



## INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES**

ADVERT DATE: 15 NOVEMBER 2023

COMPULSORY BRIEFING DATE: 12 DECEMBER 2023 (at the JDA Head Office)

TIME: 11H00 – 12H00

CLOSING DATE: 17 JANUARY 2024

CLOSING TIME: 12H00

BID DESCRIPTION: **PANEL OF ARCHITECTS AND URBAN DESIGNERS FOR THE JDA FOR A PERIOD OF 36 MONTHS**

BID NUMBER: **JDA/FPF/ARCHPANEL/C-A/2023**

- Category A: Architects, Urban Design, inclusive of Related Specialist Services; Heritage Specialist Services and**  
 **Landscape Architect**

| Categories | Project Value             |
|------------|---------------------------|
| A          | R200 000,00-R5 000 000.00 |

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)

<sup>1</sup> \* 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 QUERIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

Department: Procurement

Contact Person: Mr. Siyambonga Gcobo

E-mail: [SGcobo@jda.org.za](mailto:SGcobo@jda.org.za)

**ANY TECHNICAL QUERIES MAY BE DIRECTED TO:**

Department: Developments Planning & Facilitation

Contact Person: Lovemore Nkuna

E-mail: [Lnkuna@jda.org.za](mailto:Lnkuna@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.**

### **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](http://www.csd.gov.za)

#### **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 (SGcobo@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.

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**BID DESCRIPTION: PANEL OF ARCHITECTS AND URBAN DESIGNERS FOR THE JDA FOR A PERIOD OF 36 MONTHS**

**BID NUMBER: JDA/FPF/ARCHPANEL/C-A/2023**

**REQUEST FOR PROPOSAL FOR:**

1. Architect and Urban Designers inclusive of related Specialist Services such as Heritage Specialist Services and Landscape Architect.
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**ANNEXURES**

- A : Business Declaration
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**COPY OF ADVERT****TENDERING PROCEDURES****Tender Notice and Invitation to Tender**

**BID DESCRIPTION: PANEL OF ARCHITECTS AND URBAN DESIGNERS FOR THE JDA FOR A PERIOD OF 36 MONTHS**

**BID NUMBER: JDA/FPF/ARCHPANEL/C-A/2023**

The JDA is requesting proposals from experienced companies and joint ventures to render professional *Architecture and Urban Design* services with additional specialist required for the planning, design and management of the implementation of various operational and capital projects for a period of **36 months**.

Documents may be downloaded on **15 November 2023** from the following website: [www.jda.org.za](http://www.jda.org.za) and [www.e-tenders.gov.za](http://www.e-tenders.gov.za)

Queries relating to the issue of these documents and procurement related issues may be addressed to Mr. Siyambonga Gcobo on email: [SGcobo@jda.org.za](mailto:SGcobo@jda.org.za)

Technical queries or queries relating to the project may be addressed to Ms Lovemore Nkuna on e-mail: [LNkuna@jda.org.za](mailto:LNkuna@jda.org.za)

A **compulsory Briefing/ Clarification** Meeting with representatives of the Employer will take place at the Auditorium of the Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown on the **12<sup>th</sup> of December 2023 from 11H00am – 12H00pm**.

Tender closing date and time is the **17<sup>th</sup> of January 2024**.at 12H00pm.

**Telegraphic, telephonic, telex, facsimile, e-mail, and late tenders will not be accepted.**

Tenders must only be submitted on the tender documentation that is issued. The retyping of the tender document is not permitted.

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 JDA is requesting proposals from experienced consultant companies and joint ventures to render professional Architecture and Urban Designer services inclusive of related Specialist Services such as Heritage Specialist Services and Landscape Architect services for the planning, design and implementation of various operational and capital projects for a period of **36 months**.

## 2. **PROJECT INFORMATION**

The JDA is the implementing agent of choice for the City Of Johannesburg's departments, implementing various capital projects.

