



INVITATION TO BID

REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS

ADVERT DATE: 06 March 2023

BRIEFING MEETING: not applicable

CLOSING DATE: 22 March 2023

CLOSING TIME: 12H00

BID DESCRIPTION: RFQ - TOWN PLANNER FOR THE TOWN PLANNING SERVICES FOR NOORDWYK SPORTS FACILITY

BID NUMBER: SRAC / ADS _TOWNPLN 001

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

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

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

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

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

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement
Contact Person: Yandisa Dinga

E-mail: ydinga@jda.org.za

ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department: Project Manager
Contact Person: Thembelihle Mogapi

E-mail: tmogapi@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)**

BID / RFQ NUMBER.....

BID / RFQ DESCRIPTION

NAME OF BIDDER.....

POSTAL ADDRESS.....

STREET ADDRESS.....

TELEPHONE NUMBER **CODE** **NUMBER**

CELLPHONE NUMBER

FACSIMILE NUMBER **CODE** **NUMBER**

VAT REGISTRATION NUMBER
.....

CSD SUPPLIER NUMBER.....

COMPANY REGISTRATION NUMBER.....

TAX VERIFICATION PIN.....

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

TENDER IS VALID FOR 90 DAYS
FAILURE TO COMPLETE THE OFFER PAGE IN FULL WILL RESULT TO SUCH A BIDDER BEING DISQUALIFIED.

The following conditions will apply:

- A valid Tax Pin from SARS must be submitted.
- An original and valid BBBEE status level verification certificate or a certified copy thereof must be submitted.
- 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.
- A copy of the bidder's current municipal account in the name of the bidder or alternatively in the names of the directors / partners of the bidding entity must be submitted.
- Price(s) quoted must be valid for at least (90) days from date of your offer.
- Price(s) quoted must be firm and must be exclusive of VAT.
- If the price quoted is above R 30 000 (inclusive of VAT), the quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Framework of 2017 (Act No. 5 of 2000).

Failure to comply with these conditions may invalidate your offer.

To all Stake Holders**RE: The channels of reporting fraudulent and Corrupt Activities**

The City of Johannesburg has a **zero-tolerance approach to Fraud, Theft, Corruption, Maladministration, and Collusion** by suppliers with employees.

To reinforce this commitment, more channels have been added to report any Fraudulent and Corrupt activities.

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

The City took a decision to centralize the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline which is managed by independent service providers. All people doing business with the Johannesburg Development Agency are encouraged to report any corrupt or illegal practice.

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

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

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



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

1. OVERVIEW

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

2. BACKGROUND

The City of Johannesburg, Community Development Department appointed JDA to manage its capital works programme. The City of Johannesburg wishes to improve the conditions of the facilities and extend the useful life of the elements of the existing facilities through upgrade and refurbishment programme.

The project aligns with the City of Johannesburg's 2040 Growth and Development Strategy. The programme includes the upgrade of Noordwyk Sports Facility.

3. PURPOSE OF THE RFQ

The purpose of this RFQ is to appoint professional Land / Topographical Surveyor to assist with the Sports and recreation Facilities Upgrade.

4. EXTENT OF THE WORKS

The extent of the works will inter alia include upgrade and refurbishment of the following elements:

- Field of play
- Grandstand with roof covering
- Goal Posts
- Ticket sales Office
- Ablution Facilities
- Dressing Rooms
- Lighting
- Civil services condition assessments (Sewer, Storm water, water and roads)
- Canteen
- Fencing
- Warm up area and Players Race
- Medical Room
- Universal Access
- Fire Prevention
- Parking
- Caretakers House
- Guard Room
- Office and Administration Building
- Entrance Foyer
- Storage Area

- Children Play area
- Gym
- Soccer field, Tennis, Basketball / Netball
- Running tracks
- Cycle Tracks
- Swimming Pool

5. LOCATION

The Noordwyk Sports Ground is located on 39 Plane Street, Noordwyk, Midrand, 1687.

