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### INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR THE PROVISION OF INTEGRATED WEB MANAGEMENT, SOCIAL MEDIA AND DIGITAL SERVICES FOR THE JDA FOR 36 MONTHS**

**ADVERT DATE:** 19 SEPTEMBER 2024

**COMPULSORY BRIEFING DATE:** 23 SEPTEMBER 2024

**TIME:** 10H00 – 11H00

**VENUE:** THE AUDITORIUM AT NO. 3 HELLEN JOSEPH STREET, THE BUS FACTORY, NEWTOWN. JOHANNESBURG, 2000

**CLOSING DATE:** 21 OCTOBER 2024

**CLOSING TIME:** 12H00

**BID DESCRIPTION:** RFP: PROVISION OF INTEGRATED WEB MANAGEMENT, SOCIAL MEDIA AND DIGITAL SERVICES FOR THE JDA FOR 36 MONTHS

**BID NUMBER:** JDAMKT/ WEB MANAGEMENT /09/2024

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:  
Offices of the Johannesburg Development Agency, 3 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 Siyambonga Gcobo
<b>Tel:</b>	011 688 7811	<b>Fax:</b> 011 688 7800	<b>E-mail:</b> <a href="mailto:sgcobo@jda.org.za">sgcobo@jda.org.za</a>

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

<b>Department:</b>	Marketing & Communications	<b>Contact Person:</b>	Ms. Mpho Motsepe
<b>Tel:</b>	011 688 7865	<b>Fax:</b> 011 688 7800	<b>E-mail:</b> <a href="mailto:mmotsepe@jda.org.za">mmotsepe@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 .....

VAT REGISTRATION NUMBER.....

CSD SUPPLIER NUMBER.....

COMPANY REGISTRATION NUMBER .....

TAX VERIFICATION PIN.....

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

15% VAT      R.....

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

TOTAL BID PRICE in words.....

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

SIGNATURE OF BIDDER .....

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

DATE.....

**To all stakeholders****RE: The channels of reporting fraudulent and Corrupt Activities**

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

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

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

The city's decision was made 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
- Walk-in: 48 Ameshhof Street, SAPPI Building, East Wing, investigation service  
5<sup>th</sup> Floor
- Social Media Pages: Facebook (Group Forensic and investigation GFIS) and Twitter (@cojgfris)
- Management Request and referrals: Various Departments and Entities



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

## **SUPPLIERS DATABASE REGISTRATION**

National Treasury launched the National Central Supplier Database (NCSD) with effect from 1 September 2015.

This will enable prospective suppliers to register their companies on the following website [www.csd.gov.za](http://www.csd.gov.za)

### **Transitional Period (1 September 2015 to 30 June 2016)**

1. During the transitional period suppliers are requested to register on the website where all their essential information such as Tax Clearance Certificates, VAT, Company Registration Numbers and CIPC business status will be verified.
2. When conducting business with the JDA, you will be requested to provide us with the following:
  - Supplier Number and;
  - Supplier Registration Security Code so we can print your real-time information;
  - Banking details with bank Stamp and;
  - Certified BBBEE Certificate.

Once a supplier has registered on NCSD, it will no longer be a requirement to provide the JDA with an Original Tax Clearance Certificate or any other registration documents.

### **After Transitional Period 1 July 2016**

Effective 1 July 2016, the JDA will only award business to suppliers who are registered on NCSD and suppliers will no longer be required to provide information as stipulated above.

### **For more registration information, please:**

Mr. Siyambonga Gcobo on 011 688 7811

**REQUEST FOR PROPOSAL TO PROVIDE INTEGRATED WEB MANAGEMENT, SOCIAL MEDIA AND DIGITAL SERVICES FOR JDA FOR 36 MONTHS**

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**SEPTEMBER 2024**

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- D: Particulars of Contracts Awarded by an Organ of State
- E: MBD9 Certificate of Independent Bid Determination
- F: Declaration on the state of the municipal account
- G: Organogram
- H: POPI Act

**COPY OF ADVERT**

**TENDERING PROCEDURES**

**Tender Notice and Invitation to Tender**

**BID DESCRIPTION:** RFP: PROVISION OF INTEGRATED WEB MANAGEMENT, SOCIAL MEDIA AND DIGITAL SERVICES FOR THE JDA FOR 36 MONTHS

**BID NUMBER:** JDAMKT/ WEB MANAGEMENT /09/2024

The Johannesburg Development Agency invites credible and experienced companies. Experienced companies are hereby invited to for the Integrated Web Management, Social Media and Digital Services for JDA. The implementation of this project will take place for 36 months.

