



## INVITATION TO BID

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

ADVERT DATE: **07 APRIL 2025**

COMPULSORY BRIEFING: **11 APRIL 2025**

TIME: **13H00 – 14H00**

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

CLOSING DATE: **15 MAY 2025**

CLOSING TIME: **12H00**

BID DESCRIPTION: **RFP: THE APPOINTMENT OF A SERVICE PROVIDER TO FORMULATE THE COMPREHENSIVE INTEGRATED TRANSPORT PLAN: PART A AND B FOR THE CITY OF JOHANNESBURG FOR 36 MONTHS**

BID NUMBER: **JDADPF/ CITP/04/2025**

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

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

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

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

<sup>1</sup> \* 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:**

Department: Procurement  
Contact Person: Siyambonga Gcobo  
E-mail: [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za)

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

Department: Development Planning  
Contact Person: Thembelihle Mogapi  
E-mail: [tmoqapi@jda.org.za](mailto:tmoqapi@jda.org.za)

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

**OFFER**

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

NAME OF BIDDER .....

BID DESCRIPTION .....

BID NUMBER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

CONTACT PERSON .....

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

CELLPHONE NUMBER .....

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

E-MAIL ADDRESS .....

COMPANY REGISTRATION NUMBER .....

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER .....

VAT REGISTRATION NUMBER .....

TAX VERIFICATION PIN NUMBER .....

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

15 % VAT .....

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

TOTAL BID PRICE in words .....

.....

.....

..... excluding Value Added Tax / including Value Added Tax

SIGNATURE OF BIDDER .....

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

DATE .....

**SUPPLIERS DATABASE REGISTRATION**

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

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

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

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

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

**After Transitional Period 1 July 2016**

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

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

Mr. Siyambonga Gcobo on 011 688 7811

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

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

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

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

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

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

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

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

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



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

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

# JOHANNESBURG DEVELOPMENT AGENCY

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**April 2025**

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- H : Organogram

**COPY OF ADVERT****TENDERING PROCEDURES****Tender Notice and Invitation to Tender**

**BID DESCRIPTION:** RFP: THE APPOINTMENT OF A SERVICE PROVIDER TO FORMULATE THE COMPREHENSIVE INTEGRATED TRANSPORT PLAN: PART A AND B FOR THE CITY OF JOHANNESBURG FOR 36 MONTHS

**BID NUMBER:** JDADPF/CITP/04/2025

The JDA is requesting proposals from Service Providers for CITP to the JDA offices within the Bus Factory premises at 3 Helen Joseph Street, Newtown.

Documents can be downloaded from the JDA website: [www.jda.org.za](http://www.jda.org.za) and e-Tenders portal [www.etenders.gov.za](http://www.etenders.gov.za) from the **07 April 2025** must only be submitted on the tender documents that are downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

Queries relating to the issue of these documents and procurement related issued may be addressed to Siyambonga Gcobo on e-mail: [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za)

Technical queries or queries relating to the project may be addressed to Ms Thembelihle Mogapi on e-mail: [tmogapi@jda.org.za](mailto:tmogapi@jda.org.za)

A Compulsory Clarification Meeting with representatives of the Employer will take place physically at the premises of Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown **on the 11<sup>th</sup>April 2025 starting at 13H00 – 14H00.**

**The closing time for receipt of tenders is 12:00pm on 15 May 2025. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.**

Tenders must only be submitted on the tender documentation that is issued. The retyping of the tender document is not permitted.

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

The JDA's selection of qualifying tenders will be at the JDA's sole discretion and will be final. The JDA does not bind itself to accept any particular tender and correspondence will be entered into with 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) is requesting proposals from service providers for the City of Johannesburg Comprehensive Integrated Transport Plan. The appointment period envisaged is for three (3) years. However, the development of the Transport Plan business plan is expected to take a total of 32 months to complete. The JDA will welcome all proposals which will cover the requirements as set out in this documentation. Proposals for this appointment are invited by public tender.

The City of Johannesburg is a planning authority in terms of the National Land Transport Act (Act 5 of 2009) (NLTA). As a planning authority, the City is required to produce a Comprehensive Integrated Transport Plan (CITP) in terms of Section 36 of the NLTA for -five years, ideally aligning with the Council tenure. The CITP is subject to annual updates as necessary.

The Minister of Transport has published minimum requirements for the preparation of integrated transport plans in the Government Gazette of 29 July 2016 in terms of section 8(1)(q), (r) and (s) and section 36(1) and (2) of the NLTA.

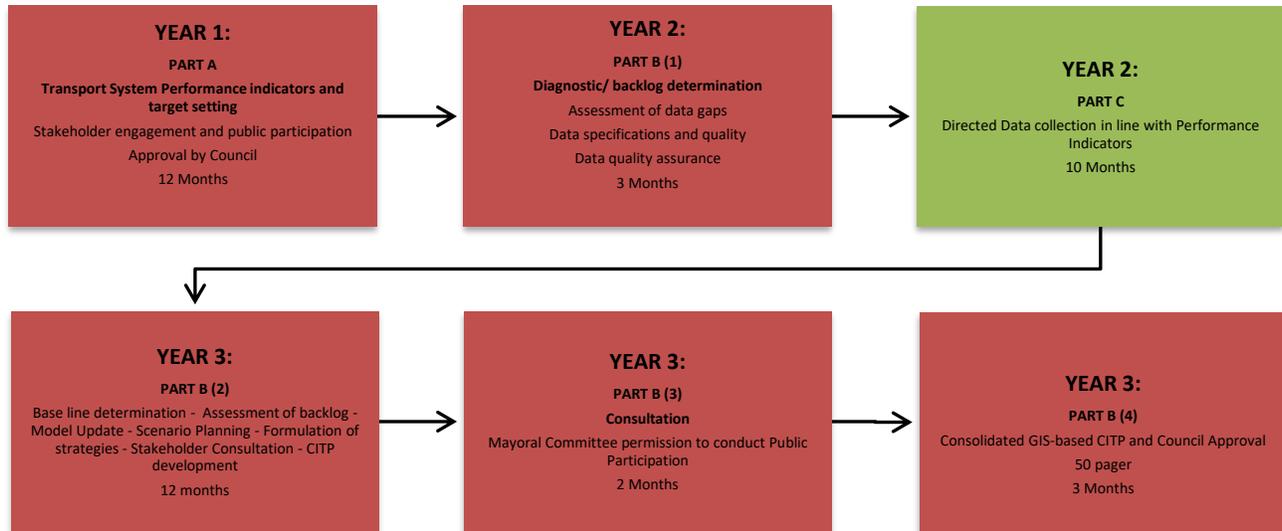
Section 31 of the NLTA provides that the integrated transport plans are designed to give structure to the function of municipal planning mentioned in Part B of Schedule 4 to the Constitution and must be accommodated in and form an essential part of integrated development plans, with due regard to legislation applicable to local government. Its integrated transport plan must form the transport component of the integrated development plan of the municipality. That the CITP is an integral part of the municipal Integrated Development Plan (IDP) implies that it must:

