

OFFER PAGE

**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

SIGNATURE OF BIDDER

CAPACITY UNDER WHICH THIS BID IS SIGNED

To all our stakeholder

RE: The channels of reporting fraudulent and Corrupt Activities

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

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

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

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

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

- Toll free number.....0800 002 587
- Toll free Fax0800 007 788
- SMS (charged @ R1.50)..... 32840
- Email Address..... anticorruption@tip-offs.com
- Web site www.tip-off.com
- Free post..... Free post, KNZ 138, Umhlanga, 4320



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

ARTWORK SUBMISSION

A Personal Information	
ARTISTS NAME & SURNAME (Also maiden name or artists name if applicable)	
ARTISTS REPRESENTATIVE NAME & SURNAME (if applicable	
ARTIST CONTACT (mobile)	
ARTIST EMAIL	
ARTISTS DATE OF BIRTH	
SOCIAL MEDIA OR ONLINE PLATFORMS (OPTIONAL)	
PLACE OF BIRTH (City & region)	
ADDRESS	
ARTIST BIOGRAPHY (Artists to attach a cv)	
ARTIST STATEMENT (250 words)	

B. ARTWORK DETAILS

1		
ARTWORK IMAGE		
	ARTWORK TITLE:	
	ARTWORK DATE:	
	MEDIUM:	
	SIZE:	
	SIZE FRAMED (if applicable):	
	PRICE:	
ARTWORK DESCRIPTION:		
2		
ARTWORK IMAGE		
	ARTWORK TITLE:	
	ARTWORK DATE:	
	MEDIUM:	
	SIZE:	
	SIZE FRAMED (if applicable):	
	PRICE:	
ARTWORK DESCRIPTION:		

ARTWORK DESCRIPTION:

5

ARTWORK IMAGE

	ARTWORK TITLE:
	ARTWORK DATE:
	MEDIUM:
	SIZE:
	SIZE FRAMED (if applicable):
	PRICE:

ARTWORK DESCRIPTION:

C . Include two references who can supply more information:

Name	Email	Contact number

D . Central Supplier Database Registration		Registered Name/ Company:	If yes (MAAA Number)
NO:	<input type="radio"/>		
YES:	<input type="radio"/>		
PENDING:	<input type="radio"/>		

TABLE OF CONTENT

1. INTRODUCTION	9
2. PURPOSE OF ESTABLISHING PANEL	10
3. CRITERIA	11
4. SELECTION PROCESS	11
5. SCOPE OF SERVICES	11-14
5.1.1 Artists detailed projects requirements	
5.1.2 General scope	
5.1.3 Project Management	
5.1.4 Stakeholder Management	
6. PROJECT ADMINISTRATION	14
7. MANAGEMENT OF THIS OPPORTUNITY	14-15
8. PROPOSAL CONTENT	15-17
9. ASSESSMENT CRITERIA	17-21
7.1 Compliance	
7.2 Technical	
7.3 Risk Tolerance	
10. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS	21

ANNEXURES

- A : Business Declaration
- B : Declaration of Interest
- C : Declaration of Past SCM Practices
- D : Particulars of Contracts Awarded by an Organ of State
- E : MBD9 Certificate of Independent Bid Determination
- F : Declaration on State of Municipal Accounts
- G : Organogram
- H : Schedule of Completed Contracts

COPY OF ADVERT**TENDERING PROCEDURES****Tender Notice and Invitation to Tender****BID DESCRIPTION: APPOINTMENT OF A PANEL FOR EMERGING ARTIST FOR THE JDA****BID NUMBER: PANEL/DFP/ARTIST**

The Johannesburg Development Agency is requesting proposals from experienced service providers, (consultants, companies, consortiums and joint ventures) to bid for the panel of professionals who can curate and implement cultural and place-making projects that achieve our mandate as an area-based development agency in the City of Joburg's priority intervention areas for a period of 36 months.