The projects range from, but not limited to;

- Public environment upgrades (inclusive of Non-motorised transport)
- Libraries
- Multi-purpose centres
- Public transport facilities
- Clinics
- Fire stations
- Urban development frameworks
- Precinct plans
- Feasibility studies
- Master Plans
- All other specialist disciplines as outlined in the SACAP guidelines.
- Other building types not specifically mentioned.

| <b>Less Complex Projects</b>   | <b>Complex Projects</b>   |
|--|---|
| Public Environment Upgrade, None Motorised Transport, Master Plans, UDFs, Precinct Plans, Community Parks, Minor Taxi Ranks and Facilities. Social Housings. | Master Planners in Township, Industrial Zones, MPCs, Clinics, Major Public Transport Facilities, Minor Refurbishments of Existing Buildings, Libraries, Fire Stations. Social Housing and more. |

### 2.1. Background of the assignment and General Scope of Services

The requirement is for urban designers and architects to provide the necessary support to the JDA as in when required. The outputs of the services will assist in:

- The preparation of future interventions of the JDA by conceptualizing and packaging interventions for implementation.

- Developing analytical or strategic inputs and direction for area-based regeneration in strategic and marginalized areas of the city.
- Build the evidence base to support decisions that will improve the planning or economic logic, delivery and sustainable impact in development or interventions performed by JDA.
- Studies and research into local and international development trends to inform the formulation of new development concepts and project opportunities.
- Both Architecture and Urban Designer are required to be registered with an appropriate professional body, and to have the relevant skills, experience, and capacity to deliver the full scope of work within the required time frame. The following will amongst, others form part of the scope of works for the urban designer/ architect:
  - Be familiar with relevant legislation, policies and guidelines, framework and relevant plans of the project area, and consult with relevant stakeholders when necessary.
  - Be cognisant of other development projects impacting on the precinct and, where necessary, liaise with the relevant project teams.
  - Provide feasibility of the concept and strategies with recommendations in order to finalise scope identification and extent of contract.
  - Produce a design plan must be produced for approval, including council approval, followed by detailed design drawings for implementation of approved interventions.
  - Formulation of urban design guideline, standards and policies of the city .
  - Construction monitoring will be required to ensure adherence to the architectural drawings and specifications.
  - Involve in a community participation activity such as stakeholder engagements.
  - Produce close-out documentation.

### **3. APPOINTMENT**

The JDA is requesting proposals from experienced companies and joint ventures to render Architecture and Urban Designer services required for the planning, design and implementation of various operational and capital projects for a period of 36 months.

The professional services required are outlined below. This is followed by **item 3.2 which ALL applicants are required to take careful note of.**

#### **3.1 Architect and Urban Designer**



The architect is required to be registered with an appropriate professional body (SACAP), and to have the relevant skills, experience, and capacity to deliver the full scope of work within the required time frame. Also refer to pages 23-24 for detailed requirements for the individuals proposed as well as company experience required for consideration.

**Landscape Architecture indicative scope**

Landscape architects will be responsible for designing outdoor spaces, including parks, gardens, residential landscapes, public plazas, campuses, and more. They consider elements such as layout, hardscape (paths, walls, and structures), softscape (plants and vegetation), water features, and lighting to create a harmonious and functional design. Landscape architects to collaborate with urban designers to design outdoor spaces within urban areas. To work on projects like streetscapes, urban parks, and waterfront developments to improve the quality of life in cities.

**Heritage Specialist indicative scope.**

Heritage Specialist in South Africa should have a strong background in heritage conservation, archaeology, history, or related fields. Additionally, interpersonal and communication skills are essential for engaging with various stakeholders and the public in efforts to preserve and promote South Africa's rich cultural and historical heritage. The scope of work for a Heritage Specialist may include the following responsibilities:

**Cultural Heritage Conservation:** Assess and document historic buildings, structures, and sites to determine their cultural significance.

Develop and implement preservation plans and conservation strategies to protect heritage assets from deterioration.

Advise on restoration and maintenance practices in compliance with national and international conservation standards.

