Project Inception and / or Planning Report
2. Funding Strategy
3. Business Case - Expansion of Trading Area
4. Agro- Processing Facilities Development
5. Business Case – Mandela Market Expansion Project
6. Business Case – Wholesale Meat Processing Facility
7. Final Report – Funding and Operational Strategy

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.

5.5. Project Documentation

The successful bidder will be expected to provide project documentation as listed below.

5.5.1. Progress Reports

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

- **Hard Copy:** 4 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.

5.5.2. Draft Documents

- **Hard Copy:** 4 colour hard copies of the draft documents (bound, may be printed double-sided)
- **Soft Copy:** cloud storage folder of the draft products in PDF (Acrobat) and Word file format and 32 to 64GUSB.

5.5.3. Final Documents

- **Hard Copy:** 4 colour hard copies of the draft documents (bound, may be printed double-sided)
- **Soft Copy:** cloud storage folder 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.

5.5.4. 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 proposed Strategy will need to be of a nature and content that permits ease of presentation to Council Committees for adoption.

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.

*** Given the deliverables expected, it is expected that a team member will have the ability to produce outputs in Geographical Information Systems (GIS) format. Should the above team members not have such expertise the bidder should make sufficient budget available in the pricing schedule under other for such services in order to meet the requirements of the project.**

5.5.5. Data Ownership

All milestone products, developed for the purpose of this project, in addition to the final document and all associated map work, traffic models and statistical work shall remain the property of the CoJ. All files shall be delivered to the City in the agreed format. The data is not be used without the consent of the City of Johannesburg.

6. PROFESSIONAL FEES AND PROJECT MILESTONES

6.1. Pricing Table

Detailed below is information upon which fees must be based for the Strategy. 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 3: Pricing Table

Item	Description	Type	Quantity	Rate	Price
1	PROJECT MANAGEMENT				
1.1.	Project planning, and preparation of the Inception Report	No. of reports	1	R	R
1.2	Project Management, administration, client liaison	Monthly rate	6	R	R
1.3	Milestone Progress Presentation meetings per deliverable (excluding inception report)- (Physical meetings where allowable, dependent on State of Emergency Level)	No of meetings	7	R	R
1.4	Progress Reports (project progress, including stakeholder engagement)	No. of reports	6	R	R
2.	FINANCIAL AND OPERATIONAL STRATEGY				
2.1	Funding Strategy	Item	1	R	R
2.2	Business Case - Expansion of Trading Area	Item	1	R	R
2.3	Agro-Processing Facilities Development	Item	1	R	R
2.4	Business Case – Mandela Market Expansion Project	Item	1	R	R
2.5	Business Case – Wholesale Meat Processing Facility	Item	1	R	R
2.6	Logistics Strategy	Item	1	R	R
2.7	Final Report – Funding and Operational Strategy	Item	1	R	R

Item	Description	Type	Quantity	Rate	Price
3	STAKEHOLDER CONSULTATIONS				
3.1	Stakeholder Engagement Strategy	Item	1	R	R
3.2	External Meetings	Item	30	R	R
Total excluding VAT to be carried to offer page				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 and to price for all items 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. If a firm offer is not provided the bid will be disqualified. Professional fees should include the cost of travelling, stakeholder consultation, printing and any other cost not mentioned in table above. 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 FEES GUIDELINES ISSUED IN TERMS OF APPROPRIATE ACT WHEN APPLICABLE

6.2. Timelines And Indicative Programme

The table below outlines the anticipated completion dates of certain milestones for the project:

This project should be completed and handed over to the JDA by end of 12 months after the date of appointment of the successful bidder.

The table below outlines the anticipated completion dates of certain milestones for the project:

Table 5: Indicative Critical milestones and delivery timelines

Milestone	Date
1. Tender publication	November 2022
2. Tender closure	November 2022
3. Awards completed	January 2023
4. Project Inception Report	February 2023
5. A Project Inception and / or Planning Report	March 2023
6. Business Case - Expansion of Trading Area	May 2023
7. Agro-Processing Facilities Development	May 2023
8. Business Case – Mandela Market Expansion Project	May 2023
9. Business Case – Wholesale Meat Processing Facility	May 2023
10. Logistics Strategy	July 2023
11. Draft Funding and Operational Strategy	August 2023
12. Final Report – Financial and Operational Strategy	January 2024

7. PROPOSAL CONTENT

Notes

- 7.1 Tenderers must ensure that the final TOTAL FEE is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services for the complete project period. Failing to price as required per item 6.1 above will result in the tender being disqualified.
- 7.2 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.
- 7.3** 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.
- 7.4** 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).

7.5 Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement.

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:

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

7.8 Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 7.1 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.

7.9 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.

7.10 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.

7.11 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.

