

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

ADVERT DATE: **11 AUGUST 2023**

DATE OF COMPULSORY TENDER BRIEFING MEETING/SESSION: **17 AUGUST 2023 FROM 14H00PM – 15H00PM AT THE JDA, 03 HELEN JOSEPH STREET, NEWTOWN.**

CLOSING DATE: **11 SEPTEMBER 2023**

CLOSING TIME: **12H00**

BID NUMBER: **JDADPF/PMP-JOBURG-008/2023**

BID DESCRIPTION: **RFP - APPOINT A CONSORTIUMS/ JOINT VENTURES WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN AND ECONOMIST TO COLLECT AND ANALYZE DATA FOR THE TO DEVELOP A PARKING MANAGEMENT POLICY AND BYLAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY OVER 18 MONTHS.**

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 7811

Contact Person:
Fax: 011 688 7899

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

ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department: Development Facilitation
Tel: 011 688 7871

Contact Person:
Fax: 011 688 7899

Ms Z Chonco
E-mail: zchonco@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

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:

Mr. Siyambonga Gcobo 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:.....e:.....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: **11 AUGUST 2023**

DATE OF COMPULSORY TENDER BRIEFING SESSION: 17 AUGUST 2023 FROM 14:00pm – 15:00pm

CLOSING DATE: **11 SEPTEMBER 2023**

CLOSING TIME: **12H00**

BID NUMBER: **JDADPF/PMP-JOBURG-004/2023**

BID DESCRIPTION: RFP - PROFESSIONAL CONSULTANTS OR CONSORTIUMS/ JOINT VENTURES WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, TOWN/ URBAN PLANNING AND URBAN DESIGN/ ARCHITECTURE TO DEVELOP A PARKING MANAGEMENT POLICY AND BYLAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY OVER 18 MONTHS.

AUGUST 2023

TABLE OF CONTENT

Content	Page No.
COPY OF ADVERT	7
1. INTRODUCTION	8
2. PROJECT INFORMATION	8
2.1. Background	
2.2. Study Area	
2.3. Projects Underway In The Study Area	
3. PROPOSAL OBJECTIVE	11
4. SCOPE OF WORKS	12
4.1. Project Inception and Planning,	
4.2. Data Collection,	
4.3. Surveys and Status Quo Assessment	25
4.4. Stakeholder Engagement	25
4.5. Project Management and Co-Ordination	28
4.6. Project Deliverables	28
4.7. Project Deliverables per discipline	31
4.8. Capacity Building	32
	33
5. PROFESSIONAL FEES AND PROJECT MILESTONES	33
6. PROPOSAL CONTENT	40
7. ASSESSMENT CRITERIA	43
7.1 Compliance	44
7.2 Technical	44
7.3 Price and Empowerment	51
7.4 Risk Tolerance	53
8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS	54

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

BID DESCRIPTION: RFP – APPOINT A TEAM OF PROFESSIONAL CONSULTANTS OR CONSORTIUMS/ JOINT VENTURES WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN/ ECONOMICS TO COLLECT AND ANALYZE DATA IN ORDER TO DEVELOP A PARKING MANAGEMENT POLICY AND BYLAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY OVER 18 MONTHS.

BID NUMBER: JDADPF/PMP-JOBURG-008/2023

The JDA is requesting proposals from experienced companies and / or joint ventures to render professional services required for the development of a Parking Policy and Bylaw for the City of Johannesburg for a period of 18 months.

Queries relating to procurement matters may be addressed to Mr. Siyambonga Gcobo at tel: (011) 688 7811; fax (011) 688 7899; or e-mail: sgcobo@jda.org.za

Technical queries or queries relating to the project may be addressed to M.s Zilungile Chonco at (011) 688 7815; fax: (011) 688 7899; or e-mail: zchonco@jda.org.za

Documents may be downloaded from the JDA website: www.jda.org.za and e-Tender portal: www.etenders.gov.za on 11 August 2023. 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.

All tenders must complete the tender documentation downloaded from the stipulated websites. The retyping of the tender document is not permitted. The terms of reference are issued out in line with the POPI Act, the applicable to professional bodies and gazetted fees as well as the PFA of 2022 BEE goals.

A compulsory tender briefing session will take place on 17 August 2023 from 14:00pm – 15:00pm at the JDA, 03 Helen Joseph Street, Newtown.

The closing date and time for receipt of tenders is 12:00pm on 11 September 2023. Telegraphic, telephonic, telex, facsimile, e-mailed and late tenders will not be accepted.

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

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

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

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

PROFESSIONAL CONSULTANTS WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN/ ECONOMICS TO ASSESS THE STATUS QUO FOR PARKING IN IDENTIFIED STUDY AREAS FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY OVER 12 MONTHS.

1. INTRODUCTION & BACKGROUND INFORMATION

The JDA is requesting for quotations from experienced consulting companies in Transport Engineering, Community Participation, Town/ Urban Planning, Urban Design/ Architecture and Economist to assess the status quo for parking in identified study areas for the City of Johannesburg Metropolitan Municipality.

2. PROJECT INFORMATION

2.1. Background Information

It is envisaged that Johannesburg will have an extra 2.5 million inhabitants by 2040, resulting in the current transport model taking the additional strain of having more people and more vehicles and as a result facing the inadvertent challenges of traffic congestion with the following negative impacts:

1. An Increase in travel time, which will have an impact on the competitiveness and attractiveness of the City and quality of life for residents.
2. Impediment of public transport vehicles usage and its effect on public transport patronage patterns
3. An increase in road injuries and fatalities, which add to the public health bill of the nation.
4. Increased greenhouse gas emissions which impact negatively on climate change;

The Spatial Development Framework 2040 (SDF) envisages a compact urban form (re)structured around a public transport backbone, with more than 75% of the city's population living within less than 2 kilometres from public transport. This requires implementation of various strategies, including reclaiming the city's roads as public spaces and radically transforming the car-focused built form.

It is thus important for the City to explore the implementation of measures that will seek to manage the current and future traffic congestion to ensure its sustainability and improved quality of life.

2.2. The CoJ's Growth and Development Strategy, 2040

The City of Johannesburg's Growth and Development Strategy, 2040 (GDS) envisions the City as "a World Class African City of the Future – a vibrant, equitable African city, strengthened through its diversity; a City that provides real quality of life; a City that provides sustainability for all its citizens; a resilient and adaptive society".

The Joburg 2040 Strategy identified these four outcomes:

1. Outcome 1: Improved quality of life and development-driven resilience for all
2. Outcome 2: A resilient, liveable, sustainable urban environment – underpinned by infrastructure supportive of a low-carbon economy
3. Outcome 3: An inclusive, job-intensive, resilient and competitive economy that harnesses the potential of citizens
4. Outcome 4: A high-performing metropolitan government that pro-actively contributes to and builds sustainable, socially inclusive, locally integrated and globally competitive Gauteng City Region.

The City's Transport Department, together with other departments and entities, is the cluster responsible for outcome number 2 above. The primary output defined by the Joburg 2040 GDS under this outcome is 'EcoMobility'.

This refers to environmentally sustainable and socially inclusive ways of local mobility, combining the use of Non-Motorised Transport (NMT) means such as walking, cycling with the use of public transport and light electric vehicles using renewable energy resources.