To qualify for the appointment into the panel, bidders are required to provide proof of experience and qualifications in relation to working in the fields of place-making, heritage and public art.

Queries relating to the issue of these documents and procurement related issues may be addressed to Ms. Kgadi Mphela on email: kmphela@jda.org.za

Technical queries or queries relating to the project may be addressed to Ms Mmatsie Mashao on e-mail: mmashao@jda.org.za

Documents may be downloaded from the JDA website: www.jda.org.za and e-Tender portal: www.etenders.gov.za on **08th October 2024**. Tenders must only be submitted on the tender document that is downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

A compulsory briefing session will be held on the 15th October 2024 at Johannesburg Development Agency, 3 Helen Joseph Street, Newtown Johannesburg from 11:00am to 12:00pm

The closing date is on the 08th November 2024 at 12h00. 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.

No Telegraphic, telephonic, telex, facsimile, e-mailed and late tenders will not be accepted.

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 tender and correspondence will be entered into with successful tenderer.

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

1. INTRODUCTION

JDA background

The Johannesburg Development Agency is a City of Johannesburg owned entity and plays a critical role as an area-based agency and implementing agent for the implementation of capital expenditure for multiple city departments. Once appointed, into the panel, members will be invited to submit quotations in response to a specific scope of work, as and when the JDA requires such services.

JDA’s Development Outcomes

What we aim to achieve:	JDA is a city development agency of the City of Johannesburg that manages and facilitates area based developments in efficient and innovative ways to build an equitable, sustainable and resilient city.
How we operate:	Employing sustainable and resilient city strategies in strategic neighborhoods to transform the space economy in the City Region
Guiding Principles	Strategic Mid-Term Objectives
Create great places	Restructure the city by developing defined, strategic geographic areas around the city and the movement corridors that link them. Encourage sustainable energy consumption and land-use in the city by developing strategic transit nodes and corridors.
Catalyse growth and investment	Promote economic growth by creating efficient and competitive business environments that cluster industries and functions in these areas. Turn around declining investment trends in these areas by upgrading public space, generating shared visions for future development, and encouraging urban management partnerships.
Connect people to opportunities	Develop local economic potential in marginalised areas to promote access to jobs and markets. Promote economic empowerment through the structuring and procurement of JDA developments.
Co-produce solutions	Support productive development partnerships and co-operation between all stakeholders in these areas.
<u>C</u> ontinuously improve	To strengthen and improve the JDA's corporate governance and operations to ensure that it remains an effective, efficient, sustainable and well-governed organisation

2. PURPOSE OF ESTABLISHING THIS PANEL

The JDA has a long legacy of implementing public artworks on behalf of the City of Joburg and continuous to sustain its commitment to such programmes in a way that must extend and deepen community-led co-production. To continue to work with communities to achieve our mandate as an area-based development agency, the JDA is establishing a panel of artists in the following categories ; Painting ; Sculpture, Photography, Mixed Media, Print and Paper cut .

This 3-year community-led art programme is intended to align with the City of Joburg's spatial and development priorities by augmenting the capital upgrading and redevelopment projects being rolled out in priority areas.

The Johannesburg Development Agency (JDA therefore requests interested emerging artists in the forementioned categories to submit proposals to be considered as part of the panel. Deliverables will be requested through a Request For Quotations (RFQ) only when services are required.

Panel appointees are required to curate and implement an end-to-end immersive community-led process for the JDA. This will - at a minimum - include:

- a participatory project co-ideation phase,
- alignment with other capital upgrading projects being implemented by the JDA and other municipal departments/entities
- sourcing and curation of local narratives and visual material in local communities,
- fabrication of placemaking, art and heritage installations,
- repair and reconstruction of existing public art, cultural and heritage assets,
- obtaining necessary regulatory permissions for implementation,
- on-site construction management,
- planning and implementation of activations and tactical urbanism events,
- branding and communications with a strong focus on interactive media communication around project,
- maintenance plans of installed artworks, and,
- a project documentation and handover phase.