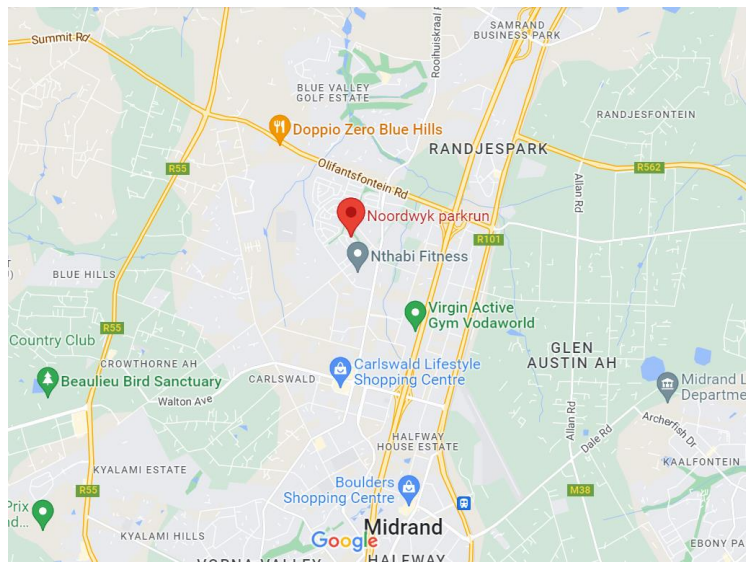


Figure 5: Midrand Map



Figure 6: Noordwyk Park (Sports Ground) Map

6. STATUS QUO

There are existing sports grounds with netball / basketball and tennis courts to be upgraded and sports field with children play area.

7. SCOPE OF WORKS

The scope of work includes (but not limited) to the following key components:

- 7.1 Verify information on ownership, zoning and boundaries of the proposed land for development including the town planning requirements for the development.
- 7.2 Ascertain and assess the town planning rights.
- 7.3 Undertake any town planning applications that might be required to ensure that the proposed development conforms with the City of Johannesburg's town planning requirements including closures if required.
- 7.4 Conveyancer requirements (Preparation of deeds and documents)
- 7.5 Obtaining ERF number and SG Diagrams if consolidations and subdivisions or any are required.

It is the responsibility of the service provider to identify specialist studies that may be required in order to ensure that the site is in compliance with City of Joburg town planning schemes.

8. TIMEFRAMES

The duration of the project is estimated to be 12 months from the date of the receipt of the Appointment Letter to final output delivery. This is however dependent on project progress and may be extended.

9. DELIVERABLES

- 9.1 Project Inception Report, outlining key tasks and schedule of works program.
 - (1 week post kick-off meeting)
- 9.2 Town planning applications and approvals
- 9.3 Certificates
- 9.4 SG Diagram if applicable
- 9.5 Report

10. PROFESSIONAL COMPETENCIES AND EXPERIENCE REQUIRED

It is expected that service provider will have the following qualifications and experience:

- Project lead will be a Professional Town Planner
- Bachelor's Degree in Urban / Town and Regional Planning,
- Valid professional registration with The South African Council for Planners (SACPLAN)
- Demonstrable experience of analysing current Land Use Management Rights
- Submission of various types of Land Use Management Applications to the City of Joburg Metropolitan Municipality with successful results within the past 5 years. This includes Township Establishment, Re-Zoning and Consent Use Applications at a minimum.

The Professional Team criteria are further outlined in the evaluation table, which will be used in the technical evaluation of bids received for this RFQ.

11. PRICING INSTRUCTIONS

Service Providers must submit their fee proposals to render the scope of services as outlined above..

It is important to note the following:

- a) **The table to follow must be completed and submitted together with the Offer Page. A price must be submitted for each item listed in the table.**
- b) **No hourly rates will be accepted.**
- c) **Failing to price as required will result in the tender being disqualified.**
- d) For every tangible deliverable, two hard copies and one electronic copy must be issued, the cost of which must be included in the offer price.
- e) Please also be reminded as per the original tender for the panel of Engineering service providers that:

4.1.1.4. Standard disbursements such as typing, drawings, reproduction, copying, and binding of documents, telephonic/electronic and facsimile communications, and courier should be accrued by a service provider. Additional disbursements must have the prior written agreement of the JDA, unless specifically contained in an agreed IPW / RFP

4.1.1.5. No disbursement costs (such as local travel and accommodation) should be accrued by a service provider without prior written agreement of the JDA, unless specifically contained in by an agreed IPW / RFP

Tenderers are to replicate the table below and submit as part of their detailed fee proposal and the total fee for the full scope of services must be carried to the "Offer" page. The detailed fee proposal must indicate the fee scales used and the method of calculation used to determine the fee including any discounts applied if applicable. Failure to (i) replicate the table and (ii) carry the total to the offer page will result in the tender being disqualified for non-compliance. Fees based on an hourly rate will NOT be accepted.

12. PRICING SCHEDULES

No	Description	Unit of Measure	Quantity	Unit Price	Total Amount
1	Inception report and program (Refer to 9.1 of Deliverable)	SUM	1		R
2	Verification of information (Refer to 7.1 & 7.2 of Scope of works)	SUM	1		R
3	Town planning applications and approvals (Refer to 7.3 of Scope of works)	SUM	1		R
4	SG Diagram (Refer to 7.5 of Scope of works)	SUM	1		R
5	Provisional Sum (Conveyancer) (Refer to 7.4 of Scope of works)	SUM	1		R 60 000.00
6	Handling Fees @ 5%	SUM	1		R 3 000.00
7	Report	SUM	1		R
	Total Sum of Fees (Excl. VAT)				R

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

COPY OF ADVERT

Tender Notice and Invitation to Tender

BID DESCRIPTION: RFQ - TOWN PLANNER FOR THE TOWN PLANNING SERVICES FOR NOORDWYK SPORTS FACILITY**BID NUMBER: SRAC / ADS _TOWNPLN 001**

The JDA is requesting proposals from experienced companies to render professional consulting services consisting of town planning specialists required for the site development and preparation of the **NOORDWYK SPORTS FACILITY** for a 36 period.