- Set appropriate key performance indicators as a yardstick for measuring performance, outcomes and impact;
- Form part of the policy framework for the City;
- Be clear on development proposals;
- Form the basis for the municipal budget as it relates to the transport portfolio;
- Align with the spatial development framework; and
- Be clear on priorities.

The terms of reference seek to direct the production of a responsive CITP. The CITP will be produced over three financial years informed by three interdependent parts comprising: Part A - Target setting and stakeholder engagements; Part B – Diagnostics, plans and programming; and Part C: Directed data collection. The focus of this tender's terms of reference is on Part A and B as follows:

Part A - Target setting and stakeholder engagements and Part B – Diagnostics, formulation of strategies and plans.

**Error! Reference source not found.** shows the relationship between the three components.



**Figure 1: Relationship Between the Three CITP Components**

Prospective service providers are requested to fully familiarise themselves with the requirements of these terms of reference.

**It must be noted that a bidder who will be awarded Part A and B of the CITP will not be allowed to participate in Part C of the CITP.**

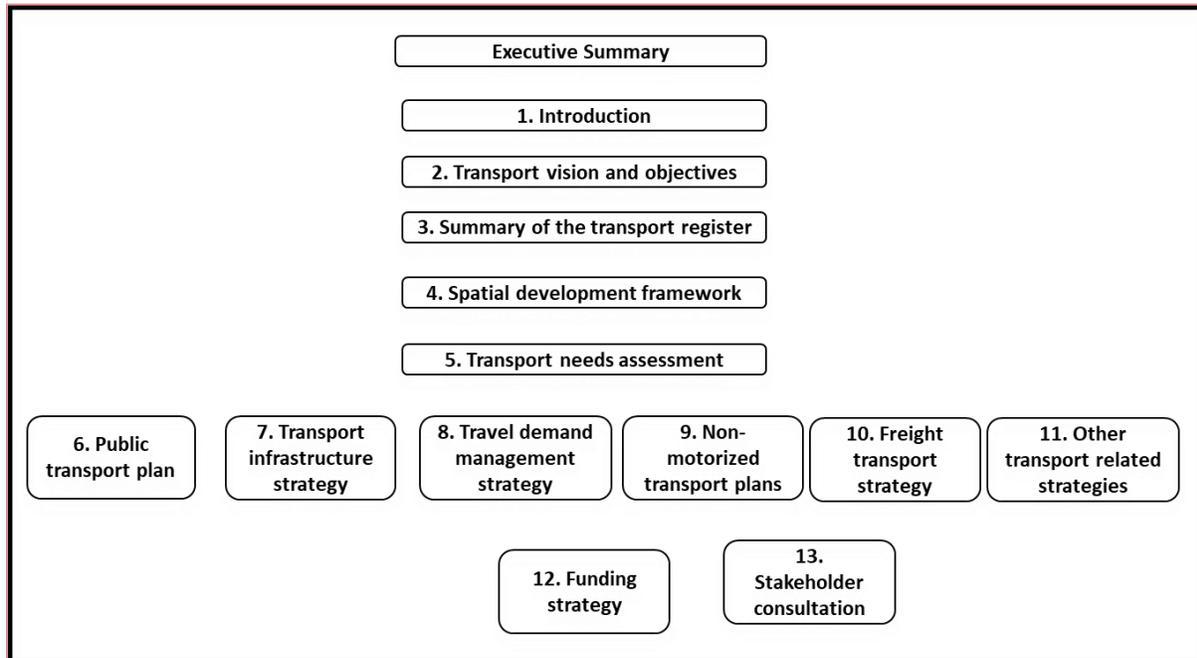
## 2. Project Information

### 2.1 Project Background

The City of Johannesburg’s first fully integrated transport plan (ITP) was produced and adopted by Council for the period 2003 to 2008. The ITP was developed in line with the requirements of the National Land Transport Transition Act (Act 22 of 2000), which was repealed by the National Land Transport Act (Act 5 of 2009). Subsequently, several plans were developed for implementation by the City emanating from the 2003-2008 ITP, for specific purposes, and also in lieu of a CITP.

The City is required by law to produce a compliant CITP in terms of the NLTA requirements. The minimum requirements of a CITP are as depicted in **Error! Reference source not found.** in terms of the required chapters.

## RFP: COMPERHENSIVE INTEGRATED TRANSPORT PLANS FOR 36 MONTHS



**Figure 2: Minimum content of a CITP**

The City is required to submit the CITP to the MEC for approval in terms of section 36(4) of the NLTA. The MEC is further required to provide feedback in terms of CITP compliance with section 36(4) of the NLTA. If necessary, the City is required to adjust the plan to align with the MEC's feedback.

The City is also required to submit the CITP to the Minister for approval in terms of section 36(5) of the NLTA. The Minister is further required to provide feedback in terms of CITP compliance with section 36(5) of the NLTA. If necessary, the City is required to adjust the plan to align with the Minister's feedback.

The CITP is being prepared in line with the principles of public administration contained in section 195(1) of the Constitution, which provides that public administration must:

- a. Promote and maintain a high standard of professional ethics;
- b. Promote efficient, economic and effective use of resources;
- c. Must be development-oriented;
- d. Facilitate the provision of public services in a manner that is impartial, fair, equitable, and without bias;
- e. Respond to the people's needs and must encourage the participation of the people;
- f. Facilitate accountability;
- g. Be transparent, and provide the public with timely, accessible and accurate information;
- h. Rely on good human-resource management and career-development practices, to maximise human potential, must be cultivated; and

- i. Ensure that public administration is broadly representative of the South African people, with employment and personnel management practices based on ability, objectivity, fairness, and the need to redress the imbalances of the past to achieve broad representation.