3. CRITERIA

Opportunity is open to local artists within the City of Johannesburg with little to no experience, who are interested in entering the public art field are encouraged to submit their proposals in the respective categories. Artists are to complete annexure G to be considered for this opportunity.

Artists with no public art experience should demonstrate :

- An interest in learning and working in the public art realm
- An interest in or prior experience working on community -centered projects.
- Artists merit and conceptual strength
- Respect and acknowledgement of the social and / or historical context of the local communities of the City

Artists with prior public art experience should demonstrate :

- Innovative approaches to material, methodologies, and public engagement
- Professional and technical capacity to plan, coordinate and execute a public artwork in collaboration with JDA staff, City representatives, contractors and the public
- Ability to respond to the built environment

4. SELECTION PROCESS

The artists selection panel will be composed of, but not limited to three (3) independent arts professionals, a project engineer or architect, and a local community representative to review proposals / portfolio of evidence. Upon review of all submissions, the panel will select up to 30 artists (5 artists per category).

The artists must be available to present their proposal at a committee meeting if need be to receive feedback. Following the committee meeting, the five finalists will be invited to present their proposal virtually to the artists selection panel and based upon the proposal reviews and interviews, the panel will be awarded.

5. SCOPE OF SERVICES

The panel has been divided into six (6) categories with differing scope of works and technical requirements. The request for quotations issued to panel members for each piece of work will specify the category, scope and technical requirements for that particular project. Beyond the categorical scope of work, members of the panel will also be required to fulfil project stakeholder engagement, management, coordination for the project.

Panel members must be able to provide the following services to curate and manage the end-to-end process of implementing art programmes.

5.1 Scope

The following section defines the scope requirements of all category to be represented panel:

5.1.1 Artists detailed project requirements

- Strategic masterplan and operational plans for public art programming

-
- Programme, design, develop, install and project manage public art and exhibitions
 - Curation of Art – including public, street, architectural, landscape and social context
 - Research, management, interpretation, collections management and conservation
 - Exhibition design including object research, sourcing, fabrication and copy-writing
 - Repairs, maintenance, rejuvenation and enhancement of public art collections
 - Documentation and records management for public art
 - Fundraising and funding strategies
 - Project branding, social and traditional media, and digital marketing
 - Planning, coordination, and implementation of Scenario testing/ tactical urbanism, public space activation project/ events
 - Design, development, and installation of equipment for placemaking events
 - Implementing arts and culture projects that achieve placemaking, spatial, community and economic development outcomes
 - Arrange and facilitate placemaking workshops in communities to develop interventions
 - Facilitate the establishment of Creative Partnership Arrangements to remain in the project area
 - Fundraising and funding strategies
 - Project branding, social and traditional media, and digital marketing
 - Design, development, and project management of heritage installations and exhibitions.
 - Curation of Art - historical, architectural, landscape and social history context
 - Restoration and maintenance of public monuments, statues, heritage buildings, and sites.
 - Conservation and preservation of museum collections
 - Research, management, interpretation, collections management and conservation
 - Exhibition design including object research and sourcing, scripting and fabrication.
 - Preservation of heritage assets within the City, including heritage plaques, cultural history collections and historical monuments.
 - Reparation, Maintenance, and rejuvenation of Cultural heritage collections
 - Fundraising and funding strategies
 - Project branding, social and traditional media, and digital marketing
 - Development and implementation of conservation plans and strategies for cultural sites, structures and objects.

