



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR A PANEL OF PROFESSIONAL SERVICES

ADVERT DATE: 27 MARCH 2024

COMPULSORY BRIEFING MEETING DATE: 05 APRIL 2024

VENUE: JDA BUS FACTORY OFFICES

TIME: 10H00 – 11H00

CLOSING DATE: 24 APRIL 2024

CLOSING TIME: 12H00

BID DESCRIPTION: RFP – APPOINTMENT OF A PANEL OF MULTI-DISCIPLINARY SERVICE PROVIDERS TO PROVIDE PROFESSIONAL SERVICES IN COMPLETING DEVELOPMENT APPLICATIONS, SPATIAL PLANS, PRE/FEASIBILITY STUDIES, THE PLANNING PHASE, CONCEPT DESIGN PHASE, DETAIL DESIGN, PHASE, AND TENDER DOCUMENT PREPARATION FOR THE CONSTRUCTION PHASE FOR THE JOHANNESBURG DEVELOPMENT AGENCY, ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 36 MONTHS

BID NUMBER: JDADFP/ MULTIDISCIPLINARY PANEL /24

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 DISQUAL

To all our stakeholder

RE: The channels of reporting fraudulent and Corrupt Activities

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

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

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

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

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

- Toll free number 0800 002 587
- Toll free 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.

RFP – APPOINT A MULTI-DISCIPLINARY PANEL FOR 36 MONTHS

REQUEST FOR PROPOSALS FOR:

APPOINTMENT OF A PANEL OF MULTI-DISCIPLINARY SERVICE PROVIDERS TO PROVIDE PROFESSIONAL SERVICES IN COMPLETING DEVELOPMENT APPLICATIONS, SPATIAL PLANS, PRE/FEASIBILITY STUDIES, THE PLANNING PHASE, CONCEPT DESIGN PHASE, DETAIL DESIGN, PHASE, AND TENDER DOCUMENT PREPARATION FOR THE CONSTRUCTION PHASE FOR THE JOHANNESBURG DEVELOPMENT AGENCY, ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 36 MONTHS

BID NUMBER: JDADFP/ MULTIDISCIPLINARY /24

MARCH 2024

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**COPY OF ADVERT
TENDERING PROCEDURES**

Tender Notice and Invitation to Tender

BID DESCRIPTION: RFP – APPOINTMENT OF A PANEL OF MULTI-DISCIPLINARY SERVICE PROVIDERS TO PROVIDE PROFESSIONAL SERVICES IN COMPLETING DEVELOPMENT APPLICATIONS, SPATIAL PLANS, PRE/FEASIBILITY STUDIES, THE PLANNING PHASE, CONCEPT DESIGN PHASE, DETAIL DESIGN, PHASE, AND TENDER DOCUMENT PREPARATION FOR THE CONSTRUCTION PHASE FOR THE JOHANNESBURG DEVELOPMENT AGENCY, ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 36 MONTHS

BID NUMBER: JDADFP/ MULTIDISCIPLINARY /24

The JDA Is Requesting Proposals From Experienced Companies and/or Joint Ventures for the development and design of affordable rental accommodation in the City Of Johannesburg for a period of 36 Months. Key Resource Requirements Include a Town Planner, Project Manager, Land Surveyor, Architect and Urban Designer, Quantity Surveyor, Civil and Structural Engineer, Electrical Engineer, Transport Engineers, Geologist, Mechanical Engineer, Conveyancer, CPC and Environmental Specialists, Property and Development Economists as either one professional consulting team or a consortium/ joint venture.

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

Technical queries or queries relating to the project may be addressed to Ms. Xolisile Sithole at tel (011) 688 7815; fax: (011) 688 7899; or [e-mail: XSithole@jda.org.za](mailto:XSithole@jda.org.za)

Documents may be downloaded from the JDA's website as follows: www.jda.org.za as well as on www.etenders.gov.za from **27 March 2024**. Tenders must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

A compulsory tender briefing meeting with representatives of the employer will take place at the Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown,2000 on **05 April 2024 starting at 10H00 to 11H00**. GPS Coordinates - 26°12'18.4"S 28°01'54.3"E