7.12 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.

7.13 Audited financial statements for the past three years if applicable

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

7.15 The forms A to H annexed, must be scrutinized, completed in full and signed.

7.16 **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 agricultural projects, plans and strategies per 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

7.17 **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. Funding and Operational Strategies that consists of Agro-processing and business.**

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 relevant **Funding and Operational Strategies Project***), a description of the service rendered (*must be clear that the service rendered is aligned to the service being tendered for i.e. **Funding and Operational Strategies Project***), the value of the project component of the project, the value of the completed works, the date when the project was started and completed (*must be between 2017 and 2022*) and it must rate the service rendered (*e.g. good, satisfactory, poor etc. and not just state that the bidder was involved in the project or that they completed the project*).

NOTE:

7.18 **6.18 Letters of appointment or completion certificates will NOT be accepted as reference letters, NOR will letters from other consultant's on the project serve as reference letters. Only letters from the client or documents signed and stamped by the client will be accepted.**

7.19 **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 H will be considered as supporting documentation.**

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

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 4.1 WILL RESULT IN TENDERERS BEEN DISQUALIFIED FOR NON-COMPLIANCE.

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 4 WILL RESULT IN TENDERERS BEEN NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.

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 7.7 to 7.17
- Item 7.11 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.

8. ASSESSMENT CRITERIA

Submissions (responses to item 4 above) will be evaluated on the following criteria:

- Compliance
- Technical
- Price / BBBEE
- Risk Tolerance

8.1 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's contracts were terminated due to poor performance;
- 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 failed to attend the compulsory tender briefing session;
- 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);

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

8.2 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 professional associations and (iii) the experience of the company (i.e. Funding and Operational Strategy components).

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 **210 points**, 70% (out of 300 maximum points score able).

Variables	Total Points	Criteria	Description of criteria	Max Points	Points Awarded
KEY RETURNABLE DOCUMENTS per item 4.3 to 4.19 herein	20	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 4.3 to 4.19 herein	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 (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	Point will only be awarded if all tables are completed in full and includes relevant Planning Project Experience		
		<ul style="list-style-type: none"> • Organogram • Table 1: Lead Economist/ Specialist Info & Experience 		2	

		<ul style="list-style-type: none"> Table 2: Senior Economist/ Specialist Info & Experience 		2	
		<ul style="list-style-type: none"> Table 3: Lead Logistics Specialist Info & Experience 		2	
		<ul style="list-style-type: none"> Table 4: Senior Logistics Specialist Info & Experience 		2	
		Annexure H completed in full Company Completed Projects		10	

Variables	Total Points	Criteria	Description of criteria	Points
CAPABILITY OF PROPOSED TEAM per item 4 and Annexure G	180	PROJECT TEAM		
		Lead Economist/ Specialist		
		Ten years 10 years of Experience in Funding and Operational Strategy development. Evidence of working on at least three to five similar projects in terms of scale and complexity.	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded. Valid Certified proof of qualification must be provided to obtain the points.	25
		Possess an Master's Degree or Higher in Economics and/or Development Finance .		25
		Possess an Honours's Degree or Higher in Economics and/or Development Finance		15
		Possess a Degree or Diploma in Economics and/or Development Finance		10
		Senior Economist/ Specialist		
		Eight (8) years and above of Experience in Funding and Operational Strategy development.	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	20
		Five to seven (5-7) years of Experience in Funding and Operational Strategy development.		10
		Under five (5) years of Experience in Funding and Operational Strategy development.		5

		A Honour's degree in Economics and or Development Finance	Valid Certified proof of qualification must be provided to obtain the points	20
		A Bachelor's degree in Economics and/or Development Finance		10
		Qualification of a diploma in Economics and/or Development Finance		5
		Lead Logistics Specialist		
		Ten years 10 years of Experience in Logistics Strategy development. Evidence of working on at least three to five similar projects in terms of scale and complexity.	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	25
		Possess a Master's Degree or Higher in Logistics or similar	Valid Certified proof of qualification must be provided to obtain the points	25
		Possess an Honours's Degree or Higher in Logistics or similar		15
		Possess a Degree or Diploma in Logistics or similar		10
		Senior Logistics Specialist		
		Eight (8) years and above of Experience in Logistics Strategy development.	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded	20
		Five to seven (5-7) years of Experience in Logistics Strategy development.		10
		Under five (5) years of Experience in Logistics Strategy development.		5
		A Honour's degree in Logistics or similar	Valid Certified proof of qualification must be provided to obtain the points	20
		A Bachelor's degree in in Logistics or similar		10

		Qualification of a diploma in Logistics or similar		5
--	--	--	--	---

Variables	Total Points	Criteria	Description of criteria	Points
COMPANY EXPERIENCE per item 4 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 Funding and Operational Strategy development	50
		Three to Four planning projects completed		30
		One to Two planning projects completed		10
		REFERENCES FOR COMPLETED PROJECTS		
		Five or more satisfactory planning project references	Points will only be allocated for having rendered the required services on Funding and Operational Strategy development 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. If any of the required information is not contained in the reference then zero points will be awarded	50
		Three to Four satisfactory planning project references		30
		One to two satisfactory project references		10

Bidders are expected to score a minimum of **210 points**, 70% (out of 300 maximum points score able).