5.2 General Scope

The following section defines the scope requirements for all the categories in the panel:

5.2.1 PROJECT SCOPING AND PLANNING

- Community Profiling to identify relevant programmes/projects that are relevant and context specific. Profiling should include factors such as unemployment, demographics, socio-economic profile, businesses and community organisation and their sectors, population (Race, Gender, and Age), household, education, language, labour force, income, etc.
- Adopt a coproduction and development approach towards the completion and delivery of every RFQ

5.2.2 PROJECT MANAGEMENT

- Co-ordinate the installation of artwork including
- Regular briefings for the JDA professional team and primary contractor on infrastructure and services required (such as construction of plinths and power points for lighting if necessary), and transport and installation requirements (and monitoring implementation of decisions and instructions)
- Consulting other CoJ departments and entities to achieve all required approvals for events and the installation of the artworks. For example, lighting approvals from City Power and way leave approvals from the Johannesburg Roads Agency, Joints Operations Committee Approvals for events
- Overseeing the actual installation and assuring the quality of the installation (including obtaining certificates of structural compliance signed by a structural engineer if necessary)
- Monitoring the quality and durability of the newly installed artworks for the duration of the contract, and correcting defects or repairing minor damage during this time
- Briefing the JDA and the COJ client departments to ensure that insurance, asset management and maintenance issues are streamlined
- Document all artwork commissioned by the JDA for purposes of both asset management and knowledge-sharing with public and scholarly communities
- Develop a synthesized and organised electronic filing system containing all project documentation. This should be maintained and updated throughout the project; and copied to the JDA quarterly, with a final transfer of all the catalogued files at the conclusion of the project.

5.2.3 STAKEHOLDER ENGAGEMENT

- Stakeholder Engagement Strategy:
 - Stakeholder identification and compilation of an interested and affected parties (IAP) database
 - Stakeholder engagement stages
 - Detail how stakeholders will be engaged at each stage of the project.
 - Stakeholder engagement approaches and methods
 - Co -production plan
 - The plan must include communication methods as well including use of traditional and social media.
 - Communication Plan detailing workplan, meeting dates, type of meetings, methods of communication, meeting logistics
- Assemble a categorized database of local contacts and maintain and extend this database. This includes local artists and artisans
- Briefing of the Regional Office/s – Citizen Relationship and Urban Management (CRUM) to advise of project
- Briefing of the Ward Councillor/s and / or Ward Committee/s
- Maintenance of the Interested and Affected Parties (IAP) database
- One on one sessions with affected stakeholders
- Conduct focus group meetings
- Ward public meetings

- Quarterly reports on the stakeholder engagement process, issues, and resolutions
- Conduct co-production workshops
- Establishing and running social media platforms as key engagement tool
- Establish Stakeholder and Government forums that meet on regular basis to keep track of project progress including the capacitation of community members and officials to continue these forums beyond the project where required

6 PROJECT ADMINISTRATION

Upon being awarded a project, artists are required to be responsible for project management and coordination which includes the arrangement of project meetings which may consist of various CoJ departments, municipal entities and other stakeholders. A project steering committee shall be required for every project where the appointed service provider is required to make presentations and table proposals with regards to a project.

The artist shall perform secretariat duties of minute taking (which shall be approved by the JDA) and dissemination of minutes/meeting notes after each meeting. The bidder shall be expected to produce progress reports and submit them to the steering committee. The Project leader in the project will be responsible for ensuring that project deliverables are achieved in line with the project schedule and ensure that invoices are accompanied by project/ progress reports.

7 MANAGEMENT OF THIS OPPORTUNITY

Once appointed, each professional will act as the service provider when a need arises for the particular service they have been appointed for. This implies that even when appointed as a professional service provider, it does not guarantee that the said service provider will be awarded any contract by the JDA.

Service providers must supply sufficient information in the respective service categories or category applied for. Bidders may make submissions to more than one category but ensure requirements can be fulfilled for categories being tendered for. Service providers that wish to be appointed as professional service providers must:

- 7.1** Demonstrate the qualifications of principal(s)/employed staff .
- 7.2** Demonstrate the experience of principal(s)/employed staff .
- 7.3** Respond to this request for proposal and ensure that all forms are completed in full, together with all annexures and signed by authorised representatives.
- 7.4** Ensure that all details, as required in this request for proposal and forms are complete, that the furnished information is correct and that the required returnable documents are attached to the proposal. Incomplete applications will not be considered for appointment as service providers.
- 7.5** Nominate a single point of contact that will be responsible for all deliverables stemming from the RFQ for

the entire duration of contract.

