



City of Johannesburg  
Johannesburg Development Agency

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[www.joburg.org.za](http://www.joburg.org.za)

## INVITATION TO BID

### YOU ARE HEREBY INVITED TO BID FOR CONTENT EDITING SERVICES

**ADVERT DATE:** 13 AUGUST 2024

**COMPULSORY BRIEFING MEETING DATE:** N/A

**CLOSING DATE:** 19 AUGUST 2024

**CLOSING TIME:** 12H00

**BID DESCRIPTION:** RFQ – APPOINTMENT OF A SERVICE PROVIDER FOR CONTENT EDITING OF THE 2023/24 FINANCIAL YEAR INTEGRATED ANNUAL REPORT FOR JDA - 4 MONTHS

**BID NUMBER:** JDAR/FY-AR/08/2024

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>	Risk	<b>Contact Person:</b>	Ms. Livhalani Nemaungani
<b>Tel:</b>	011 688 7800/51	<b>Fax:</b>	011 688 7899
		<b>E-mail:</b>	<a href="mailto:lnemaungani@jda.org.za">lnemaungani@jda.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 .....

SUB TOTAL BID PRICE..... excluding Value Added Tax

15% VAT.....

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

TOTAL BID PRICE in words .....

.....

..... excluding Value Added Tax/ including Value Added Tax (please circle the relevant one)

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**

**RFQ – APPOINTMENT OF A SERVICE PROVIDER FOR CONTENT EDITING OF THE 2023/24 FINANCIAL YEAR INTEGRATED ANNUAL REPORT FOR JDA - 4 MONTHS**

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**AUG 2024**

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### **TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR CONTENT EDITING, LAYOUT AND DESIGN OF THE JDA INTEGRATED ANNUAL REPORT FOR THE PERIOD 2023/24 FINANCIAL YEAR**

## 1. INTRODUCTION

The JDA was established together with other City entities through a council resolution in the early 2000. The main purpose and object of the JDA is to, inter alia, promote socio-economic growth through the development and promotion of efficient spatial environments in defined geographic areas and regenerate decaying areas of the City to enhance their ability to contribute to economic development and improve quality of life for residents on behalf of the City by conceptualising, designing, facilitating and implementing specific capital and non-capital projects and programmes.

### **Vision**

To be the leading development agency of choice within South Africa

### **Mission**

“The mission of the JDA is to plan, implement, manage and facilitate area-based developments in efficient, equitable, sustainable and innovative ways”.

## 2. OBJECTIVE OF THE INTERGRATED ANNUAL REPORT

JDA has the responsibility to inform its stakeholders about the performance of the entity against its plan for a particular financial year. Therefore, the intent of the integrated annual report is to provide public disclosure of the entity's operation and financial activities for the 2023/24 financial year. The report is issued to the shareholder and other stakeholders who mainly use it to evaluate the entity's financial performance and to make informed decisions. The annual report embodies the following: -

- Inform and educate stakeholders about the role and the mandate of JDA;
- Provide credible information about the performance of the entity against its predetermined targets;
- The annual financial statements;
- Meet all the requirements of the Integrated annual report content as prescribed by the Municipal Financial Management Act and National Treasury circular 63;
- Set precedent about the JDA's commitment in the infrastructure development and reflect the values of the entity.

## 3. SCOPE OF WORK

The scope of work comprises, but is not limited to:

- Editing and proof reading of the content; (content to be provided by JDA).
- Layout and Design of the 2023/24 Integrated Annual Report.
- Concept design, and development of the report including designs of graphs, organograms, and financial statements.
- Set-up images & illustrations.
- Take 5 high resolution photographs of 5 projects with 1 being a drone arial photograph.
- Supply 2 x USBs with editable versions of the Power Point, PDF and Word formats.

## 4. PROJECT DESIGN

RFQ – APPOINTMENT OF A SERVICE PROVIDER FOR CONTENT EDITING OF THE 2023/24 FINANCIAL YEAR INTEGRATED ANNUAL REPORT FOR JDA - 4 MONTHS

The service provider must submit a written proposal, which must address the following:

- A detailed methodology and the approach including project plan with clearly stipulated timelines and milestones
- A detailed project budget proposal inclusive of 15% vat.
- JDA will provide a part payment of thirty (30) % of the contract amount upon submission of the first draft and the balance at the end of the project.
- Proven ability to deliver the service including testimonials and references. The proposal must be accompanied by evidence of previous similar work produced and three different samples.
- The service provider is requested to provide summarized CVs of all members of the core project team, their experience in similar events as well as their roles and responsibilities.
- The project personnel should be the same throughout the process; any deviation from this should be in writing and approved by JDA.
- Apart from the total cost, a breakdown of the project costs is needed. These costs should cover all professional fees as well as other overheads such as telephone; fax costs, postal/courier, printing etc.

