



a world class African city



City of Johannesburg
Johannesburg Development Agency

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Newtown

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INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROVISION OF AUDIO-VISUAL EQUIPMENT

ADVERT DATE: 12 July 2023

COMPULSORY BRIEFING DATE: 19 July 2023

TIME: 10H30 – 11H30

CLOSING DATE: 14 August 2023

CLOSING TIME: 12H00

BID DESCRIPTION: RFP - PROVISION OF AUDIO-VISUAL EQUIPMENT FOR THE JDA BUS FACTORY FOR 36 MONTHS

BID NUMBER: JDAMK/AVE/07/2023

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)

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

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

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement

Contact Person: Mr Siyambonga Gcobo

Tel: 011 688 7811

Fax: 011 688 7899

E-mail: sgcobo@jda.org.za

ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department: Marketing & Communications

Contact Person: Elias Nkabinde

Tel: 011 688 7905

Fax: 011 688 7899

E-mail: enkabinde@jda.org.za

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

OFFER

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

NAME OF BIDDER

BID DESCRIPTION

BID NUMBER

PHYSICAL ADDRESS

POSTAL ADDRESS

CONTACT PERSON

TELEPHONE NUMBER CODE NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER

E-MAIL ADDRESS

COMPANY REGISTRATION NUMBER

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER

VAT REGISTRATION NUMBER

TAX VERIFICATION PIN NUMBER

TOTAL BID PRICE excluding Value Added Tax

TOTAL BID PRICE in words

..... excluding Value Added Tax

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED

DATE

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 7811

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 service providers.

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

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

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

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



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

JOHANNESBURG DEVELOPMENT AGENCY

RFP - PROVISION OF AUDIO-VISUAL EQUIPMENT FOR THE JDA BUS FACTORY FOR 36 MONTHS

Contract Number:	JDAMK/AVE/07/2023
Tender advertisement:	12 July 2023
Compulsory Briefing date and time:	19 July 2023 from 10h00 – 11h00
Closing date and time:	14 August 2023 at 12h00

TABLE OF CONTENT

	Page No.
COPY OF ADVERT	
1. INTRODUCTION	8
2. PROJECT INFORMATION	8
2.1. Background	8
2.2. Contract Objectives	8
3. COMPULSORY BRIEFING	8
4. SCOPE OF WORK	9
5. PRICING	9
6. NOTES	12
7. ASSESSMENT CRITERIA	15
6.1 Compliance	15
6.2 Technical	16
6.3 Price and Empowerment	18
6.4 Risk Tolerance	18
8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS	20

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 : Schedule of contracts of a similar nature
- F : MBD9 Certificate of Independent Bid Determination
- G : Declaration on state of municipal account
- H : Schedule of completed projects

COPY OF ADVERT

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

BID DESCRIPTION: RFP - PROVISION OF AUDIO-VISUAL EQUIPMENT FOR THE JDA BUS FACTORY FOR 36 MONTHS

BID NUMBER: JDAMK/AVE/07/2023

The JDA is requesting proposals from experienced service providers for the supply, installation, and maintenance of Audio-Visual Equipment for the JDA Bus Factory premises at 3 Helen Joseph Street, Newtown for three years.

Queries relating to the issue of these documents and procurement related issued 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 Mr. Elias Nkabinde at (011) 688 7904; fax: (011) 688 7899; or e-mail: enkabinde@jda.org.za

A compulsory Clarification Meeting with representatives of the Employer will take place physically at the premises of Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown on the 19th of July 2023 starting at 10h30 – 11h30am.

Documents may be downloaded from the JDA's website as follows: www.jda.org.za as well as on www.etenders.gov.za from 12 July 2023. Tenders must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

The closing date and time for receipt of tenders is the 14th of August 2023 at 12h00pm. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

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

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

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

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

1. INTRODUCTION

The Johannesburg Development Agency (JDA) is requesting for proposals from experienced service providers for the supply, installation, and maintenance of Audio-Visual Equipment for the JDA Bus Factory premises at 3 Helen Joseph Street, Newtown for three years.