The City's Transport Department has interpreted Eco-Mobility as its long-term goal, and to its end seeks to achieve the following:

1. Make public transport, walking and cycling the mode of choice for all Joburg residents by 2040. This is to be achieved firstly by reducing congestion and high transport costs through the provision of quality public transport services including Rea Vaya, Metrobus and improving public transport infrastructure and transfer points;
2. Improve mobility and accessibility to enhance economic growth and development; and
3. Provide quality transport infrastructure including roads that serve all road users including pedestrians, cycles and public transport users.

The CoJ's Transport Department acknowledges that these long-term goals can only be achieved through partnership building, fostering behavioural change and collectively reclaiming Joburg roads as public spaces.

2.3. Strategic Integrated Transport Plan Framework, 2013

The Strategic Integrated Transport Plan Framework (SITPF) defines the transport development Thrusts, Strategies and Programmes to meet the policy objectives and outcomes of the City's GDS 2040.

The Joburg 2040 GDS identified that the reduction of congestion is a critical objective to create a more liveable city.

These strategies and programmes have been organised into nine topics or “thrusts” which are as follows:

- Thrust no. 1: Restructure and integrate the city
- Thrust no. 2: Improve and expand provision of quality public transport and use of non-motorised transport
- Thrust no. 3: Maintain, improve, extend and integrate transport infrastructure
- Thrust no. 4: Support economic growth through improving freight mobility
- **Thrust no. 5: Manage congestion, travel demand and parking**
- Thrust no. 6: Improve transport safety through active, engaged citizenry
- Thrust no. 7: Transform the transport sector and encourage new, efficient and profitable transport enterprises and green jobs
- Thrust no. 8: Plan and regulate the transport system.
- Thrust no. 9: Resource and finance the transport plan

Parking Management refers to a number of strategies that can be introduced in an area, to increase the effective use of the existing parking supply and thereby contribute to a reduction of congestion in the identified area.

The PRE-COVID-19 environment in the City of Johannesburg was characterised by severe traffic congestion with mobility compromised on many of the arterials and freeways during peak periods. The management of parking aligns with the objectives of Thrust no.5 under the SITPF. It is the desired strategy that the City needs to implement in order to improve mobility and reducing traffic congestion on the City's road network. The City believes that this will make it more liveable and boost economic growth.

The City's approach to reducing and controlling traffic growth is to focus on the movement of people and goods. The solution to the City's growing congestion problems is not to build more roads.

2.4. The Spatial Development Framework 2040 (City of Johannesburg, 2016) and Nodal Review (2019)

The Spatial Development Framework 2040 (2017) uses tools to direct urban growth and development in a way that addresses the inequality and inefficiency in the City, transforming it into a more equitable, liveable, resilient, efficient and productive urban form. The City's strategy for urban growth management can broadly be described as one of 'compaction'.

This promotes higher density, mixed use development in well located parts of the City, in place of outward sprawl (spreading the footprint of the city). Compact development allows for people to live close to where they work and go to school, makes public transit such as BRT viable, reduces the cost of providing infrastructure and other services, reduces pressure on the natural environment, and through agglomeration and clustering, promotes economic growth. For this plan to work high intensity development should be concentrated in clearly defined 'well located' areas – generally described as nodes, or mixed-use nodes.

These nodes may differ from one another, but essentially, they are areas where high intensity and mixed-use development (supported by infrastructure investment) should take place.

The City's Nodal Review approved in 2019, describes a new 'transect' or 'node and development zone' approach which is an evolution of the SDF's nodal strategy. Development guidelines are outlined that should be applied in each of the nodes/development zones of the city. The Nodal Review has largely been based on a modelling exercise that measures urban potential in the City, based on connectivity and access.

This used current street networks and how they promote walkability, access to public transit stations, and various amenities. Importantly, it focussed on walkability and public transit, rather than car use. For this project, the focus will be on the following categories defined in the Nodal Review:

- 1: Inner City Node
- 2: Metropolitan Nodes
- 3. Regional Nodes
- 4: General Urban Zone
- 4a: Local Economic Development (LED) Zone
- 5: Suburban Zone
- 6: Industrial Nodes

2.5 The CoJ's previous work on the Implementation of Parking Management

This section of the bid document outlines previous work commissioned by the CoJ around parking management as well a summary of some of their key outcomes. Bidders are required to review these projects and outcomes in order to assess any gaps that exist in the previous commissioned work by the city as well as how these can be augmented in the development of Parking Management Policy.

a) Parking Management Study in 25 Nodes in the CoJ

The City's Transport Department carried out audits on parking and associated transport activities in 25 areas within the CoJ.

The subject areas are listed below:

- Pan Africa Wynberg (Small Business Node)
- Bellevue Yeoville (Business Node)
- Cyrildene (Small Business Node)
- Mayfair (Small Business Node)
- Jabulani (Small Business Node)
- Midrand (Small Business Node)
- Lenasia (Small Business Node)
- Randburg (Small Business Node)
- Roodepoort (Small Business Node)
- Florida (Small Business Node)
- Linden (Small Business Node)
- Rivonia (Small Business Node)
- Craighall Park (Small Business Node)
- Northcliff (Small Business Node)
- Rosettenville (Small Business Node)
- Norwood (Small Business Node)
- Melville (Small Business Node)
- Emmarentia (Small Business Node)
- Rosebank (Regional Node)
- Birnam (Small Business Node)
- Illovo (Small Business Node)
- Parkview (Small Business Node)
- Fordsburg (Small Business Node)
- Greenside (Small Business Node)
- Parkhurst (Small Business Node)
- JHB CBD (Freight Management)

The audits resulted in a number of recommendations, per study area, to improve the accessibility and attractiveness of these business district or small nodes, mainly through improved management of on-street parking. A number of the areas have since had Precinct Plans, concept designs developed and public environment upgrades implemented, these are projects that would typically entail a complete streets component addressing parking provision and management.

b) Implementation of the Paid Parking System in the Johannesburg Inner City and Braamfontein CBD.

The City of Johannesburg had appointed a private firm to provide a kerbside parking management solution for the City of Johannesburg. This included approximately 7500 on-street parking bays, the majority of which were located in the Johannesburg Inner City.

Since that paid parking management contract had lapsed and not yet renewed, it has negatively impacted on the mobility of the Inner City, with limited turnover in the use of on-street parking due to the fact that people are no longer paying for the parking.

The number of queries received from the business community on the absence of the paid parking management system is also evidence of the fact that the implementation of such a system had a fair amount of benefits for the businesses and other stakeholders of the Inner City.

The City is in the process of once again looking at implementing a similar system in areas with observed parking management challenges, with improvements in the associated law-enforcement being proposed.

c) Parking Management Strategies for Johannesburg, GIZ 2019.

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) assisted the CoJ on parking policy and management. Key points from this work were the following:

- The current lack of effective on-street parking management, especially rationing via fees, is undermining other priorities in a highly visible way;
- Excessive parking ratio standards (parking minimums), especially for the City's nodes of activity, TOD corridors and mass transit station area are undermining CoJ's hope for these localities to develop in more transit-oriented ways. High parking ratios standards are a key obstacle to making parking in these nodes align with CoJ's mode shift and spatial restructuring goals, not to mention climate goals.