## 5. DURATION

The duration of the project shall be four (4) months, and first draft shall be due at the end of the first month of execution. The final draft will depend on the finalization of audit by the external Audit Team (AG).

## 6. APPOINTMENT

The services are required to be started and completed within four (4) months duration from the day of appointment.

The services required are outlined in item 2 above. This is followed by item 6 below which applicants are required to take note of.

### Notes

- 6.1 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 6.2 Disputes shall be settled in good faith between parties in an effort to resolve the dispute. If the dispute is not resolved at that meeting, the Parties will attempt to settle it by mediation.
- 6.3 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.
- 6.4 Successful tenderers will be required to sign the JDA's Standard Form Agreement and appendices.
- 6.5 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.
- 6.6 No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 6.7 No tender will be awarded to a bidder who is not registered on CSD.
- 6.8 The tender is issued out in line with the POPI ACT.
- 6.9 The tender will be evaluated in terms of the PPR of 2022.

## 7. PRICING

**Table below serves as a guide to pricing required from each bidder as follows.**

RFQ – APPOINTMENT OF A SERVICE PROVIDER FOR CONTENT EDITING OF THE 2023/24 FINANCIAL YEAR INTEGRATED ANNUAL REPORT FOR JDA - 4 MONTHS

- 7.1.1 Fees must include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.
- 7.1.2 **Tenderers must ensure that the final price on the pricing table which is a TOTAL FEE INCLUSIVE OF VAT is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services. Failing to price as required will result in the tender being disqualified.**
- 7.1.3 Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement.

**Failure to complete in full the pricing table and price as required will result in the tender being disqualified for non-compliance.**

Detailed below is information upon which fees must be based on (refer below for detailed scope of work).

## 7.2 PRICING TABLE

Table 1.

CONTENT EDITING OF THE 2023/24 FINANCIAL YEAR INTEGRATED ANNUAL REPORT		
ITEM	SHORT DESCRIPTION	AMOUNT (R) EXCL VAT
	Editing and proof reading of the content; (content to be provided by JDA)	R
	Layout and Design of the 2023/24 Integrated Annual Report.	R
	Concept design, and development of the report including designs of graphs, organograms, and financial statements.	R
	Set-up images & illustrations.	R
	Take 5 high resolution photographs of 5 projects with 1 being a drone arial photograph.	R
	Supply 2 x USBs with editable versions of the Power Point, PDF and Word formats.	R
	<b>Subtotal</b>	R
	<b>15% VAT (if VAT registered)</b>	R
	<b>TOTAL</b>	R



## 8. ASSESSMENT CRITERIA

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

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

### 8.1 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 4 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);

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

### 8.2 Technical

The technical assessment is based on the criteria set out below namely:

- (i) Key returnable documents,
- (ii) Skills and capability of the proposed key team members (i.e. experience, qualifications),
- (iii) Company experience and reference letters and
- (iv) Methodology.

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 70 points, 70% (out of 100 maximum points score able)

Variables	Total Points	Criteria	Description of criteria	Points
(i) <b>KEY RETURNABLE DOCUMENTS</b>	N/A	Valid BBEE status level certificate	Key returnable documents indicated are to be submitted as required	N/A
		Company registration documents		N/A
		CTS letter from SARS		N/A
		Current municipal rates account / affidavit	Complete in full Annexure A - H	N/A
		Certified copies of identity documents		N/A
		Annexure A – H completed in full and signed		N/A
Variables	Total Points	Criteria	Description of Criteria	Points
(ii) <b>SKILLS AND CAPACITY</b>	45 points	<b>1. Project Manager Experience</b> (Bidders to submit a detailed CV with certified qualifications and experience related to project management) <ul style="list-style-type: none"> <li>a) Less than 1 years = 0 points</li> <li>b) 1 year = 5 points</li> <li>c) 2– 3 years = 10 points</li> <li>d) 3 years and above = 15 points</li> </ul>	Submit a detailed CV of your key personnel accompanied by certified relevant academic qualifications in order to score points (Project Manager, Graphic designer, Chief Editor) 45	15
		<b>2. Graphic Designer Experience</b> (Bidders to submit CV with certified qualifications and experience related to graphic designing): <ul style="list-style-type: none"> <li>a) Less than 1 years = 0 points</li> <li>b) 1 year = 5 points</li> <li>c) 2– 3 years = 10 points</li> <li>d) 3 years and above = 15 points</li> </ul>		15
		<b>3.Chief Editor Experience</b> (Bidders to submit CV with certified qualifications and experience related to writing and editing): <ul style="list-style-type: none"> <li>a) Less than 1 years = 0 points</li> <li>b) 1 year = 5 points</li> <li>c) 2– 3 years = 10 points</li> <li>d) 3 years and above = 15 points</li> </ul>		15
Variables	Total Points	Criteria	Description of Criteria	Points
(iii) <b>COMPANY EXPERIENCE and REFERENCE LETTERS – within last 5 years</b>	30 points	<ul style="list-style-type: none"> <li>a) no signed reference letters = 0 Points</li> <li>b) 1 signed reference letters and report = 10 points</li> <li>c) 2 signed reference letters and reports = 20 points</li> <li>d) 3 or more signed reference letters and reports = 30 points</li> </ul>	List on annexure D and H the company experience supported by submitted reference or testimonial letters (on a client's letter head, indicating the project description, duration, value and must be signed or stamped for each relevant project together with the actual reports	30