Audio Visual Equipment

2. PROJECT INFORMATION

2.1 BACKGROUND

The JDA, an area development agency of the City of Johannesburg, has implemented over 1300 projects across all administrative regions of the City in 22 years of operation. The JDA deals with the renovation, innovation and re-imagining of Johannesburg's built environment and urban communities through a reinforced programme of place making and area-based development.

As such, audio/visual marketing and communication is recognised as a priority function of the JDA in order to inform and educate the public and other stakeholders; assist in the dissemination of information about the JDA and as well to further promote the JDA brand.

The JDA therefore invites all interested service providers to submit their tenders for the purchasing of Audio-Visual Equipment to the JDA Bus Factory for three (3) years, with an option for the JDA to terminate the appointment with a month's notice period.

2.2 CONTRACT OBJECTIVES

Equipment provision: The service provider should be responsible for providing the necessary audio-visual equipment required for disseminating information. This may include projectors, screens, video conferencing systems, and other related equipment.

Installation and setup: The service provider should be responsible for the installation, setup, cabling, and calibration of the audio-visual equipment. This may involve configuring the equipment, connecting it to existing systems, and conducting thorough testing to ensure proper functionality and then hand over.

Maintenance and repairs: The service provider should be responsible for the ongoing maintenance and repairs of the audio-visual equipment. This may include regular inspections, troubleshooting, and addressing any faults or issues that may arise during usage once approached by the client. The contractor should also provide prompt and efficient repair services in the event of equipment breakdowns.

Technical support: the service provider should offer technical support services to address any queries or issues raised by the users.

Insurance and Warranty: The service provider is responsible for obtaining and maintaining the required insurance coverage of the audio-visual equipment. The service provider assumes all responsibility for fulfilling the warranties associated with the purchased asset obligations. This includes any repairs, maintenance, or replacements required under the warranty.

Regular equipment upgrades: The service provider should ensure that the audio-visual equipment remains up to date and in line with the latest technological advancements. This may involve periodically upgrading the equipment or recommending and providing new equipment when necessary.

Quality assurance: The service provider should provide guarantees on the quality, reliability, and performance of the audio-visual equipment. This may include warranties or service level agreements to ensure that the equipment meets the required standards and specifications.

Timely delivery and setup: The service provider should be committed to delivering the audio-visual equipment on time and completing the installation and setup within agreed-upon timelines. This is crucial to ensure uninterrupted communication and information dissemination to stakeholders.

Compliance with regulations: The service provider should adhere to all relevant regulations, standards, and guidelines related to audio visual equipment and its usage. This may include safety regulations, data protection regulations, and accessibility requirements.

Cost transparency and accountability: The service provider should provide a detailed breakdown of all costs involved in the provision, installation, maintenance, and repairs of the audio-visual equipment. This should include transparent pricing, clear invoicing, and accountability for any additional costs or charges.

Confidentiality and data security: The service provider should ensure the confidentiality and security of any sensitive information or data that may be transmitted or stored through the audio-visual equipment. This may involve implementing adequate data encryption, access controls, and data protection measures.

Flexibility and scalability: The service provider should have the capability to scale up or down the audio-visual equipment as per the changing needs of the Johannesburg Development Agency. This may include the ability to accommodate larger events or meetings by providing additional equipment or support.

Feedback and reporting: The service provider should provide regular feedback and reporting to the JDA regarding the performance, usage, and maintenance of the audio-visual equipment. This will help in assessing the effectiveness of the equipment and making any necessary improvements or adjustments. The service provider should also have monthly meeting with the JDA's Marketing and Communications Department to provide the feedback.

Termination and default: The service provider's failure to obtain or maintain the required obligations can lead to the termination of the agreement.

3. SCOPE OF WORK

The JDA therefore invites experienced service providers to bid for the supply, installation, and maintenance of Audio-Visual Equipment for the JDA Bus Factory premises at 3 Helen Joseph Street, Newtown for three years. The said proposal should cover a contract period of three (3) years.

4. APPOINTMENT

The JDA requests proposals from experienced service providers to bid for the supply, installation, and maintenance of Audio-Visual Equipment for the JDA. The appointment will be over three (3) years.

The services required are outlined in item 2 above. This is followed by item 4.1 below which applicants are required to take note of.

