



## INVITATION TO BID

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

**ADVERT DATE:** 13 JUNE 2024

**COMPULSORY BRIEFING MEETING DATE:** NA

**CLOSING DATE:** 21 JUNE 2024

**CLOSING TIME:** 12H00

**BID DESCRIPTION:** RFQ – APPOINTMENT OF A LAND SURVEYOR FOR KYA SANDS TOWNSHIP ESTABLISHMENT IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 1 MONTH

**BID NUMBER:** JDADF/LS-KYA SAND/06/2024

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), The Bus Factory, Newtown, Johannesburg, 2000

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

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE** (see definition below)

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

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

**ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:**

<b>Department:</b>	Procurement	<b>Contact Person:</b>	Mr. Thapelo Kgaphola
<b>Tel:</b>	011 688 7811	<b>Fax:</b> 011 688 7899	<b>E-mail:</b> <a href="mailto:TKgaphola@jda.org.za">TKgaphola@jda.org.za</a>

**ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:**

<b>Department:</b>	Development Facilitation	<b>Contact Person:</b>	Ms. Zilungile Chonco
<b>Tel:</b>	011 688 7815	<b>Fax:</b> 011 688 7899	<b>E-mail:</b> <a href="mailto:zchonco@org.za">zchonco@org.za</a>

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

# OFFER

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

NAME OF BIDDER .....

BID DESCRIPTION .....

.....

.....

BID NUMBER .....

POSTAL ADDRESS .....

.....

.....

STREET ADDRESS .....

.....

.....

CONTACT PERSON .....

TELEPHONE NUMBER      CODE ..... NUMBER .....

CELLPHONE NUMBER .....

FACSIMILE NUMBER      CODE ..... NUMBER .....

E-MAIL ADDRESS .....

COMPANY REGISTRATION NUMBER .....

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER .....

VAT REGISTRATION NUMBER .....

TAX VERIFICATION PIN NUMBER .....

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

TOTAL BID PRICE in words .....

.....

..... including Value Added Tax

SIGNATURE OF BIDDER .....

CAPACITY UNDER WHICH THIS BID IS SIGNED .....

DATE .....

**To all Stake Holders**

**RE: The channels of reporting fraudulent and Corrupt Activities**

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

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

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

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

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

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

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

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



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

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

APPOINTMENT OF A LAND SURVEYOR FOR KYA SANDS TOWNSHIP  
ESTABLISHMENT IN THE CITY OF JOHANNESBURG METROPOLITAN  
MUNICIPALITY FOR 1 MONTH.

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**JUNE 2024**

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### ANNEXURES

A	: Business Declaration
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## **APPOINTMENT OF A LAND SURVEYOR FOR KYA SANDS TOWNSHIP ESTABLISHMENT IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 1 MONTH**

### **1. Purpose**

To outline the procurement process and obtain approval for the appointment of Consultants for Land Surveying to oversee the following items: a) the land surveyor certificate b) peg and prepare diagram for servitude c) peg and amend general plan for Kya-Sand Ext 113 with the inclusion of Holding 13 Trevallyn AH for township establishment as approved by the City of Johannesburg Land Use Department for Kya Sands township establishment and rezoning application for Holding 13 Trevallyn.

The said appointment is in accordance with the Johannesburg Development Agency's (JDA's) Supply Chain Management's policies and Municipal prescribed practices.

### **2. BACKGROUND**

In terms of the City of Johannesburg Land Use Scheme, 2018, Holding 13 Trevallyn AH is currently zoned "Agricultural" and is registered at the Pretoria Deeds office as an Agricultural Holding in terms of Agricultural Holdings Registration Act, 22 of 1919. In order to obtain the necessary land use rights for the taxi holding area, it will be necessary to establish a township on the property and to excise the agricultural holding back to a farm portion in order to remove the title conditions related to the agricultural holding. Application has been made to the City of Johannesburg for the extension of the boundaries of Kya Sand Extension 113 by including that land which is Holding 13 Trevallyn AH. The new erf to be zoned "Municipal" allowing for municipal purposes and transport facilities. These above primary rights are defined in terms of the City of Johannesburg Land Use Scheme, 2018 as follows:

**Municipal Purposes:** Such purposes as the municipality may be authorized to carry out in terms of its powers and functions and shall include all municipal land uses as well as such uses as sewerage works and reservoirs and their related buildings.