These standards were based on a parking mindset (site-focused) that is profoundly unsuited to Johannesburg

Key recommendations from this work were the following:

- The City should work towards an on-street parking fee system;
- Relook on-street parking design;
- Relook on-street parking enforcement
- Develop an off-street parking policy in nodes and TOD zones to foster healthy park-once-and-walk areas; (while rejecting the on-site mindset that currently inhibits appropriate policies for such areas).

3. PROPOSAL OBJECTIVE

The Johannesburg Development Agency, on behalf of the City's Transport Department, invites consultants with the following expertise:

- Traffic engineering;
- Community participation;
- Urban Planning
- Urban Design
- Economist

The bidders are to submit proposals to assess the status quo for parking, land use and economic activity in the identified study areas that will ensure that the City's transport's objective of reducing and managing congestion by 2040 is achieved.

4. STUDY AREAS

The aim of the status quo is to have an overview of parking availability and use, along with the associated land use and economic activity in the identified study areas.

The bidder will have to focus on 20 areas for detailed review of parking characteristics.

Table 1: Project Study Areas/Nodes (as per Nodal Review Policy 2019/20)

Nodal Review Categories	Areas
1: Inner City Node	– Inner City Core
2: Metropolitan Nodes	– Midrand – Roodepoort – Sandton – Lenasia
3. Regional Nodes	– Jabulani – Alexandra – Rosettenville/ Turffontein
4: General Urban Zone	– Parktown – Mayfair/ Brixton – Cresta
5: Local Economic Development (LED) Zone	– Bara – Dobsenville/Meadowlands
6: Suburban Zone	– Greenside – Fleurhof – Pennyville
7: Industrial Nodes	– Northgate/ Kya Sands – Strijdompark – Crown – Booyens

The layout indicating the extend of the study areas are shown in **Figures 1-20** below:

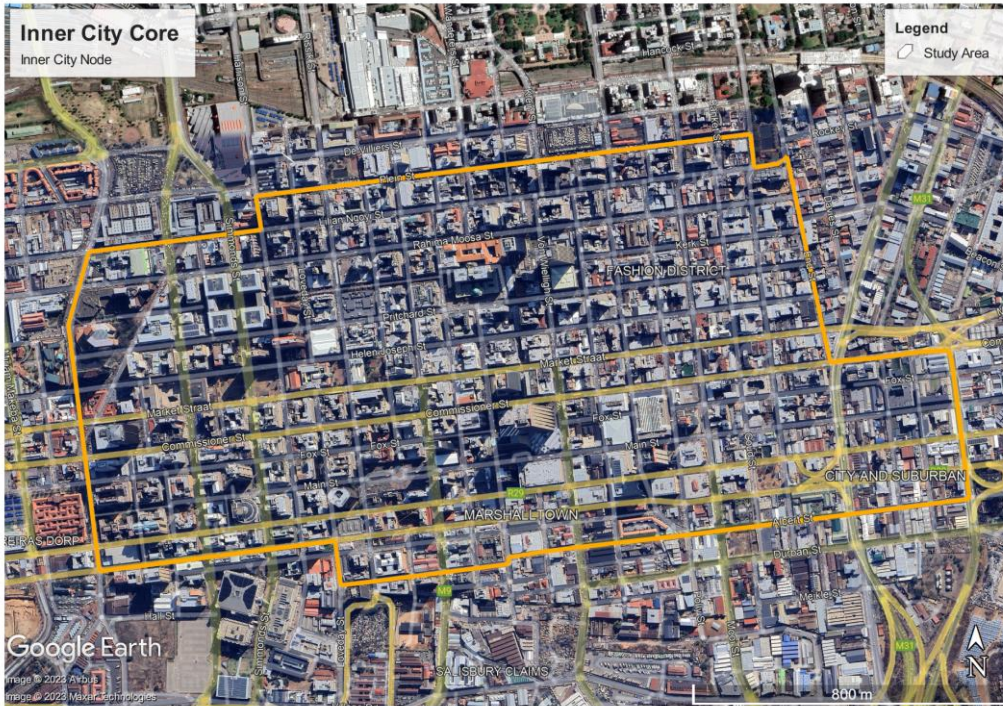


Figure 1: Inner City Core

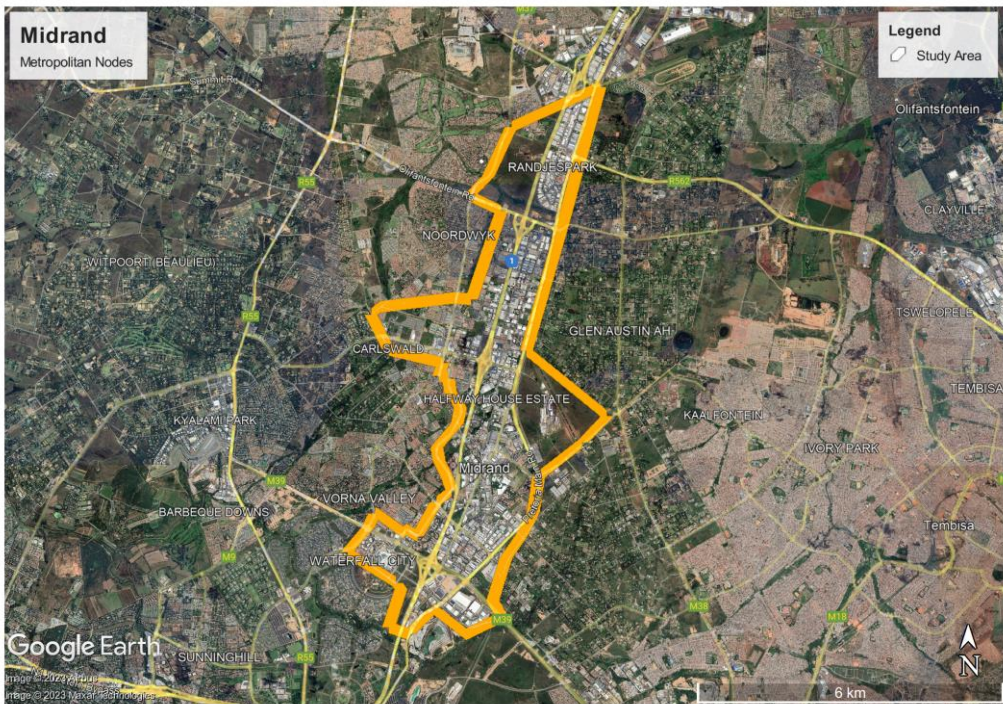


Figure 2: Midrand - Metropolitan Nodes



Figure 3: Roodepoort - Metropolitan Nodes



Figure 4: Sandton - Metropolitan Nodes



Figure 5: Lenasia - Metropolitan Nodes



Figure 6: Jabulani - Regional Nodes



Figure 7: Alexandra - Regional Nodes



Figure 8: Rosettenville/Turffontein - Regional Nodes



Figure 9: Parktown - General Urban Zone



Figure 10: Mayfair - General Urban Zone



Figure 11: Cresta - General Urban Zone



Figure 12: Bara - Local Economic Development (LED) Zone



Figure 13: Dobsenville/ Meadowlands - Local Economic Development (LED) Zone

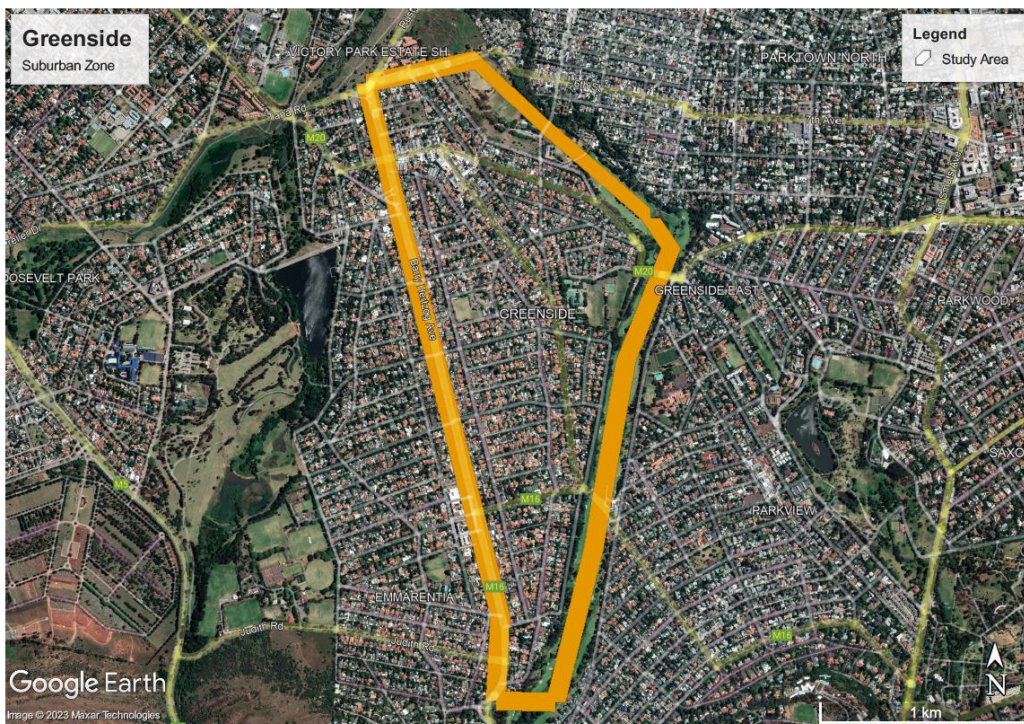


Figure 14: Greenside - Suburban Zone



Figure 15: Fleurhof - Suburban Zone



Figure 16: Pennyville - Suburban Zone

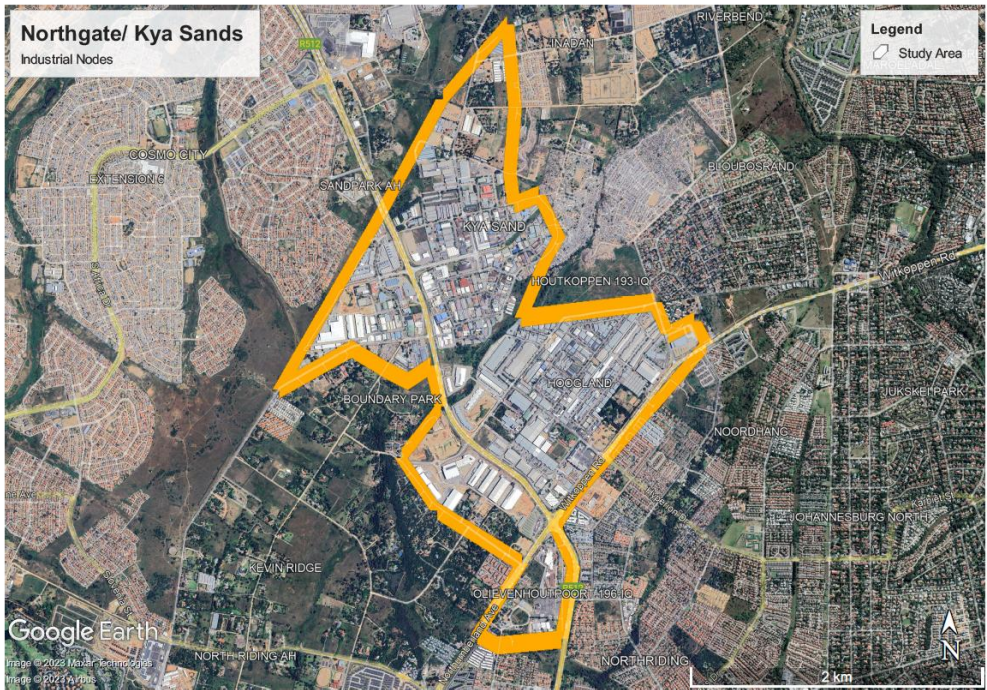


Figure 17: Northgate Kya Sands - Industrial Nodes



Figure 18: Strijdompark - Industrial Nodes



Figure 19: Crown - Industrial Nodes



Figure 20: Booyens - Industrial Nodes

5. SCOPE OF WORK

The scope of work for the project is as indicated below:

5.1. Project Inception

The bidder will be required to present a feasible approach/methodology to undertake this project in line with the City's objectives. This project stage shall outline detailed work plans, timelines, project deliverables, capacity building arrangement and mitigation measures to prevent possible challenges that may be encountered during the project.

5.2. Review of Relevant Policies, Literature, Projects, Regulations, & By-Laws

The review of all relevant studies, policies, local and international case studies, literature, projects, regulations, and by-laws will be undertaken. The documentation that will be made available to the successful bidder including those mentioned above at 2.1.3. are the following:

- Parking Management Strategies for Johannesburg, GIZ,2019
- CoJ's Growth and Development Strategy 2040 (2011)
- CoJ's Climate Action Plan (2020)
- Strategic Integrated Public Transport Network (2019)
- CoJ's Spatial Development Framework (2016)
- Land Use Management Scheme (2018)
- Parking Management System implemented prior to 2017
- Spatial Development Framework (2016 and new draft SDF 2021/22)
- Nodal Review Policy (2010/20)
- Transit Orientated Development Corridors: Turffontein, Empire Perth & Louis Botha SAF
- City of Johannesburg Framework for Non-Motorised Transport
- Special Development Zone precinct planning documentation (Orange Grove and Auckland Park)
- Precinct Plans (Fordsburg Mayfair, Melville Auckland Park, Norwood Grant Avenue, SDZs, Vilakazi Street, etc)
- Transport Master Plans (Inner City, Roodepoort, Ivory Park, Region G, Zandspruit, Randburg etc)
- Draft COJ Transport Bylaw
- Transport Studies undertaken in the various study areas

The alignment of the status quo to the City's policy and strategy documents and by-laws.

The literature review must identify any gaps in current City policy in preparation for addressing those gaps by future Policies of the City.

5.3. Current and previous projects

- Travel Demand Management Programme
- Soweto Strategic Area Framework and Implementation
- Transport Master Plans (Diepsloot)
- NMT (Orange Farm, Melville, Turffontein, Eldorado Park, Phefeni, Orlando West, Chiawelo, Cosmo City, Roodepoort, Randburg, Alexandra, Greenside, Inner City, etc)
- Integrated Corridor Management Feasibility Studies
- Ivory Park and Soweto – Randburg BRT Feasibility Study
- Parking Stress Surveys
- Data Collection project in Bara, Southern, Greatwalk Bridge, Bruma and Northern Nodes
- Transport Studies in various study areas

5.4. Data Collection

Data Collection is required on all the identified 20 areas with the key goal to determine the current traffic parking management challenges in the identified areas.