4.1 **Notes**

- 4.1.1 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes (24 hour call out turnaround time).
- 4.1.2 The JDA reserves the right to ask bidders to replace any member/s of the proposed team if they do not meet the JDA requirements.
- 4.1.3 Successful bidders will be required to sign the JDA's Standard Form Agreement and appendices.
- 4.1.4 Appointments for year 2 and year 3 will be dependent on satisfactory performance and budget availability.
- 4.1.5 No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 4.1.6 No tender will be awarded to a bidder who is not registered on Central Supplier Database (CSD).
- 4.1.7 No tender will be awarded to a bidder whose company directors are owing more than 90+ days the municipal rates and taxes.
- 4.1.8 Only bidders that have completed and signed all standard bidding documents (sbd) forms will be considered to score points.

5. **PRICING**

Table below serves as a guide to pricing required from each bidder as follows.

- 5.1.1 Fees must include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel, call outs and accommodation, etc.
- 5.1.3 **Tenderers must ensure that the final TOTAL FEE (Year1+ year2 + year3) is correctly carried to the "offer" page. The value recorded on the offer page will be regarded as the tendered amount to render services. Failing to price as required will result in the tender being disqualified.**
- 5.1.4 Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement.

Year 1

- Provision of Audio Visual Equipment for supply, installation, and maintenance agreement for a period of three years as indicated in the pricing table A.
- Provision of technical support and/or maintenance for the duration of the support (includes replacement of equipment should the equipment malfunction)
- Content Development for 10 pieces of content per month over the duration of the three-year period
- Have IP address for remote content development and loading and memory stick functionality for localized content loading.
- Maintenance and repairs of the audio-visual equipment

Year 2

- Provision of technical support and/or maintenance for the duration of the support (includes replacement of equipment should the equipment malfunction)
- Content Development for 10 pieces of content per month over the duration of the three-year period
- Have IP address for remote content development and loading and memory stick functionality for localized content loading.
- Maintenance and repairs of the audio-visual equipment

Year 3

- Provision of technical support and/or maintenance for the duration of the support (includes replacement of equipment should the equipment malfunction)
- Content Development for 10 pieces of content per month over the duration of the three-year period
- Have IP address for remote content development and loading and memory stick functionality for localized content loading.
- Maintenance and repairs of the audio-visual equipment

**The below equipment to be supplied and installed by the service provider.
The Equipment is an outright purchase with technical support and maintenance.**

5.5 PRICING TABLE

Table A: Equipment to be supplied and installation by the service provider		
Description	QTY	Outright purchase and installation for all the equipment (excluding VAT) in Rands
Indoor LED Screens <ul style="list-style-type: none"> - LCD Screen Size: 65" - Panel Type: TFT-LCD screen & LED backlight - Aspect Ratio: 16:9 - Resolution: 1920x1080 - Brightness: 450cd/m2 - Contrast Ratio: 3000:1 - Response Time: 6ms - Lifespan: 50,000 hours - Enclosure material: Aluminum frame / spray cold roll steel sheets body / Tempered glass cover - Colored system: PAL/NTSC/Auto-detecting - Menu Language: Multiple language for option: English (Default) - Speakers: 2x5W 	2	R
Smart 4K TV <ul style="list-style-type: none"> - 50 inch - QLED Technology - 4K Footage 	1	R

<p>Mobile LED projector</p> <ul style="list-style-type: none"> - FHD, HDR, Indoor/Outdoor Home Use - Resolution 1920 x 1080 - Light Source Type LED - Light Source Life 20000hrs - Throw Ratio 1,2 - Screen Size 30~100' - Projectile Distance for 100" 2654mm - Digital Keystone Correction Yes - Display Type DLP - Brightness (LED Lumen) 550 LED Lumen (peak) - Noise (dB) 30dB(A) - Picture Engine Crystal Engine - HDR (High Dynamic Range) HDR10 	1	R
<p>Projector screen</p> <ul style="list-style-type: none"> - Motorised Projector Screen - 3000x1875 mm, - 16:9 ratio - Easy to install (Wall or Ceiling), - Matt White Fabric offering a Bright Crisp Image, - Full Black Border, - Wireless Remote Control 	1	R
<p>2.4G Wireless Laser Pointer Presenter for Presentations / Meetings / Speech</p> <p>Function Keys:</p> <ul style="list-style-type: none"> - Laser button - Previous Page - Next Page - Dark Screen - Escape/Resume - ON/OFF switch - Connect button - Operating System: Microsoft windows 	1	R
Sub-total (EXCLUDING VAT)		R

Table B: Content Development to be supplied by the JDA.