**Transport Facilities:** Means a transport undertaking based on the provision of a transport service and includes a public private undertaking such as an airport or aerodrome, heliport and heliport; railway purposes, stations and related facilities; bus depot, termini and related facilities; metered and minibus taxi rank and related facilities; intermodal transfer site; and associated ancillary purposes including convenience shops, ancillary offices, customs, restaurants, security and police functions, medical facilities.

The City of Johannesburg's Department of Development Planning does not allow for the excision and rezoning of an agricultural holding. It is thus necessary to establish a township on the land in order to obtain the necessary land use rights for the taxi holding area.

In terms of the Land Surveyor Act 1997 (Act 8 of 1997), a township must consist of more than one piece of land or erf. As this taxi holding facility is to be a single use on one property, it will complicate matters by creating more than one erf. It was therefore recommended instead that the boundaries of the neighbouring township being Kya Sands Extension 113, be extended to include Holding 13 Trevallyn AH. This land will then be an erf within Kya Sands Extension 113. The township will be approved subject to the property being excised back to a farm portion by the office of the Surveyor General.

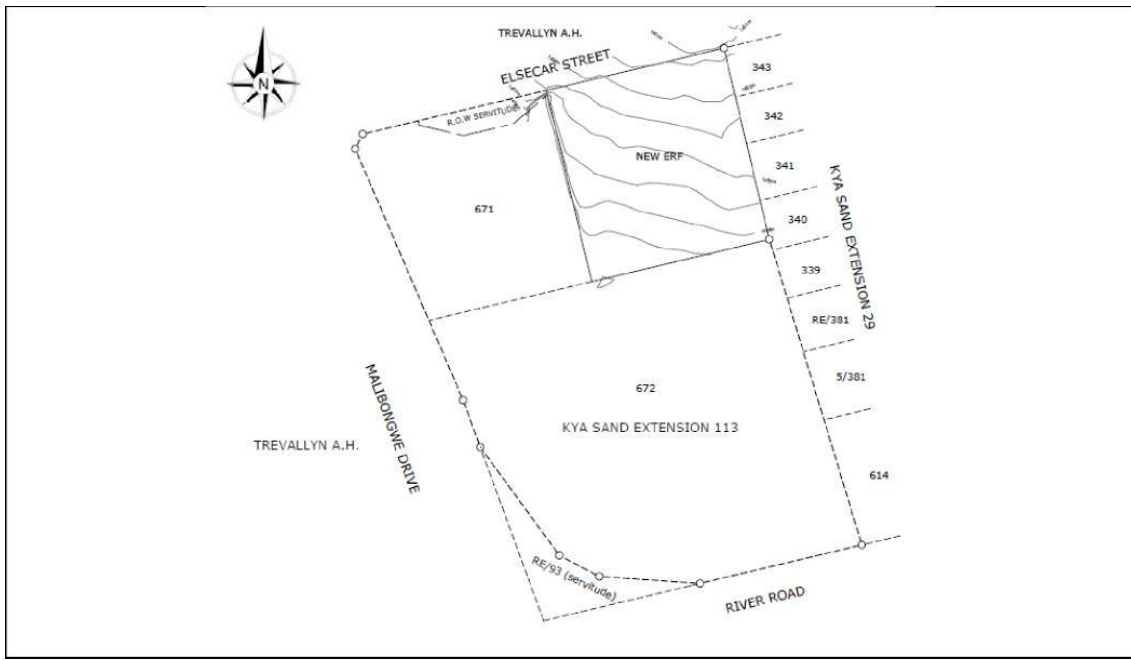
### 3. REQUIREMENTS OF RFQ

The Request for Formal Written Price Quotations for a professional consisting of a Land Surveyor to oversee the commencement and conclusion in respect of the Land Surveying, for the following items are to be done:- a) the land surveyor certificate b)peg and prepare diagram for servitude c).peg and amend general plan for Kya-Sand Ext 113 of the donated land portion in Kya Sands as approved by the City of Johannesburg Land Use Department for Kya Sands township establishment and rezoning application for Holding 13 Trevallyn.