Submissions from service providers will be vetted through a compliance process to determine that all the required information is provided and correct and thereafter evaluated for capability to be appointed in the panel as a service provider to render services applied for as and when required.

To note:

7.6 Applicants herein consent to any investigation the JDA deems necessary in validating any particulars presented in this request for proposal.

7.7 The service provider will be removed as professional service providers if the required professional registration is not maintained, or for any other reason that causes the service provider to become ineligible after having been appointed.

When a need arises for the particular service a “Request for Quotation” or “RFQ” will be issued to a specific service provider for a specific service or deliverable. Each RFQ

7.8 Will be agreed, finalised and signed by both the JDA and the service provider

7.9 Set out deliverables, timeframes and maximum level of effort (budget) for the service provider will be agreed upon.

7.10 Authorization of the service provider to commence with the provision of the requested service shall be granted.

7.11 Payment will only be made for services rendered according to the RFQ.

8 PROPOSAL CONTENT

Notes

8.1. For every tangible deliverable, two hard copies and one electronic copy must be issued to the client [over and above the documentation required for submission to various authorities, to the contractor, etc.], the cost of which must be included.

8.2. Successful tenderers will be remunerated in accordance with JDA’s Standard Form Agreement

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.**

8.3. Complete in full all information required on Annexure G: Organogram

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

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

➤ detailed CV’s for each resource indicated on Annexure G.

CV’s must note the resources’ specific relevant project experience [i.e. **project description,**

role played and responsibilities, project value, start and end dates]. The number of years of experience in the required role in curating per project must be clearly demonstrated in the CV's to indicate compliance with the minimum requirements.

- relevant qualifications and attach certified proof hereof

individual memberships to the stipulated professional associations and attach proof hereof

8.4. Complete in full all information required on Annexure H: Schedule of Completed Contracts

ONLY list a **maximum of 5 projects** completed by the bidding entity in the past 5 years of a similar nature and scale to this RFP i.e., of **curating components e.g. mural, sculpture,**

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

- Contactable references / : References must be for COMPLETED projects only. References must be on the client's letterhead or on a document with the client's company stamp and signed by the client. The letter / document **must** confirm the name of the project / description of the project (*must be clear that the project was a relevant **Art category /Placemaking/ Heritage curating project or any relevant***), a description of the service rendered (*must be clear that the service rendered is aligned to the service being tendered for i.e. curator*), the date when the project was started and completed (*must be between 2019 to 2024*) and it must rate the service rendered (*e.g. good, satisfactory, poor etc. and not just state that the bidder was involved in the project or that they completed the project*).

NOTE:

- 8.5. Letters of appointment or completion certificates will NOT be accepted as reference letters, NOR will letters from other consultant's on the project serve as reference letters. Only letters from the client or documents signed and stamped by the client will be accepted.
- 8.6. *Information contained elsewhere in the submission and / or on other schedules will NOT be considered. Only the information entered on Annexure H will be considered as previous experience and only reference letters related to the projects listed on Annexure H will be considered as supporting documentation.*
- 8.7. Tenderers are to submit 2 copies of their proposal (1 original plus 1 copy).

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 6.1 and 6.2 WILL RESULT IN TENDERERS BEEN DISQUALIFIED FOR NON-COMPLIANCE.

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 6 WILL RESULT IN TENDERERS BEEN NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.

Note for consortium and joint ventures

- A lead consultant is to be appointed and noted in the submission. JDA will conclude a contract with the lead consultant
- Only the lead consultant is to submit the requisite documents and / or information as requested in items 6.3 to 6.11
- Item 6.6 MUST be addressed by each member of the consortium / joint venture
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they

were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

Failure to comply with these conditions may invalidate your offer.