Queries relating to the issue of these documents and procurement may be addressed to Mr. Siyambonga Gcobo at Tel: (011) 688 7811; fax (011) 688 7899; or e-mail: [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za)

Technical queries or queries relating to the project may be addressed to Ms. Mpho Motsepe at (011) 688 7865; fax: (011) 688 7899; or e-mail: [mmotsepe@jda.org.za](mailto:mmotsepe@jda.org.za)

Documents may be downloaded from the JDA's website as follows: [www.jda.org.za](http://www.jda.org.za) as well as on [www.etenders.gov.za](http://www.etenders.gov.za) from **19 September 2024**. Tenders must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

A Compulsory Clarification Meeting with representatives of the Employer will take place physically at the premises of Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown **on the 23 of September 2024 starting at 10h00 – 11h00**.

**The closing date and time for receipt of tenders is 12h00 on the 21<sup>TH</sup> of October 2024.**

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

**Tenders must only be submitted on the tender documentation that is issued. The retyping of the tender document is not permitted.** Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data.

The physical address for the delivery of tender documents is Johannesburg Development Agency, Ground Floor Reception Area, The Bus Factory, 3 Helen Joseph Street (formerly President Street), Newtown 2000.

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

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

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

## 1. INTRODUCTION

To increase awareness of the JDA's development projects and create awareness in respect of the JDA's mandate around area-based development initiatives, the JDA is calling for suitably qualifying companies to submit proposals that will be evaluated for Functionality, Pricing and Preferential Specific Goals for the provision of Integrated Web Management, Social Media and Digital Services for the JDA for a period of 36 months.

## 2. PROJECT INFORMATION & BACKGROUND

The Johannesburg Development Agency (JDA) is an area-based development agency, with a social, economic and environmental mandate to develop resilient, sustainable and liveable urban areas in identified transit nodes and corridors. In its 23 years of operation, JDA has implemented over 1300 projects across all administrative regions and have been responsible for spearheading and delivering the City of Johannesburg's strategic projects which each project emphasising the renovation, innovation and re-imagination of the city's-built environment and urban communities.

### 2.1 PROJECT OBJECTIVES

The primary objectives that should inform the services as specified in this RFP are to:

- 2.1.1 Promote JDA's contribution to area-based economic development in the City through optimised access to the website;
- 2.1.2 Increase stakeholder awareness, knowledge and understanding of the JDA's activities and projects;
- 2.1.3 Highlight stories of interest about the JDA as an delivery agent of the City of Johannesburg.
- 2.1.4 To build the JDA reputation and position the agency as the primary implementing agent of the City of Johannesburg, supporting the city's urban growth and regeneration, using the website and digital channels/platforms.



### 3. APPOINTMENT

The services required are outlined in item 3.1 below. The appointment will be over a 36 month period. Specific timelines, milestones, key performance areas & performance indicators and delivery dates will be finalised with the successful bidder. This is followed by item 3.2 which applicants are required to take note of.

#### 3.1 INTEGRATED WEB MANAGEMENT, SOCIAL MEDIA AND DIGITAL SERVICES:

##### 3.1.1 Webmaster & Web Maintenance Services:

- Roll out regular updates, security monitoring, backups, performance optimization, and support of the website.

##### 3.1.2 Database Management Log Report:

- Provide a report showing database changes.

##### 3.1.3 Ad-Hoc Content Updates:

- Offer support for quick updates within a 24-hour timeframe, ensuring accurate execution per briefs.

##### 3.1.4 Analytics Reporting:

- Generate reports on page impressions, page views, unique visitors, and demographics using Google Analytics.
- Monthly statistical information showcasing website performance.

##### 3.1.5 Content Management:

- Upload tenders, RQFs, quarterly and annual reports, media releases, vacancies, videos, while ensuring content quality through editing.
- Regularly update information and manage layout for continuous website improvement.

##### 3.1.6 Legal Compliance and Social Media Integration:

- Incorporate a PAIA - compliant disclaimer.
- Provide easy sharing of website content on social media platforms.
- Create an email portal linked to marketing personnel accounts.

##### 3.1.7 Photo Gallery, Stock photography and Database Management:

- Maintain the website's photo gallery and visual libraries.
- Ensure weekly updates on the landing page with new photos.
- Supply the JDA's Marketing Department with five (5) stock images of the Johannesburg Skyline.