A final CITP will be formulated with summarised inputs from parts A, B and C and will comply with the minimum requirements as outlined in the NLTA 5 of 2009. To promote efficient, economic and effective use of resources in particular, the City seeks to develop a CITP that is characterised by inputs of Part A, B and C and will be used to develop the CITP following the below requirements:

- a. The CITP must be concise. The main body should not be more than 50 pages;
- b. The CITP must make maximum use of spatial representation tools;
- c. The CITP must be easily accessible;
- d. The CITP must use a language that is easily understood by all the people of the City of Johannesburg;
- e. The CITP must answer the:
  - What (is the problem; solution);
  - Why (does the problem exist; is intervention is necessary);
  - Where (the problem is; intervention is being made);
  - How (the problem will be solved);
  - When (the problem will be solved);
  - Who (will implement the solution; will be a beneficiary); and
  - How much (will be expended to solve the problem; will be provided).

### **3. SCOPE OF WORK**

The scope of work should align with the process outlined in Figure 3 below and is organized into four distinct sections, including:

- i. Inception phase;
- ii. Transport indicators and target setting phase;
- iii. Diagnostics and backlog assessment phase; and
- iv. Strategies and chapter development phase.

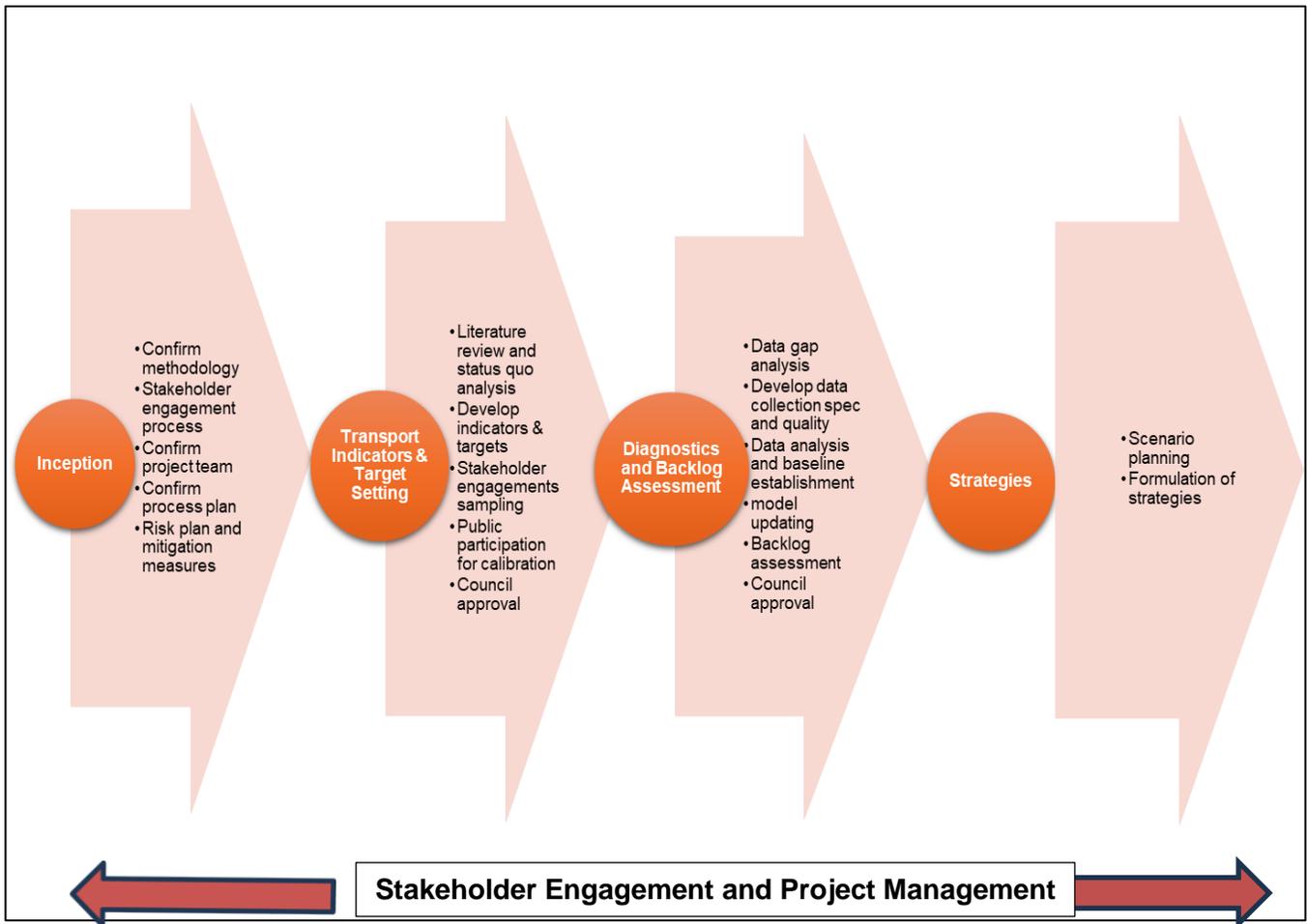


Figure 3: Process plan

### 3.1 Inception Phase

The Service Provider will be required to engage various stakeholders and subject technical experts to review and confirm the methodology/approach. The purpose of this exercise is to evaluate the robustness of the approach to meet the above-mentioned principles of public administration, and the City’s strategic objectives and facilitate and enhance the next phases of the project.

The service provider will be expected to:

- Facilitate meetings and workshops to engage various stakeholders - a minimum of six (3) meetings should be planned;
- Present a proposed approach to undertake the CITP project and solicit inputs to improve and develop a feasible approach;

- Detail the approach to target setting, sampling methodology, stakeholder engagement approach and communication plan to ensure outcomes within timeframes – to be reviewed and confirmed amongst other relevant topics; and
- Review and confirm the methodology and risk register and produce a report.