The closing time and date for receipt of tenders is **12H00pm on 24 April 2024 Telegraphic,**

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

The physical address for the delivery of tender documents is Johannesburg Development Agency, Ground Floor Reception Area, The Bus Factory, 3 Helen Joseph Street (formerly President Street), Newtown 2000. GPS Coordinates - 26°12'18.4"S 28°01'54.3"E

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

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

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

1. INTRODUCTION

The Johannesburg Development Agency (JDA) is requesting proposals from experienced multidisciplinary companies and joint ventures to render professional services required for the Development Applications, Spatial Plans, Pre/Feasibility Studies, the Planning Phase, Concept Design Phase, Detail Design, Phase, and Tender Document Preparation for the Construction Phase of various capital projects for a period of 36 months.

2. BACKGROUND

The main purpose and objective of the JDA is to promote socio-economic growth through the development and promotion of efficient spatial environments in defined geographic areas and regenerate decaying areas of the City of Johannesburg Metropolitan Municipality (COJ/ City). This is to enable the City to contribute to economic development and improve the quality of life for residents on behalf of the City by conceptualising, designing, facilitating and implementing specific capital and non-capital projects and programmes.

JDA has shifted its focus from triple bottom line outcomes (economic, social and environmental) in the inner city and marginalised areas to an emphasis on resilient, sustainable and liveable urban areas in identified transit nodes and corridors. Every area-based development undertaken by the JDA is supported by development facilitation functions in the pre-development and post-development phases to enhance the value added by the capital works interventions and improve the longer-term sustainability of the capital investment. The entity gives much emphasis to precinct-based development, working with stakeholders to enhance areas and address local challenges and needs in a sustainable way through capital investments.

The JDA to achieve its area-based agency mandate, requires the services of professional services to assist in all pre-development work including the completion of strategic plans, studies, assessments, development applications, construction project planning, concepts, designs, and technical documentation. The aim is to allow the JDA to expediently implement catalytic interventions across the City.

The JDA commonly implements the below-listed nature of area based projects:

- Transportation infrastructure - non-motorised transport and public transport facilities
- Community facilities - Multi-purpose centres, Clinics, Libraries, Sports Centres, Public Parks, Fire Stations
- Strategic Planning - Regional and Precinct Plans, and Urban Development
- Pre/Feasibility and Specialist studies
- Development Applications – Land use, SDPs, Building Plans, Surveyor General, Conveyancing, and Environmental Assessment, Studies sand Applications

The JDA therefore requests proposals from interested multi-disciplinary professional service providers (companies, firms and joint ventures) for the establishment of a panel to be appointed for a period of 36 months. Over the panel appointment period, deliverables will be requested through a Request for Quotation (RFQ).

3. APPOINTMENT

The appointment of the panel will be valid for a period of 36 months. The key resource requirements include a Key Resource Requirements must include a Town Planner, Land Surveyor, Project Manager, Architect and Urban Designer, Quantity Surveyor, Civil and Structural Engineer, Electrical Engineer, Transport Engineers, Geologist, Mechanical Engineer, Conveyancer, CPC, Environmental Specialists, Property and Development Economists as either a professional consulting team or a consortium/ joint venture.

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 Resource Requirements

Request for Proposals are invited from multi-disciplinary professional service providers and must consist of the following resources:

a) Town/ Urban Planner

The Town / Urban Planner will be required to be registered as a professional with the South African Council for the Planners (SACPLAN) and to have the relevant skills, experience, and capacity.

b) Architect And Urban Designer

The Architect will be required to be registered as a professional with the South African Council for the Architectural Profession (SACAP) and to have the relevant skills, experience, and capacity.

c) Project Manager

The Project Manager will be required to be registered as a professional with South African Council for the Project and Construction Management Professions (SACPCMP) and to have the relevant skills, experience, and capacity.

d) Community Participation Consultant

The Community Participation Consultant (CPC) is required to have the relevant skills, experience, and capacity.

DPSA Guidelines

e) Transport Engineer

This stage will be led by the Transport Engineer who will be required to be registered as a Professional Engineer with the Engineering Council of South Africa (ECSA) and to have the relevant skills, experience, and capacity.

