



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

ADVERT DATE: 22 MARCH 2024

COMPULSORY BRIEFING MEETING DATE: 27 MARCH 2024

VENUE: THE AUDITORIUM AT NO.3, HELEN JOSEPH STREET AT THE JDA BUS FACTORY OFFICES **TIME:** 10H00 – 11H00

CLOSING DATE: 02 APRIL 2024

CLOSING TIME: 12H00

BID DESCRIPTION: RFQ – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTS TO PREPARE AN URBAN DEVELOPMENT FRAMEWORK FOR THE ORLANDO INDUSTRIAL PARK PRECINCT SITUATED IN SOWETO IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 6 MONTHS.

BID NUMBER: JDA/DFP/OIPP-UDF/2024

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	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:	Development Facilitation	Contact Person:	Ms.Xolisile Sithole
Tel:	011 688 7815	Fax: 011 688 7899	E-mail: XSithole@jda.org.za

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

OFFER

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

NAME OF BIDDER

BID DESCRIPTION

.....

.....

BID NUMBER

POSTAL ADDRESS

.....

STREET ADDRESS

.....

CONTACT PERSON

TELEPHONE NUMBER CODE NUMBER

CELLPHONE NUMBER

FACSIMILE NUMBER CODE NUMBER

E-MAIL ADDRESS

COMPANY REGISTRATION NUMBER

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER

VAT REGISTRATION NUMBER

TAX VERIFICATION PIN NUMBER

TOTAL BID PRICE..... including Value Added Tax

TOTAL BID PRICE in words

.....

..... including Value Added Tax

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED

DATE

To all Stake Holders

RE: The channels of reporting fraudulent and Corrupt Activities

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

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

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

The City took a decision to centralize the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline.

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: 0800-0025-87 (all official languages)
- Email Address: Hhistle@joburg.org.za
- Walk in: 48 Ameshhof Street, SAPPI Building, East Wing, 5th Floor
- Social Media Pages: Facebook (Group Forensic and investigation services GFIS) and Twitter (@cojgfs)
- Management Request and referrals: Various Departments and Entities



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

WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE

RFQ – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTANTS TO PREPARE AN URBAN DEVELOPMENT FRAMEWORK FOR THE ORLANDO INDUSTRIAL PARK PRECINCT SITUATED IN SOWETO IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 6 MONTHS

APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTS TO PREPARE AN URBAN DEVELOPMENT FRAMEWORK FOR THE ORLANDO INDUSTRIAL PARK PRECINCT SITUATED IN SOWETO IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 6 MONTHS

MARCH 2024

TABLE OF CONTENT

	Page No.
COPY OF ADVERT	
1. PROJECT INFORMATION	7
2. PRICING	33
3. INDICATIVE PROGRAM	39
4. PROPOSAL CONTENT	40
5. ASSESSMENT CRITERIA	42
5.1 Compliance	42
5.2 Technical	42
5.3 Price and Specific Goals	49
5.4 Risk Tolerance	51
6. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS	53
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	

RFQ – REQUEST FOR QUOTATIONS FOR A TEAM OF PROFESSIONAL CONSULTS TO PREPARE AN URBAN DEVELOPMENT FRAMEWORK FOR THE ORLANDO INDUSTRIAL PARK PRECINCT SITUATED IN SOWETO IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 6 MONTHS

1. PROJECT INFORMATION

1.1. Purpose of RFQ

The JDA is requesting quotations from professional urban planning consulting firms to prepare an Urban Development Framework for the Orlando Industrial Park in Soweto in the City of Johannesburg Metropolitan Municipality for a period not exceeding 6 months.

1.2. Introduction

The JDA seeks to appoint an experienced professional consultant to complete an Urban Development Framework (UDF) for the existing Orlando Industrial Park located in the township of Soweto in the City of Johannesburg. The UDF should determine the potential of industrial park development and revitalisation in Region D of the City. The professional resource team should also be experienced in conducting spatial, infrastructure and economic analysis to determine the industrial development potential of the area. The consultants will be required to complete detailed urban design concepts and plans to guide the desired rejuvenation of the precinct. The UDF must develop an over-arching, inter-governmental, inter-sectoral plan aimed at realizing the objectives and strategic goals of the City.

1.3. Project Objective

The goal of the UDF is to determine the potential for rejuvenation and future development and management of the Orlando Industrial Park precinct area of Soweto as a response to promoting economic growth and creation of sustainable jobs through locally South African manufactured products. This is aligned to the objectives of the Industrial Policy Action Plan, New Growth Path, National Development Plan and the City's Growth and Development Strategy.

1.4. Project Location

The project precinct is located in Orlando West, Soweto in the City of Johannesburg Metropolitan Municipality. It is in the Municipality's administrative Region D, Ward 14. The precinct area includes industrial businesses, an informal settlement, the Orlando PRASA Station and several social facilities. It is along Klipspruit Valley Road which connects to the Maponya Motor City, Nancefield Hostels and informal settlement as well as Maponya Mall. The study area for the precinct area is depicted in Figure 1 below.

