



a world class African city



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

TENDER ADVERT DATE: **29 NOVEMBER 2025**

TENDER BRIEFING SESSION MEETING: **N/A**

TENDER CLOSING DATE: **29 JANUARY 2025**

TENDER CLOSING TIME: **12H00**

BID DESCRIPTION: **APPOINTMENT OF FOUR COMPANIES TO PROVIDER A TURNKEY SOLUTION FOR SPACE PLANNING, ADVISORY, DESIGN AND REFURBISHMENT AND ACCOMODATION RELOCATION SERVICES ON AN ADHOC BASIS**

BID NUMBER: **SPACE/2024**

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

Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (formerly known as President Street), The Bus Factory, Newtown, Johannesburg, 2000.

Bidders should ensure that bids are delivered on time 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)

¹ * 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:

Département :	Procurement	Contact Person :	Ms. Kgadi Mphela
Tel :	011 688 7851	Fax : 011 688 7899	E-mail: kmphela@jda.org.za

ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department:	Development Implementation	Contact Person:	Ms. Noluthando Mashamaite
Tel:	011 688 7856	Fax: 011 688 7899	E-mail: nmashamaite@jda.org.za

Technical queries or queries relating to the project may be addressed to Ms Noluthando Mashamaite on e-mail: nmashamaite@jda.org.za All questions must be in writing. No questions will be answered telephonically.

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 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.....

NAME OF CONTACT PERSON.....

POSTAL ADDRESS.....

PHYSICAL ADDRESS

TELEPHONE NUMBER CODE..... NUMBER

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

CELLPHONE 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.....

DATE.....

To all Stake Holders

RE: The channels of reporting fraudulent and Corrupt Activities

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

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

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

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

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

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

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

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



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

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

BID DESCRIPTION: BID DESCRIPTION: APPOINTMENT OF FOUR COMPANIES TO PROVIDER A TURNKEY SOLUTION FOR SPACE PLANNING, ADVISORY, DESIGN AND REFURBISHMENT AND ACCOMODATION RELOCATION SERVICES ON AN ADHOC BASIS

BID NUMBER: SPACE/2024

DECEMBER 2024

TABLE OF CONTENT

	Page No.
COPY OF ADVERT	6
1. INTRODUCTION	7
2. PROJECT INFORMATION	7
2.1. Location	
2.2. Duration	
3. SCOPE OF SERVICES	7
4. PRICING	8
5. APPOINTMENT	8
6. PROPOSAL CONTENT	9
7. ASSESSMENT CRITERIA	10
7.1 Mandatory	10
7.2 Compliance	10
7.3 Technical	10
7.4 Risk Tolerance	13
8. CLOSING DATE, TIME, AND VENUE FOR SUBMISSIONS	13

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 of Municipal account
- G : Organogram

COPY OF ADVERT

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

BID DESCRIPTION: APPOINTMENT OF FOUR COMPANIES TO PROVIDER A TURNKEY SOLUTION FOR SPACE PLANNING, ADVISORY, DESIGN AND REFURBISHMENT AND ACCOMODATION RELOCATION SERVICES ON AN ADHOC BASIS

Contract Number: SPACE/2024

The JDA is requesting proposals from experienced service providers for the appointment of four companies to provider a turnkey solution for space planning, advisory, design and refurbishment and accommodation relocation services on an adhoc basis for a period of 36 months.

Documents may be downloaded from the JDA's website as follows: www.jda.org.za as well as on www.etenders.gov.za from **29 November 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.

Queries relating to procurement matters may be addressed to Ms. Kgadi Mphela at tell: (011) 688 7811; or e-mail: kmphela@jda.org.za at (011) 688 7851

Queries or queries relating to the project may be addressed to Ms Noluthando Mashamaite on e-mail: nmshamaite@jda.org.za. All questions must be in writing. **No questions will be answered telephonically.**

The **closing date and time** for receipt of tenders is the **29 January 2025 at 12:00pm**.

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

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

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**

The Johannesburg Development Agency (JDA) seeks to appoint four companies to provide a turnkey solution for space planning, advisory, design and refurbishment and accommodation relocation services on an ad hoc basis.

The objective of this RFP is to obtain proposals from potential service providers who have demonstrable experience and expertise in provision of project management for turnkey solution for space planning, advisory, design, refurbishment services and accommodation relocation.

The rendering of services shall be for a period of 36 months on an as required basis, subject to budget availability. The professional expertise will be for various accommodation typologies (residential and non-residential).

2. **PROJECT INFORMATION**

Location

The Projects will be located in various areas within the City of Johannesburg Metropolitan or outside the city of Johannesburg.