**Archaeological Heritage:** Conduct archaeological surveys and excavations to unearth and document artifacts, sites, and fossils. Analyse and interpret findings to reconstruct the history and lifestyles of ancient cultures. Collaborate with government agencies and organizations to protect and preserve archaeological sites.

**Cultural Resource Management:** Evaluate development projects for potential impact on cultural heritage sites and artifacts. Offer recommendations and solutions to mitigate adverse effects on heritage resources. Assist in the development of cultural resource management plans and policies.

**Heritage Documentation and Research:** Conduct thorough research on historical events, cultural practices, and heritage sites. Compile detailed records, reports, and documentation on heritage assets.

**Cultural Heritage Legislation:** Stay updated on national and provincial heritage laws, regulations, and policies.

**Community Engagement:** Engage with local communities and indigenous groups to incorporate their perspectives and knowledge into heritage preservation efforts.

**Indicative Scope of Works**

1. Assist with concept and viability stages.
  2. Assist in the development of the scope of works of project proposals.
  3. Produce preliminary/schematic drawings that may include Preliminary Site Plan (if new building) and Preliminary Floor Plan.
  4. Assist in design and tender documentation, i.e., architectural drawings and renderings.
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5. Assist in the development of precinct plan, UDF's, open space networks, TOD's, streetscapes, and mobility networks, including non-motorized transport.
6. Any other related work which may be required
7. Assist with precinct plans and Urban Development Frameworks
8. Assist with Strategic Spatial Strategies for key areas`, such as in densification analysis and strategies.
9. Land assembly strategies  
Any other related work which may be require.

**Scope of Work per SACAP guidelines.**

The ARCHITECTS/URBAN DESIGNER/ shall provide the following services which are to be read in conjunction with SACAP guidelines.

**Stage 1: Inception**

- a) Receive, appraise and report on the client's requirements with regard to the client's brief.
- b) Determine the site and rights and constraints.
- c) Determine budgetary constraints.
- d) Determine the need for consultants.
- e) Determine indicative project timelines.
- f) Determine methods of contracting; and whether other statutory authority applications are required or desirable.

**Stage 2: Concept and viability (concept design)**

- a) Prepare an initial design concept and advise on:
  - i the intended space provisions and planning relationships.
  - ii proposed materials and intended building services; and
  - iii the technical and functional characteristics of the design.
- b) Check for conformity of the concept with the rights to the use of the land.
- c) Consult with local and statutory authorities.
- d) Review the anticipated costs of the project.
- e) Review the project programme

**Stage 3: Design Development**

- a) Develop all aspects of the design from concept to full development including, but not limited to, construction systems, materials, fittings, and finishes selections.

- b) Review the programme and budget with the client, principal consultant or other consultants.
- c) Coordinate other consultants designs into building design.
- d) Prepare design development drawings including drafting technical details and material specifications.
- e) Discuss and agree on the building plan application and approval requirements with the local authority

#### **Stage 4: Documentation and procurement**

##### **Stage 4.1**

- a) Prepare documentation required for local authority building plan application submission.
- b) Co-ordinate technical documentation with the consultants and complete primary co-ordination sufficient to support building plan submission.
- c) Review the costing and programme with the consultants.
- d) Obtain the client's authority, and submit documents for approval at the local authority.

##### **Stage 4.2**

- a) Prepare specifications for the works.
- b) Complete technical documentation sufficient for tender.
- c) Obtain offers for the execution of the works.
- d) Evaluate offers and recommend a successful tenderer for appointment.
- e) Prepare the contract documentation and arrange the signing of the building contract by the client and the successful tenderer.
- f) Complete all remaining technical and construction documentation and coordinate same with the consultants.

#### **STAGE 5: Construction**

- a) Administer the building contract.
- b) Give possession of the site to the contractor.
- c) Issue construction documentation.
- d) Review sub-contractor designs, shop drawings and documentation for conformity of design intent.

- e) Inspect the works for conformity with the contract documentation and acceptable quality in terms of industry standards.
- f) Administer and perform the duties and obligations assigned to the principal agent in the building contract.
- g) Manage the completion process of the project.
- h) Assist the client to obtain the required documentation necessary for the client to obtain the occupation certificate.