Figure 1: Proposed precinct boundary for the Orlando Industrial Park Urban Development Framework.



1.5. Scope of Works

The JDA intends to appoint a competent consultancy to complete an Urban Development Framework focused on the rejuvenation and development of the Orlando Industrial Park. The framework should be informed by an assessment focused on, but not limited to the spatial pattern, land use, social, economic, environmental health and quality, transportation, engineering conditions and services. The assessment should also consider the project location's areas of influence and how impact the project area. It must identify and assess previous, current and future economic and infrastructural plans and projects that impact on the study area. It should also include a review of local and international literature, existing studies, strategies, plans and frameworks to formulate a synthesis that will inform the best and most viable proposals for the precinct. The design concepts should detail key development

interventions for the precinct with a focus on industrial development and management. The concepts should detail key urban design features and elements supporting the preferred identified sector/s and make the precinct investor attractive and sustainable. The UDF report should detail an Urban Management Plan with facilities management for the operations and maintenance of the precinct, set out required Institutional Arrangement and Partnerships as well as a Monitoring and Evaluation plan to ensure economic growth and sustainability of the area. Finally the Framework should include a detailed action plan and resource requirements for the realisation of the precinct. The successful bidder will be expected to undertake the following project activities:

1.5.1. Inception and Planning

The inception and planning phase of the project should entail the completion of an Inception report that will outline the approach and methodology, resource allocation, work plan, stakeholder engagement plan, project schedule, and projected invoice plan/statement for the project.

1.5.2. Status Quo Assessment and Report

The appointed service provider/s will be required to complete a status quo assessment and report informed by a Policy, Plans and Literature Review and a Conditions Assessment Report. The Assessment should be informed by existing documentation, reports, technical assessments to be conducted by the service provider, as well as past, current and future plans and projects. The Report should include a comprehensive synthesis of the assessment and their implications for the development of the precinct. The assessment should also consider at areas of impact and influence around the study area. The Report should provide an analysis of the following elements:

1.5.2.1. Policy, Plans and Literature Review

The Status Quo should include a Review of Literature, Policy, Plans, Strategy, and Frameworks that inform industrial park development, planning, design, and management based on best practice sourced, locally and internationally. This phase of the project is required to determine the current status quo of challenges and opportunities for industrial parks aligns with the desired development goals objectives of the City.

1.5.2.2. Spatial Study

The UDF should conduct an assessment determining the spatial pattern of the precinct in defining the role of the study area has in the node, Region and City. It should conduct land audit, land use, urban safety, and zoning assessments to determine current challenges and development potential of the area. The assessment should also include a social analysis that defines demographics of the area and identifies supporting community amenities; to determine the potential of the site being sustainable and cohesive with its urban surroundings.

1.5.2.3. Basic Engineering Infrastructure Assessment

The development framework must include a detailed assessment of the outline of the engineering infrastructure (water, electric, sewer, stormwater, roads, etc.) that exists in the study area and its condition and provide detailed scope of additional capacity

required to realize the implementation of proposed interventions and strategies. A High-level costing supported by prioritisation of engineering infrastructure should be included in the assessment.

NB: *The engineering assessment should be conducted by competent and qualified professional civil and electrical engineers registered with ECSA. They will be required to provide specialist input throughout the project (status quo, design, urban management plan, and implementation framework). As and when required, the professional engineers will need to be available for project presentation/ meetings.*

1.5.2.4. Market and Economic Study

The Market and Economic Study should determine the following:

- **Identification of a Sector and sub-sector prioritisation**

Sector prioritisation should be completed to determine whether the study area has the capacity to produce, export manufactured products competitively based on a review and assessment through research and stakeholder consultation. This should include the identification of opportunities and challenges associated with potential and identified sectors, including their relative competitive advantages, occupants' expectations on what the industrial area should offer and raw material linkage. There should be a linkage and determination in each sector's potential to create jobs, economic opportunities, competitiveness in local and/ or export markets, price factors (labour costs, the cost of inputs, exchange rates), investments (both national and FDI), demand for the product (market potential), current and potential contributions to GDP, manufacturing value-added and spill-over effects on other economic activities where necessary and applicable.

- **Market and industry identification and forecasts**

The Study could assess and determine sectoral niches informing the industrial park informed by research, surveys, and stakeholder engagement, this should include forecasting sectors that may be suitable for the precincts growth.

- **Demand and Impact projections**

The Study should determine the anticipated sector-specific demand for the industrial park based on historical investment patterns and current trends. It should then project the economic and social impacts in terms of investment, public finance expenditures, jobs, exports, tax revenues and foregone revenues, foreign exchange earnings, and other factors as may be necessary and applicable to the precinct.