### **3.1.8 Cross - Media Integration and SEO:**

- Integrate information across electronic media and related websites.
- Develop mobile application software for enhanced accessibility.
- Implement proactive Search Engine Optimization (SEO) strategies.

### **3.1.9 IT Support and Backup:**

- Provide monthly website backups to the JDA IT department.

### **3.2.1 RFP Management:**

- Allow downloading of Request for Proposals by bidders and facilitate bidder registration.

### **3.2.2 Reporting and Meetings:**

- Regular submission of reports and monthly meetings to track progress.

### **3.2.3 Social Media Management and Paid Advertising:**

- Integrate paid advertising, which will allow the boosting and promotion of online campaigns on the JDA's social media accounts (Facebook, Instagram and X) on an as and when required basis.
- Provide a Social Media Listening Tool to monitor and analyse social media profiles for community mentions, feedback; direct mentions of your brand; and any conversations with relevant keywords, topics, competitors, or industries.
- Verify all of the JDA's social media accounts (Facebook, X, LinkedIn and Instagram).

## **4. SCOPE OF WORK**

### **4.1 Provide Integrated Web Management, Social Media and Digital Services for the JDA.**

#### **4.1.1 Webmaster Services**

- Act as the primary contact for website-related queries, updates, and maintenance.
- Manage day-to-day site operations, including content updates, user management, and technical support.
- Ensure website security, performance optimization, and SEO best practices implementation.
- Collaborate with stakeholders and vendors to address issues and improve the website.

#### **4.1.2 Multimedia Services**

- Create engaging multimedia content like videos, animations, infographics, etc.
- Seamlessly integrate multimedia into the website design for enhanced user experience.
- Ensure multimedia content aligns with the website strategy and messaging.
- Regularly update and maintain multimedia assets to keep them relevant.

#### 4.1.3 Content and Design Services

- Develop visually appealing designs that reflect JDA's brand identity.
- Implement responsive design principles for cross-device functionality.
- Conduct design reviews and updates to maintain visual appeal and industry standards.
- Supply the JDA's Marketing Department with five (5) stock images of the Johannesburg Skyline.

#### 4.1.4 Newsletter Production

- Create engaging newsletters with updates, announcements, and project highlights.
- Design visually appealing and readable newsletter templates.
- Curate and manage newsletter content for accuracy and engagement.
- Distribute newsletters to stakeholders and track engagement metrics.

#### 4.1.5 Hosting Services

- Provide secure and reliable hosting services for the JDA website.
- Implement failover hosting for minimal downtime during server issues.
- Ensure data security and integrity through regular backups.
- Collaborate with the IT team to address hosting-related issues promptly.

#### 4.1.6 Social Media Services

- Posting, boosting, and promoting online campaigns on social media accounts (Facebook, Instagram and X).
- Compile comprehensive reports on paid advertising social media.
- Provide a Social Media Listening Tool to monitor and analyse social media profiles for community mentions, feedback; direct mentions of your brand; and any conversations with relevant keywords, topics, competitors, or industries.
- Verify all of the JDA's social media accounts (Facebook, X, LinkedIn and Instagram).

### 5. REPORTING AND FREQUENCY

- i. The service provider(s) will be required to submit monthly reports to the Marketing and Communications department, as and when required, or when certain significant issues are identified and require immediate escalation; alternatively, at the intervals that shall be agreed to between the two parties.
- ii. Nature of reports to be submitted: detailed reports shall be agreed to initially, and on an on-going basis to ensure that the reporting enables the right and timeous decision making and therefore implementation of strategies as appropriate.
- iii. A written report to the Senior Manager: Marketing and Communications on the results of the project will be required, on a monthly basis for the duration of the contract which reports should cover the objectives and scope as highlighted above; as well as the agreed milestones.

**5.1 Notes**

- 5.4.1 **Appointments for subsequent financial years will be dependent on performance and budget availability. New contracts will be issued at the commencement of each new financial year. The deliverables and their due dates for future phases will be confirmed prior to signing of the new contracts.**
- 5.4.2 Packaged proposals to render more than one service will **NOT** be accepted.
- 5.4.3 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 5.4.4 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.
- 5.4.5 Tenderers must note that they will be required as and when necessary to attend presentations to JDA, COJ, and stakeholders.
- 5.4.6 Tenderers must also note that revisions to the documents may be required following feedback received from relevant stakeholders and / or approving structures which may necessitate some rework, additional presentations, and meetings. This needs to be taken into consideration in the tenderer’s fee proposal.
- 5.4.7. That the tender is issued out inline with the POPI Act.
- 5.4.8. That the tender will evaluate in line with PPR 2022.