### 4. Scope of works

<b>Specialist</b>	<b>Professional Service Required</b>	<b>Key deliverables</b>
Land Surveyor for the donated land portion on Figures below of this bid document.	<ol style="list-style-type: none"> <li>1. Prepare Land Surveyor Certificate for township establishment</li> <li>2. Peg and prepare diagram for servitude.</li> <li>3. Peg and amend general plan for Kya-Sand Ext 113 with the inclusion of Holding 13 Trevallyn AH</li> </ol>	<ol style="list-style-type: none"> <li>1. Registration copies of approved servitude diagram.</li> <li>2. Registration copies of the approved General Plan for the township.</li> <li>3. Land surveyor certificate</li> </ol>

**Proposed township layout**



**Proposed taxi holding area layout**



**1.1.1. Project Close-Out**

This phase will include project hand-over, where the service provider is expected to provide the client with the final Layout, and certificates from General Surveyor office,



## 2. PROJECT DELIVERABLES

### 2.1.1. The project deliverables will include the following:

Table 3: Summary of Scope

Professional Service Required	Key deliverables
1. Prepare Land Surveyor Certificate for township establishment	Registration copies of approved servitude diagram.
2. Peg and prepare diagram for servitude.	Registration copies of the approved General Plan for the township.
3. Peg and amend general plan for Kya-Sand Ext 113 with the inclusion of Holding 13 Trevallyn AH	Land surveyor certificate

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

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

### 2.1.2. Progress Reports and Presentations

- **Hard Copy:** 1 colour hard copies of the progress report (bound, may be printed double-sided)
- **Soft Copy:** Progress report should also be submitted in PDF (Acrobat) and Word file format.

### 2.1.3. Draft Documents

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

### 2.1.4. Final Documents

- **Hard Copy:** 1 colour hard copies of the draft documents (bound, may be printed double-sided)
- **Soft Copy:** Web link and USB of the draft products in PDF (Acrobat) and Word file format. One of the soft copies must be typed to allow direct single-sided A4 printing.

### 2.1.5. Maps/Plans and drawings

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

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

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

The deliverables will need to include very high-quality visual products that can be used as marketing and promotion tools to encourage and promote buy-in to the proposals and business cases, and will include PowerPoint Presentation materials for workshopping / meeting / stakeholder engagement purposes.

### 2.1.6. Data Ownership

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

## 3. PROFESSIONAL FEES

### 3.1. Pricing Table

The pricing schedule, included as part of this document, must be completed and submitted together with your proposal. In addition to the pricing schedule, the bidder is expected to provide a detailed cost breakdown including discounts for the various project activities.

Table 4: Pricing Table

Item	Description	Unit of measure	Quantity	Rate	Total Amount (vat exclusive)
1.	<b>PROJECT MANAGEMENT</b>				
1.1.	Project Planning, and Preparation Report	Hours	8	R	R
1.2.	Prepare Land Surveyor Certificate for township	Hours	16	R	R

1.3.	Peg and prepare diagram for servitude.	Hours	16	R	R
1.4.	Peg and amend general plan for Kya-Sand Ext 113 with the	Hours	24	R	R
1.5.	Close Out and submission of documents	Hours	8	R	R
<b>SUB TOTAL</b>				R	R
<b>15 % VAT</b>				R	R
<b>TOTAL AMOUNT VAT INCLUSIVE TO BE TRANSFERRED CORRECTLY TO THE OFFER PAGE</b>				R	R

Bidders are to replicate the table above and submit as part of their detailed fee proposals (which proposal must show pricing as requested for each of the items and the total fee must be carried to the 'Offer' Page. Failure to price as required will result in the tender being disqualified for non-compliance.

Bidders should make sure that they provide a firm offer to the JDA and all the costs should be included in the proposal. Professional fees should include disbursement (cost of travelling, stakeholder consultation, printing) and any other cost not mentioned. Bidders should note that the JDA will neither entertain any claims for additional costs nor will it accept proposals to amend or reduce the scope of works once the successful bidder has been appointed. Hence bidders are required to go carefully through this document to make sure that they understand every aspect of the JDA's requirements in this regard and cost that accordingly. However, bidders should also take into consideration that this is a competitive process and inflated fees will not be accepted.