- f) Civil Engineer**
The Civil Engineer will be required to be registered as a Professional Engineer with the Engineering Council of South Africa (ECSA) and have the relevant skills, experience, and capacity.
- g) Structural Engineer**
The Civil Engineer will be required to be registered as a Professional Engineer with the Engineering Council of South Africa (ECSA) and have the relevant skills, experience, and capacity.
- h) Electrical Engineer**
The Electrical Engineer will be required to be registered as a Professional Engineer with the Engineering Council of South Africa (ECSA) and have the relevant skills, experience, and capacity.
- i) Mechanical Engineer**
The Mechanical Engineer will be required to be registered as a Professional Engineer with the Engineering Council of South Africa (ECSA) and have the relevant skills, experience, and capacity.
- j) Conveyancer**
The Conveyancer will be required to be an Admitted with the High Court of the Republic of South Africa and have the relevant skills, experience, and capacity.
- k) Environmental Specialist**
The Environmental Specialist will be required to be registered as a Professional with the Environmental Assessment Practitioners Association of South Africa (EAPASA) and have the relevant skills, experience, and capacity.
- l) Quantity Surveyor**
The Quantity Surveyor will be required to be registered as a Professional with the South African Council for Quantity Surveyors (SACQS) and have the relevant skills, experience, and capacity.
- m) Land Surveyor**
The Land Surveyor will be required to be registered as a Professional with the South African Geomatics Council for Quantity Surveyors (SAGC) and have the relevant skills, experience, and capacity.
- n) Geologist**
The Geologist will be required to be registered as a Professional with the South African Council for Natural Science Professions (SACNASP) and have the relevant skills, experience, and capacity.
- o) Property And Development Economist**

The Property and Development Economists are required to be registered with the relevant regulatory body as Professionals and have the relevant skills, experience, and capacity.

AT THE STAGE OF ISSUING A REQUEST FOR QUOTATIONS FROM BIDDERS APPOINTED TO THE PANEL, DEPENDING ON THE NATURE OF THE PROJECT, THE PROJECT MANAGER OR ARCHITECT AND URBAN DESIGNER OR CIVIL ENGINEER MAY BE REQUIRED TO ACT AS THE LEAD OF THE PROJECT FULFILLING ALL PROJECT MANAGEMENT AND ADMINISTRATION DUTIES ON THE PROJECT.

4. NOTES

- 4.1. **Appointments will be dependent on satisfactory performance and budget availability. An addendum will be issued at the commencement of the new financial year to confirm continued appointment.**
- 4.2. Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 4.3. Tenderers are required to take cognisance of the role of the other professionals and work coherently with them where required.
- 4.4. The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.
- 4.5. Successful tenderers will be required to sign the JDA's Standard Form of Agreement.
- 4.6. Tenderers must note that they 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.
- 4.7. Tenderers must also note that revisions to reports and / or designs 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.
- 4.8. Tenders must take note that the discount percentage applied at tender stage will be applied for the duration of the project whether the project value increases or decreases.

5. 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**.

The following minimum documentation must be provided:

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

- 5.1 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 an 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.

- 5.2 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.
- 5.3 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.
- 5.4 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.
- 5.5 Audited financial statements for the past three years.
- 5.6 Details of directors / partners / members and shareholders with certified copies of their identity documents.
- 5.7 The forms A to F annexed, must be scrutinized, completed in full and signed.
- 5.8 **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 similar nature and scale** (development Applications, Spatial Plans, Pre/Feasibility Studies, the Planning Phase, Concept Design Phase, Detail Design, Phase, and Tender Document Preparation for the Construction Phase) **to this appointment**
- Relevant qualifications and attach certified proof hereof
- individual memberships to the stipulated professional associations and attach proof hereof

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

ONLY list a **maximum of 5 projects** completed by the bidding entity in the past 5 years of a similar nature and scale to this project.

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, a description of the service rendered (*must be clear that the service rendered is aligned to the service being tendered for i.e. multi-disciplinary*), the value of the works, the date when the project was completed (*must be between 2019 and 2023*) and it must rate the service rendered (*eg. good, satisfactory, poor etc. and not just state that the bidder was involved in the project or that they completed the project*).

NOTE :

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

5.11.2 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.