**6. PRICING**

Detailed below is information upon which fees must be based for the project (**refer to item 3 above for detailed scope of work**). This is followed by **item number 4.2 which ALL applicants are required to take careful note of.**

NO.	Item	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Total Amount
1.	Webmaster, hosting and maintenance	Act as the primary contact for website-related queries, updates, and maintenance.  Manage day-to-day site operations, including content updates, user management, and technical support.	Act as the primary contact for website-related queries, updates, and maintenance.  Manage day-to-day site operations, including content updates, user management, and technical support.	Act as the primary contact for website-related queries, updates, and maintenance.  Manage day-to-day site operations, including content updates, user management, and technical support.	R

NO.	Item	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Total Amount
		Ensure website security, performance optimization, and SEO best practices implementation.  Collaborate with stakeholders and vendors to address issues and improve the website.	Ensure website security, performance optimization, and SEO best practices implementation.  Collaborate with stakeholders and vendors to address issues and improve the website.	Ensure website security, performance optimization, and SEO best practices implementation.  Collaborate with stakeholders and vendors to address issues and improve the website.	
2	Social Media Services and paid advertising  (Paid promotion of two ad campaigns per month over 36 months)  Provide a Social Media Listening Tool  (Once off verification of social media pages in Year 1)	Facebook ads: a) Metric - Post and boost adverts on CoJ Facebook to reach 5000 (five thousand) people / accounts in Johannesburg per campaign. b) Report showing boosted posts and their performance.  (X) Twitter ads: a) Metric (CPM) - Post and promote adverts on CoJ Twitter to reach 5000 (five thousand) people / accounts in Johannesburg per campaign. b) Report showing promoted posts and their performance.  Instagram ads: a) Metric - Post and boost adverts on CoJ Instagram to reach 5000 (five thousand) people /	Facebook ads: a) Metric - Post and boost adverts on CoJ Facebook to reach 5000 (five thousand) people / accounts in Johannesburg per campaign. b) Report showing boosted posts and their performance.  (X) Twitter ads: a) Metric (CPM) - Post and promote adverts on CoJ Twitter to reach 5000 (five thousand) people / accounts in Johannesburg per campaign. b) Report showing promoted posts and their performance.  Instagram ads: a) Metric - Post and boost adverts on CoJ Instagram to reach 5000 (five	Facebook ads: a) Metric - Post and boost adverts on CoJ Facebook to reach 5000 (five thousand) people / accounts in Johannesburg per campaign. b) Report showing boosted posts and their performance.  (X) Twitter ads: a) Metric (CPM) - Post and promote adverts on CoJ Twitter to reach 5000 (five thousand) people / accounts in Johannesburg per campaign. b) Report showing promoted posts and their performance.  Instagram ads: a) Metric - Post and boost	R

NO.	Item	Year 1 2024/25	Year 2 2025/26	Year 3 2026/27	Total Amount
		accounts in Johannesburg per campaign.  b) Report showing boosted posts and their performance.	thousand) people / accounts in Johannesburg per campaign.  b) Report showing boosted posts and their performance.	advert on CoJ Instagram to reach 5000 (five thousand) people / accounts in Johannesburg per campaign.  b) Report showing boosted posts and their performance.	
3	Digital services for Content, Graphic Design and Newsletter	Create 12 engaging newsletters  Provide 20 stock images of the Johannesburg Skyline  Create 12 engaging multimedia content like videos, animations, infographics, etc.	Create 12 engaging newsletters  Provide 20 stock images of the Johannesburg Skyline  Create 12 engaging multimedia content like videos, animations, infographics, etc.	Create 12 engaging newsletters  Provide 20 stock images of the Johannesburg Skyline  Create 12 engaging multimedia content like videos, animations, infographics, etc.	R
<b>Sub Total Amount (excluding VAT)</b>					R
<b>15% VAT</b>					R
<b>Total Amount (including VAT)</b>					R

**THE TOTAL AMOUNT MUST BE CARRIED OVER TO THE 'OFFER PAGE'. TENDERERS ARE TO REPLICATE THE ABOVE TABLE AND SUBMIT AS PART OF THEIR FEE PROPOSAL. TENDERERS WHO FAIL TO PROVIDE THE PRICE BREAKDOWN INFORMATION AS INDICATED ABOVE WILL BE CONSIDERED AS NON-COMPLIANT AND WILL BE DISQUALIFIED.**

**7. Notes**

**7.1 Tenderers must ensure that the final TOTAL FEE (EXCLUSIVE OF VAT) is correctly carried over 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.**

7.2 Fees **must** include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.

7.3 It is the responsibility of the bidder to ensure that they have a local office within the geographical area of City of Johannesburg as the JDA will not be responsible for accommodation and travelling costs.