The expected outcomes from each component of the data collection is briefly discussed below.

1. Parking surveys will be conducted through video surveillance recordings and analysis
2. Mapping of all streets within the identified areas
3. CoJ Road Hierarchy will be shared with the successful bidder
4. Identify the type and location of all existing on-parking facilities
5. Undertake on-street parking stress surveys on all identified streets within the study areas on both a neutral weekday from 06:00 to 18:00 (hourly intervals) and Saturday from 06:00 to 18:00 (hourly intervals). Upon consultation with stakeholders in the study areas, there may be a need to undertake evening on-street parking stress from 18:00.

The surveys must be arranged to avoid data collection on Mondays, Fridays and school holidays. Parking surveys shall record illegal parking utilization, parking space usage and any unusual observations (e.g. vehicle types such as by public transport, private vehicles, freight, NMT, recyclers, food deliveries).

6. Identify location of off-street public parking facilities inclusive of those which are privately owned within or adjacent to the study area.
7. Obtain data on parking utilisation and available parking capacity at the identified (above) off-street parking facilities
8. Undertake traffic link volumes for the affected streets for AM, Midday and PM peak periods.
9. Identification of the town planning regulations applicable in the area
10. Determine the existing and planned land use characteristics for each of the streets in the study area.
11. Determine the planned land use character and built form typologies based on the spatial plans (urban design guidelines of the Nodal Review/ precinct plans/urban design plans for the study area)
12. Identify and describe the economic activity in each study areas
13. Describe the quality of the public realm
14. Identify relevant stakeholders in the study areas
15. Identify key NMT routes, desire lines and infrastructure

5.5. Status Quo Assessment

The Status Quo Assessment shall include an assessment of all data collected for the identified areas and shall include the following:

1. Calculation of the parking capacity on each street with the existing parking restrictions in place
2. Calculation of the parking capacity on each street with no parking restrictions in place.
3. Calculation of the parking occupancy for each street in each study area by day surveyed and by survey period, broken down and location of parked vehicles; and
4. GIS Mapping shall be provided for each area which shall include graphical representations of all the information from the data analysis.
5. Understanding of all factors affecting the functioning of the parking in the identified area.
6. The identification and evaluation of the current parking challenges within the focus areas and the causes of the identified parking challenges in the areas problems shall also be assessed. This must also be done for the future/planned role and functioning of the study area.
7. Include the conceptual designs of a minimum of one complete Street per study area; where the proposed parking interventions will be implemented
8. The status quo assessment of the land use development must provide a clear and accurate understanding of the present role and function of the focus areas.

9. The status quo assessment of the economic activity must provide a clear and accurate understanding of the present role and function of the focus areas.
10. Outline findings on the NMT network and infrastructure in each study area.

This assessment shall be compiled into a Draft Status Quo Report which shall be submitted to the JDA/CoJ for comment. The bidder shall allow for a period of **three weeks (15 business days)** for comment from the JDA/CoJ.

5.6. Capacity Building

In the quest to ensure that City officials and anyone associated with the City has the necessary skills required to undertake their daily activities and to provide professional services to the residents of the City of Johannesburg, the Transport Department always uses its projects to mentor staff members or trainees in the Department or tertiary students in need of in-service training which is a requirement for the completion of their studies.

This project will also be used as a tool for capacity building. The Transport Engineers will be required to use this project to mentor a **minimum** of two professional staff members that the City will choose from the beginning up to handover of the project. Based on this, the Transport Engineering bidders are required to include in their proposal a structured mentoring program that will enable City officials to obtain professional registration with the Engineering and Town Planning bodies or the necessary training required for the National Diploma.

When costing their proposals, bidders must take into consideration this compulsory training requirement as part of the Capacity Building Plan and related administration and recruitment costs indicated in the Pricing Table (**Table 3**). Bidders should note that the CoJ takes this task very seriously and they will not be exempted from providing this training.

A clear plan with milestones on how the bidder will provide this training shall be included in the proposal. Training reports shall be prepared and submitted after each training milestone has been completed.

The extent of the training to be provided will be monitored closely by the City and if need be, changes to the training plan can be introduced at any stage if the successful bidder or City official/s does not perform to the required standard.

The details of this training will be discussed with the CoJ project manager at project inception.

In addition to the above, the bidder is expected to recruit 2 interns in compliance with the CoJ's guidelines for internships. The guideline will be provided to the preferred bidder upon appointment. The recruitment process should be concluded within a period of 2 months from the date of appointment.

The bidder is expected to provide the salary for the temporary employment of the students, as indicated in the pricing schedule. All associated costs, with the temporary employment, should be included in the overall Capacity Building costs of the project of the Transport Engineering bidder.

The Transport Engineers are required to provide detailed costing for Capacity Building under the Pricing Schedule found in Section 7 of the document. At project handover, the bidder will be required to provide a Capacity Building report detailing the mentoring and training milestones based on the training programme set at the beginning of the project.

5.7. Stakeholder Consultation

It is essential that the end user-communities, pedestrians, public transport users and providers, and general motorists 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 be achieved, and limiting contention during the project development. The Community Participation Consultant (CPC) will play a critical role in designing and hosting engagement sessions using creative co-production techniques in order to achieve meaningful engagement – the content and direction of which will be influenced and guided by the project lead. This requires that the appointed CPC be highly knowledgeable and experienced in facilitating innovative and complex community participation processes.

However, it will remain the responsibility of the Project Manager/ Leader (Transport Engineers) 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 bidder will be required to, at appropriate stages in the process, hold work sessions with a Technical Committee which will consist of various CoJ departments, municipal entities and other stakeholders.

Stakeholder engagements required for this deliverable must support and ensure effectiveness and co-production.

This approach must:

1. Ensure sufficient and meaningful stakeholder engagement and collective visioning,
2. Utilise various co-production techniques that ought to be designed and developed in collaboration with the entire project team. Therefore, the traffic engineers/ transport planners will play a critical role in these engagements, particularly with regards to preparing mapping content and interpreting inputs into spatial proposals.

The administrative functions of these engagements will be the primary responsibility of the CPC and it is anticipated that external work to be carried out during this period, will also make use of this established engagement platform to ensure uniformity and reduce confusing and conflicting outcomes.

It will be the responsibility of the Project Leader assisted by the CPC to engage other contributing departments throughout the Parking Management Policy development process.

The successful bidder will be required to engage with external stakeholders ensuring that all sectors of society contribute to the development of the Parking Management Policy. The project program shall proactively and accessibly provide stakeholders with different opportunities to provide input into the process. In order to ensure that the voices of the communities are heard, a mechanism must be developed to effect greater equity in the public participation process.

The project team 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 Steering Committee Meetings with the client and its project manager.