Duration

For a period not exceeding 36 months.

3. **SCOPE OF SERVICES**

The scope of services shall include:

- space planning.
- Space optimization
- Interior and exterior design and decoration.
- New furnishing and relocation and assembling of existing furniture.
- Relocation of artifacts and decorative items
- installation and fittings of all relevant equipment.
- project management.
- physical office relocation management of all contractors during the refurbishing; and
- all other related services.

The appointed service provider should offer flexible, and client orientated turnkey services to ensure the success of the project. The prospective service provider is expected to:

- Demonstrate how to manage the implementation of the project
- Provide a detailed project plan and methodology
- Provide design layout for Accommodation according to Client brief.

The appointed service provider is expected to project manage the entire process which entails:

- Refurbishment of the buildings and ensuring compliance with relevant municipality by-laws and legislations, including physical security design and occupational health and safety standards; and

ensuring that the application of Code of Good Practice of the National Building Regulations and SANS 10400 is always adhered to.

- On completion of the project, a file with all valid required compliance certificates must be handed over to the Client

Space planning, design and refurbishment

Design the layout of accommodation, Interior and exterior premises as per brief and produce a final plan for approval by the Client.

Furnishing and existing furniture

- Relocation of existing furniture and audio-visual (AV) facilities and replacement or new additions as required.
- Provision of furniture as per Client brief.
- Reasonable emerging technologies must be considered in furnishing of the building to facilitate flexibility and seamless transition to the current dynamics of the ever-changing world of work (i.e. 4th Industrial Revolution).
- The appointed service provider will be required to coordinate the entire accommodation relocation, interior and exterior design project and ensure that the relocation is carried out economically, effectively and efficiently.

4. PRICING

Not applicable at this stage. However, JDA will issue an RFQ to price or issue standard rates to Appointed service providers.

5. APPOINTMENT

The JDA is requesting proposals from suitably qualified and experienced service providers to be part of the 4 Service providers who will provide a turnkey Solution for space planning, advisory, design and refurbishment and accommodation relocation services on an ad hoc basis.

The bidders are to ensure that they have all the relevant skills (proposed key personnel), experience, and capacity to deliver the scope of work within the required timelines.

The JDA reserves the right to request that the bidder replace any member of the proposed project team if they do not satisfy the JDA requirements.

The professional services required are outlined 4 above. This is followed by **item 5.1 which ALL applicants are required to take careful note of.**

5.1 Notes

5.1.1 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.

5.1.2 Bidders are required to ensure that the project team leader has the leadership capacity and capability to independently handle and manage project challenges (if any) in order to ensure the successful completion of the project. The team proposed must be the one executing the audit; failure to do so may result in the cancellation of the contract.

5.1.3 The JDA reserves the right to ask tenderers to replace any member(s) of the proposed team if they do not meet the JDA requirements.

5.1.4 Successful tenderers will be required to sign the JDA's Standard Form Agreement and appendices.

5.1.5 Bidders are to ensure that they have adequate resources to undertake the work under stringent timeframes.

5.1.6 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.

5.1.7 Successful tenderers will be required to sign the JDA's Standard Form Agreement upon appointment.

5.1.8 Disputes shall be settled in good faith between parties to resolve the dispute. If the dispute is not resolved at that meeting, the Parties will attempt to settle it by mediation.

6. **PROPOSAL CONTENT**

The bidder's submission must provide the JDA with sufficient information to enable JDA to make a sound and fair evaluation of the proposal.

It must clearly indicate the **relevant** previous experience, capability of the proposed team, and capacity of the bidding entity to undertake the project.

The proposal should **use the same item numbers as below**. **The proposal must be clearly marked and indexed.**

The following minimum documentation must be provided:

6.1 Company registration documents

6.2 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.

6.3 Audited financial statements for the past three financial years.

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

6.5 A detailed approach and methodology statement wherein the approach to be followed in each stage of the assessment process is outlined with clear identification of the deliverables in each stage.

This section should show the tenderer understands of the process, input required towards the completion of the required services and the expected outputs and outcomes.