**BIDDERS ARE TO USE THE RELEVANT PROFESSIONAL FEE GUIDELINES ISSUED IN TERMS OF APPROPRIATE ACT (IF APPLICABLE) i.e. SACPLAN, ECSA, SAGC, GSSA, SACNASP, EAPASA AS WELL AS DPSA GUIDELINES WHEN PRICING.**

#### 4. PROPOSAL CONTENT

##### Notes

4.1 Tenderers must ensure that the final **VAT INCLUSIVE TOTAL FEE** is correctly carried to the "offer" page. The value recorded on the offer page will be regarded as the tendered amount to render services for the complete project period. The total on the fee table must be calculated correctly and carried to the offer page. If the value on the offer and the pricing table are different the tender will be disqualified. Failing to price as required per item 6.1 above will result in the tender being disqualified.

- 4.2 Fees **must** include standard disbursements such as typing, drawings, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel, and accommodation, etc.
- 4.3 For every tangible deliverable, two hard copies and one electronic copy must be issued to the client [over and above the documentation required for submission to various authorities, to the contractor, etc.], the cost of which **must** be included.
- 4.4 Fees for consultation work required to produce deliverables and obtain approvals thereof is deemed to be included in the price (this also includes consultation work required to make revisions, resubmissions, updated presentations, etc. following feedback received from the relevant approving authorities).
- 4.5 Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement, Appendix 4 which is included under Annexure I for information purposes.
- 4.6 That the bid is issued in accordance with the POPI Act.
- 4.7. That the bid will be evaluated inline with the PPR of 2022.

The bidder's submission must provide the JDA with sufficient information to enable the employer to make a sound and fair evaluation of the proposal. It must clearly indicate the **relevant** previous experience, capability, and capacity of the bidding entity to undertake the project. The proposal should **use the same item numbers as below**.

The following minimum documentation must be provided:

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

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

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

**An EME must submit a sworn affidavit confirming the following:**

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

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

4.10 Company registration documents and a copy of a valid tax compliance status (CTS) letter issued by SARS. No tender will be awarded to a bidder whose tax matters are not in order with SARS at the time of award.

4.11 A certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value per claim in an insurance period, the applicable excess, and the expiry date. A minimum cover of R2m is required for this project.

4.12 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. **If not applicable, an affidavit to this effect is required.** Copies of lease agreements or accounts with lessors will NOT be accepted.

4.13 Audited financial statements for the past three years.

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

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

**4.16 Complete in full all information required on Annexure G: Organogram**

Provide information on the key personnel required per the organogram who will be assigned to this project.

The following supporting documentation **must** be provided:

- detailed CV's for each resource indicated on Annexure H.  
CV's must note the resources' specific relevant project experience [i.e. **project description, role played and responsibilities, project value, start and end dates**]. **The number of years of experience in the required role on similar projects (involving Land Surveying ) with value of project must be clearly demonstrated in the CV's to indicate compliance with the minimum requirements.**
- relevant qualifications and attach certified proof hereof
- individual memberships to the stipulated professional associations and attach proof hereof

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

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

The following supporting documentation **must** be provided:

- Contactable references: References must be for COMPLETED projects only. References must be on the client's letterhead or on a document with the client's company stamp and signed by the client. The letter / document **must** confirm the name of the project / description of the project (*must be clear that the project was a UDF and/ or Economic Plan*), a description of the service rendered (*must be clear that the service rendered is aligned to the service being tendered for i.e. project management, or urban planning, urban design, Land Surveying*), the value of the project, the date when the project was completed (*must be between 2018 and 2023*) and it must rate the service rendered (*e.g. good, satisfactory, poor etc. and not just state that the bidder was involved in the project or that they completed the project*).