The market study should be conducted by competent and qualified professional development economist/ finance or property specialist with expertise in undertaking market research for industrial park development. The specialist will be required to provide specialist input throughout the project (status quo, design, urban management plan, and implementation framework). As and when required, the professionals will need to be available for project presentation/ meetings.

1.5.2.5. Environment and Heritage impact scoping

The report should provide a holistic review and analysis of environmentally sensitive areas as well as heritage assets in the study area that will guide conservation interventions for the precinct. This should include an assessment of all environmental conditions typical to the area, as well as heritage features in the study area.

The environmental and heritage assessment should be conducted by competent and qualified professional registered with EAPASA and SAHRA. The environmental and heritage specialist will be required to provide specialist input throughout the project for (status quo, design, urban management plan, and implementation framework). As and when required, the professionals will need to be available for project presentation/ meetings.

1.5.2.6. Geotechnical Assessment

The urban development framework should provide a high-level geotechnical assessment for the precinct that will disclose any geotechnical conditions and restrains for future development..

The geotechnical assessment should be conducted by competent and qualified professional geotechnical specialist registered with SACNASP and/or GSSA. The Specialist will be required to provide specialist input throughout the project (status quo, design, urban management plan, and implementation framework). As and when required, the professionals will need to be available for project presentation/ meetings.

1.5.2.7. Transportation and Traffic Impact Assessment

The report should provide an analysis of the current and projected traffic patterns that the development of the study area will have on the transportation network, this should also include an analysis of the existing road networks, vehicular and NMT movement patterns in order to integrate the study area into the wider environment. The report should propose necessary supporting and mitigation measures based on the assessment done.

The traffic engineering assessment should be conducted by competent and qualified professional traffic engineers registered with ECSA. The traffic engineers will be required to provide specialist input throughout the project (status quo, design, urban management plan, and implementation framework). As and when required, the professionals will need to be available for project presentation/ meetings.

1.5.3. Urban Design Plan Report

The Urban Design Plan should detail the following:

2.1.3.1 Design Vision

In line with the CoJ policy, the UDF should clearly define and be guided by a development vision to be clearly articulated through urban designs. The vision should be premised on the development of an industrial area that is cohesive, sustainable and a preferred place for investment that contributes to the economic growth of the City through enterprise and entrepreneurial development.

2.1.3.2 Design Principles and Objectives

The UDF should include the development of urban design guidelines and principles, that will inform the urban design concepts for the industrial area. The development principles and objectives lead to the spatial concept of the Urban Development Framework and should provide the development guidelines, strategy and programming for the area informed by the following:

- A logical the spatial structure and buildings that present an architectural character that supports the sustainable development and rejuvenation of the industrial area;
- The designing of transportation network to support the logistical requirements of the area whilst prioritising NMT amenities and infrastructure;
- The design of existing infrastructure and required upgrades that support the design vision of the area;
- Upgrading of existing infrastructure to support the growth and development of the area; and
- Green building design and policy of the City to achieve an industrial area that supports environmental protection and conservation.

2.1.3.3 Design Concepts

The UDF should entail development concepts for the precinct depicting:

- Detailed Conceptual Designs for the precinct indicating key spatial and building interventions;
- Concept designs of the desired typology including all proposed precinct infrastructure and amenities including the informal settlement, indicate densities, massing, frontages, movement networks and the incorporation of sustainable urban design,
- Respond to the accommodation of potential mix of land uses; and
- Address the overall public environment upgrade in the precinct.

1.5.4. Urban Management Plan

The Urban Management Plan must be developed to guide urban facilities management for the operations and management requirements for the industrial precinct. It must include an Institutional Arrangements and Partnerships Strategy that will identify stakeholders and institutions for potential investment, operations and management of the precinct. The strategy should provide a stakeholder engagement and communication approach and plan geared towards fostering real partnerships and agreements, outline the governance and management structure, and resource mobilisation for the revitalisation of the area. The Urban Management Plan must also provide a Monitoring and Evaluation Strategy with defined key performance indicators and outcomes against which the precinct and implementation of the UDF can be assessed.