This project stage shall further outline detailed work plans, timelines, project deliverables, capacity building arrangement and mitigation measures to prevent possible challenges that may be encountered during the project. The Service Provider is required to include the following in no particular order:

- Detailed approach and methodology
- Communication plan;
- Project Workflow Diagram;
- Project plan in a form of a Gantt Chart ;
- Project Milestones;
- Risk Plan with mitigating measures; and
- Capacity building programme and concept.

#### **Deliverable: Inception Report (1 month)**

### **3.2 Transport Indicators & Target Setting Stage**

This stage of the project will involve aspects such as the following:

- Literature review and status quo assessment
- Development of indicators & targets
- Stakeholder engagements sampling
- Public participation for calibration
- Council approval

#### **3.2.1 Literature Review and Status Quo Assessment**

The successful bidder is required to review the City's previous ITP and other documents to assess what has been implemented, and what has not been implemented, and comprehensively determine reasons for

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non-implementation. This exercise should consider the City's affiliate international bodies and related commitments in relation to the Sustainable Development Goals (SDGs). Some of the City's key documents to be considered are listed below.

- Various National and Provincial Transport Legislation, Policies and Plans;
- CoJ Strategic Integrated Transport Plan Framework (SITPF) 2013
- CoJ Comprehensive Integrated Transport Plan 2003;
- CoJ revised IPTN plan 2020;
- CoJ Growth and Development Strategy (GDS) 2040;
- CoJ Spatial Development Framework 2016 including its Nodal Review (2020);
- CoJ Climate Action Plan 2021;
- CoJ Economic Development Plan;
- CoJ Integrated Development Plan (IDP);
- CoJ Complete Street Policy, 2013;
- Non-Motorised Transport (NMT) Framework, 2009.
- COJ Freight Plan;
- CoJ Household Travel Surveys (2014);
- GAUTENG HHTS, 2019;
- Road Network Plan and Hierarchy 2009;
- JRA 10-year Road Development plan;
- Managed Lanes Policy (2012);
- Various nodal plans (e.g. Inner City, Sandton, Ivory Park, Roodepoort CBD, Region G Transport Master Plan)
- Integrated Corridor Management (ICM) studies undertaken by the City;
- Soweto Integrated Public Transport Operational Plan;
- North-East Quadrant (NEQ) Integrated Public Transport Operational Plan;
- Transport Information Register 2013;
- Metrobus Operational Plan (2014);

Dropbox link:

<https://www.dropbox.com/scl/fo/gp13kh53zo9e92z6gemr7/AFvFhX2UVOTE1Dbmt0Ug1CM?rlkey=594spndketsb3zkgf9dn82rgc0&dl=0>

### **3.2.2 Development of Indicators and Targets**

At the commencement of the project, the successful bidder will collate and review all relevant local and international articles, journals, reports, and plans to undertake an appropriate benchmarking exercise to develop the indicators. This stage also includes a comprehensive identification of transport system key performance indicators. This stage will further be used to set performance targets for achieving an ideal transportation system as envisioned by the City. The key performance indicators must be directly linked with all the functions of local government in the NLTA 5 of 2009. The indicators must be relevant for the movement of people and goods as contemplated in the NLTA 5 of 2009.

The service provider should consider the use of the level of service concept (A to F) to identify or quantify performance across the following dimensions at a minimum but not limited to:

- Public transport service quality (affordability; safety; security; speed; access; lighting; crowding; information availability; information access, universal access etc.);
- Road network (road condition; network speed; intersection delays; non-motorised transport infrastructure quality etc.);
- City-wide mobility (trip length distribution; universal access; spatial connectivity etc.); and
- Cost recovery (public transport across modes; freight transport across modes etc.).

The key performance indicators should not be limited to the above-listed performance dimensions. Service providers are encouraged to seek and present other dimensions deemed appropriate for the exercise.

### **3.2.3 Stakeholder Engagement Sampling**

The City aims to obtain a buy in from residence on the viability of the developed transport key performance indicators and targets. This can only be achieved if the City involves the residence during the development phase of the key performance indicator and target stage. The inclusion of residence in the process will enforce a sense of ownership in terms of the performance of transport throughout the City. It will further provide the City with the necessary support to hold operators and other stakeholders alike accountable when non-performance is found. In pursuit of this, the City's consultation program must be far reaching. A successful engagement process should be such that every stakeholder represented in the City has been consulted.

RFP: COMPERHENSIVE INTEGRATED TRANSPORT PLANS FOR 36 MONTHS

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Informed by a sound statistical methodology and stakeholder mapping (internal and external), the successful bidder is expected to undertake engagements that include the introduction of the project and solicit inputs from stakeholders with regards to a proposed set of performance indicators and targets. Bidders are requested to submit a detailed methodology on sampling that will result in statistically significant outcome. The methodology should outline the sampling approach and the method to be used in soliciting responses or information from residents participating and representing the population of Joburg. The City is interested in the methods to be used to reach the audience required and that should form part of the sampling methodology.

The sampling methodology and stakeholder engagement/public participation process including communication plan, mapping, strategy and program would have been discussed and agreed to by the PSC at the Inception Stage of the project. The service provider should ensure that:

- Public participation must be inclusive of all the City's seven administrative regions;
- Prove that public participation results in statistically significant outcomes; and
- Prove that the participation process is socially inclusive.

It is expected that this phase of engagements will focus on stakeholders such as government stakeholders, academic institutions, research institutions, targeted focused groups representing public members in organised groups such as the People with Disabilities, Regional Structures of the Taxi Associations, Commuter Groups, Business, Freight Associations etc.

The bidder must make provision for a minimum of 25 internal and external stakeholder engagement meetings/workshops. **The costs for meeting venues, advertising of these meetings (including audio-visual and catering requirements) will be covered by the City.**

It is anticipated that internal City stakeholders will be engaged through a Project Steering Committee that will be established, however, the project may further require consultation with various stakeholders on specific fields or subject matter at appropriate stages in the process. Key internal stakeholders are listed below (not limited to):

- City Departments/MOEs, including: JRA; JDA; Development Planning Department; Economic Development Department (DED) Environmental Infrastructure Service Department (EISD); Regional Office (CRUM);

- Gauteng Department of Roads and Transport (GDRT);
- National Department of Transport
- Gauteng City Region Observatory (GCRO)
- Johannesburg Intermodal Planning Committee (JIPC); and
- And any other Government departments and fora that the city and the bidder may identify.