**Stage 6: Close-out**

- a) Facilitate the project close-out including the collation of the necessary documentation to effect completion, handover and operational manual of the project.
- b) When the contractor's obligations with respect to the building contract have been fulfilled, the architectural professional shall issue the certificates related to the contract completion.
- c) Provide the client with construction record documentation and the relevant technical and contractual undertakings by the contractor and subcontractors.

**Additional services as per SACAP Guidelines.**

The following non exhaustive services are additional to the standard service and qualify for additional fees and these services may be added individually or in varying combinations, and shall be provided by prior agreement between the client and the architectural professional.

**Special design services**

The preparation of special designs within, or in relation to, the facilities

which are contemplated in a standard service, may include the following:

- i. Rational design and Green Star design; participation in the preparation of rational designs and green star design and document format conversion of other consultants' designs.
- ii. Town-planning and/or urban design including participation in the application for the establishment and/or amendment of regional and local town-planning and urban design schemes and the amendment of title conditions, negotiations with interest groups and authorities.
- iii. Sectional titles plans, submissions, alteration and registration.

- iv. Master planning — defining and planning the layout of future development of buildings and/or services on the same site.
  - v. Landscape design — participation in landscape planning and construction.
  - vi. Interior design — the design of interiors and the selection of furnishings, fixtures, and special finishes.
  - vii. Specialized equipment lay-out and consequential coordination requirements.
  - viii. Liaison with special designers and specialist consultants.
  - ix. Purpose-made items: the design and documentation of purpose made items.  
Promotional material, artwork and immersive digital experiences, participation in the preparation of promotional material.
- Xi Plant operation and production layouts, participation in the definition of plant operation layouts.
- xii. Building Information Modelling (BIM) services beyond design and construction documentation. This includes BIM services intended for asset maintenance and/or facilities management.

**Special studies**

- a) Preparation of the client's brief — assist the client in the preparation of his requirements with regard to the purpose, scope, use and operation of the project.
- b) Site selection — research the suitability and location of a site for a proposed project.
- c) Feasibility studies — participation in technical and/or economic feasibility studies.
- d) Environmental studies — participation in environmental studies.
- e) Energy analysis, studies and planning – Green Star Ratings.
- f) Market surveys — participation in market surveys.
- g) Traffic studies — participation in traffic-flow studies.
- h) Drone studies; specialised photography for technical application and marketing material.
- i) Specialist survey- Point Cloud and Liddar Survey
- j) As built measured survey- required for verification of portions of construction undertaken during the works.

### **Specialist Studies**

- a) Land Use.
- b) Environment.
- c) Heritage.
- d) Trading Licences/Liquor Licences etc

### **Work on existing premises**

- a) Surveys and inspections — inspect, survey, measure and prepare documentation of existing premises, with other consultants as needed.
- b) Restorations and renovations — services in connection with work on existing buildings.
- c) Heritage sites — services in connection with work on heritage buildings, structures and sites.
- d) Services in connection with demolition permits of existing buildings and management thereof.

### **3.2 Notes**

- 3.2.1 Appointments for the outer financial years will be dependent on satisfactory performance and budget availability. Addenda letters will be issued at the commencement of each new financial year.
- 3.2.2 Bidders are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 3.2.3 Bidders are required to take cognisance of the role of the other professionals in the project team and work coherently with them where required.
- 3.2.4 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the requirements in the tender document.
- 3.2.5 Successful tenderers will be required to sign the JDA's Standard Form Agreement upon appointment.
- 3.2.6 Tenderers must note that if appointed, bidders will be required as and when necessary to attend (a) presentations to JDA, COJ, and stakeholders; (b) design, progress / site meetings and inspections; and (c) consultations with relevant persons and authorities including site visits. This needs to be taken into consideration in the tenderer's fee proposal.
- 3.2.7 Tenderers must also note that revisions to the deliverables may be required following feedback received from relevant stakeholders and / or approving authorities which may

necessitate some rework, additional presentations, and meetings. This needs to be taken into consideration in the tenderer's fee proposal. Disbursements are not separately priced.