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

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. Public Safety and Johannesburg Metro Police Department (JMPD) 3. JRA 4. Development Planning – Land Use Development Management & City Transformation and Spatial Planning Directorates 5. Pikitup 6. Environment and Infrastructure Services Department 7. Economic Development- Informal Trading 8. Joburg Property Company 9. Emergency Management Services (EMS) 10. CRUM - Citizen Relation and Urban Management in Region C 11. Johannesburg Intermodal Planning Committee (JIPC) 12. Provincial Transport and Gautrans Management 13. And any other Government departments and fora that the client and the bidder may identify 14. Ward Governance 	<ol style="list-style-type: none"> 1. Residents 2. Resident Associations 3. Businesses 4. Business Associations 5. Property Owners/ Developers 6. Informal Traders 7. E-hailing service providers 8. Taxi drivers and Associations (does not include negotiations only consultation on routes and passenger numbers) 9. Consulting Engineering Firms 10. Public Transport Commuters 11. Commuter Bus Operators 12. Minibus taxi associations 13. Scholar Transport Operators 14. Meter Taxi operators 15. Scooper operators (Uber eats/ Mr Delivery) 16. Recyclers

All bidders shall make allowance for **40** stakeholder meetings. This excludes fourteen (**14**) project coordination (project team) and project steering committee meetings (include COJ departments, other government department and entities) that will be part of the agreed project plan.

- Internal Stakeholder engagements for **at least 2 workshop** meetings over the 12 months duration of the study
- External Public Participation **40 workshop** meetings over the 12 months duration of the study

5.8. 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.

5.9. Project Deliverables

The project deliverables will include the following:

1. A Project Inception Report
2. A Data Plan and Data Collection Report with accompanying data in electronic format
3. Status Quo Assessment Report which includes the conceptual designs of a minimum of one complete Street per study area; where the proposed parking interventions will be implemented.
4. Stakeholder Consultation Plan and Communication Plan
5. Stakeholder Consultation and Stakeholder Report illustrating the consultation process that has been undertaken prior to the finalization of the project.
6. Presentations for Stakeholder Consultation
7. Capacity Building Plan
8. Capacity Building Report
9. Project Handover Report

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.

5.10. Project Documentation

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

5.10.1. Progress Reports

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

- **Hard Copy:** 3 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.

5.10.2. Draft Documents

- **Hard Copy:** 3 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.

5.10.3. Final Documents

- **Hard Copy:** 3 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.

5.10.4. 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. CoJ Metadata files to be completed for all shape files. The City's approved standard 26-digit code must be used as the unique property identifier. The data must be in a Transvers Mercator projection using LO29 as the central meridian. The Hartbeeshoek datum (WGS84) must be used. Data can be transferred via CD's or DVD's or USB.

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

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

*** Given the deliverables expected, it is expected that a team member will have the ability to produce outputs in Geographical Information Systems (GIS) format.**

5.10.5. 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.

5.11. Subcontracting Requirements

CoJ promotes enterprise development. In this regard, successful bidders are required to subcontract a minimum **15%** of the contract value to one of following designated groups as contemplated in the Preferential Procurement Regulations of 2022 in terms of Section 5 of the Preferential Procurement Policy Framework Act, 2022

1. an Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE) which is at least 51% owned by black people;
2. an EME or QSE which is at least 51% owned by black people who are youth;
3. an EME or QSE which is at least 51% owned by black people who are women;
4. an EME or QSE which is at least 51% owned by black people who disabilities;
5. an EME or QSE which is at least 51% owned by black people living in rural or underdeveloped areas or townships;
6. a cooperative which is at least 51% owned by black people;
7. or an EME or QSE which is at least 51% owned by black people who are military veterans;

6. PROFESSIONAL FEES AND PROJECT MILESTONES

6.1. Pricing Table

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

Table 3: Pricing Table (vat exclusive)

Item	Description	Type	Quantity	Rate	Price
1	PROJECT INCEPTION AND ADMINISTRATION				
1	PROJECT MANAGEMENT				
1.1.	Project planning, and preparation of the Inception Report	Item	1	R	R
1.2	Project Management, administration and Project Team meetings	Monthly rate	12	R	R

Item	Description	Type	Quantity	Rate	Price
1.3	Project Steering Committee meetings	No of meetings	2	R	R
2.	DATA COLLECTION & ANALYSIS				
2.1	Draft Data Collection Plan	Item	1	R	R
2.2	Final Data Collection Plan	Item	1	R	R
2.3	On-street Parking	Km	100		
2.4	Identification and obtain utilisation of Off-Street Parking Facilities in each study area	Item	R		
2.5	Traffic Link Volumes (locations to be discussed with client)	Km	60	R	R
2.6	Land Use data collection for all study areas	Hours	160	R	R
2.7	Economic activity data collection for all study areas	Hours	160	R	R
3.	STATUS QUO ASSESSMENT (CONSOLIDATED FOR ALL STUDY AREAS)				
3.1	Desktop Study for all study areas	Hours	160	R	R
3.2	Parking System Analysis for all study areas	Hours	320	R	R
3.3	Zoning and Land Use Analysis for all study areas	Hours	160	R	R
3.4	Economic Activity analysis for all study areas	Hours	160	R	R
4.	STATUS QUO REPORT				

Item	Description	Type	Quantity	Rate	Price
4.1	Draft Status Quo Report inclusive of all study areas	Item	1	R	R
4.2	Final Status Quo Report inclusive of all study areas	Item	1	R	R
5	STAKEHOLDER CONSULTATIONS AND FOCUS GROUP DISCUSSIONS				
5.1	Draft Stakeholder Engagement and Communication Plan	Item	1	R	R
5.2	Final Stakeholder Engagement and Communication Plan	Item	1	R	R
5.3	Booking of Meeting venues, PA system, projector, lights for all study areas	Provisional Sum	R 120 000		
5.4	External Meetings	Number of meetings	40	R	R
6	CAPACITY BUILDING				
6.1	Recruitment of 2 Interns	Item	R		
6.2	Capacity Building Plan	Item	R		
6.3	Final Capacity Building Report	Item	R		
6.4	Stipend for the in-service trainees (to be paid from the successful lead consultant, as per allocation indication here) (Minimum 2 trainees for a period of 12 months) R 6000 per trainee	Item	12 months		R 144 000
Total excluding VAT				R	

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

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

BIDDERS ARE TO USE THE RELEVANT PROFESSIONAL FEES GUIDELINES ISSUED IN TERMS OF APPROPRIATE ACT

6.2. Timelines And Indicative Programme

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

The project is expected to be completed within 12 months from date of award. The indicative critical milestones for this project are illustrated in **Table 5**.

This project should be completed and handed over to the City 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:

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 4 above will result in the tender being disqualified.
- 7.2 All values are subject to change (increase or decrease) depending on the requirements of the project. However the fee calculation submitted by the tenderers on tendering will determine the fee due. **The calculation method** including the version of the fee scales applied at the time of tendering, as well as any percentage discounts are to remain fixed irrespective of an increase or decrease in construction value.
- 7.3 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.

- 7.4 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.
- 7.5 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).
- 7.6 Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement, Appendix 4 which is included under Annexure I for information purposes.

The bidder's submission must provide the JDA with sufficient information to enable the employer to make a sound and fair evaluation of the proposal. It must clearly indicate the **relevant** previous experience, capability, and capacity of the bidding entity to undertake the project. The proposal should **use the same item numbers as below**.