Possible external stakeholder-focused groups:

- Business Associations
- Informal Traders
- Public Transport operators
- PWDs

#### **3.2.4 Public Participation in the Calibration of Targets**

This stage involves the calibration of the identified key performance indicators and estimated targets. This will require the selected service provider to conduct public participation throughout all seven regions of the City of Johannesburg.

The service provider will be responsible for the following:

- Prepare all logistical arrangements for the meetings,
- Facilitating Meetings;
- Take minutes at meetings and ensure the timeous dissemination of minutes to the project steering group and various other groups. Proof of meetings will be required in the form of agendas, minutes and attendance registers;
- Make presentations at formal committee briefings and provide presentation materials

All bidders shall make allowance for at least forty (40) public participation meetings with an estimated fifty (50) attendees per meeting. It must be noted that this is not a replacement nor a proposal for a representative sample. These figures are proposed for the costing of the activities to ensure a fair evaluation process.

All venues must meet the mandatory Occupational Health and Safety compliance standards as will be prescribed by the City for hosting public meetings.

### **The key consideration for the public participation process**

The project program should be designed to provide stakeholders proactively and accessibly with an opportunity to provide input into the process. To ensure that the voices of the communities are heard, mechanisms must be developed to effect greater equity in the public participation process. This includes but is not limited to, making provision for interpreters that can translate a minimum of three (3) African languages and sign language.

The stakeholder practitioner and researcher will play critical roles in designing and hosting engagement sessions using creative co-production techniques – the content and direction of which will be influenced and guided by the Transport Planner/Project Lead.

However, it will remain the responsibility of the Transport Planner/Project Lead to ensure that the collaborative engagements are conducted to meet the statistical representation objectives of this project.

The stakeholder practitioner will be at all public participation meetings, however, the successful bidder should allocate the professional team efficiently and only members required for presentations and facilitation of responses should attend the stakeholder engagements. Team members who do attend meetings with stakeholders should be able to represent all project information adequately at that meeting.

Public participation required for this deliverable must support and ensure effectiveness and co-production. This approach must:

- Ensure sufficient and meaningful stakeholder engagement and collective visioning;
- Utilise various co-production techniques that ought to be designed and developed in collaboration with the stakeholder practitioner and project leader;
- Therefore, the transport planners and stakeholder practitioner will play a critical role in these engagements, particularly with regards to communicating relevant information regarding performance indicators and targets;
- The administrative functions of these engagements will be the primary responsibility of the stakeholder practitioner and it is anticipated that external work to be carried out during this

period, will also make use of this established engagement platform to ensure uniformity and reduce confusing and conflicting outcomes; and

- It will be the responsibility of the Project Leader and the stakeholder practitioner to engage other contributing departments throughout the project development process.

***Please note that these key considerations will also be applicable to the stakeholder engagement process under Section 3.2.3***

### **Deliverable: Draft Transport Indicators & Target Setting Report (10 months)**

#### **3.2.5 Consolidation Phase**

The service provider will be expected to collate all information and inputs from stakeholder engagements and public participation as contained in the public participation report. The service provider is expected to consolidate the cleaned, analysed and primed inputs from the stakeholder processes related to proposed Transport Key Performance Indicators and Targets. A revised report should be submitted to the PSC for approval.

### **Deliverable: Final Draft Transport Indicators & Target Setting Report (1 months)**

#### **3.2.6 Approval Phase**

The draft transport key performance indicators and targets report must be submitted to the City's internal structures for approval. The approval process can take up to two (2) months and therefore the bidder needs to take this into consideration when developing the project plan. The following committees will consider the report for approval:

- Economic Growth Technical Cluster
- Sustainable Service Technical Cluster
- Executive Management Team
- Section 79 – Political Oversight Committee
- Sub-Mayoral Committee
- Mayoral Committee; and
- Council

The service provider is expected to assist the City Transport Department to prepare necessary presentations and reports for the above exercise. As and when required, incorporate feedback received from these structures for consideration of the next committees. The service provider must make provision for at least three (3) feedback sessions for this purpose.

**Deliverable: Final Transport Key Performance Indicators and Targets Report (2 months)**

**3.3 Diagnostics and Backlog Assessment**

**3.3.1 Data gap analysis**

The service provider will be expected to estimate the performance of the City's transport system against agreed planning targets using existing datasets as far as possible. Appropriate statistical inference methods to be used for the purpose where no data is readily available. This stage of the project should identify critical aspects of the transport system set of indicators, relating to agreed planning targets that cannot be measured due to lack of data.

**Deliverable: Data gap analysis and management report**

**3.3.2 Develop data collection specification and quality**

Based on the data gap analysis, the service provider will be required to specify a prioritised data collection programme to help close the data unavailability gap for inclusion in Part C of the CITP. The programme must be prioritised in terms of the City's budget and will form scope for Part C of the CITP programme.

Furthermore, the successful service provider will oversee Part C of the CITP programme implementation to ensure that it provides good quality data to complete the CITP. Part C which will be carried out by an independent team that is not associated with Part A and Part B team.

**Deliverable: Data quality assurance report and Terms of Reference for collection of outstanding data.**

### **3.3.3 Data analysis and baseline establishment**

Data analysis involves examining data to derive insights in the City's transport system. the bidders will be required to collect relevant data from various sources, ensure data accuracy, identify patterns and trends, summarize historical data to get a clear understanding why trends occur and to forecast future outcomes and recommend actions.

This exercise would expect the service provider to:

- Undertake data analysis exercise to produce graphical information and reports in line with the Minimum Requirements.
- Formulate clear and implementable interventions to address the gap between performance and targets and achieve the City's transport vision.
- Appropriately phase the interventions.

### **Deliverable: Transport system diagnostic and Interventions Report**

### **3.3.3. Data analysis and baseline establishment**

Data analysis involves examining data to derive insights in the City's transport system. the bidders will be required to collect relevant data from various sources, ensure data accuracy, identify patterns and trends, summarize historical data to get a clear understanding why trends occur and to forecast future outcomes and recommend actions.

This exercise would expect the service provider to:

- Undertake data analysis exercise to produce graphical information and reports in line with the Minimum Requirements.
- Formulate clear and implementable interventions to address the gap between performance and targets and achieve the City's transport vision.
- Appropriately phase the interventions.