			compiled within the last 5 years (30) – failure to provide the required  information – zero points will be scored	
<b>Variables</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of Criteria</b>	<b>Points</b>
<b>(iv)</b> <b>METHODOLOGY</b>	25 points	<b>Understanding of Project Scope = 10 points</b>	Demonstration of clear understanding of project objectives, scope, deliverables and timeframes (10).	10
		<b>Project implementation schedule (Activity, task and sub-task wise) = 5 points</b>	clear project plan with activities and timelines (5)	5
		<b>Project implementation Risks and Risk Management proposal = 10 points</b>	Adequacy of understanding of project risks and appropriateness of proposed mitigation measures (10)	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.

### 8.3 Price and Empowerment

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

The Preference Point System will be applied as follows:

- For tenders up to R50 million
  - 80 points are assigned to price
  - Up to 20 points are assigned to BBBEE status per the table under item 5.3.1
- Points scored will be rounded off to the nearest 2 decimal places

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

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

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

Awards up to 50mil (VAT Inclusive)

The specific goals allocated points in terms of this RFP	Number of points Allocated (80/20 system) (To be completed by the organ of state)	Evidence
Business owned by 51% or more – Black People	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>
Total Points	20	<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.

## 10. 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 (e.g. 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 (e.g. 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.

Over and above the number of projects and values, bidders will be further evaluated on commercial risks which will include but not limited to the following: poor performance on previous projects, available resources for the projects, unduly high or unduly low tendered offers, significant arithmetical errors and omissions in the pricing table.

The above may impact the outcome of the evaluation.

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

Shortlisted bidders may be requested to attend interviews should there be a need for clarity

Bidders are to note that JDA does not bind itself to accept the lowest priced bid

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

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

**“RFQ – APPOINTMENT OF A SERVICE PROVIDER FOR CONTENT EDITING OF THE 2023/24 FINANCIAL YEAR INTEGRATED ANNUAL REPORT FOR JDA-3 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 19 August 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.

The tender offer validity period for this tender is 90 days.

Queries can be addressed in writing to:

Ms. Livhalani Nemaungani

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

**ANNEXURE A : BUSINESS DECLARATION**

**RFQ Number** : .....

**RFQ 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 2021 to 30 June 2024 (excl. VAT):

R ..... Year .....

R ..... Year .....

R ..... Year .....

R ..... Year .....

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

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	PROJECT VALUE	ESTIMATED FEES	EXPECTED COMPLETION ( MONTH & YEAR)

10. Banking details

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

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

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

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

**BANK** : .....

**BRANCH** : .....

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

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

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

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

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

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



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

SIGNATURE : .....

NAME IN FULL : .....

CAPACITY : .....

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

DATE : .....

**ANNEXURE B : DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state\* .
  
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
  
3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 3.1 Full Name: .....
  - 3.2 Identity Number: .....
  - 3.3 Position occupied in the company (director, trustees, shareholder\*\*) .....
  - 3.4 Company Registration Number: .....
  - 3.5 Tax Reference Number: .....
  - 3.6 VAT Registration Number: .....
  - 3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.
  - 3.8 Are you presently in the service of the state\* **YES / NO**  
If yes, furnish particulars  
.....  
.....
  - 3.9 Have you been in the service of the state for the past twelve months? **YES / NO**  
If yes, furnish particulars  
.....  
.....
  - 3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid? **YES / NO**  
If yes, furnish particulars  
.....  
.....

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

If yes, furnish particulars

.....  
 .....

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

If yes, furnish particulars

.....  
 .....

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

If yes, furnish particulars

.....  
 .....