- 6.6 Provide information on the individuals who will be assigned to **this project (NOT the entire company)**. The following **must** be addressed:
- Organogram of the project team
 - Role/s and responsibility/ies of the project team on this project
 - Relevant qualifications, professional registration (where required) and attach proof thereof
 - Detailed CV's for each member of the team noting their specific relevant project experience **[qualifications, role, membership certificates, Numbers of years of experience]**
 - Individual memberships to professional associations (where required) and attach proof hereof.
 - **The appointed bidder must bring to the JDA the same team proposed as per this tender document and failure to do so will result in the cancellation of the contract.**
- 6.7 A schedule of completed contracts of a similar nature to this project, i.e., space planning, relocation services, turnkey space refurbishments. The following details must be included on the schedule:
- Description of the project
 - Type of service rendered
 - Name of the employer or client and their representative's contact details
 - Date of completion
 - A letter of reference on the client's letterhead or with the client's company stamp confirms the scope of work, service rendered, and project value.
 - Contact details of the referee.
- 6.8 Tenderers are to submit 1 x original proposal and 1 x soft copy in a USB.
- 6.9 A copy of a valid Tax Compliance Status (Pin) Letter obtainable from SARS.

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 6 WILL RESULT IN TENDERERS BEING DISQUALIFIED NON-COMPLIANCE AND NEGATIVELY SCORED ON TECHNICAL ASSESSMENT.

Note for joint ventures

- **EACH** party to a joint venture is to submit the requisite documents and / or information as requested in item 6 (ie.6.4-6.9, 6.11-6.12, and 6.14-6.15)
- 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.

7. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Mandatory
- Compliance
- Technical
- Risk Tolerance

7.1 Mandatory

Bidders required to submit the following to fulfil the mandatory requirements:

- Signed and active Contract agreement with a logistics/ furniture moving company located within COJ that has been operating for at least 5years { Bidder to submit valid agreement, and Company registration documents of moving company }
- Signed partnership agreement with a furniture manufacturer located within the City of Johannesburg
- Insurance policy for furniture move to the value of R10 million
- An example of an office or facility layout plan designed pictures of the new offices or space contact details of the client to verify the reference

Non-submission of any of the above will lead to disqualification.

7.2 Compliance

Bidders will be disqualified for the following cases:

- If any of its directors are listed on the register of defaulters;
- 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;
- Who did not complete, in full, the tender offer page. (i.e. all registration numbers provided and signed);
- Who's tender document has been completed in pencil;
- Who's tender document has been faxed;
- Who directors are/is in the employment of the state.
- Bidders whose tender document have been received after the closing date and time;
- Bidders who have any directors in the employment of the state;
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD).

7.2 Technical

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

- proven track record
- Logistics management
- Relevant personnel
- Asset management

Bidders must score minimum of 80 on technical criteria to be accepted.

- a) Only bidders who meet the minimum functionality threshold score of 80 points will be considered for inclusion in the pre-approved panel of a maximum of 4 Service providers.
- b) Where more than 4 bidders qualify on functionality evaluation, the qualifying bidders will be ranked in descending order from the highest scoring to the lowest scoring bidder based on the functionality evaluation scoring and the 4 highest-scoring bidders based on functionality evaluation scores will be recommended to be included on the panel of pre-approved service providers.

The following criteria for breaking the deadlock in scoring will be used:

- (i) If two or more bidders score an equal total number of functionality points, preference for approval in the panel must be given to the bidder(s) that are locally based (firstly within the City of Johannesburg area and then Gauteng-based bidders).
- (ii) If two or more bidders score equal total points in locality, the bidder(s) with the highest percentage of women ownership will get preference for approval in the panel.
- (iii) If two or more bidders still score equal total points in the highest percentage of women ownership, the bidder(s) with the highest percentage of black ownership will get preference for approval in the panel.
- (iv) If two or more bidders score equal total points in all respects, the approval in the panel must be decided by the drawing of lots.
- (v) If the recommendation is approved by the Accounting Officer or delegate, a maximum of up to 4 qualifying service providers will be included on the panel of pre-approved service providers and framework agreements will be concluded with such service providers for a duration of 36 months” on as when required basis”
- (vi) The inclusion on the panel of pre-approved service providers does not guarantee that all service providers included on the panel will be appointed for specific projects during the validity of the panel. The bidders included on the panel will be invited to provide quotations as and when projects arise, and work packages will be evaluated as per the criteria specified in the particular invitation for quotation.

CRITERIA	POINTS
<p>PROVEN TRACK RECORD</p> <p>A five (5) year proven track record substantiated by reference to entities for which similar services have been provided for. Similar services are space planning, accommodation relocation.</p> <p>The reference letters shall include the following information for each project undertaken: Entity name; Contact name and telephone number; Date when service was rendered; Description of service; Duration of project; and Contract price.</p> <ul style="list-style-type: none"> a) One (1) reference letter indicating the entity name, date when service was rendered, and description of service =05 points. a) Two (2) reference letters indicating the entity name, date when service was rendered, and description of service = 10 points. b) Three (3) reference letters indicating the entity name, date when service was rendered, and description of service = 15 points. c) Four (4) reference letters indicating the entity name, date when service was rendered, and description of service = 20 points; d) Five (5) reference letters indicating the entity name, date when service was rendered, and description of service = 25 points. <p>If more than five (5) letters are provided; the first five (5) letters will be considered.</p>	<p>25 points</p>