The following minimum documentation must be provided:

- 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 4 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 BBEE status level verification certificate substantiating the bidding entities BBEE 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 BBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBEE.**

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.
- 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 transport planning and engineering 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. TMP/ IRPTN / IPTN that consists of Traffic/ Transport Planning components, construction projects will not qualify.**

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 **Transportation Planning Project***), a description of the service rendered (*must be clear that the service rendered is aligned to the service being tendered for i.e. project management, transportation planning*), the value of the transportation planning component of the project, the value of the constructed 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 7.1 and 7.2 WILL RESULT IN TENDERERS BEEN DISQUALIFIED FOR NON-COMPLIANCE. FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 6 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 7 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 did not complete, in full, the tender offer page and pricing table (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been faxed, e-mailed and late;
- 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 failed to attend the compulsory tender briefing session;
- Bidders whose company directors are 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 whose company director's municipal account and rate is owing more than 90 days
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD);

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 per Item 7.10 above)
- (iii) The experience of the company (i.e. Transport Planning and Engineering components and
- (iv) The contactable reference letters talking to item (iii) above.

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

Bidders are expected to score a minimum of **420 points**, 70% (out of 600 maximum points score able).

Variables	Total Points	Criteria	Description of criteria	Max Points	Points Awarded
KEY RETURNABLE DOCUMENTS per item 6.3 to 6.19 herein		Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 7.3 to 7.19 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 Organogram	Point will only be awarded if all tables			

		<ul style="list-style-type: none"> Table 1: a. Project Leader/Manager: /Transport policy Researcher Info & Experience 	are completed in full and includes relevant Planning Project Experience	N/A	Y/N
		<ul style="list-style-type: none"> Table 2: Senior Traffic Engineer Info & Experience 		N/A	Y/N
		<ul style="list-style-type: none"> Table 3: Town / Urban Planner Info and Experience 		N/A	Y/N
		<ul style="list-style-type: none"> Table 4: Architect/ Urban Designer Info and Experience 		N/A	Y/N
		<ul style="list-style-type: none"> Table 5: Economist Info and Experience 		N/A	Y/N
		<ul style="list-style-type: none"> Table 6: Community Participation Consultant Info and Experience 		N/A	Y/N
		Annexure H completed in full Company Completed Projects		N/A	Y/N
Variables	Total Points	Criteria	Description of criteria	Points	
CAPABILITY OF PROPOSED TEAM per item 6 and Annexure G 10	500	PROJECT TEAM			
		1. Project Lead (Senior Traffic Engineer)			
		Eight (8) years and above of Experience in transport planning and engineering, policy research and/or transport policy development. (national, provincial or local level) or research outputs A Honour's degree in civil engineering and/or traffic engineering or higher Professional registration with ECSA as Professional Engineer/ Technologist	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 Proof of qualification must be provided to obtain the points Proof of registration must be provided to obtain the points. (Project Lead is all or Nothing)	100	
Five to seven (5-7) years of Experience in transport planning and engineering, policy research and/or transport policy development. (national, provincial or local level) or research outputs A Bachelor's degree in civil engineering and/or traffic engineering or higher Professional registration with ECSA as Professional Engineer/ Technologist	70				

		<p>Under five (5) years of Experience in transport planning and engineering, policy research and/or transport policy development. (national, provincial or local level) or research outputs</p> <p>Qualification of a diploma in civil engineering and/or traffic engineering</p> <p>Professional registration with ECSA as Professional Engineer/ Technologist</p>		30
2. Town Planner /Urban Planner				
		<p>Eight (8) years or above of Experience in projects related to planning related to policy research and/or policy development. (national, provincial or local level) or research outputs</p>	<p>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</p>	50
		<p>Five to Seven (5-7) years or above of Experience in projects related to planning related to policy research and/or policy development. (national, provincial or local level) or research outputs</p>		30
		<p>Under five (5) years or above of Experience in projects related to planning related to policy research and/or policy development. (national, provincial or local level) or research outputs</p>		10
		<p>An Honour's degree in Urban Planning/Town Planning or related</p>		40
		<p>A Bachelor's degree in Urban Planning/ Town Planning or related</p>	<p>Proof of qualification must be provided to obtain the points</p>	20
		<p>A diploma in Urban Planning/Town Planning or related</p>		10
		<p>Professional registration with SACPLAN as Professional Planner</p>	<p>Proof of registration must be provided to obtain the points.</p>	10
3. Architect/Urban Designer				
		<p>Eight (8) years or above of Experience in projects related to urban design related to policy research and/or policy development. (national, provincial or local level) or research outputs</p>	<p>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</p>	50

		Five to Seven (5-7) years or above of Experience in projects related to urban design related to policy research and/or policy development. (national, provincial or local level) or research outputs		30
		Under five (5) years or above of Experience in projects related to urban design related to policy research and/or policy development. (national, provincial or local level) or research outputs		10
		An Honour's degree in Urban Design/ Architect or related	Proof of qualification must be provided to obtain the points	40
		A Bachelor's degree in Urban Design/ Architect or related		20
		A diploma in Urban Design/ Architect or related		10
		Professional registration with SACAP as Professional Architect	Proof of registration must be provided to obtain the points.	10
4.Economist				
		Eight (8) years or above of Experience in projects related to the analysis of the economy of an area in the following projects i.e. TMP, Feasibility Report, UDF. Precinct Plan and research and/or policy development. (national, provincial or local level) or research outputs	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	50
		Five to Seven (5-7) years or above of Experience in projects related to the analysis of the economy of an area in the following projects i.e. TMP, Feasibility Report, UDF. Precinct Plan and research and/or policy development. (national, provincial or local level) or research outputs		30
		Under five (5) years or above of Experience in projects related to the analysis of the economy of an area in the following projects i.e. TMP, Feasibility Report, UDF. Precinct Plan and research and/or policy development. (national, provincial or local level) or research outputs		10

		An Honours Degree in Economics or related	Proof of qualification must be provided to obtain the points	50
		A Bachelor's degree in BCom with a major in economics or related		30
		A diploma in Economics or related		10
5. Community Participation Specialist				
		Eight (8) years or above of Experience in stakeholder engagement processes projects related to policy research and/or policy development and planning (national, provincial or local level) or research outputs	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	50
		5 to 7 years of experience in stakeholder engagement processes projects related to policy research and/or policy development and planning (national, provincial or local level) or research outputs		30
		Under 5 years of experience in stakeholder engagement processes projects related to policy research and/or policy development and planning (national, provincial or local level) or research outputs		10
		An Honour's degree in Humanities and/or Social Sciences and/ or Built Environment and/or Development Planning and/or Social Development)	Proof of qualification must be provided to obtain the points	50
		A Bachelor's degree in Humanities and/or Social Sciences and/ or Built Environment and/or Development Planning and/or Social Development)		30
		A diploma in Humanities and/or Social Sciences and/ or Built Environment and/or Development Planning and/or Social Development)		10

Variables	Total Points	Criteria	Description of criteria	Points
COMPANY EXPERIENCE per item 6 and Annexure H	100	COMPANY SCHEDULE OF COMPLETED PROJECTS		
		Four or more planning projects completed	Points will only be allocated for having rendered the required services on Transportation Planning Projects, construction projects will not be considered	50
		Two to three planning projects completed		30
		One planning project completed		10
		REFERENCES FOR COMPLETED PROJECTS		
		Four satisfactory planning project references	Points will only be allocated for having rendered the required services on Transportation Planning Projects construction projects will not be considered 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 constructed works, 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
		Two to Three satisfactory planning project references		30
		One to two satisfactory project references		10

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 preference 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: (below)

Price and Preference	PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022
----------------------	---

The 80/20 preference point system will apply to this tender and the lowest acceptable tender will be used to determine the applicable preference point system. The 80/20 price/preference points system will be applied to the evaluation of responsive tenders up to and including a Rand value of R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points.