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

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 5.1 and 5.2 WILL RESULT IN TENDERERS BEEN DISQUALIFIED FOR NON-COMPLIANCE.

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 5.3 TO 5.11 WILL RESULT IN TENDERERS BEEN NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.

Note for consortium and joint ventures

- A lead consultant is to be appointed and noted in the submission. JDA will conclude a contract with the lead consultant
- *Only the lead consultant is to submit the requisite documents and / or information as requested in items 5.2 to 5.9*
- *Item 5.11 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.

6. ASSESSMENT CRITERIA

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

- Compliance
- Technical

6.1 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. 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 failed to attend the compulsory tender briefing session;
- 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);

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

3.1 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 6.10 above) and (iii) the experience of the company (i.e. Public environment upgrade projects, community facilities, spatial plans, specialist studies, development applications, and references per Item 5.11 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 175 points, 70% (out of 250 maximum points score able).

Variables	Total Points	Criteria	Description of criteria	Points	Points	
(i) KEY RETURNABLE DOCUMENTS per item 6 herein	N/A	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 6 herein 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		N/A	Y / N	
Variables	Total Points	Criteria	Description of criteria	Points		
CAPABILITY OF PROPOSED TEAM per item 6 and Annexure G	10	1. Town/ Urban Planner				
		Minimum 10 years or more experience post qualification as a professional Town/ Urban Planner with evidence of working on the following projects - Feasibility Studies - Spatial Plans - Sector Plans - Land Use Applications - Concept Designs	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	5		
		A bachelor's degree in Town and Regional Planning, equivalent or higher.	Certified Proof of qualification must be provided to obtain the points	3		

		A valid Professional registration with South African Council for Planners (SACPLAN) as a Professional Planner	Certified Valid Proof of registration must be provided to obtain the points.	2
10	2. Architect and Urban Designer			
		Minimum 10 years post qualification experience as a professional Architecture and Urban Designer with evidence of working on the following projects <ul style="list-style-type: none"> - Feasibility Studies - Spatial Plans - Concept Design - Detailed Designs - SDP and Building Plan approval 	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	5
		A degree in Architecture or higher	Certified Proof of qualification must be provided to obtain the points	3
		A valid Professional registration with South African Council for the Architectural Profession (SACAP) as a Professional Architect	Certified Valid Proof of registration must be provided to obtain the points.	2
	3. Project Manager			
10		Minimum 10 years post qualification experience as a professional Project Manager with evidence of working on the following projects <ul style="list-style-type: none"> - Feasibility Studies - Spatial Plans - Concept Design - Detailed Designs - SDP and Building Plan approval - Development Approvals - Construction Preparation Documentation 	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	5
		A degree in Project Management, or built environment or higher	Certified Proof of qualification must be provided to obtain the points	3
		A valid Professional registration with SACPCMP as a Professional Construction Project Manager	Certified Valid Proof of registration must be provided to obtain the points.	2
10	4. Community Participation Consultant/ Social Facilitator			
		Minimum 10 years post-qualification experience in Stakeholder engagement with evidence of working on development planning and construction projects.	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	5
		Bachelor's degree in social sciences development planning, environmental sciences, equivalent similar or higher	Certified valid proof of qualification must be provided to obtain the points	5

	10	5. Transport Engineer		
		Minimum 10 years post qualification experience as a professional Transport Engineer with evidence of working on the following projects: <ul style="list-style-type: none"> - Feasibility Studies - Spatial Plans - Concept Design - Detailed Designs - Development approvals 	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	5
		A Bachelor's degree in Transport Engineering or higher	Certified proof of qualification must be provided to obtain the points	3
		A valid Professional registration with ECSA as a Professional Engineer.	Certified Valid Proof of registration must be provided to obtain the points.	2
	10	6. Civil Engineer		
		Minimum 10 years post qualification experience as a professional Civil Engineer with evidence of working on the following projects: <ul style="list-style-type: none"> - Feasibility Studies - Concept Design - Detailed Designs - Construction Preparation Documentation 	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	5
		A bachelor's degree in Civil engineering or higher	Certified proof of qualification must be provided to obtain the points	3
		A valid Professional registration with ECSA as a Professional Engineer	Certified Valid Proof of registration must be provided to obtain the points.	2
	10	7. Structural Engineer		
		Minimum 10 years post qualification experience as a professional Structural Engineer with evidence of working on the following projects: <ul style="list-style-type: none"> - Feasibility Studies - Concept and Detailed Designs - Construction Preparation Documentation 	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	5
		A bachelor's degree in Civil engineering or Structural Engineering or higher	Certified proof of qualification must be provided to obtain the points	3
		A valid Professional registration with ECSA as a Professional Engineer	Certified Valid Proof of registration must be provided to obtain the points.	2
10	8. Electrical Engineer			
	Minimum 10 years post qualification experience as a professional Electrical Engineer with evidence of working on the following projects: <ul style="list-style-type: none"> - Feasibility Studies - Concept Design - Detailed Designs 	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	5	