#### NOTE:

- 4.18 *Letters of appointment or completion certificates will NOT be accepted as reference letters, NOR will letters from other consultants on the project serve as reference letters. Only letters from the client or documents signed and stamped by the client will be accepted.*
- 4.19 *Information contained elsewhere in the submission and / or on other schedules will NOT be considered. Only the information entered on Annexure H will be considered as previous experience and only reference letters related to the projects listed on Annexure G will be considered as supporting documentation.*

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

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

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

#### **Note for consortium and joint ventures**

- A lead consultant is to be appointed and noted in the submission. JDA will conclude a contract with the lead consultant
- Only the lead consultant is to submit the requisite documents and / or information as requested in items 4.7 to 4.17
- Item 4.11 MUST be addressed by each member of the consortium / joint venture

- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

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

## 5. ASSESSMENT CRITERIA

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

- Compliance
- Technical
- Price and specific goals
- Risk Tolerance

### 5.1 Compliance

Bidders will be disqualified in the following instances:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been faxed;
- Bidders whose tender document has been received after the closing time;
- Bidders whose tender document has not been deposited in the tender box at the time of closing;
- Bidders who fail to price as required i.e., as stipulated in item 6.1 herein;
- Bidders who have any directors in the employment of the state;
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS);
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD);
- Bidders who did not attend the compulsory tender briefing

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

## 5.2 Technical

The technical assessment is based on the criteria set out below namely (i) key returnable documents, (ii) capability of the proposed key team members (i.e. experience, qualifications, and memberships to professional associations per Item 5.10 above) and (iii) the experience of the company and references per Item 4.11 above).

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

Bidders are expected to score a minimum of **56** points, **70%** (out of **80** maximum points score able)

Variables	Total Points	Criteria	Description of criteria	Points	Points
<b>KEY RETURNABLE DOCUMENTS per item 4.3 to 4.9 herein</b>	<b>N/A</b>	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 4.3 to 4.9 herein  Zero points will be awarded if Annexure G and H are not completed  Points will not be allocated for making reference to attached	N/A	Y / N
		Company registration documents		N/A	Y / N
		CTS letter from SARS		N/A	Y / N
		Valid Professional Indemnity Insurance R2m		N/A	Y / N
		Current municipal rates account / affidavit		N/A	Y / N
		3 Years audited financial statements		N/A	Y / N
		Certified copies of identity documents		N/A	Y / N
		Annexure A completed in full and signed		N/A	Y / N
		Annexure B completed in full and signed		N/A	Y / N
		Annexure C completed in full and signed		N/A	Y / N
		Annexure D completed in full and signed		N/A	Y / N
		Annexure E completed in full and signed		N/A	Y / N
		Annexure F completed in full and signed		N/A	Y / N
		Annexure G completed in full and signed		N/A	Y / N
Annexure H completed in full and signed	N/A	Y / N			
<b>TECHNICAL CRITERIA</b>					
Variables	Total Points	Criteria	Description of criteria	Points	
<b>LAND SURVEYOR</b>					
Experience	50	8-10 years of experience related to respective work stream	CV's must show projects, roles played and period. If any information is not contained in the CV then zero points will be awarded	20	
Qualification and professional registration		Bachelor's degree/Diploma (or equivalent) in Geomatics or Land Surveying	Proof of qualification must be provided to obtain the points	20	



PR		Professional Registration with SAGC	Proof of Registration must be provided to obtain the points	10	
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Variables	Total Points	Criteria	Description of criteria	Points
<b>COMPANY EXPERIENCE AND REFERENCE LETTERS per item 5 and Annexure H</b> <b>References must be on client letterhead or document stamped and signed by the client and must include the name / description of the project, it must confirm the service rendered, the value of the project, the date completed and a comment of the level of satisfaction with the service. References must be for projects listed above under project experience, and relevant to this project only. Appointment letters, Purchase Orders etc. will NOT be considered as references.</b>  <b>If any of the required information is not contained in the reference then zero points will be awarded</b>	30	<b>COMPANY SCHEDULE OF COMPLETED PROJECTS AND REFERENCE LETTERS</b>		
		Five or more reference letters of completed projects	Points will only be allocated for having rendered the required services on the following kind of projects  In Land Surveying of any Subdivisions, Consolidation and Township Establishment	30
		Three to Four reference letters of completed projects	In Land Surveying of any Subdivisions, Consolidation and Township Establishment	20
		One to Two reference letters of completed projects	In Land Surveying of any Subdivisions, Consolidation and Township Establishment	10

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

### 5.3 Price and Empowerment

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is Method 2 (Price and Preferences). The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's BBBEE status. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

➤ For tenders up to R50 million

- 80 points are assigned to price
- Up to 20 points are assigned to BBBEE status per the table under item 5.3.1

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

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

The 80/20 preference point system will apply to this tender and the lowest acceptable tender will be used to determine the applicable preference point system. The 80/20 price/preference points system will be applied to the evaluation of responsive tenders up to and including a Rand value of R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points.