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

If yes, furnish particulars

.....  
 .....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

**CERTIFICATION**

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

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

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

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

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? <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)

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

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

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

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 SERVICE PROVIDER FOR CONTENT EDITING OF THE 2023/24 FINANCIAL YEAR INTEGRATED ANNUAL REPORT FOR JDA-3 MONTHS”**

in response to the invitation for the bid made by:

*Johannesburg Development Agency*

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

I certify, on behalf of:

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

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

**RFQ – APPOINTMENT OF A SERVICE PROVIDER FOR CONTENT EDITING OF THE 2023/24 FINANCIAL YEAR INTEGRATED ANNUAL REPORT FOR JDA - 4 MONTHS**

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.

**TABLE 1: PROJECT MANAGER**

<b>Table G-1.1 : Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>PROJECT MANAGER</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	

**PROJECT MANAGER**

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

**TABLE 2: GRAPHIC DESIGNER**

<b>Table G-1.2 : Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>GRAPHIC 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	

**GRAPHIC DESIGNER**

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

**TABLE 3: CHIEF EDITOR**

<b>Table G-1.3 : Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>CHIEF EDITOR</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	



**CHIEF EDITOR**

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

POPI ACT

**Form B14: CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)**

This section sets out how personal information will be collected, used and protected by Johannesburg Development Agency hereinafter referred to as “JDA”, as required by the Protection of Personal Information Act. The use of the words “the individual” for the purposes of this document shall be a reference to any individual (bidder) communicating with JDA and/or concluding any agreement, registration or application, with the inclusion of each of those individuals referred to or included in terms of such agreement, registration or application.

**1. What is personal information?**

The personal information that JDA requires relate to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, personal and work email and contact details.

**2. What is the purpose of the collection, use and disclosure (the processing) of personal information?**

JDA is legally obligated to collect, use and disclose personal information for the purposes of:

- reporting initiatives to the City of Johannesburg Municipality;
- reporting to National Treasury all contracts awarded;
- obtaining information related to Tax Compliance information from SARS;
- verifying information on the National Treasury database of defaulters;
- evaluating and processing applications for registration on the database;
- compiling statistics and other reports;
- providing personalised communications;
- complying with the law; and/or
- for a purpose that is ancillary to the above and as may be directed by our POPI manual/Policy. Personal information will not be processed for a purpose other than what is identified (the purpose) above without obtaining consent beforehand.

**3. How will JDA process personal information?**

JDA will only collect personal information for the purpose as stated above and for such specific purpose. Information will be collected in the following manner:

- directly from the individual;
- from service providers who provided with services or goods to JDA;
- from JDA’s own records relating to previous supply of services or goods; and/or
- from a relevant public or equivalent entity.

**4. To whom will personal information be disclosed?**

JDA

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information, service providers such as professional bodies who operate across the borders of this country (transborder flow of information) where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for. In the event of another party/ies acquiring all of or a portion of JDA's mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of this policy and the law.

## 5. Consent and Permission to process personal information:

I hereby agree with the policy and provide authorisation to JDA to process the personal information provided for the purpose stated:

- I understand that withholding of or failure to disclose personal information will result in JDA being unable to perform its functions and/or any services or benefits I may require from JDA.
- Where I shared personal information of individuals other than myself with JDA, I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in terms of this personal information policy and I warrant that I am authorised to give this consent on their behalf.
- To this end, I indemnify and hold JDA not responsible in respect of any claims by any other person on whose behalf I have consented, against JDA should they claim that I was not so authorised.
- I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
- I will not hold JDA responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

## 6. Rights regarding the processing of personal information:

- The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide JDA with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if JDA agrees to same in writing. JDA specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits.
- In order to withdraw consent, please contact the JDA Information Officer/SCM
- A copy of the full JDA policy is available.
- Individuals are encouraged to ensure that where personal information has changed in any respect to notify JDA so that our records may be updated. JDA will largely rely on the individual to ensure that personal information is correct and accurate.

The individual has the right to access their personal information that JDA may have in its possession and are entitled to request the identity of which third parties have received and/or processed

JDA

personal information for the purpose. Please note however, that any request in this regard may be declined if:

- the information comes under legal privilege in the course of litigation,
- the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
- giving access may cause a third party to refuse to provide similar information to JDA,
- the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
- the information as it is disclosed may result in the disclosure of another person's information,
- the information contains an opinion about another person and that person has not consented, and/or
- the disclosure is prohibited by law.

**7. Queries relating to breach of personal information:**

- Please submit queries relating to the breach of personal information to the JDA's information officer and SCM in writing as soon as the breach is discovered.

Bidder Signature:	Date:
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