1.5.5. Implementation Plan

The Implementation Plan should detail the following:

- Prioritize the short-, medium- and long-term projects to be implemented, considering issues such as:
 - Phasing (what must be implemented or addressed first with logic);
 - Roles and Responsibilities

- Resource Requirements
- Risks and constraints and related mitigation measures;

1.5.6. Project Management

The Consultant be required to undertake project management, administration, and coordination duties in line with the fulfilment of project scope which may entail the following:

- Management and tracking of project timeline and deliverables
- Scheduling of all internal and external meetings required for the project
- Agenda and Meeting Minutes for all meetings
- Consolidating and submitting all team deliverables to the client
- Tracking project finances and invoicing
- Keeping the client and team members apprised of any ad-hoc changes or decisions made
- Presenting final deliverables to the JDA and Client Team 1 week before final due dates for final comments and approval
- Submitting monthly Progress Reports in writing to the JDA and Client Team
- Regular Update emails for fast-moving tasks (weekly)
- Ensuring that a cloud-based file-sharing folder is created and continuously updated for access by all team members for the duration of the project (e.g. Google Drive)

1.5.7. Stakeholder Engagement

The appointed service provider will also be responsible for undertaking all stakeholder engagement roles and responsibilities Assist in the identification key stakeholder groupings, the Project Lead will be required to ensure the stakeholder engagement requirements on the project are fulfilled.

Contribute in the development of stakeholder engagement strategy

- Engagement approach and methodology
- Development and regular update of Communication plan
- Scheduling of all stakeholder engagement meetings
- Providing an Attendance Register, Agenda, Presentation Material and Recording of Stakeholder Engagement Meetings
- Production of Communication and Marketing Material (e-/brochures, e-/pamphlets, e-/posters)
- Provision of Equipment (Speaker, Mic, Screen, Projector, Generator (UPS))
- Booking and payment of venues
- Attendance and presentations at meetings

The successful bidder is requested to budget for a minimum of **12 internal stakeholder** engagements, **12 project meetings** and a minimum of 10 external stakeholder engagements.

<ul style="list-style-type: none"> • JDA • CRUM • COJ Economic Development • JPC • Dept of Human Settlements • Ward Councillor/s and Ward Committee/s • Residents • Any Associations/ NGOs and formations affected and interested 	<ul style="list-style-type: none"> • Dept of Development Planning • Dept of Transport (Planning) • Gauteng Dept of Economic Development • SEFA • Dept of Social Development • Dept of Home Affairs • Any other affected and interested departments and entities 	<ul style="list-style-type: none"> • Joshco • JCPZ • Joburg Water • City Power • JRA • Wits • JMPD
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Table 2: List of Stakeholders

The successful bidder will also be required to engage with external stakeholders ensuring that a multitude of interested parties are provided with an opportunity to voice their needs, wishes and concerns.

1.5.8. Project Close-Out

This phase will include project hand-over, where the service provider is expected to provide the client with the final design concepts, urban design framework and any other relevant technical data on completion of the works, Include all Raw/ Native files.

2. PROJECT DELIVERABLES

2.1.1. The project deliverables will include the following:

Stage	Actions/Activities	Note	Deliverables
Project planning and inception	An outline of the approach and methodology, resource allocation, work plan, stakeholder engagement plan, project schedule, and projected invoice plan/statement for the project.	<ul style="list-style-type: none"> • The Urban Planner/ Project Lead will compile the inception report to be presented at the inception meeting. 	<ul style="list-style-type: none"> • Inception report • Invoice plan • Stakeholder Engagement and Communication Plan
Status Quo	A status quo assessment	<ul style="list-style-type: none"> • The Urban Planner/ Project Lead 	<ul style="list-style-type: none"> • Draft Status Quo

Stage	Actions/Activities	Note	Deliverables
Assessment and Report	and report must be informed by a review of Policy, Plans and Literature Review and a Conditions Assessment Report.	<p>will compile a status quo assessment and report comprised of all condition assessments undertaken as part of the project.</p> <ul style="list-style-type: none"> ○ Spatial Study ○ Basic Engineering Infrastructure report ○ Market and Economic Study report ○ Environment and Heritage impact scoping ○ Geotechnical Assessment report ○ Transportation and Traffic Impact Assessment report <ul style="list-style-type: none"> • The process will include the review of relevant policies, frameworks, strategies and related reports. 	<p>Assessment and Report</p> <ul style="list-style-type: none"> • Final Status Quo Assessment and Report with Specialist Study Reports
Urban Development Framework	<p>Develop a development vision, urban design guidelines and principles, for the study area.</p> <p>Develop detailed Concept Design.</p> <p>Undertake Internal and External Stakeholder engagement</p> <p>Synthesis and interpretation;</p> <p>Recommendations</p>	<p>Overall vision and approach;</p> <p>Spatial concept and overall development guidelines; and designs</p> <p>Key developmental strategies; which include Urban design strategies and concepts designs</p>	<ul style="list-style-type: none"> • Design Vision, Principles and objectives report • Design Concepts report • Draft Urban Development Framework • Final Urban Development Framework
Urban Management	Undertake Urban facilities management Strategy,	Guide operations and management of the industrial area.	Urban Management Plan with:

Stage	Actions/Activities	Note	Deliverables
Plan	Institutional Arrangements and Partnerships Strategy Monitoring and Evaluation Strategy	Determine and identify potential funders and partnerships for the industrial area. Determine performance indicators to monitor development	<ul style="list-style-type: none"> • Urban facilities management Strategy • Institutional Arrangements and Partnerships Strategy • Monitoring and Evaluation Strategy
Stakeholder Engagement	Responsible for undertaking any stakeholder engagement roles and responsibilities including, but not limited to Engagement approach and methodology <ul style="list-style-type: none"> • Developing and regularly updating the Communication plan • Scheduling of all stakeholder engagement meetings • Providing an Attendance Register, Agenda, Presentation Material and Recording of Stakeholder Engagement Meetings • Production of Communication and 	The Project Lead will lead the facilitation of stakeholder engagements throughout the project. The engagements will run parallel with various project activities to engage stakeholders at each stage of the project. Public participation should be structured to include a broad range of stakeholder groupings such as the Councillor, enterprises/ entrepreneurs, makers, investors/ funders vulnerable and marginalized groups, ward structures and other stakeholder groupings within the study area.	Stakeholder Engagement Report with Key inputs & recommendations. <ul style="list-style-type: none"> ○ Meeting Agenda registers ○ Attendance registers ○ Meeting Minutes

Stage	Actions/Activities	Note	Deliverables
	<p>Marketing Material (e- /brochures, e- /pamphlets, e-/posters)</p> <ul style="list-style-type: none"> • Provision of Equipment (Speaker, Mic, Screen, Projector, Generator (UPS)) • Booking and payment of venues 		
Implementation Plan	<p>Detail</p> <ul style="list-style-type: none"> • Prioritization • Phasing • Roles and Responsibilities • Resource • Risks • Opportunities, • Institutional arrangements and Partnerships 	<p>The implementation plan will need to look at the short, medium and long term solutions to be implemented</p>	<ul style="list-style-type: none"> • Draft Implementation Plan • Final Implementation Plan
Close out	<p>An appropriate close-out report should be compiled support the handover. Compilation of electronic and hard copy handover material + packaged products for communication purposes.</p>	<p>Provide the client with the updated design plan based on as-built information [including before and after photographic record], as-built drawings, certificates, maintenance and operating manuals, relevant technical data and guarantees from suppliers on completion of the works. Include all Raw/ Native files</p>	<p>UDF report with concepts designs, presentations, all final reports, all shape files, minutes, agenda and all attendance registers.</p>

Table 3: Summary of Scope

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

The pricing table, 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.

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

2.1.2. Progress Reports and Presentations

- **Hard Copy:** 1 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.

2.1.3. Draft Documents

- **Hard Copy:** 1 colour hard copies of the draft documents (bound, may be printed double-sided)
- **Soft Copy:** A soft copy should be submitted in PDF (Acrobat) and Word file format via web links and USB

2.1.4. Final Documents

- **Hard Copy:** 1 colour hard copies of the draft documents (bound, may be printed double-sided)
- **Soft Copy:** Web link and USB 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.

2.1.5. Maps/Plans and drawings

GIS – All map layers and analysis must be delivered in an ArcGIS compatible format, i.e. shape files. Associated attribute files must also be included. The City's approved standard 26-digit code must be used as the unique property identifier. The data must be in a Transvers Mercator projection using LO29 as the

central meridian. The Hartbeeshoek datum (WGS84) must be used. Data can be transferred via CD's or DVD's or USB.

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

The 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 workshopping / meeting / stakeholder engagement purposes.

2.1.6. Data Ownership

All milestone products, developed for the purpose of this project, in addition to the final document and all associated map work, operational and financial models and statistical work shall remain the property of the CoJ. All model files shall be delivered to the City in the agreed format.

3. PROFESSIONAL FEES

3.1. Pricing Table

Detailed below is information upon which fees must be based for undertaking of the Urban Development Framework. 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 including discounts for the various project activities.

Table 4: Pricing Table

Item	Description	Unit of measure	Quantity	Rate	Total Amount(vat inclusive)
1.	PROJECT MANAGEMENT				
1.1	Project planning, and preparation of the Inception Report	Hours	16		
1.2	Project Management, administration, client liaison	Monthly	12		
1.3	Milestone Progress Presentation meetings per deliverable (excluding inception report)- (Allow for Physical meeting for presentation on Milestones and Virtual meetings for progress reporting)	No. of meetings	12		
2.	STATUS QUO				
2.1	Policy and Literature Review	Hours	24		
2.2	Spatial Study	Hours	40		
2.3	Market and Economic Study	Hours	80		
2.4	Geotech Study	Hours	40		
2.5	Traffic Impact Study	Hours	40		
2.6	Environmental and Heritage Study	Hours	40		