Description	QTY	Frequency in content development	Year 1 Price (excluding VAT) in Rands	Year 2 Price (excluding VAT) in Rands	Year 3 Price (excluding VAT) in Rands
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Content Development for LED Screen	120/ Content pieces per annum	Monthly uploading of content for 36 months	R	R	R
Sum (EXCLUDING VAT) for Year 1+2+3			R		

Table C: Services including call outs for support

Description	QTY	Rate per month	Year 1 Price (excluding VAT) in Rands	Year 2 Price (excluding VAT) in Rands	Year 3 Price (excluding VAT) in Rands
Technical Assistance (24-hour turnaround time)	3 x per months = 36 call outs for the 1 st year	R	R	N/A	N/A
Technical Assistance (24-hour turnaround time)	2 x per months = 24 call outs for year 2 & 3	R	N/A	R	R
Sub total		R	R	R	R
Sub-total (EXCLUDING VAT) for year 1 + 2+3		R			
PLEASE ENSURE THAT THE RATES AND MAINTENANCE FOR Y 2 & 3 INCLUDES ESCALATION					
Total year 1 (Table A + B + C) excluding VAT:		R			
Total year 2 (Table A + B + C) excluding VAT:		R			
Total year 3 (Table A + B + C) excluding VAT:		R			

Tenderers are to replicate the above table and submit as part of their fee proposal.

TOTAL FEE FOR YEAR 1+YEAR 2+YEAR 3 (EXCLUDING VAT) TOTAL TO BE CARRIED TO OFFER PAGE	R
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The Total Fee for ALL THREE (3) YEARS must be correctly carried over to the "Offer" page.

Failure to price as indicated above will lead to tenderers bids being disqualified.

6. NOTES

- 6.1. 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, using numbered dividers.

The following minimum documentation must be provided:

- 6.2 **THE "OFFER" PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.**
- 6.3 **Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 5 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.**
- 6.4 An original valid BBEE status level verification certificate substantiating the bidding entities BBEE rating or a certified copy thereof. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted.

An EME must submit a sworn affidavit confirming the following:

- **Annual turnover revenue of R10 million or less; and**
- **Level of black ownership**

Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE Act as amended.

- 6.5 Company registration documents.
- 6.6 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. A lease agreement will not only suffice if not accompanied by a current UpToDate rent statement of the lease holder.
- 6.7 Details of directors / partners / members and shareholders with certified copies of their identity.
- 6.8 The forms A to E, F, G and H annexed, must be scrutinized completely in full and submitted together with your quotation.
- 6.9 A corporate brochure alternatively a brief summary of the entity's background.
- 6.10 Provide information on the individuals who will be assigned to this project (NOT the entire company). The following must be addressed:
- Organogram
 - role/s and responsibility/ies on this project
 - relevant qualifications and attach proof hereof
 - number of years of relevant experience in the industry **and** in the proposed role
 - detailed CV's for each member of the team noting their specific relevant project experience **[project description, role and responsibilities, project value]**
 - individual memberships to professional associations and attach proof hereof where applicable.
- 6.11 A schedule of completed contracts of a similar nature to this project. The following details must be included on the schedule:
- Description of the project
 - Service rendered.
 - Name of employer / client and their representative's contact details.
 - Cost of the works
 - Fee obtained for services.

- Date of completion
- Letter of reference on the client's letterhead or with the client's signature / company stamp that confirms project scope of work, service rendered and project value.

TENDERERS ARE TO SUBMIT 2 COPIES OF THEIR PROPOSAL (1 ORIGINAL, 1 COPY).

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 4,5 and 6 ABOVE WILL RESULT IN TENDERERS BEING DISQUALIFIED FOR NON-COMPLIANCE OR NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.