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

Awards up to 50mil (VAT Inclusive)

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

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is method 2 (price tenderer's empowerment goals. these scores are combined to determine an overall score for the tender. the tender with the highest score will be considered for acceptance.

#### **5.4 Risk Tolerance**

The JDA has adopted a Risk Tolerance Framework (RTF) which enjoins the JDA to consider its risk exposure to contractors / service providers in terms of the number of contracts awarded to a single contractor / service provider in a particular year. In terms of the Risk Tolerance Framework, the JDA determines the risk exposure as excessive in instances where the value of the contracts for individual professional service providers (eg. project managers / engineers / quantity surveyors / consultants) is either :

The greater of R8 million or four contracts / projects in the current financial year or  
The greater of R12 million or six contracts / projects over two financial years (current year and previous financial year)`

And in instances where the value of contracts for multi-disciplinary professional service providers (eg. more than one discipline / service is provided by the same bidder) is either :

The greater of R12 million or six contracts / projects in the current financial year or  
The greater of R20 million or nine contracts / projects over two financial years (current year and previous financial year)

A risk analysis shall be undertaken on the bidder with the highest number of points obtained, to determine whether the tenderer does not exceed the JDA's risk framework criteria as stated above. In other words, whether it falls within the ambit of the Risk Tolerance Framework as acceptable.

JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

#### **6. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS**

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

**“RFP – APPOINTMENT OF A LAND SURVEYOR FOR KYA SANDS TOWNSHIP ESTABLISHMENT IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 1 MONTH.”**

” must be written / typed clearly on the envelope.

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

**The Tender closes at 12h00 on 21 June 2024.**

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

**NO LATE /NO E-MAILED/ 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.

The tender offer validity period for this tender is 90 days.  
Queries can be addressed in writing to:  
Zilungile Chonco  
E-mail: ZChonco@jda.org.za

**ANNEXURE A : BUSINESS DECLARATION**

**Tender/RFP Number** : .....

**Tender/RFP Description** : .....

**Name of Company** : .....

**Contact Person** : .....

**Postal Address** : .....

.....

**Physical Address** : .....

.....

**Telephone Number** : .....

**Fax Number** : .....

**Cell Number** : .....

**E-mail Address** : .....

**Company/enterprise Income**

**Tax Reference Number** : .....

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

**VAT Registration Number** : .....

**Company Registration Number** : .....

**1. Type of firm**

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

(Tick one box)

**2. Principal business activities**

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

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

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

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

**5. Did the firm exist under a previous name?**

- Yes
- No

(Tick one box)

**If yes, what was its previous name? .....**

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

**Full Time** : .....

**Part Time** : .....

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

**Full Time** : .....

**Part Time** : .....

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

**R** ..... **Year** .....

**R** ..... **Year** .....

**R** ..... **Year** .....

**R** ..... **Year** .....

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

<b>CONTRACT DESCRIPTION</b>	<b>LOCATION</b>	<b>COMPANY/ EMPLOYER</b>	<b>PROJECT VALUE</b>	<b>ESTIMATED FEES</b>	<b>EXPECTED COMPLETION ( MONTH &amp; YEAR)</b>

**10. Banking details**

I/We hereby request and authorise you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

I/We understand that the credit transfers hereby authorised will be processed by computer through a system known as the "ACB Electronic Fund Transfer Service" and

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

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

**BANK** : .....

**BRANCH** : .....

**BRANCH CODE** : .....

**ACCOUNT NUMBER** : .....

**ACCOUNT HOLDER** : .....

**TYPE OF ACCOUNT** : .....



**CONTACT PERSON** : .....

**CONTACT NUMBER** : .....

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

**SIGNATURE** : .....

**NAME IN FULL** : .....

**CAPACITY** : .....

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

**DATE** : .....

**ANNEXURE B : DECLARATION OF INTEREST**

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

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

3.1 Full Name: .....

3.2 Identity Number: .....

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

3.4 Company Registration Number: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

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

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
 .....