2.7	Basic Engineering Report	Hours	40		
2.8	Draft Status Quo Report	Hours	40		
2.9	Final Status quo report	Hours	16		
3.	DESIGN DEVELOPMENT				
3.1	Design Vision	Hours	16		
3.2	Design Principles and Objectives	Hours	24		
3.3	Design Concepts	Hours	80		
3.4	Draft Design Development Report	Hours	40		
3.5	Final Design Development Report	Hours	16		
4.	URBAN MANAGEMENT PLAN				
3.1	Urban Facilities Management Plan	Hours	40		
3.1	Institutional Arrangement and Partnership Strategy	Hours	40		
3.2	Monitoring and Evaluation Strategy	Hours	24		
3.3	Draft report	Hours	40		
3.4	Final Report	Hours	24		
5.	IMPLEMENTATION PLAN				
4.1	Draft Implementation	Hours	24		
4.2	Final implementation plan	Hours	24		
6.	STAKEHOLDER CONSULTATIONS				
6.1	Stakeholder Engagement Plan	Hours	16		
6.2	External Meeting	No. of meetings	10		

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6.3	Internal Meetings	No. of meetings	12		
6.4	Stakeholder Meeting coordination – Hiring of venues.	No. of meetings	10	R 500.00	R 5 000.00
6.5	Communication and Marketing Material (e-/brochures, e-/pamphlets, e-/posters) and the printing of agendas, minutes, attendance registers as well as project presentations for each meeting	No. of meetings	10		
6.6	Equipment ((Speaker, Mic, Screen, Projector, Generator (UPS))	No. of meetings	10		
6.7	Draft Stakeholder Engagement Report	Hours	40		
6.8	Final Stakeholder Engagement Report	Hours	16		
7.	URBAN DEVELOPMENT FRAMEWORK				
7.1	Draft Urban Development Framework	Hours	40		
7.2	Final Urban Development Framework	Hours	40		
8.	Handover				
8.1	Close-Out Report	Hours	20		
TOTAL INCLUDING 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. Professional fees should include disbursement (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 FEE GUIDELINES ISSUED IN TERMS OF APPROPRIATE ACT (IF APPLICABLE) i.e. SACPLAN, ECSA, GSSA, SACNASP, EAPASA AS WELL AS DPSA GUIDELINES WHEN PRICING.

4. PROPOSAL CONTENT

Notes

- 4.1 **Tenderers must ensure that the final VAT INCLUSIVE 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. The total on the fee table must be calculated correctly and carried to the offer page. If the value on the offer and the pricing table are different the tender will be disqualified. Failing to price as required per item 6.1 above will result in the tender being disqualified.**
- 4.2 Fees **must** include standard disbursements such as typing, drawings, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel, and accommodation, etc.
- 4.3 For every tangible deliverable, two hard copies and one electronic copy must be issued to the client [over and above the documentation required for submission to various authorities, to the contractor, etc.], the cost of which **must** be included.
- 4.4 Fees for consultation work required to produce deliverables and obtain approvals thereof is deemed to be included in the price (this also includes consultation work required to make revisions, resubmissions, updated presentations, etc. following feedback received from the relevant approving authorities).

- 4.5 Successful tenderers will be remunerated in accordance with JDA’s Standard Form Agreement, Appendix 4 which is included under Annexure I for information purposes.
- 4.6 That the bid is issued in accordance with the POPI Act.
- 4.7. That the bid will be evaluated inline with the PPR of 2022.

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:

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

4.8 Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 5.1 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE “OFFER” PAGE. Any bidder who fails to do so will be disqualified.

4.9 A valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. **FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

An EME must submit a sworn affidavit confirming the following:

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

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

4.10 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.

4.11 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.

4.12 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.

4.13 Audited financial statements for the past three years.

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

4.15 The forms A to F annexed, must be scrutinized, completed in full and signed.

4.16 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 similar projects (involving Urban Development Frameworks, , Market and Economic Studies) with value of 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

4.17 Complete in full all information required on Annexure H: Schedule of Completed Contracts

ONLY list a **maximum of 10 projects** completed by the bidding entity in the past 5 years of a similar nature and scale to this project i.e., Development Framework , Market and Economic Plans.

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 UDF and/ or Economic Plan*), 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, or urban planning, urban design*), the value of the project, the

date when the project was completed (*must be between 2018 and 2023*) 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:

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

4.19 *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 G will be considered as supporting documentation.*

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

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 4.1 and 4.2 WILL RESULT IN TENDERERS BEING DISQUALIFIED FOR NON-COMPLIANCE.

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 6 WILL RESULT IN TENDERERS BEING DISQUALIFIED.

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 4.7 to 4.17*
- *Item 4.11 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.