Note for consortium and joint ventures

- **EACH** party to a consortium and joint venture is to submit the requisite documents and / or information as requested in item 6 (ie.6.4 - 6.6 and 6.10 -11)
- A duly signed Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A lead consultant is to be appointed and noted in the submission.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

Failure to comply with these conditions may invalidate your offer.

7. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Compliance
- Functionality / Technical
- Price / Preference
- Risk Tolerance

7.1 Compliance

Bidders' will be disqualified:

- If any of its directors are listed on the register of defaulters.
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
- In the case of a bidder who has been terminated on previous contracts with the JDA or any other organ of state.
- Bidders who did not complete, in full, the tender offer page (i.e., priced, all registration numbers provided and signed).
- Bidders whose tender document has been completed in pencil.
- Bidders whose document has been faxed.
- Bidders whose tender document has been received after the closing date and time.
- Bidders whose tender document has not been deposited in the tender box at the time of closing.
- Bidders who fail to price as required i.e., as stipulated in item 5 herein.
- Bidders who failed to attend the compulsory tender briefing session.
- Bidders who have any directors that 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 who is not registered on the National Treasury Central Supplier Database.

7.2 Functionality/Technical

The technical assessment is based on the criteria set out below namely (i) key returnable documents, (ii) Capabilities, (iii) the experience of the company (i.e., Audio/Visual services per item 6.10 - 11 above) and (iv) matching reference letters to company experience.

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

Total points are 208 and minimum points required are 125 which is 60%.

(i) KEY RETURNABLE DOCUMENTS	Total Points	Criteria	Description of Criteria	Points
A Key Returnable Documents	8	Company registration documents	Points will only be allocated for key returnable documents submitted	N/A
		Latest municipal account for all company directors		N/A
		Audited Annual Financial Statements		N/A
		Certified copies of directors / partners identity documents		N/A
		Forms A to H completed in full and signed		8

(ii) CAPABILITY	Total Points	Criteria	Description of Criteria	Points
B Capability of proposed key personnel per Item 6.10	100 A total of 100 points is achievable for Capability of key personnel	Account Manager/ Client Service provider Must have a minimum of 3 to 5 years of experience as graphic designer. Attach detailed CV and proof of qualification (post matric certificate/diploma or higher in Graphic Design).	Points will only be allocated for experience on LED advertising/graphic design. If any of the following information is not provided, zero points will be awarded:	50
		Junior Graphic Designer The support lead must have a minimum of 2 to 3 years' experience in graphic design. Attach CV and proof of qualifications (post matric certificate/diploma or higher in Graphic Design).		
B1 Detailed CVs indicating track record of the proposed key team members.				

(ii) CAPABILITY	Total Points	Criteria	Description of Criteria	Points
		Technical Assistant: The proposed member must possess the following: Provide CV detailing a minimum of 3 years' experience in supply, installation, repairs and maintenance of Digital LED Screens.	resource on the said projects. • Proof of qualification (post matric certificate/diploma or higher in relation to the position	25
(iii) COMPANY EXPERIENCE	Total Points	Criteria	Description of criteria	Points
C1 Company Experience and Track record on Provision of Audio-visual services as per 6.11	50	Five or more projects completed	Points will only be allocated for related projects as listed in the schedule (D, E and H) requested in item 6.11. Project information contained elsewhere in the tender submission will not be considered.	50
		Three to four projects completed		25
		One to two projects completed		15
C2	Total Points	Criteria	Description of criteria	Points
Contactable reference (on client letter head) as per Provision of Audio-visual services as per 6.11	50	Five or more satisfactory references	Points will only be allocated for references on similar projects as listed in the scheduled (D, E and H) requested in Item 6.11 References must be on the client's letterhead or on a document stamped and signed by the client and must confirm the project description, services rendered and values in order to obtain the points. If <u>any</u> of the required information does not appear in the reference, zero points will be awarded.	50
		Only three to four satisfactory references		30
		Only one to two satisfactory references		10

7.3 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:

Price and Preference	<p>PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022</p> <p>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.</p> <p>Price shall be scored as follows:</p> $Ps = 80 \times \left(1 - \frac{Pt - Pmin}{Pmin} \right)$ <p>Where: Ps is the number of points scored for price;</p> <p>Pt is the price of the tender under consideration;</p> <p>Pmin is the price of the lowest responsive tender.</p> <p>Preference points shall be based on the Specific Goal as per below:</p> <p>Table B1: Awards UP TO R50 mil (VAT Inclusive)</p> <p>To be completed by the organ of state:</p> <p>The maximum points for this tender are allocated as follows:</p> <p>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.</p> <p>To be completed by organ of state (maximum point for the tender as below allocation)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: red; color: black;"> <th style="width: 85%;"></th> <th style="width: 15%; text-align: center;">POINTS</th> </tr> </thead> <tbody> <tr style="background-color: yellow;"> <td>PRICE</td> <td></td> </tr> <tr style="background-color: yellow;"> <td>SPECIFIC GOALS</td> <td></td> </tr> <tr style="background-color: red; color: black;"> <td>Total points for Price and</td> <td style="text-align: center;">100</td> </tr> </tbody> </table>		POINTS	PRICE		SPECIFIC GOALS		Total points for Price and	100
	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		<ul style="list-style-type: none"> • 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		<ul style="list-style-type: none"> • Company Registration Certification • Certified Identification Documentation • CSD report
SMME (EME or QSE)	5		<ul style="list-style-type: none"> • BBEE 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).

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.

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.

8.3.1.9 No tender will be awarded to a bidder whose tax matters are not in order with SARS.

8.3.1.10 No tender will be awarded to a bidder who is not registered on CSD.

8.3.2 Formula for scoring tender price

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

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

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

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

Formula

$$PP = P_s + P_{bee}$$

Where

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

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

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

7.4 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 is:

1. The greater of R 8million or four contracts / projects in the current financial year or
2. The greater of R12 million or six 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.

Bidders will be requested to attend interview should there be a need for clarity.

8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

“RFP - PROVISION OF AUDIO-VISUAL EQUIPMENT FOR THE JDA BUS FACTORY FOR 36 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, Newtown** only between the hours of 08H00 and 17H00.

The Tender closing date and time: 14 August 2023 at 12h00.

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

NO LATE / TELEPHONIC / FAXED / E-MAILED 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 within 14 working days of the publication of the successful bidder on the JDA website.

Tender validity is 120 days

Queries can be addressed in writing to:

Elias Nkabinde

E-mail: enkabinde@jda.org.za

Contact: 011 688 9705

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 :

BANK :

BRANCH :

BRANCH CODE :

ACCOUNT NUMBER :

ACCOUNT HOLDER :

TYPE OF ACCOUNT :

CONTACT PERSON :

CONTACT NUMBER :

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

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

ANNEXURE B : DECLARATION OF INTEREST

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

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

3.1 Full Name:

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

If yes, furnish particulars

.....

.....

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

If yes, furnish particulars

.....

.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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

** "Stakeholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

ANNEXURE C : DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Municipal Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by municipalities and municipal entities in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be rejected if that bidder, or any of its directors have:
 - a. abused the municipality's / municipal entity's supply chain management system or committed any improper conduct in relation to such system;
 - b. been convicted for fraud or corruption during the past five years;
 - c. willfully neglected, reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or
 - d. been listed in the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.5	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 E: SCHEDULE OF CURRENT CONTRACTS OF A SIMILAR NATURE

EMPLOYER	CONTACT DETAILS	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 F: MBD9 CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

for
RFP - PROVISION OF AUDIO-VISUAL EQUIPMENT FOR THE JDA BUS FACTORY FOR 36 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 G: 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 H : SCHEDULE OF COMPLETED CONTRACTS OF A SIMILAR NATURE

The tenderer shall list below a **maximum of 5 projects completed of a similar nature and scale** to this project.

CLIENT Company name and contact person's name, tel, cell & e-mail address	PROJECT Name and description	SERVICE RENDERED	PROJECT VALUE	COMPLETION DATE

NOTE: Contactable references for the above listed projects must be provided. Said references MUST be on the client's letter head or on a document stamped and signed by client and must confirm the name of the project, description of the project, description of the service rendered, the value of the project, the completion date, and it must rate the service rendered.

.....
 Signature

.....
 Position

.....
 Name of Bidder
 :

.....
 Date