### **Deliverable: Transport system diagnostic and Interventions Report**

### 3.3.4 Model update

It must be noted that the City's strategic transport model is built in the VISUM platform and should be modified by addressing issues identified above. And should also ensure that data required is identified and costed for in the proposal. It is important that the bidder understands the level of the strategic model as it may be necessary to make further adjustments to ensure that the model is fit for purpose.

Bidders would be provided with the transport related database from VISUM model to review, analyze and identify gaps that needs to be filled. The model should be reviewed to ensure that the data required is identified and costed for in the proposal.

Limitations of the data on the existing model should be identified and recommendations of specific data to be collected to support the development of the Comprehensive Integrated Transport Plan.

As part of this exercise the service provider would be required to:

- Develop a comprehensive geodatabase to spatially represent all transport system performance data, and planned interventions, inclusive of attributes such as implementation timelines.
- Ensure that the geodatabase is easily accessible through digital mobile device.
- Ensure that the geodatabase can be easily updated when new datasets are obtained.

The transport demand forecasting must be done using 25-, 10- and 5-year planning scenarios. Consequently, the model must be able to:

- Provide reliable predictions between transport demand and supply,
- Provide base year to long-term planning horizon,
- Interface with ARCGIS, Geonode and Ms Excel applications

**Deliverable: Revised VISUM model and Model Report**

### 3.3.5 Backlog assessment

Specific questions to be addressed for each chapter are listed in **Error! Reference source not found.** below.

*Table 1: Scope of deliverables per CITP Chapter*

CITP Chapter	Scope	Geospatial database (spatial units: wards, transport zones, road links as per JRA asset management system, individual nodes)	Specific questions to be answered
Executive Summary	Executive summary in 3 pages.	Executive summary to explain that there is a geo-spatial database containing all the necessary information, and a table summarising the information.	<ul style="list-style-type: none"> <li>How is the City performing in relation to performance targets?</li> <li>What are the key proposals to bridge performance gaps?</li> </ul>
Chapter 1	Introduction in 1 pages	N/A	<ul style="list-style-type: none"> <li>What is contained in the CITP?</li> <li>How is the CITP arranged?</li> <li>How should the CITP be read?</li> <li>How should the CITP be used by different stakeholders?</li> </ul>
Chapter 2	Transport vision and objectives in 1 page	N/A	<ul style="list-style-type: none"> <li>What are the vision, mission, and objectives for transport in the City?</li> <li>How were these formulated?</li> <li>What are the critical success factors to achieve these?</li> </ul>
Chapter 3	Summary of transport register in 10 pages	<ul style="list-style-type: none"> <li>Spatial accounting of transport network nodes and links.</li> <li>Geospatial database to contain the following for (2002, 2014, 2022): demand and supply</li> </ul>	<ul style="list-style-type: none"> <li>What is the stock of the transport system (capacity of various elements)?</li> <li>What is the demand for transport</li> </ul>

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CITP Chapter	Scope	Geospatial database (spatial units: wards, transport zones, road links as per JRA asset management system, individual nodes)	Specific questions to be answered
			(passenger and freight)?
Chapter 4	Relationship between spatial development framework and transport in up to 5 pages	<ul style="list-style-type: none"> <li>• Classified nodes, areas, and links.</li> <li>• Spatial interventions proposed by the City.</li> </ul>	<ul style="list-style-type: none"> <li>• What does spatial transformation mean?</li> <li>• How is the transport system contributing towards spatial transformation?</li> <li>• What are the critical success factors to enable the transport system to support spatial transformation?</li> <li>• How should other stakeholders in the transport system align with the spatial transformation agenda of the City?</li> </ul>
Chapter 5	Transport needs assessment in 3 pages	<p>Geospatial database to contain the following for (2002, 2014, 2022):</p> <ul style="list-style-type: none"> <li>• Transport nodes performance in relation to targets.</li> <li>• Public transport service links performance in relation to targets.</li> <li>• Road network link performance in relation to targets.</li> <li>• Public transport services in relation to targets.</li> </ul>	<ul style="list-style-type: none"> <li>• What is the performance of the transport system against targets?</li> <li>• How does the performance look like spatially?</li> <li>• How has the performance changed over time?</li> </ul>
Chapter 6	Public transport plan in 7 pages	<ul style="list-style-type: none"> <li>• Spatial representation of public transport interventions.</li> </ul>	<ul style="list-style-type: none"> <li>• What was implemented from the previous ITP?</li> <li>• Why was the City not able to implement other ITP interventions?</li> <li>• How will the City's public transport services be improved to align</li> </ul>

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CITP Chapter	Scope	Geospatial database (spatial units: wards, transport zones, road links as per JRA asset management system, individual nodes)	Specific questions to be answered
			with agreed targets? <ul style="list-style-type: none"> <li>• By when will the City’s public transport services be improved to align with agreed targets?</li> <li>• What accountability mechanisms will be implemented to ensure implementation takes place?</li> </ul>
Chapter 7	Transport infrastructure strategy in 5 pages	<ul style="list-style-type: none"> <li>• Spatial representation of transport infrastructure interventions.</li> </ul>	<ul style="list-style-type: none"> <li>• What was implemented from the previous ITP?</li> <li>• Why was the City not able to implement other ITP interventions?</li> <li>• How will the City’s transport infrastructure be improved to align with agreed targets?</li> <li>• By when will the City’s transport infrastructure be improved to align with agreed targets?</li> <li>• What accountability mechanisms will be implemented to ensure implementation takes place?</li> </ul>
Chapter 8	Travel demand management strategy in 2 pages	<ul style="list-style-type: none"> <li>• Spatial representation of travel demand management interventions.</li> </ul>	<ul style="list-style-type: none"> <li>• What was implemented from the previous ITP?</li> <li>• Why was the City not able to</li> </ul>