<p>LOGISTICS MANAGEMENT</p> <ul style="list-style-type: none"> • Partnership agreement with logistics/ furniture moving company that has been in operations for at least 5 years. = 5 points • Company registered for 5 years in logistics and furniture removal (submit CK documents) =5 points • 5 references letters for logistics company =10 points • Experience Truck driver: heavy truck driver's license and CV with at least 10 years driving experience =5 points 	<p>25</p>
--	------------------

<p>KEY PERSONEL</p> <p>Relevant technical training and experience of the proposed project team. CVs of the proposed project team must be included in the bid proposal and must indicate relevant qualifications, skills and experience.</p> <p>SACPCMP Registered professional Construction manager with at least 5 years. (10 points)</p> <p>SACAP Registered Professional Architect with at least 5 years. (10 points)</p> <p>A professional Interior and Interior Designer with at least 5 years' experience, with a degree and equivalent in Interior design, Interior architecture, architecture and related. (10 points)</p> <p>A qualified Logistics Manager with at least a Diploma or equivalent in logistics management studies and related studies. (10 points)</p>	<p>40</p>
<p>ASSET MANAGEMENT SOFTWARE</p> <p>Bidder must have an Asset management software license. A copy of asset management software certificate or license agreement to be submitted.</p>	<p>10</p>

The bidder will be required to score 80 points out of 100 points.

7.4 Risk Tolerance

The JDA has adopted a Risk Tolerance Framework (RTF) which enjoins the JDA to consider its risk exposure to contractors / service providers in terms of the number of contracts awarded to a single contractor / service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determines the risk exposure as excessive in instances where the value of the contracts for individual professional service providers (e.g. project managers / engineers / quantity surveyors / consultants) is either :

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

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

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

A risk analysis shall be undertaken on the bidder with the highest number of points obtained, to determine whether the tenderer does not exceed the JDA's risk framework criteria as stated above, in other words whether it falls within the ambit of the Risk Tolerance Framework as acceptable. JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

Over and above the number of projects and values, bidders will be further evaluated on but not limited to the following: poor performance on previous projects, available resources for the projects.

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

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)

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

8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

The words: **“RFP – BID DESCRIPTION: APPOINTMENT OF FOUR COMPANIES TO PROVIDER A TURNKEY SOLUTION FOR SPACE PLANNING, ADVISORY, DESIGN AND REFURBISHMENT AND ACCOMODATION RELOCATION SERVICES ON AN ADHOC BASIS**

BID NUMBER: SPACE/2024

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 known as President) and Newtown only between the hours of 08H00 and 17H00.

The tender closing date and time is **29 January 2025 at 12h00**. There will be a public opening of tenders.

NO LATE / E-MAILED / TELEPHONIC / FAXED / POSTAL TENDERS WILL BE ACCEPTED OR CONSIDERED.

The Johannesburg Development Agency's selection of qualifying tenders shall be in the Johannesburg Development Agency's sole discretion and shall be final. The Johannesburg Development Agency does not bind itself to accept any particular tender and no correspondence will be entered into.

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

Queries can be addressed in writing to:

E-mail address: nmashamaite@jda.org.za
kmphela@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 two years and what is the estimated turnover of current commitments from 1 July 2020 to 30 June 2022 (excl. VAT):

R Year

R Year

R Year

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

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

10. Banking details

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

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

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

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

BANK :

BRANCH :

BRANCH CODE :

ACCOUNT NUMBER :

ACCOUNT HOLDER :

TYPE OF ACCOUNT :

CONTACT PERSON :

CONTACT NUMBER :

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 :

ANNEXURE B: DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state*.

- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

3.1 Full Name:

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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

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

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

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

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

EMPLOYER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

RFP : APPOINTMENT OF FOUR COMPANIES TO PROVIDER A TURNKEY SOLUTION FOR SPACE PLANNING, ADVISORY, DESIGN AND REFURBISHMENT AND ACCOMODATION RELOCATION SERVICES ON AN ADHOC BASIS

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

EMPLOYER	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:

RFP – BID DESCRIPTION: APPOINTMENT OF FOUR COMPANIES TO PROVIDER A TURNKEY SOLUTION FOR SPACE PLANNING, ADVISORY, DESIGN AND REFURBISHMENT AND ACCOMODATION RELOCATION SERVICES ON AN ADHOC BASIS

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