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

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

3.4.10 This is a call for a panel of service providers, from which the appointed bidders will be invited to price for Requests for Quotations (RFQ's) as issued.

3.4.11 Appointment will be on a rotational basis.

3.4.12 The tender is issued out in line with the POPI ACT once appointment/s are done.

#### **4. PROPOSAL CONTENT**

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:

4.1 Company registration documents.

4.2 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 required for this project.

4.3 A copy of the bidding entity's current municipal rates account in the name of the bidding entity/ JV/consortium or alternatively in the names of the directors / partners of the bidding entity. A lease agreement will also suffice.

4.4 Audited financial statements for the past three financial years.

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

4.6 The bidding entity's certificates of proposed personnel membership/s to industry bodies.

4.7 The forms A to E, I to K annexed, must be scrutinized, completed in full and submitted together with your quotation. Annexure F is for information purposes only.

4.8 A corporate brochure/profile, alternatively a brief summary of the entity's background.

5 Provide information on the individuals who will be assigned to **this panel (NOT the entire company)**. The following **must** be addressed:

- Organogram (annexure I)
  - 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 CVs 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.
- 6 A schedule of completed contracts of a **similar** nature to this project i.e., projects valued at a minimum of R200.000,00 for Architects, Urban Designers and Landscape Architecture & Heritage Specialist. The following details **must** be included on the schedule (annexure J):
- 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 company stamp that confirms project scope of work, service rendered, performance and project value. *Practical completion certificates and/or a letter from the principal agent do not constitute as references.*

Tenderers are to submit 1 copy of their proposal (1 original plus 1 soft copy).

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 6 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 4 (ie.4.3-4.6) An 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.

**Failure to comply with these conditions may invalidate your offer.**

**7. ASSESSMENT CRITERIA**

Submissions (responses to item 4 above) will be evaluated on the criteria to follow:

- Compliance
- Technical
- Risk Tolerance

**7.1 Compliance**

Bidders will be disqualified in the following instances.



**PANEL OF ARCHITECTS AND URBAN DESIGNERS FOR THE JDA FOR A PERIOD OF 36 MONTHS**

- 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 their performance was unsatisfactory;
- Bidders who have unsatisfactory performance on current appointments with the JDA where written notice was given that their performance was unsatisfactory;
- Bidders whose tender document has been received after the closing time.
- Bidders who failed to attend the compulsory tender briefing session;
- Bidders whose tender document has been completed in pencil.
- Bidders who are not registered with CSD.
- Bidders whose municipality accounts of their directors are owing more than 90 days.
- Bidders whose tax matters are not in good order.
- Bidders who have any directors that are in the employment of the state.

**7.2 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 association.
- (iii) The experience of the company and contactable reference letters.

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.

Tenderers will have to submit compliant documents and score a minimum of 81 points (70%) out of a possible 116 points in the technical evaluation to make it through.

The responsiveness criteria will be assessed on as per the table below for all the disciplines.

| Variables   | Total Points | Criteria                                    | Description of criteria  | Points | Points |
|---|--------------|---|--|--------|--------|
| <b>(i)<br/>KEY RETURNABLE<br/>DOCUMENTS<br/>per item 6 herein</b> | <b>16</b>    | Valid BBBEE status level certificate        | Points will only be allocated for key returnable documents submitted as required / stipulated in item 6 herein.<br>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 – H completed in full and signed |  | 16     |        |