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CITP Chapter	Scope	Geospatial database (spatial units: wards, transport zones, road links as per JRA asset management system, individual nodes)	Specific questions to be answered
			<p>implement other ITP interventions?</p> <ul style="list-style-type: none"> <li>• How will the City's travel demand management measures be improved to align with agreed targets?</li> <li>• By when will the City's travel demand management measures be implemented to align with agreed targets?</li> <li>• What accountability mechanisms will be implemented to ensure implementation takes place?</li> </ul>
Chapter 9	Non-motorised transport plan in 2 pages	<ul style="list-style-type: none"> <li>• Spatial representation of non-motorised transport infrastructure and service interventions.</li> </ul>	<ul style="list-style-type: none"> <li>• What was implemented from the previous ITP?</li> <li>• Why was the City not able to implement other ITP interventions?</li> <li>• How will the City's non-motorised transport infrastructure and services be improved to align with agreed targets?</li> <li>• By when will the City's non-motorised transport infrastructure and services be improved to align with agreed targets?</li> </ul>

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CITP Chapter	Scope	Geospatial database (spatial units: wards, transport zones, road links as per JRA asset management system, individual nodes)	Specific questions to be answered
			<ul style="list-style-type: none"> <li>• What accountability mechanisms will be implemented to ensure implementation takes place?</li> </ul>
Chapter 10	Freight transport strategy in 2 pages	<ul style="list-style-type: none"> <li>• Spatial representation of freight transport infrastructure and service interventions.</li> </ul>	<ul style="list-style-type: none"> <li>• What was implemented from the previous ITP?</li> <li>• Why was the City not able to implement other ITP interventions?</li> <li>• How will the City's freight transport infrastructure and services be improved to align with agreed targets?</li> <li>• By when will the City's freight transport infrastructure and services be improved to align with agreed targets?</li> <li>• What accountability mechanisms will be implemented to ensure implementation takes place?</li> </ul>
Chapter 11	All other transport strategies in 2 pages per strategy including Green & Environmental Strategy, Digitisation Strategy, Micromobility Strategy, Climate Change, Road-	<ul style="list-style-type: none"> <li>• Spatial representation of all other transport strategy interventions.</li> </ul>	<ul style="list-style-type: none"> <li>• What was implemented from the previous ITP for the proposed interventions?</li> <li>• Why was the City not able to implement similar interventions from the previous ITP?</li> </ul>

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CITP Chapter	Scope	Geospatial database (spatial units: wards, transport zones, road links as per JRA asset management system, individual nodes)	Specific questions to be answered
	user safety and security strategy, roads strategy, 4IR strategy		<ul style="list-style-type: none"> <li>• How will be done to align with agreed targets?</li> <li>• How long will this take?</li> <li>• What accountability mechanisms will be implemented to ensure implementation takes place?</li> </ul>
Chapter 12	Funding strategy in 3 pages	<ul style="list-style-type: none"> <li>• Spatial representation of funding interventions (amount, source, capital, operational).</li> </ul>	<ul style="list-style-type: none"> <li>• What was funded from the previous ITP?</li> <li>• Why was the City not able to fund other ITP interventions?</li> <li>• How much money will the interventions require?</li> <li>• Where will funding be sourced?</li> <li>• What will be done to source the funding?</li> <li>• Who is responsible for sourcing the funding?</li> </ul>
Chapter 13	Stakeholder consultation in 4 pages	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• What targets do stakeholder support?</li> <li>• How should stakeholder access the CITP?</li> </ul>

**Deliverable: Backlog Reports**

### **3.4 Strategies**

#### **3.4.1 Scenario planning**

The service provider will be required to develop different planning scenarios for the transport system based on various assumptions and criteria such as demand projection, service level agreement, vehicle specification, fare policy, revenue sharing model, compensation scheme, environmental impact assessment, social impact assessment, economic impact assessment, financial analysis, risk analysis and sensitivity analysis.

The service provider will further evaluate and compare the different planning scenarios (options) using a multi-criteria analysis framework that considers both quantitative and qualitative indicators such as cost-benefit ratio, net present value, internal rate of return, payback period, environmental impact score, social impact score, economic impact score, stakeholder satisfaction score, and implementation feasibility score.

Recommend the most preferred planning scenario (option) for improving the transport system based on the results of the evaluation and comparison.

#### **3.4.2 Formulation of strategies**

The service provider will be responsible for developing strategies to address the identified challenges and opportunities. These strategies will be developed in close collaboration with stakeholders and will undergo comprehensive analysis and testing to ensure their feasibility and effectiveness. The primary focus will be on enhancing the efficiency and safety of the transport system, improving the integration of various transport modes, and promoting sustainable and equitable transport solutions.

**Deliverable: Draft Diagnostics, Formulation of Strategies And Plans Report (12 months)**

### **3.5 Consolidation Stage**

The service provider will be expected to document the CITP in line with gazetted regulations in two parts. Volume A will be a CITP based on existing datasets. Volume B will be an update to Part A CITP but taking into account newly collected datasets.

The service provider will be expected to collate all information and inputs from stakeholder engagements and public participation as contained in the public participation report. The service provider is expected to consolidate the cleaned, analysed and primed inputs from the stakeholder processes related to proposed Transport Key Performance Indicators and Targets. A revised report should be submitted to the PSC for approval.

### **Deliverable: Draft Comprehensive Integrated Transport Plan**

### **3.6 Approval stage**

The draft transport key performance indicators and targets and the diagnostics, formulation of strategies and plans reports must be submitted to the City's internal structures for approval. The approval process can take up to two (2) months and therefore the bidder needs to take this into consideration when developing the project plan. The following committees will consider the report for approval:

- Economic Growth Technical Cluster
- Sustainable Service Technical Cluster
- Executive Management Team
- Section 79 – Political Oversight Committee
- Sub-Mayoral Committee
- Mayoral Committee; and
- Council

The service provider is expected to assist the City Transport Department to prepare necessary presentations and reports for the above exercise. As and when required, incorporate feedback received

from these structures for consideration of the next committees. The service provider must make provision for at least three (3) feedback sessions for this purpose.

**Deliverable:**

- Final Draft Transport Key Performance Indicators and Targets Report, Mayoral Committee Presentation ( 1 month)
- Final Draft Diagnostics, Formulation of Strategies and Plans Report, Mayoral Committee Presentation (1 month)

### **3.7 Project Management and Coordination**

The successful bidder will be required to arrange regular project coordination meetings which will consist of the CoJ Transport project manager, service provider, various CoJ departments, municipal entities and other stakeholders. The successful bidder shall perform secretarial duties of minute taking (which shall be approved by the City) and dissemination of minutes/meeting notes after each meeting. The project coordination meetings shall happen once monthly for the project duration. Thirty-two (32) meetings in total will be required. Monthly progress reports shall be prepared and submitted to the City's steering committee.