Queries relating to procurement matters may be addressed to Yandisa Dinga at tell: e-mail: **ydinga@jda.org.za**

Technical queries or queries relating to the project may be addressed to Ms. Thembelihle Mogapi e-mail: **tmogapi@@jda.org.za**

Documents may be downloaded from 06 March 2023 as follows: www.jda.org.za as well as on www.etenders.gov.za. 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.

ADVERT DATE: 06 March 2023**NON-COMPULSORY CLARIFICATION: DATE: N/A****CLOSING DATE: 22 March 2023 CLOSING TIME: 12H00**

11. PRESENTATION OF QUOTATIONS

Submissions should be in the form of quotations priced as required allowing the JDA to make a sound and fair evaluation. The resubmission should be accompanied by the below information and documents and should **use the same item numbers as below** for the required sections.

The following information must be clearly spelt out:

- 11.1 A copy of the tenderer's municipal rates account which is not older than three months in the name of the tenderer or alternatively in the names of the Directors / Partners of the tendering entity. Copies of lease agreements or accounts from a lessor will NOT be accepted.
- 11.2 A copy of a valid Tax pin Compliant Letter from SARS.
- 11.3 An original and valid BBBEE status levels verification certificate or a certified copy thereof, substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted.

An EME must submit a sworn affidavit confirming the following:

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

- 11.4 Bidders are required to submit detailed quotations based on the required deliverables [item 3] defined in rand terms. Applicants are to illustrate the fee proposal linked to deliverables.

All disbursements, etc. are to be included in the quotations. Applicants must ensure that the

TOTAL FEE IS CORRECTLY CALCULATED AND TRANSFERRED TO THE OFFER PAGE.

- 11.5 The attached forms A to F as annexures, must be scrutinized, completed, signed and submitted together with your quotation.

12. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical Competence
- Price and Empowerment

12.1 Compliance

Bidders will be disqualified for:

- 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 or e-mailed;
- 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 4 herein;
- Bidders who did not comply with any other requirement as set out in the tender specifications;
- Bidders who failed to attend the compulsory tender briefing session if it was applicable;
- Bidders who have any directors in the employment of the state.
- Bidders who are not registered with the National Central Supplier Database.

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.

12.2 Technical Competence

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

- (A) Key returnable documents,
- (B) Key Personnel experience and track record as a Town Planner,
- (C) Company experience on completed similar projects by the company,
- (D) Contactable reference letters in the client's letter head as proof on what is mentioned on item no above for experience of the company.

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.

Total points 190 and the Minimum points required is 133 points which translates to (70%)

NO.	A. KEY RETURNABLE DOCUMENTS	Points
1	Valid BBBEE status level certificate	0
2	Company registration documents	0
3	Valid Tax pin document from SARS	0
4	Current municipal rates and account for the directors / a signed lease agreement	0

5	2 Years stamped audited financial statements			0
6	Certified copies of identity documents for the directors			0
7	Annexure A – G completed in full and signed			0
B - KEY PERSONNEL EXPERIENCE	TOTAL POINTS	CRITERIA	DESCRIPTION OF CRITERIA	POINTS
B 1 Key Personnel Experience and Track record on Town Planning	50	Lead Town Planner 7-10 Years' Town Planning Experience	Bidders must attach detailed CVs as proof and must show projects, roles played and period. If any information is not contained in the CV or Annexure G then zero points will be awarded.	50
B 1.1	30	Lead Town Planner A minimum qualification of a B-Tech or bachelor's degree in Town Planning	Certified proof of qualification must be provided to obtain the points	30
B 1.2	10	Lead Town Planner Valid Professional registration with SACPLAN	Proof of registration must be provided to obtain the points	10
BC- COMPANY EXPERIENCE	TOTAL POINTS	CRITERIA	DESCRIPTION OF CRITERIA	POINTS
C 1 Company Experience and Track record similar projects	50	5 or more completed similar projects on processes completed	ONLY The following types of processes will be counted as valid for scoring: <ul style="list-style-type: none"> ▪ Rezoning Applications ▪ Consent Use Applications ▪ Township Establishment Applications (NOT Building Line Relaxations) Processes listed here must be matched with references scored below	50
		4 completed similar projects on processes completed		40
		3 completed similar projects on processes completed		30
		2 completed similar projects on processes completed		20
		1 completed similar project on processes completed		10