**PANEL OF ARCHITECTS AND URBAN DESIGNERS FOR THE JDA FOR A PERIOD OF 36 MONTHS**

| <b>For this evaluation the JDA will be concentrating on project values of R 200 000 - R5 000 000.00</b>  |                     |   |  |               |
|--|---------------------|---|--|---------------|
| <b>Variable</b>  | <b>Total Points</b> | <b>Criteria</b>   | <b>Description of Criteria</b>   | <b>Points</b> |
| <b>The experience of the company and contactable reference letters</b><br><br>Architectural and Urban Designer experience inclusive of related Specialist Services; Heritage Specialist Services and Landscape Architect similar proposed scope of work. | <b>50</b>           | Five or more projects completed together with the relevant reference letters per project  | Points will only be allocated to these types of projects (Public Environment Upgrades, Master Plans,UDF,Concept Designs and Precinct Plans Points will only be allocated for references on projects listed in the scheduled as requested. References must be on the client's letterhead or on a document stamped by the client and must confirm the project description, services rendered, values, the completion date and it must rate the service rendered in order to obtain the points. | <b>50</b>     |
|  |                     | Three to four projects completed together with the relevant reference letters per project.  |  | <b>30</b>     |
|  |                     | One to two projects completed together with the relevant reference letters per project  |  | <b>10</b>     |
| <b>Variable</b>  | <b>Total Points</b> | <b>Criteria</b>   | <b>Description of Criteria</b>   | <b>Points</b> |
| <b>Capability of proposed key personnel</b>  | <b>50</b>           | <b>Project Lead Architecture:</b> Minimum of 7 years working experience<br>Minimum Qualification: B Honours in Architecture: must be registered with SACAP (South African Council for the Architectural Profession) as a professional Architecture.                     | If any of the following information is not provided per resource, zero points will be awarded.<br><br>CV's provided must be as per the resources recorded on the organogram; the organogram should match the resources on our Evaluation Criteria.<br><br>CV's must clearly show project experience.<br><br>CV's must clearly show the role executed by the resource on said similar projects  | <b>20</b>     |
|  |                     | <b>Urban Designer:</b> Minimum of 7 years working experience<br>Minimum Qualification: Master's in urban design. Must be registered with South African Council for the Architectural Profession (SACAP) and or SACPLAN.   |  | <b>10</b>     |
|  |                     | <b>Heritage Specialist:</b> Minimum of 7 years working experience<br>Minimum Qualification: BA Honours in Architecture, Heritage or Conservation must be registered with SACAP (South African Council for the Architectural Profession) as a Professional Architecture. |  | <b>10</b>     |
| CV's must clearly show the values of said similar projects executed<br><br>The proposed resources must have a valid professional registration with SACAP supported by a letter of good standing.   |                     |   |  |               |

|  |  |    |
|--|--|----|
|  | <p><b>Landscape Architecture:</b> Minimum of 7 years working experience<br/> Minimum Qualification: Bachelor's degree in architecture, must be registered with SACAP (South African Council for the Architectural Profession) as a professional architect. and or SACLAP (South African Council for the Landscape Architectural Profession).</p> | 10 |
|--|--|----|

**Note regarding the submission of reference letters from JDA for JDA projects:**

Should completed JDA projects be listed, then bidders are further required to supply signed reference letters for those JDA listed projects. Points will be awarded if the projects meet the required criteria (i.e. building projects completed in the past 5 years above and were satisfactorily completed. Further to that, the JDA will further verify each bidder's submitted reference letters with the respective clients they have indicated for due diligence.

**8. CLOSING DATE, TIME, AND VENUE FOR SUBMISSIONS**

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

**“PANEL OF ARCHITECTS AND URBAN DESIGNERS**

**FOR THE JDA A PERIOD OF 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 (Formerly President Street), Newtown** only between the hours of 08H00 and 17H00.

**PLEASE TAKE CAREFUL NOTE Tender closing will be as follows.**

**12:00pm on the 17<sup>th</sup> January 2023 for Architecture and Urban Designers**

Bids will be stamped on receipt. There will be a public opening of tenders from 12:00.

**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 validity period for this tender is not applicable.

Queries can be addressed in writing to:

Lovemore Nkuna

E-mail: [Lnkuna@jda.org.za](mailto:Lnkuna@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 2016 to 30 June 2017 (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 authorize 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 authorized will be processed by computer through a system known as the "ACB Electronic Fund Transfer Service" and

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

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

**BANK** : .....

BRANCH : .....

BRANCH CODE : .....

ACCOUNT NUMBER : .....

ACCOUNT HOLDER : .....