## 8. PROPOSAL CONTENT

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

The following minimum documentation must be provided:

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

**8.2 Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 4 above and to ensure that the final TOTAL FEE (EXCLUDING VAT) IS CORRECTLY TRANSFERRED TO THE "OFFER" PAGE. Any bidder who fails to do so will be disqualified.**

**8.3** 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.**

**8.4** Company registration documents.

**8.5** 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.

**8.6** 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.

**8.7** Audited financial statements for the past three years.

- 8.8 Details of directors / partners / members and shareholders with certified copies of their identity documents.
- 8.9 The bidding entity's certificates of membership/s to industry bodies.
- 8.10 A detailed approach and methodology statement wherein the approach to be followed in each stage of the project is outlined with clear identification of the deliverables in each stage. This section should show the tenderer's understanding of the process and input required towards the completion of the required services.
- 8.11 The forms A to G annexed, must be scrutinized, completed in full and submitted together with your quotation.
- 8.12 A corporate brochure alternatively a brief summary of the entity's background.
- 8.13 Provide information on the individuals who will be assigned to **this project (NOT the entire company)**. The following **must** be addressed:
- organogram
  - role/s and responsibility/ies on this project
  - relevant qualifications and attach proof hereof
  - number of years of relevant experience in the industry **and** in the proposed role
  - detailed CV's for each member of the team noting their specific relevant project experience [**project description, role and responsibilities, project value**]
  - individual memberships to professional associations and attach proof hereof
- 8.14 A schedule of completed contracts of a **similar** nature to this project i.e.. webmaster, web design and hosting services. The following details **must** be included on the schedule:
- Description of the project
  - Service rendered
  - Name of employer / client and their representative's contact details
  - Cost of the project/services
  - Fee obtained for services
  - Date of completion
  - Letter of reference on the client's letterhead or with the client's company stamp that confirms project scope of work, service rendered and project value.
- 8.15 Tenderers are to submit 2 copies of their proposal (1 original plus 1 copy).

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 5 WILL RESULT IN TENDERERS BEEN DISQUALIFIED FOR NON-COMPLIANCE OR NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.**

**Note for consortium and joint ventures**

- **EACH** party to a consortium and joint venture is to submit the requisite documents and / or information as requested in item 8.
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.



- A lead consultant is to be appointed and noted in the submission.
- 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.**

## 9. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

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

### 9.1 Compliance

Bidder's will be disqualified for:

- 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 or e-mailed;
- 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 herein;
- Bidders who did not comply with any other requirement as set out in the tender specifications;
- Bidders who failed to attend the compulsory tender briefing session;
- Bidders who have any directors in the employment of the state.
- Bidders who are not registered with the National Central Supplier Database.
- Bidders whose company director owes municipality rates and taxes.
- Bidders whose tax matters are not in order with SARS.

### 9.2 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 per Item 8.13 above),
- (iii) The experience of the company and the contactable reference letters (i.e. Webmaster, web design and hosting per item 8.14 above). Tenderers will have to submit compliant documents in order to score points in the technical evaluation in order to be considered further in the evaluation process.