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

If yes, furnish particulars

.....  
 .....

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

If yes, furnish particulars

.....  
 .....

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

If yes, furnish particulars

.....  
 .....

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

If yes, furnish particulars

.....  
 .....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER


**CERTIFICATION**

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

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

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

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

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector? <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 <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <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 <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
Item	Question	Yes	No

4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

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

**CERTIFICATION**

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

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

---

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

(In the event of insufficient space, kindly attach documentation)

<b>EMPLOYER</b>	<b>CONSULTING ENGINEER</b>	<b>NATURE OF WORK</b>	<b>VALUE OF WORK</b>	<b>YEAR COMPLETED</b>



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

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

\*\*\* Organ of State means-

- ◆ a) a national or provincial department;
- ◆ b) a municipality;
- ◆ c) a constitutional institution defined in the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- ◆ d) Parliament;
- ◆ e) a provincial legislature;
- ◆ f) any other institution or category of institutions included in the definition of “organ of state” in section 239 of the Constitution and recognised by the [Minister](#) by notice in the *Government Gazette* as an institution or category of institutions to which [this Act](#) applies

.....  
 Signature  
 (of person authorised to sign on behalf of the organisation)

.....  
 Position

.....  
 Name of Bidder

.....  
 Date

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

I, the undersigned, in submitting the accompanying bid:

---

*for*  
RFQ – APPOINTMENT OF A LAND SURVEYOR FOR KYA SANDS TOWNSHIP ESTABLISHMENT IN THE CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY FOR 1 MONTH

in response to the invitation for the bid made by:

*Johannesburg Development Agency*

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of:

\_\_\_\_\_ that:  
(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraph 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation);
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or

- (f) bidding with the intention not to win the bid.
- 8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

**ANNEXURE F : DECLARATION ON STATE OF MUNICIPAL ACCOUNTS**

**A Any bid will be rejected if:**

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

**B Bid Information**

- i. Name of bidder: .....
- ii. Registration Number: .....
- iii. Municipality where business is situated: .....
- iv. Municipal account number for rates: .....
- v. Municipal account number for water and electricity: .....
- vi. Names of all directors, their ID numbers and municipal account number.
  - 1. ....
  - 2. ....
  - 3. ....
  - 4. ....
  - 5. ....
  - 6. ....
  - 7. ....

**C Documents to be attached**

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

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

.....  
.....

Signature:.....

Date:.....

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

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

**TABLE 1: LEAD: URBAN/ TOWN PLANNER**

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

**LEAD URBAN/ TOWN PLANNER**

<b>Project Name</b>	<b>Project Type (similar to scope of RFP)</b>	<b>Client Name &amp; Contact Details</b>	<b>Specific Tasks completed by yourself</b>

**TABLE 2: ARCHITIECT**

<b>Table G-1.2 : Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>Urban Designer</b>
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**

<b>Project Name</b>	<b>Relevant Project Type</b>	<b>Client Name &amp; Contact Details</b>	<b>Specific Tasks completed by yourself</b>



**TABLE 3: DEVELOPMENT ECONOMIST/ FINANCE EXPERT**

<b>Table G-1.3 : Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>Development Economist/ Finance Expert</b>
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

**DEVELOPMENT ECONOMIST/ FINANCE EXPERT**

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

**ANNEXURE H: SCHEDULE OF COMPLETED CONTRACTS**

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

The tenderer shall list below a **maximum of 5 projects of a similar nature and scale** to this project as described under item 4.17 and 4.2 herein.

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

<b>Company Authorised Representative</b>	
Authorised Representative Name	
Representative Contact Number	
Representative Contact Email	

Company Project Related Experience								
Project Name	Relevant Project Type	Project Value	Project Value (if available)	Project Start Date	Project End Date	Project Description	Client Name & Contact Details	Specific Tasks completed relevant to this Tender Proposal Terms of Reference
1.								
2.								
3.								
4.								

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

