



City of
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REQUEST FOR QUOTATIONS

REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS

ISSUE DATE: 19 April 2023

CLOSING DATE: 26 April 2023

CLOSING TIME: 12H00

BID DESCRIPTION: RFQ – Full Day Conference Package for Two Days for Board Strategic Planning Workshop

RFQ NUMBER: JDA/CS/CONPACKAGE/05/2023

RFQ DOCUMENTS MUST BE EMAILED TO TMABUNDA@JDA.ORG.ZA

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

NB: NO RFQ SUBMISSIONS 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: Ms Tsakani Mabunda
Tel: 011 688 7807
Fax: 011 688 7899
E-mail: tmabunda@jda.org.za

ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department: Company Secretary

RFQ – Full Day Conference Package for Two Days for Board Strategic Planning Workshop

Contact Person: Rodney Shirinda
Tel: 011 688 7860
Fax: 011 688 7899
E-mail: rshirinda@jda.org.za

To all our stakeholders

RE: The channels of reporting fraudulent and Corrupt Activities

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

Instances of corporate fraud and misconduct remain a constant threat to service delivery. The City of Johannesburg took a resolution to adopt strategic interventions aimed at combatting fraud and corruption. The City took a decision to centralize the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline which is managed by independent service providers.

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

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

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

- Toll free number..... 0800 002 587
- Toll free Fax..... 0800 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.

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR FULL DAY CONFERENCE PACKAGE FOR TWO DAYS FOR THE EXECUTIVE MANAGEMENT AND BOARD STRATEGIC PLANNING WORKSHOP

1. INTRODUCTION

The Johannesburg Development Agency (JDA) hereby invites quotations from service providers for a full day conference package for two days for the Executive Management and Board Strategic Planning Workshop.

There will be no briefing session.

2. SCOPE OF WORK

The scope of work will include but not limited to the following:

Full day conference package for two days as follows:

- Board Strategy Planning Workshop to be held on 12 and 13 May 2023.

ITEM NO.	DESCRIPTION	QUANTITY
1.	Full day conference package with catering (Full English breakfast and lunch) for the 12 th and 13 th of May 2023	25 delegates
Comment: No Pork		

3. DURATION

The duration of the appointment period will be for two days:

- a) Two days 12 - 13 May 2023

4. PRICING

Attach a detailed quotation. Not attaching a detailed quotation will result in disqualification.

5. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow

- Compliance; and
- Price / Empowerment

6. Compliance

Bidders will be disqualified for:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.
- Bidders who did attach a detailed quote provided and signed);
- Bidders whose quotation document has been received after the closing time;
- Bidders who have any directors in the employment of the state;
- Bidders whose tax matters are not up to date;
- Bidders whose directors are having municipal accounts that are owing more than 90 days
- Bidders who are not registered with the National Central Supplier Data Base

7. Price and Preference

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 specific goals.

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

Preferential Goals verification	Points	Means of
51% black ownership	20	<ul style="list-style-type: none"> • B-BBEE certificate or QSE/EME Affidavit; • Company Registration Certification • Certified Identification Documentation. • CSD report

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 8.
- Points scored will be rounded off to the nearest 2 decimal places

Points awarded for Preference status level

Points will be awarded for empowerment, in accordance with the Preferential Procurement Regulations 2022 published in Government Gazette No. 40553 dated 04 November 2022.

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:

- 7.1 “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).
- 7.2 Tenderers must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable.
- 7.3 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.
- 7.4 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.
- 7.5 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.
- 7.6 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.
- 7.7 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.

- 7.8 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.

Price and Empowerment

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is Method 2 (Price and Preferences).

The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's BBBEE status. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

- 80 points are assigned to price
- Up to 20 points are assigned to BBBEE status per the table under item 7.2.

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

Formula for scoring tender price

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

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

Where

P_s = Points scored for comparative price of tender under consideration

P_t = Comparative price of tender under consideration

P_{min} = Comparative price of lowest acceptable tender

X = Points assigned to price

8. CLOSING DATE AND TIME FOR SUBMISSIONS

The quotation must be submitted via email to TMabunda@jda.org.za

The RFQ closes at 12h00 on 26 April 2023.

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 RFQ submission and no correspondence will be entered into.

Queries can be addressed in writing to:
Rodney Shirinda
E-mail: rshirinda@jda.org.za