Total points 164 Minimum points required 98 which is 60%

VARIABLE	Total Points	Criteria	Description of Criteria	Points
<b>(i) KEY RETURNABLE DOCUMENTS</b>	12	Original/Certified BB-BEE Certified	Points will only be allocated for key returnable documents submitted	NA
		Company registration documents		NA
		Current municipal account		NA
		3 Years of audited financial statements		NA
		Certified copies of directors / partners identity documents		NA
		Forms A to G completed in full and signed		14
VARIABLE	Total Points	Criteria	Description of criteria	Points
<b>(ii) CAPABILITY</b>  Proposed team needs to show experience in the relevant field and also complete the organogram to on annexure G	100	<b>Web developer</b> must have a minimum of 5 - 8 years of related work experience. Provide a detailed CV supported with valid relevant academic qualifications (Honours; Degree and a National Diploma)	<b>This item is all or nothing.</b>  Points will only be allocated for proposed team members with the relevant experience  <b>If <u>any</u> of the following information is not provided, zero points will be awarded :</b>  • CV's provided must be as per the resources recorded on the organogram • CV's must clearly show experience	50
		<b>Multimedia / Graphic designer</b> must have a minimum 3 -5 years of related work experience. Provide a detailed CV supported with valid relevant academic qualifications (Honours, Degree, National Diploma, Certificate)		30
		<b>Webmaster</b> must have a minimum 3 - 5 years of related work experience. Provide a detailed CV supported with valid relevant academic qualifications (Honours, Degree, National Diploma, Certificate)		20

VARIABLE	Total Points	Criteria	Description of criteria	Points
			<p>relevant to the project</p> <ul style="list-style-type: none"> <li>• CV's must clearly show the role executed by the resource on said projects</li> <li>• CV's must clearly show the values of said building projects</li> <li>• Certified academic qualifications.</li> </ul>	
VARIABLE	Total Points	Criteria	Description of criteria	Points
<p>(iii)</p> <p><b>COMPANY EXPERIENCE AND CONTACTABLE REFERENCE LETTER</b></p> <p>List Company Experience and Track record on Web management, Social media, Digital and Web hosting projects on annexure D accompanied by relevant signed contactable reference letters</p>	50	Five or more projects completed together with their respective satisfactory detailed and signed reference letters	<p><b>This item is all or nothing.</b></p> <p>Points will only be allocated for Web management , Social Media , Digital and Webhosting related projects as listed in the schedule requested in item 3 and 4</p> <p>Project information contained elsewhere in the tender submission will <b>not</b> be considered.</p> <p>References <b>must</b> be on the client's letterhead, signed by the client and <b>must</b> confirm the project description, duration of the project and value of the project in order to obtain the points.</p>	50

VARIABLE	Total Points	Criteria	Description of criteria	Points
		Three to four projects completed together with their respective satisfactory detailed and signed reference letters		40
		One to two projects completed together with their respective satisfactory detailed and signed reference letters		20

## 10. 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> </ul>

		<ul style="list-style-type: none"> <li>• Company Registration Certification</li> <li>• CSD report</li> </ul>
Business owned by 51% or more – Black Women	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>
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>
Business owned by 51% or more Black Youth	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>

## 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 (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.

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:

**“RFP: PROVISION OF INTEGRATED WEB MANAGEMENT, SOCIAL MEDIA AND DIGITAL SERVICES FOR THE JDA FOR 36 MONTHS”** must be written / typed clearly on the envelope.

The envelope must be deposited in the tender box at the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street, Newtown** only between the hours of 08H00 and 17H00.

**The Tender closing date and time: 21 October 2024 at 12H00pm.**

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

**NO LATE / EMAILED / 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 an opportunity to query the award within 14 calendar days after regret letters have been issued to the unsuccessful bidder(s)

Tender validity is 120 days.

Queries can be addressed in writing to:

Mpho Motsepe

E-mail : [mmotsepe@jda.org.za](mailto:mmotsepe@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 was the enterprise’s annual turnover for the last two financial years and what is the estimated turnover of current commitments from (excl. VAT):

R ..... Year 2021/22

R ..... Year 2022/23

R ..... Year 2023/24

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

CONTRACT DESCRIPTION	LOCATIO N	CLIENT	PROJECT VALUE	ESTIMATE D FEES	EXPECTED COMPLETIO N ( 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** : .....

*Please include letter from bank confirming banking details.*

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. wilfully 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:		
	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			
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"/>
4.5.1	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)

CLIENT	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

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

CLIENT	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);

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- ◆ 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:

**“RFP: PROVISION OF INTEGRATED WEB MANAGEMENT, SOCIAL MEDIA AND DIGITAL SERVICES FOR THE JDA FOR 36 MONTHS”**

in response to the invitation for the bid made by:

*Johannesburg Development Agency*

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

I certify, on behalf of:

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

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

- (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**

<b>Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>Web developer</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	

<b>Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>Multimedia / 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	

<b>Key Resource Information</b>	
<b>Resource Information</b>	
<b>Designation:</b>	<b>Webmaster</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	



**ANNEXURE H: 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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