5. ASSESSMENT CRITERIA

Submissions (responses to item 6 above) will be evaluated on the following criteria:

- Compliance
- Technical
- Price / BBBEE
- Risk Tolerance

5.1 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 (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been faxed;
- Bidders whose tender document has been received after the closing time;
- Bidders whose tender document has not been deposited in the tender box at the time of closing;
- Bidders who fail to price as required i.e., as stipulated in item 6.1 herein;
- Bidders who have any directors in the employment of the state;
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS);
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD);
- Bidders who did not attend the compulsory tender briefing

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

5.2 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 5.10 above) and (iii) the experience of the company (i.e. housing strategies, plans and/ or feasibility studies), and references per Item 4.11 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 **238** points, **70%** (out of **290** maximum points score able)

Variables	Total Points	Criteria	Description of criteria	Points	Points
KEY RETURNABLE DOCUMENTS per item 4.3 to 4.9 herein	N/A	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 4.3 to 4.9 herein Zero points will be awarded if Annexure G and H are not completed Points will not be allocated for making reference to attached	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 completed 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 and signed		N/A	Y / N
Annexure H completed in full and signed	N/A	Y / N			

Variables	Total Points	Criteria	Description of criteria	Points
CAPABILITY OF PROPOSED TEAM per item 4 and Annexure G	100	Project Lead - Urban/Town Planner		
		Minimum Seven (7) Years more experience in spatial planning Evidence of leading on at least three (3) similar projects in terms of scale and complexity {required services on ALL the following types of projects will be counted as valid for scoring}: ✓ Spatial Plans (i.e. Urban Development Framework, Precinct Plans and etc.) ✓ Market and Economic Plans ✓	CV's must show projects, roles played and period. If any information is not contained in the CV then zero points will be awarded. Certified proof of qualification and registration must be provided to obtain the points	80

		An Honours degree equivalent or higher in Town and Regional Planning		10
		Valid Professional registration with SACPLAN as Professional Planner	Certified proof of registration must be provided to obtain the points	10
	70	Architect		
		Minimum Seven (7) years of experience in Architecture. Evidence of working on at least three (3) following types of projects will be counted as valid for scoring: ✓ Spatial Plans (i.e. Urban Development Framework, Precinct Plans, Concept Design and etc.)	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	40
		A Master's degree in Architecture or higher	Certified proof of qualification must be provided to obtain the points	20
		A Honours's degree in Architecture, equivalent or higher		10
		Professional registration with SACAP as a Professional Architect	Proof of registration must be provided to obtain the points. This is also a minimum requirement and failure to comply will lead to disqualification	10
	70	Development Economist/ Financial Expert		
		Minimum Seven (7) years post qualification experience in Development Economist/ Development Finance Expert. Evidence of working on at least three (3) following types of projects will be counted as valid for scoring: Industrial Development Economic Feasibility Studies/ Frameworks/ Strategies/ Plans, Market Studies or similar DPSA Guidelines	CV's must show projects, roles played and period. If any information is not contained in the CV then zero points will be awarded	50
		A Masters degree or equivalent in Development Economics or Development Finance, or similar	Certified proof of qualification must be provided to obtain the points	20

RFQ – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTANTS TO PREPARE AN URBAN DEVELOPMENT FRAMEWORK FOR THE ORLANDO INDUSTRIAL PARK PRECINCT SITUATED IN SOWETO IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 6 MONTHS

		A Bachelor's degree or equivalent in Development Economics or Development Finance, or similar		10
--	--	--	--	----

Variables	Total Points	Criteria	Description of criteria	Points
	100			
COMPANY EXPERIENCE AND REFERENCE LETTERS per item 5 and Annexure H References must be on client letterhead or document stamped and signed by the client and must include the name / description of the project, it must confirm the service rendered, the value of the project, the date completed and a comment of the level of satisfaction with the service. References must be for projects listed above under project experience, and relevant to this project only. Appointment letters, Purchase Orders etc. will NOT be considered as references. If any of the required information is not contained in the reference then zero points will be awarded	100	COMPANY SCHEDULE OF COMPLETED PROJECTS AND REFERENCE LETTERS		
		Five or more reference letters of completed projects	Points will only be allocated for having rendered the required services on the following kind of projects Local Spatial Plans x 2, and Economic/ Market Studies x 2 , and Feasibility Study x 1	100
		Three to Four reference letters of completed projects	Local Spatial Plans x 1, and Economic/ Market Studies x 1 , and Feasibility Study x 1	60
		One to Two reference letters of completed projects	Any 1 or more of each - Local Spatial Plans, Economic/ Market Studies, Feasibility Study	20

Points will only be allocated for thorough documentation under the approach and methodology to each of the critical aspects identified above. Project information contained elsewhere in the tender submission will not be considered.

5.3 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 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:

- 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 5.3.1
- Points scored will be rounded off to the nearest 2 decimal places

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.