9 ASSESSMENT CRITERIA

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

- Compliance
- Technical
- Risk Tolerance

9.1 Compliance

Bidders will be disqualified in the following instances:

- Failure to attend compulsory briefing sessions
- 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 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.

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 memberships to professional associations per Item 6.10 above) and
- (iii) The experience of the company and
- (iv) The contactable reference letters matching item (iii) above.

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

Bidders are expected to score a minimum of **78 points, 60%** (out of **130** maximum points score able) per category.

CATEGORY TECHNICAL EVALUATION

Variables	Total Points	Criteria	Description of criteria	Max Points
KEY RETURNABLE DOCUMENTS per item 6.3 to 6.19herein	5	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 6.3 to 6.13herein	N/A
		Company registration documents		N/A
		CTS letter from SARS		N/A
		Valid Professional IndemnityInsurance R2m – OPTIONAL		N/A
		Current municipal rates account /affidavit		N/A
		6 months bank statement		N/A
		Certified copies of identity documents		N/A
		Annexure A (in full and signed)		N/A
		Annexure B completed in full andsigned		N/A
		Annexure C completed in full andsigned		N/A
		Annexure D completed in full andsigned		N/A
		Annexure E completed in full andsigned		N/A
		Annexure F completed in full andsigned		N/A
		Annexure G completed in full		
		<ul style="list-style-type: none"> • Organogram • Table 1: CV Template Artists Info & Experience 	Point will only be awarded if all tablesare completed in full and includes relevant Project Experience	N/A
		Annexure H completed in full Company Completed Projects		0
			5	

VARIABLES		CRITERIA		POINTS
CAPABILITY OF PROPOSED TEAM per item 6 and Annexure G Total Points 25	Category A-H (Evaluation will be based on the chosen category)			
	Qualifications:			
	Evidence: To earn points bidders must attach a certified copy of a certificate OR academic transcript issued by the relevant education institution. Uncertified copies will be scored Zero			
	NQF level 7 and above in Visual Arts, Fine Arts or Design.			10
	NQF level 6 and below in other			5
	Years of Work Experience:			
	Evidence: To earn points bidders must attach a CV using the JDA template specified in this tender document			
	5 years or more work experience related projects			15
	4 years work experience related projects			10
	2 years or below work experience related projects			5
(iii) COMPANY / INDIVIDUAL EXPERIENCE	Total Points	Criteria	Description of criteria	Points
Number of years of relevant experience in the industry and in the proposed role (complete Annexure D and or H)	50	Evidence provided for 5 or more relevant projects	(Projects can include co-production with local communities, work with local artists and artisans, mapping and research related to public art, heritage and placemaking, public art programme development and implementation) Evidence Required for Scoring: A project will ONLY be counted if the following details are provided: 1. Project Start Date and Project Completion Date 2. Project Name 3. Project Location	50
		Evidence provided for 3 relevant projects		30
		Evidence provided for 1 relevant projects		10

(iv) REFERENCES FOR COMPLETED PROJECTS	Total Points	Criteria	Description of criteria	Points
To relate to the item (iv) above in line with (complete Annexure D and or H)	50	Five and more relevant references for projects completed.	<p>References must be on client letterhead or document stamped and signed by the client and must include the name / description of the project, it must confirm the service rendered, the value of the constructed works, the date completed and a comment of the level of satisfaction with the service. References must be for projects listed above under project experience, and relevant to this project only. Appointment letters, Purchase Orders etc. will NOT be considered as references.</p> <p>If any of the required information is not contained in the reference, then zero points will be awarded</p>	50
		Four relevant references for projects completed.		40
		Two relevant references for projects completed.		20
		Two relevant references for projects completed.		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.

9.3 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 public art 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.

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

10 CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

“BID DESCRIPTION: **PANEL FOR EMERGING ARTISTS FOR THE JDA** - BID NUMBER: PANEL/DFP/ARTIST must be written / typed clearly on the envelope.

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

The Tender closes at 12h00 on 08th November 2024.