8.3 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 BBEE 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 8.3.1
- Points scored will be rounded off to the nearest 2 decimal places

8.3.1 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 :

- 8.3.1.1 “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).
- 8.3.1.2 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.**
- 8.3.1.3 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.

- 8.3.1.4 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.
- 8.3.1.5 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.
- 5.3.1.6 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.
- 8.3.1.7 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.
- 8.3.1.8 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.

8.3.2 Formula for scoring tender price

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

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

Where

P_s = Points scored for comparative price of tender under consideration

P_t = Comparative price of tender under consideration

P_{min} = Comparative price of lowest acceptable tender

X = **Points** assigned to price

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

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

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

8.4 Risk Tolerance

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

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

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.

Over and above the number of projects and values, bidders will be further evaluated on commercial risks which will include but not limited to the following: poor performance on previous projects, available resources for the project, unduly high or unduly low tendered rates, significant omissions in the tender offer.

The above may impact the outcome of the evaluation

9. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

“RFP - PROFESSIONAL CONSULTANTS, COMPANIES OR CONSORTIUMS/ JOINT VENTURES WITH EXPERTISE IN ECONOMICS AND LOGISTICS RELATED TO AGRI-BUSINESS AND AGRO-PROCESSING TO DEVELOP THE FUNDING AND OPERATIONAL STRATEGY FOR THE JOBURG MARKET FOR A PERIOD OF 12 MONTHS”

BID NUMBER: JDADF/PMP/002/2022

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 on 18 November 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) days from the day of notification.

The tender offer validity period for this tender is 120 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):

BANK :

BRANCH :

BRANCH CODE :

ACCOUNT NUMBER :

ACCOUNT HOLDER :

TYPE OF ACCOUNT :

CONTACT PERSON :

CONTACT NUMBER :

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

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

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
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 AN ORGAN OF STATE* DURING THE LAST 5 YEARS**

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
FUNDING AND OPERATIONAL STRATEGY FOR THE JOBURG MARKET

in response to the invitation for the bid made by:

Johannesburg Development Agency

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

I certify, on behalf of:

_____ that:
(Name of Bidder)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE F: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A. Any bid will be rejected if:

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

B. Bid Information

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

C. Documents to be attached

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

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

.....
.....

Signature:.....
Page 68

Date:.....
NOVEMBER 2022

ANNEXURE G : ORGANOGRAM THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 5.2 HEREIN

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for as per 4.17 and 5.2 herein.

Provide a Project Organogram.

TABLE 1: LEAD ECONOMIST

Table G-1.1 : Key Resource Information	
Resource Information	
Designation:	LEAD ECONOMIST/ SPECIALIST
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	

PROJECT LEAD EXPERIENCE

Project Name	Project Type	Date Started / Date Completed	Client Name & Contact Details	Specific Tasks completed by yourself

Please note that construction products will score zero points as only relevant Projects will be evaluated for points.

TABLE 2: SENIOR ECONOMIST/ SPECIALIST

Table G-1.2 : Key Resource Information	
Resource Information	
Designation:	SENIOR ECONOMIST/ SPECIALIST
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	

SENIOR ECONOMIST/ SPECIALIST

Project Name	Project Type	Date Started / Date Completed	Client Name & Contact Details	Specific Tasks completed by yourself

TABLE 3: LEAD LOGISTICS SPECIALIST

Table G-1.3 : Key Resource Information	
Resource Information	
Designation:	LEAD LOGISTICS SPECIALIST
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	

LEAD LOGISTICS SPECIALIST EXPERIENCE

Project Name	Project Type	Date Started / Date Completed	Client Name & Contact Details	Specific Tasks completed by yourself

TABLE 4: SENIOR LOGISTICS SPECIALIST

Table G-1.4 : Key Resource Information	
Resource Information	
Designation:	SENIOR LOGISTICS SPECIALIST
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	

SENIOR LOGISTICS SPECIALIST

Project Name	Project Type	Date Started / Date Completed	Client Name & Contact Details	Specific Tasks completed by yourself

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 4.11 and 5.2 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	

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

5.							
----	--	--	--	--	--	--	--

NOTE: Only relevant Planning Projects will be considered for points, construction projects will not be considered.

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