TYPE OF ACCOUNT : .....

CONTACT PERSON : .....

CONTACT NUMBER : .....

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

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

SIGNATURE : .....

NAME IN FULL : .....

CAPACITY : .....

DULY AUTHORIZED TO SIGN ON BEHALF OF: .....

DATE : .....

**COMPANY STAMP**

**ANNEXURE B: DECLARATION OF INTEREST**

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

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

3.1 Full Name: .....

3.2 Identity Number: .....

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

3.4 Company Registration Number: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

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

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....



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

.....  
.....

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

.....  
.....

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

.....  
.....

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

.....  
.....

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

.....

.....

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

| FULL NAME | IDENTITY NUMBER | STATE EMPLOYEE NUMBER |
|-----------|-----------------|-----------------------|
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |
|           |                 |                       |

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME)** .....

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

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

**PANEL OF ARCHITECTS AND URBAN DESIGNERS FOR THE JDA FOR A PERIOD OF 36 MONTHS**

(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?<br><b>(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).</b>   | Yes<br><input type="checkbox"/> | No<br><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)?<br><b>(To access this Register enter the National Treasury's website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, 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).</b> | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |

**PANEL OF ARCHITECTS AND URBAN DESIGNERS FOR THE JDA FOR A PERIOD OF 36 MONTHS**

| 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<br><input type="checkbox"/>         | No<br><input type="checkbox"/>         |
| 4.3.1 | If so, furnish particulars:  |   |  |
| 4.4   | Does the bidder, or any of its directors owe any municipal taxes and rates or municipal charges to the municipality/municipal entities or to any other municipality/municipal entity, that is in arrears for more than three (3) months? | Yes <input checked="" type="checkbox"/> | No <input checked="" 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 checked="" type="checkbox"/> | No <input checked="" type="checkbox"/> |

**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



**PANEL OF ARCHITECTS AND URBAN DESIGNERS FOR THE JDA FOR A PERIOD OF 36 MONTHS**

**10. ANNEXURE D.1: PARTICULARS OF CONTRACTS AWARDED NOT BY AN ORGAN OF STATE\*\*\* DURING THE LAST 5 YEARS cont.**

| EMPLOYER | ARCHITECTURE/URBAN DESIGN | 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

**PANEL OF ARCHITECTS AND URBAN DESIGNERS FOR THE JDA FOR A PERIOD OF 36 MONTHS**

**ANNEXURE E : CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

---

*For*  
**PANEL OF ARCHITECTS AND URBAN DESIGNERS FOR THE JDA FOR A PERIOD OF 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;

**PANEL OF ARCHITECTS AND URBAN DESIGNERS FOR THE JDA FOR A PERIOD OF 36 MONTHS**

- (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



**PANEL OF ARCHITECTS AND URBAN DESIGNERS FOR THE JDA FOR A PERIOD OF 36 MONTHS**

**PANEL OF ARCHITECTS AND URBAN DESIGNERS FOR THE JDA FOR A PERIOD OF 36 MONTHS**

**ANNEXURE F : ORGANOGRAM**

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

| DESIGNATION | NAME AND NATIONALITY | SUMMARY OF QUALIFICATIONS & EXPERIENCE |
|-------------|----------------------|--|
|             |                      |  |
|             |                      |  |
|             |                      |  |

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

**PANEL OF ARCHITECTS AND URBAN DESIGNERS FOR THE JDA FOR A PERIOD OF 36 MONTHS**

**ANNEXURE G : SCHEDULE OF COMPLETED CONTRACTS**

The tenderer shall list below a **maximum of 5 projects completed in the past 5 years of a similar nature and scale** to this project ie. building projects valued at a minimum of R30 million.

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

PANEL OF ARCHITECTS AND URBAN DESIGNERS FOR THE JDA FOR A PERIOD OF 36 MONTHS

**ANNEXURE H: 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. ....

**PANEL OF ARCHITECTS AND URBAN DESIGNERS FOR THE JDA FOR A PERIOD OF 36 MONTHS**

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**