Price shall be scored as follows:

$$P_s = 80 \times (1 - (P_t - P_{min}))$$

P_{min}

Where: P_s is the number of points scored for price;

P_t is the price of the tender under consideration;

P_{min} is the price of the lowest responsive tender.

Preference points shall be based on the Specific Goal as per below:

Table B1: Awards UP TO R50 mil (VAT Inclusive)

To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for (a) price and (b) specific goals.

To be completed by organ of state (maximum point for the tender as below allocation)

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and	100

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)	Evidence
Race – people who are Black, Coloured or Indian (ownership)* More than 50% black ownership = 10 points; 0% black ownership = 0 points	10		• B-BBEE certificate or QSE/EME Affidavit; • Company Registration Certification • Certified Identification Documentation. • CSD report
Gender are women (ownership)* More than 50% women ownership = 5 points;	5		• Company Registration Certification • Certified Identification Documentation • CSD report
SMME (EME or QSE)	5		• BBBEE Certificate/ Affidavit CSD
Total Points	20		Failure to attach evidence will lead to scoring zero points

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 preference points. 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 preference status per the table under item

Points scored will be rounded off to the nearest 2 decimal places

Schedule 3:

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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).

	<p>8.3.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and are in accordance with notices published by the Department of Trade and Industry in the Government Gazette.</p> <p>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.</p> <p>8.3.1.6 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.</p> <p>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.</p> <p>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.</p> <p>8.3.1.9 No tender will be awarded to a bidder whose tax matters are not in order with SARS.</p> <p>8.3.1.10 No tender will be awarded to a bidder who is not registered on CSD.</p> <p>8.3.2 Formula for scoring tender price</p> <p>The following formula will be used to calculate the points for price. $P_s = X [1 - (P_t - P_{min})]$</p> <p>Pmin Where Ps = Points scored for comparative price of tender under consideration Pt = Comparative price of tender under consideration Pmin = Comparative price of lowest acceptable tender X = Points assigned to price</p> <p>8.3.3 The total preference points for a tender are calculated with the Formula</p> <p>$PP = P_s + P_{bee}$ Where PP is the total number of preference points scored by the tenderer Ps is the points scored for the comparative price of the tenderer, and Pbee is the number of points awarded to the tenderer based on his certified B-BBEE status level</p>
--	--

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.
- 8.3.1.6 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.

9. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

“REQUEST FOR PROPOSALS FROM PROFESSIONAL CONSULTANTS OR CONSORTIUMS/ JOINT VENTURES WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, TOWN/ URBAN PLANNING AND URBAN DESIGN/ ARCHITECTURE TO DEVELOP A PARKING MANAGEMENT POLICY AND BYLAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY OVER 24 MONTHS”

must be written / typed clearly on the envelope.

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

The Tender closes at 12h00 on 11 September 2023

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

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

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

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

The tender offer validity period for this tender is 90 days.

Queries can be addressed in writing to:

Ms Zilungile Chonco

E-mail: zchonco@jda.org.za

ANNEXURE A: BUSINESS DECLARATION

Tender/RFP Number :

Tender/RFP Description :

Name of Company :

Contact Person :

Postal Address :

.....

Physical Address :

.....

Telephone Number :

Fax Number :

Cell Number :

E-mail Address :

Company/enterprise Income Tax Reference Number:

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

VAT Registration Number :

Company Registration Number :

1. Type of firm

- Partnership
- One person business/sole trader
- Close corporation

Public company

Private company

(Tick one box)

2. Principal business activities

.....

.....

.....

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

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

.....

.....

.....

5. Did the firm exist under a previous name?

Yes

No

(Tick one box)

If yes, what was its previous name?

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

Full Time :

Part Time :

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

Full Time :

Part Time :

8. What is the enterprise’s annual turnover for the last three years and what is the estimated turnover of current commitments from 1 July 2017 to 30 June 2018 (excl. VAT):

R Year

R Year

R Year

R Year

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"/>
4.7.1	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**

(In the event of insufficient space, kindly attach documentation)

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

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

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

*** Organ of State means-

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

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

.....
 Position

.....
 Name of Bidder

.....
 Date

ANNEXURE E: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

for
RFP - APPOINT A CONSORTIUMS/ JOINT VENTURES WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN AND ECONOMIST TO COLLECT AND ANALYZE DATA FOR THE TO DEVELOP A PARKING MANAGEMENT POLICY AND BYLAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY OVER 18 MONTHS.

in response to the invitation for the bid made by:

Johannesburg Development Agency

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

I certify, on behalf of:

_____ that:
(Name of Bidder)

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

consortium will not be construed as collusive bidding.

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE F: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid will be rejected if:

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

B Bid Information

- i. Name of bidder:
- ii. Registration Number:
- iii. Municipality where business is situated:
- iv. Municipal account number for rates:

- v. Municipal account number for water and electricity:

- vi. Names of all directors, their ID numbers and municipal account number.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.

C Documents to be attached

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

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

.....
.....

Signature:.....

Date:.....

ANNEXURE G : ORGANOGRAM THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 8.2 HEREIN

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for as per 7.10 and 8.2 herein. Provide a Project Organogram.

TABLE 1: PROJECT LEAD

Table G-1.1 : Key Resource Information	
Resource Information	
Designation:	PROJECT LEAD (TRANSPORT POLICY RESEARCHER)
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 (Transport Policy and Research)	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 Planning Projects will be evaluated for points.

TABLE 2: SENIOR TRANSPORT ENGINEER

Table G-1.2 : Key Resource Information	
Resource Information	
Designation:	SENIOR TRANSPORT ENGINEER
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 TRANSPORT ENGINEER

PROFESSIONAL CONSULTANTS OR CONSORTIUMS/ JOINT VENTURES WITH EXPERTISE IN TRANSPORT ENGINEERING, COMMUNITY PARTICIPATION, URBAN PLANNING/ URBAN DESIGN TO DEVELOP A PARKING MANAGEMENT POLICY AND BYLAW FOR THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY OVER 24 MONTHS

Project Name	Project Type (Transport Planning, Engineering Policy Planning and Research)	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 Planning Projects will be evaluated for points.

TABLE 3: URBAN PLANNER/ DESIGNER

Table G-1.3 : Key Resource Information	
Resource Information	
Designation:	URBAN PLANNER/ DESIGNER
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	

URBAN PLANNER/ DESIGNER EXPERIENCE

Project Name	Project Type (Policy Planning and Research)	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 Planning Projects will be evaluated for points.

TABLE 4: COMMUNITY PARTICIPATION SPECIALIST

Table G-1.4 : Key Resource Information	
Resource Information	
Designation:	COMMUNITY PARTICIPATION 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	

COMMUNITY PARTICIPATION SPECIALIST EXPERIENCE

Project Name	Project Type (Stakeholder Engagement projects related to policy planning and development and research)	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 Transport Policy Planning and Development will be evaluated for points.

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 7.11 and 8.2 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 (Transport Policy planning and development and research)	Project Value (Excluding Construction Costs)	Construction 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

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