		- Construction Preparation Documentation		
		A bachelor's degree in Electrical engineering or higher	Certified proof of qualification must be provided to obtain the points	3
		A valid Professional registration with ECSA as a Professional Engineer	Certified Valid Proof of registration must be provided to obtain the points.	2
10	9. Mechanical Engineer			
		Minimum 10 years post qualification experience as a professional Mechanical Engineer with evidence of working on the following projects: - Feasibility Studies - Concept Design - Detailed Designs - Construction Preparation Documentation	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	5
		A bachelor's degree in Mechanical engineering or higher	Certified proof of qualification must be provided to obtain the points	3
		Valid Professional registration with ECSA as a Professional Engineer	Certified Valid Proof of registration must be provided to obtain the points.	2
10	10. Conveyancer			
		Minimum 10 years post-qualification experience in conveyancing with evidence of working on property registrations and litigation and be admitted to the High Court of South Africa	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	5
		A degree in LLB/Law or higher	Certified proof of qualification must be provided to obtain the points	5
10	11. Environmental Specialist			
		Minimum 10 years post-qualification experience as an Environmental Specialist with evidence of working on the following projects: - Feasibility Studies - Concept Design - Environmental and approvals	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	5
		A Bachelor's degree in Environmental Science, equivalent or higher	Certified proof of qualification must be provided to obtain the points	3
		Valid Professional registration with the Environmental Assessment Practitioners Association of South Africa (EAPASA) as an Environmental Assessment Professional	Certified Valid Proof of registration must be provided to obtain the points.	2

10	12. Quantity Surveyor		
	Minimum 10 years post qualification experience as a professional Quantity Surveyor with evidence of working on the following projects: <ul style="list-style-type: none"> - Feasibility Studies - Concept Design - Detailed Designs - BOQ - Construction Preparation Documentation 	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	5
	A Bachelor's degree in Quantity Surveying or higher	Certified proof of qualification must be provided to obtain the points	3
	Valid Professional registration with the South African Council for Quantity Surveyors (SACQS) as a Professional Quantity Surveyor	Certified Valid Proof of registration must be provided to obtain the points.	2
10	13. Land Surveyor		
	Minimum 10 years post-qualification experience as a professional Land Surveyor with evidence of working on the following projects: <ul style="list-style-type: none"> - Feasibility Studies - Pegging and preparation of diagrams - Lodging and approval of diagrams 	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	5
	A bachelors' Degree as in Land Surveying/ Geomatics or higher	Certified proof of qualification must be provided to obtain the points	3
	Valid Professional registration with SAGC as a Professional Land Surveyor	Certified Valid Proof of registration must be provided to obtain the points.	2
	14. Geologist		
	Minimum 10 years post-qualification experience as a professional Geologist with evidence of working on the following projects: <ul style="list-style-type: none"> - Feasibility Studies - Specialist studies and assessments 	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	5
	A bachelors' Degree in Geology, equivalent higher	Certified proof of qualification must be provided to obtain the points	3
	A valid Professional registration with South African Council for Natural Science Professions (SACNASP)	Certified Valid Proof of registration must be provided to obtain the points.	2
	15. Property and Development Economist		
Minimum 10 years post-qualification experience in Property and Development Economics with evidence of working on the following projects: <ul style="list-style-type: none"> - Feasibility Studies - Market Assessments and Studies 	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	5	
Bachelor's degree in Economics or Finance, equivalent or higher	A valid Proof of qualification must be provided. to obtain the points	5	