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

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

The tender offer validity period for this tender is 120 days.

Queries can be addressed in writing to:

Ms. Mmatsie Mashao

E-mail: mmashao@jda.org.za

ANNEXURE A: BUSINESS DECLARATION

Tender/RFP Number :

Tender/RFP Description :

Name of Company :

Contact Person :

Postal Address :

.....

Physical Address :

.....

Telephone Number :

Fax Number :

Cell Number :

E-mail Address :

Company/enterprise Income

Tax Reference Number :

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

VAT Registration Number :

Company Registration Number :

1. Type of firm

- Partnership
- One person business/sole trader
- Close corporation

- Public company
- Private company

(Tick one box)

2. Principal business activities

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

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

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

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

5. Did the firm exist under a previous name?

- Yes
- No

(Tick one box)

If yes, what was its previous name?

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

Full Time :

Part Time :

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

Full Time :

Part Time :

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

R Year

BRANCH :

BRANCH CODE :

ACCOUNT NUMBER :

ACCOUNT HOLDER :

TYPE OF ACCOUNT :

CONTACT PERSON :

CONTACT NUMBER :

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

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

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

COMPANY STAMP

ANNEXURE B: DECLARATION OF INTEREST

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

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

3.1 Full Name:

3.2 Identity Number:

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

.....

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

If yes, furnish particulars

.....

.....

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

If yes, furnish particulars

.....

.....

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

If yes, furnish particulars

.....
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

YES / NO

If yes, furnish particulars

.....
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

YES / NO

If yes, furnish particulars

.....
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

YES / NO

If yes, furnish particulars

.....
.....

3.14 Do you or any of the directors, trustees, managers, principle shareholders or stakeholders of this company have any interest in any other related companies or businesses whether or not they are bidding for this contract?

YES / NO

If yes, furnish particulars

.....
.....

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? (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).	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)? (To access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	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 cont.

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

*** Organ of State means-

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

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

.....
 Position

.....
 Name of Bidder

.....
 Date

ANNEXURE E: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

for

PANEL OF EMERGING ARTISTS FOR THE JDA

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: JDA CV TEMPLATE REQUIRED FOR SCORING:

ANNEXURE G: ORGANOGRAM THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 7.2 HEREIN

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for as per 6.10 and 7.2 herein.

FULL NAME AND SURNAME		
TITLE (e.g. Ms/Mr/Dr/Prof)		
PROFESSIONAL QUALIFICATIONS (Degrees, Diplomas, etc)	YEAR OBTAINED	CERTIFICATE ATTACHED?
CURRENT EMPLOYER		
CURRENT EMPLOYER		
CURRENT ROLE/TITLE		
NO. OF Yrs AND Mnths SERVED		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3. ...Etc	3. ...Etc	
PREVIOUS EMPLOYER 1		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3. ...Etc	3. ...Etc	
PREVIOUS EMPLOYER 2		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3. - ...Etc	3. - ...Etc	
*** PLEASE CONTINUE TO ADD YOUR PREVIOUS EMPLOYMENT ROLES (3, 4, 5 etc.) USING FORMAT ABOVE		
<p>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.</p>		

ANNEXURE H: SCHEDULE OF COMPLETED CONTRACTS

THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 7.2 HEREIN

The tenderer shall list below a **maximum of 5 projects of a similar nature and scale** to this project as described under item 6.11 and 7.2 herein.

Table H : Company/ Artists : Project Related Experience	
Company Information	
Company Name	
Year Established	

Company/ Artists Authorised Representative	
Authorised Representative Name	
Representative Contact Number	

Project Name	Project Type	Project Value (if available)	Art Value (if available)	Project Start Date / End Date	Project Description	Client Name & Contact Details
1.						
2.						
3.						
4.						
5.						

NOTE: Only relevant projects will be considered for points, public art projects will not be considered.

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

.....
Signature

.....
Position

.....
Name of Bidder

.....