D - CONTACTABLE REFERENCE LETTERS	TOTAL POINTS	CRITERIA	DESCRIPTION OF CRITERIA	POINTS
D – Contactable reference letters (on client letterhead) in relation to C1	50	5 or more satisfactory references letters on projects completed	Each Reference MUST be matched to the list of completed work provided above on item C -1.	50
		4 satisfactory references letters on projects completed	Each Reference Letter MUST: <ul style="list-style-type: none"> ▪ Appear on the client's letterhead. 	40
		3 satisfactory references letters on projects completed	OR be stamped by the client. <ul style="list-style-type: none"> ▪ Be signed by the Client. 	30
		2 satisfactory references letters on projects completed	<ul style="list-style-type: none"> ▪ Name the Project ▪ Provide the Project Value ▪ Provide the date of completion. 	20
		1 satisfactory reference letter on projects completed	<ul style="list-style-type: none"> ▪ Include comment on the client's satisfaction with the work done. ▪ Provide Client's e-mail and telephone contact details. 	10

13. PRICE AND EMPOWERMENT

BBBEE Status

The points allocated to a tenderer will be in accordance with the Preferential Procurement Regulations, 2022 published in Government Gazette No. 47452 GOVERNMENT GAZETTE, 4 November 2022.. An original and valid BBBEE status levels verification certificate or a certified copy thereof, substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS).

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
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Notes:

- 13.1 "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).
- 13.2 Tenderers must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable.
- 13.3 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.....
- 13.4 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.
- 13.5 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.
- 13.6 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.
- 13.7 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.
- 13.8 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.

The Preference Point System will be applied as follows:

- 80 points are assigned to price
- Up to 20 points are assigned to BBEE status per the table under item 6

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

PP = P_s + P_{bee} Where

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

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

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

Formula for scoring tender price.

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

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

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

14. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The words “**RFQ - TOWN PLANNER FOR NOORWYK SPORTS FACILITY**” must be written / typed clearly on the envelope. The envelope must be deposited in the tender box at the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (formerly known as President) and Newtown** only between the hours of 08H00 and 16H00.

The RFQ closes at 12h00 on the 22nd of March 2023.

NO LATE / E-MAILED/ 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.

Queries can be addressed in writing to:

Procurement:

Yandisa Dinga

E-mail: ydinga@jda.org.za

Technical:

Thembehle Mogapi

E-mail: tmogapi@jda.org.za

ANNEXURE A: BUSINESS DECLARATION

Tender/RFQ Number:

Tender/RFQ Description:

Name of Company:

Contact Person:

Postal Address:

.....

Physical Address:

.....

Telephone Number:

Fax Number:

Cell Number:

E-mail Address:

Company/enterprise Income

Tax Reference Number :

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

VAT Registration Number:

Company Registration Number:

1. Type of firm

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

(Tick one box)

2. Principal business activities

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

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

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

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

5. Did the firm exist under a previous name?

- Yes
- No

(Tick one box)

If yes, what was its previous name?

.....

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

Full Time :

Part Time :

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

Full Time :

Part Time :

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

R Year

R Year

R Year

9. List all contracts which your company is engaged in and have not yet completed:

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	PROJECT VALUE	ESTIMATED FEES	EXPECTED COMPLETION (MONTH & YEAR)

10. Banking details

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

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

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

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

BANK :

BRANCH :

BRANCH CODE :

ACCOUNT NUMBER :

ACCOUNT HOLDER :

TYPE OF ACCOUNT :

CONTACT PERSON :

CONTACT NUMBER :

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

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

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

COMPANY STAMP

ANNEXURE B: DECLARATION OF INTEREST

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

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

3.1 Full Name:

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

If yes, furnish particulars

.....
.....

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"/>
4.5.1	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

***** 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



City of Johannesburg
Johannesburg Development Agency

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

www.jda.org.za
www.joburg.org.za

ANNEXURE E: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

RFQ - TOWN PLANNER FOR NORRDWYK SPORTS FACILITY UPGRADE

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,

Building a better city

Directors

L Brenner (Chairperson) M Mongane (CEO) LB Matshidze N Ntingane S Marota A Dreyer M Malinga W Thwala P Raphaelalani C Whittle R Shirinda (Company Secretary)

Registration Number: 2001/005101/07

communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE F: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

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

B Bid Information

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

C Documents to be attached.

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

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

.....
.....

Signature

Date

ANNEXURE G: ORGANOGRAM

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

DESIGNATION	NAME AND NATIONALITY	SUMMARY OF QUALIFICATIONS & EXPERIENCE

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