		SCHEDULE OF COMPLETED PROJECTS WITH REFERENCES		
COMPANY EXPERIENCE per item 6.11 and Annexure H	100	Five or more projects completed of similar nature, scale and complexity and matching references	Points will only be allocated for having rendered the required services in line with the selected category and on ONLY The following types of projects will be counted as valid for scoring: ✓ Feasibility Study ✓ Development Applications ✓ Spatial Plans ✓ Concept and Design Development ✓ Tender documentation preparation References must be on client letterhead or document stamped and signed by the client and must include the name/description of the project, it must confirm the service rendered, the value of the constructed works, the date completed and a comment of the level of satisfaction with the service. Completion Certificates and Letters of Appointment will not be accepted. If any of the required information is not contained in the reference then zero points will be awarded	100
		Three to four projects completed of similar nature, scale, and complexity and matching references		60
		One to two projects completed of similar nature, scale and complexity and matching references		20

7. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

“RFP – APPOINTMENT OF A PANEL OF MULTI-DISCIPLINARY SERVICE PROVIDERS TO PROVIDE PROFESSIONAL SERVICES IN COMPLETING DEVELOPMENT APPLICATIONS, SPATIAL PLANS, PRE/FEASIBILITY STUDIES, THE PLANNING PHASE, CONCEPT DESIGN PHASE, DETAIL DESIGN, PHASE, AND TENDER DOCUMENT PREPARATION FOR THE CONSTRUCTION PHASE FOR THE JOHANNESBURG DEVELOPMENT AGENCY, ON AS AND WHEN REQUIRED BASIS FOR A PERIOD OF 36 MONTHS”

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

The Tender closes at 12h00 on 24 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.

RFP: MULTI-DISCIPLINARY PANEL

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

Queries can be addressed in writing to:

Xolisile Sithole

E-mail: XSithole@jda.org.za

Form A: Business Declaration

Tender/RFP Number :

Tender/RFP Description :

Name of Company :

Postal Address :

.....

Physical Address :

.....

Telephone :

Fax :

Contact Person :

Cell Phone 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 firm 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. What is the enterprise's latest annual turnover (excl. VAT): R.....

8. List the personnel or firms who provide the following services:

SERVICE	NAME	CONTACT PERSON	TELEPHONE
ACCOUNTING			
LEGAL			
AUDITING			
BANKING			
INSURANCE			

9. List all contracts which your company is engaged in and have not yet completed:

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	CONTRACT AMOUNT	EXPECTED COMPLETION (MONTH & YEAR)

RFP: MULTI-DISCIPLINARY PANEL

SIGNATURE :
NAME IN FULL :
CAPACITY :
DULY AUTHORIZED TO SIGN ON BEHALF OF:
DATE :

BANK 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:

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 :

FORM 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**

RFP: MULTI-DISCIPLINARY PANEL

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

FORM 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;

RFP: MULTI-DISCIPLINARY PANEL

- 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	<p>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?</p> <p>(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).</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	<p>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)?</p> <p>(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).</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	<p>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?</p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

Item	Question	Yes	No
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 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

.....

DATE

.....

POSITION

.....

NAME OF BIDDER

CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

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
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 consortium³ will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 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

.....
Date

.....
Position

.....
Name of Bidder

RFP: MULTI-DISCIPLINARY PANEL

- 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

ANNEXURE F: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

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

B Bid Information

i. Name of bidder:

ii. Registration Number:

iii. Municipality where business is situated
.....

iv. Municipal account number for rates:

v. Municipal account number for water and electricity:

vi. Names of all directors, their ID numbers and municipal account number.

1.

2.

- 3.
- 4.
- 5.
- 6.
- 7.

C Documents to be attached.

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

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

.....