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

Awards up to 50mil (VAT Inclusive)

The specific goals allocated points in terms of this RFP	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence
Business owned by 51% or more – Black People	10	<ul style="list-style-type: none"> • Valid BBBEE certificate / Affidavit Sworn under oath • Company Registration Certification • Certified copy of ID of owners
Business owned by 51% or more - Women	5	<ul style="list-style-type: none"> • Valid BBBEE certificate / Affidavit Sworn under oath • Company Registration Certification • CSD report
SMMEs (An EME or QSE)	5	<ul style="list-style-type: none"> • Valid BBBEE certificate / Affidavit Sworn under oath • Company Registration Certification • CSD report
Total Points	20	Failure to attach evidence will lead to scoring zero points

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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 empowerment goals. these scores are combined to determine an overall score for the tender. the tender with the highest score will be considered for acceptance.

5.4 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.

6. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

“RFP – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTS TO PREPARE AN URBAN DEVELOPMENT FRAMEWORK FOR THE ORLANDO INDUSTRIAL PARK PRECINCT SITUATED IN SOWETO IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 6 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 02 April 2024.

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

NO LATE / TELEPHONIC / FAXED / POSTAL TENDERS WILL BE ACCEPTED OR CONSIDERED.

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

Unsuccessful bidders will have the opportunity to query the award or decision within fourteen (14) 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:

Xolisile Sithole

E-mail: XSithole@jda.org.za

ANNEXURE A : BUSINESS DECLARATION

Tender/RFP Number :

Tender/RFP Description :

Name of Company :

Contact Person :

Postal Address :

.....

Physical Address :

.....

Telephone Number :

Fax Number :

Cell Number :

E-mail Address :

Company/enterprise Income

Tax Reference Number :

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

VAT Registration Number :

Company Registration Number :

1. Type of firm

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

(Tick one box)

2. Principal business activities

.....

.....
.....

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

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

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

5. Did the firm exist under a previous name?

- Yes
- No

(Tick one box)

If yes, what was its previous name?

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

Full Time :

Part Time :

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

Full Time :

Part Time :

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

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 :

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

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

ANNEXURE B : DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state*.

- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

- 3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name:
 - 3.2 Identity Number:
 - 3.3 Position occupied in the company (director, trustees, shareholder**)
 - 3.4 Company Registration Number:
 - 3.5 Tax Reference Number:
 - 3.6 VAT Registration Number:
 - 3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
 - 3.8 Are you presently in the service of the state* **YES / NO**
If yes, furnish particulars
.....
.....
 - 3.9 Have you been in the service of the state for the past twelve months? **YES / NO**
If yes, furnish particulars
.....
.....
 - 3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with

the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....

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

If yes, furnish particulars

.....

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

If yes, furnish particulars

.....

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

If yes, furnish particulars

.....

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

If yes, furnish particulars

.....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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

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

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

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

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

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE D : PARTICULARS OF CONTRACTS AWARDED BY AN ORGAN OF STATE* DURING THE LAST 5 YEARS**

(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
RFQ – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTS TO PREPARE AN URBAN DEVELOPMENT FRAMEWORK FOR THE ORLANDO INDUSTRIAL PARK PRECINCT SITUATED IN SOWETO IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 6 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:

.....
.....

RFQ – APPOINTMENT OF A TEAM OF PROFESSIONAL CONSULTS TO PREPARE AN URBAN DEVELOPMENT FRAMEWORK FOR THE ORLANDO INDUSTRIAL PARK PRECINCT SITUATED IN SOWETO IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 6 MONTHS

Signature:.....

Date:.....

ANNEXURE G: ORGANOGRAM THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 6.2 HEREIN

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for as per 5.16 and 6.2 herein.

TABLE 1: LEAD: URBAN/ TOWN PLANNER

Table G-1.1 : Key Resource Information	
Resource Information	
Designation:	LEAD: URBAN/ TOWN PLANNER
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

LEAD URBAN/ TOWN PLANNER

Project Name	Project Type (similar to scope of RFP)	Client Name & Contact Details	Specific Tasks completed by yourself

TABLE 2: ARCHITIECT

Table G-1.2 : Key Resource Information	
Resource Information	
Designation:	Urban 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	

ARCHITECT

Project Name	Relevant Project Type	Client Name & Contact Details	Specific Tasks completed by yourself

TABLE 3: DEVELOPMENT ECONOMIST/ FINANCE EXPERT

Table G-1.3 : Key Resource Information	
Resource Information	
Designation:	Development Economist/ Finance Expert
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	

DEVELOPMENT ECONOMIST/ FINANCE EXPERT

Project Name	Relevant Project Type	Client Name & Contact Details	Specific Tasks completed by yourself

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE H: SCHEDULE OF COMPLETED CONTRACTS

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

The tenderer shall list below a **maximum of 5 projects of a similar nature and scale** to this project as described under item 4.17 and 4.2 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	Relevant Project Type	Project Value	Project Value (if available)	Project Start Date	Project End Date	Project Description	Client Name & Contact Details	Specific Tasks completed relevant to this Tender Proposal Terms of Reference
1.								
2.								
3.								
4.								

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

NOTE: 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

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