Signature

Dat

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 5.10 and 6.2 herein

TABLE 1: TOWN PLANNER

Key Resource Information	
Resource Information	
Designation:	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	

TOWN PLANNERS EXPERIENCE

Project Name	Project Type (Township Establishment, Consolidations and Subdivisions, Assessment/Analysis Report/ Land Pre-feasibility Report, Precinct Planning and Concept Development and Design /etc)	Client Name & Contact Details	Specific Tasks completed by yourself

TABLE 2: ARCHITECT AND URBAN DESIGNER

Key Resource Information	
Resource Information	
Designation:	ARCHITECT AND 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 AND URBAN DESIGNER'S EXPERIENCE

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

TABLE 3: PROJECT MANAGER

Key Resource Information	
Resource Information	
Designation:	PROJECT MANAGER
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

PROJECT MANAGER'S EXPERIENCE

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

TABLE 4: COMMUNITY PARTICIPATION CONSULTANT

Key Resource Information	
Resource Information	
Designation:	Community Participation Consultant
Name & Surname	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

COMMUNITY PARTICIPATION CONSULTANTS' EXPERIENCE

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

TABLE 5: TRANSPORT ENGINEER

Key Resource Information	
Resource Information	
Designation:	Transport Engineer
Name & Surname	
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	

TRANSPORT ENGINEERS' EXPERIENCE

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

TABLE 6: CIVIL ENGINEER

Key Resource Information	
Resource Information	
Designation:	Civil Engineer
Name & Surname	
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	

CIVIL ENGINEERS' EXPERIENCE

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

TABLE 7: STRUCTURAL ENGINEER

Key Resource Information	
Resource Information	
Designation:	Structural Engineer
Name & Surname	
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	

STRUCTURAL ENGINEERS' EXPERIENCE

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

TABLE 8: ELECTRICAL ENGINEER

Key Resource Information	
Resource Information	
Designation:	Electrical Engineer
Name & Surname	
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	

ELECTRICAL ENGINEERS' EXPERIENCE

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

TABLE 9: MECHANICAL ENGINEER

Key Resource Information	
Resource Information	
Designation:	Mechanical Engineer
Name & Surname	
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	

MECHANICAL ENGINEERS' EXPERIENCE

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

TABLE 10: CONVEYANCER

Key Resource Information	
Resource Information	
Designation:	Conveyancer
Name & Surname	
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	

CONVEYANCERS' EXPERIENCE

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

TABLE 11: ENVIRONMENTAL SPECIALIST

Key Resource Information	
Resource Information	
Designation:	Environmental Specialist
Name & Surname	
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	

ENVIRONMENTAL SPECIALISTS' EXPERIENCE

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

TABLE 12: QUANTITY SURVEYOR

Key Resource Information	
Resource Information	
Designation:	Quantity Surveyor
Name & Surname	
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	

QUANTITY SURVEYORS' EXPERIENCE

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

TABLE 13: LAND SURVEYOR

Key Resource Information	
Resource Information	
Designation:	Land Surveyor
Name & Surname	
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	

LAND SURVEYORS' EXPERIENCE

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

TABLE 14: GEOLOGIST

Key Resource Information	
Resource Information	
Designation:	Geologist
Name & Surname	
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	

GEOLOGISTS' EXPERIENCE

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

TABLE 15: PROPERTY AND DEVELOPMENT ECONOMIST

Key Resource Information	
Resource Information	
Designation:	Property and Development Economist
Name & Surname	
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	

PROPERTY AND DEVELOPMENT ECONOMISTS' EXPERIENCE

Project Name	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 7.2 HEREIN

The tenderer shall list below a **maximum of 5 projects of a similar nature and scale** to this project as described under item 5.11 and 6.2 herein.

Table H : Company: Project Related Experience	
Company Information	
Company Name	
Year Established	
Professional Registration Body / Institution	
Date of Professional Registration	

Company Authorised Representative	
Authorised Representative Name	
Representative Contact Number	
Representative Contact Email	

Company Project Related Experience								
Project Name	Project Type (Township Establishment, Consolidations and Subdivisions, Assessment/Analysis Report/ Land Pre-feasibility Report, Precinct Planning and Concept Development and Design development, Specialist Studies/etc)	Project Value (Excluding Construction Costs)	Construction 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.								

RFP: MULTI-DISCIPLINARY PANEL

3.								
4.								
5.								

.....
Signature

.....
Date

.....
Position

.....
Name of Bidder