A project steering committee will be formed whereby the appointed bidder will be required to make presentations and table proposals regarding the project. The Project Lead and the respective workstream leads will be required at the 32 project steering committee meetings.

The project team may be required to present or make available presentation materials to City staff to enable the officials to provide additional updates/briefings to various other committees, commissions, and stakeholder groups as needed at key milestones in the process. These are categorised as Internal and external stakeholders and forums and are separate from and in addition to the monthly Project Steering Committee Meetings with the client and its project manager.

**Deliverables: Monthly Progress Reports**

### **3.8 Key Project Deliverables**

The service provider will be required to include non-technical multi-media audio and visual material in all the reports to support of the Communication Strategy. The project deliverables will include the following:

- **Inception Phase: Project Inception Report;**
- **Draft Transport Indicators and Target Setting Report;**
- **Final Draft Transport Indicators and Targets Setting Report;**
- **Final Key Performance Indicators and Targets Report;**
- **Data Gap Analysis and Management Report;**
- **Data Quality Assurance Report and Terms of Reference For Collection of Outstanding Data Report;**
- **Transport Systems Diagnostic and Interventions Report;**
- **Revised Visum Strategic Transport Model Report;**
- **Backlog Assessment Report;**
- **Draft Diagnostic, Formulation of Strategies and Plans Report;**
- **Draft Comprehensive Integrated Transport Plan (CITP).**

The City will require the submission of all project documentation generated during the various project phases,

#### **3.8.1 Format of the deliverables**

##### **a. Progress Reports**

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

##### **b. Draft Documents**

- Soft Copy: draft products in PDF (Acrobat) and Word file format.
- Presentation (MS Powerpoint)

### **c. Final Documents**

- Soft Copy: Final reports should be submitted in PDF (Acrobat) and Word file format. One of the soft copies must be typed to allow direct single-sided A4 printing.
- Hard Copy: 5 copies Final Comprehensive Integrated Transport Plan (CITP) submitted in high-definition print quality (bound, may be printed double-sided).
- Hard Copy: 5 copies summarised version (50 pages only) of the Final Comprehensive Integrated Transport Plan (CITP) submitted in high-definition print quality (bound, may be printed double-sided).
- Presentation (MS Powerpoint)
- Poster: design (A3 to A0 high-definition print quality) – graphic design files and pdf format.
- Multimedia products generated: mp4-videos; audio files.
- Geographic Information System (GIS) Database.

### **d. Data Ownership**

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

### **3.9 Project Duration**

The project duration should be thirty-six (36) months including approvals and stakeholder engagements. However, the Transport Plans should be completed and approved in 32 months.

### **3.10 Competence Requirements**

Sufficient professional staff with suitable qualifications must be made available by the service provider(s) to undertake the project, as described in this section. The personnel must be knowledgeable and experienced in their fields of expertise and must be currently actively involved in those fields. The tender must include documentary evidence that each proposed professional meets these requirements.

A detailed project organogram identifying the service provider's management structure and all staff resources to be employed on the project and clearly outlined roles and responsibilities showing the percentage time allocation of the staff to the project. The curricula vitae of the proposed personnel are to accompany the organogram and are to include certificates of professional qualifications and registration where required.

The Project Lead overseeing all work undertaken in this project must be a Professional Engineer or Professional Engineering Technologist registered with the Engineering Council of South Africa (ECSA). These professionals together with the project manager will take full responsibility for the work following the requirements of the Council and particularly in terms of the Code of Conduct published under the Engineering Profession Act, 2000 (Act 46 of 2000) as Board Notice 15 in Government Gazette No. 28605 (17 March 2006).

The following skills are required and should be included in the organogram presented in the methodology:

- Transport planning;
- Stakeholder engagement;
- Transport research;
- Project management
- Mathematical statistician with advanced capability in inference methods
- Transport modelling
- Geospatial analysis
- Transport infrastructure management
- Environmental management
- Universal access
- Transport economics
- Legal and compliance
- Town planning
- Institutional arrangement
- Freight management
- Digitalisation
- Safety and security

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- Public Private Partnership Specialist

#### **4. ASSESSMENT CRITERIA**

Submissions will be evaluated on the criteria to follow:

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

##### **4.1 Compliance**

Bidders' will be disqualified:

- If any of its directors are listed on the register of defaulters,
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory,
- Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil,
- Bidders whose document has been faxed,
- Bidders whose tender document has been received after the closing time,
- Bidders whose tender document has not been deposited in the tender box at the time of closing,
- Bidders who fail to price as required i.e. as stipulated in item 4 herein,
- Bidders who failed to attend the compulsory tender briefing session,
- Bidders who have any directors that are 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),

##### **The following conditions will apply:**

- A valid Tax Pin from SARS must be submitted.
- An original and valid BBBEE status level verification certificate or a certified copy thereof must be submitted.
- An EME must submit a sworn affidavit confirming the following:
  - Annual Turnover Revenue of R10 million or less; and

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- Level of Black ownership
- Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- A copy of the bidder's current municipal account in the name of the bidder or alternatively in the names of the directors / partners of the bidding entity must be submitted.
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be exclusive of VAT.

Provide information on the individuals who will be assigned to this project (NOT the entire company). The following must be addressed:

- Organogram
- role/s and responsibility/ies on this project
- relevant qualifications and attach proof hereof
- number of years of relevant experience in the industry **and** in the proposed role
- detailed CV's for each member of the team noting their specific relevant project experience **[project description, role and responsibilities, project value]**
- individual memberships to professional associations and attach proof hereof

A schedule of completed contracts of a similar nature to this project. The following details must be included on the schedule:

- Description of the project
- Service rendered
- Name of employer / client and their representative's contact details
- Cost of the works
- Fee obtained for services
- Date of completion
- Letter of reference on the client's letterhead or with the client's company stamp that confirms project scope of work, service rendered and project value.

**TENDERERS ARE TO SUBMIT 2 COPIES OF THEIR PROPOSAL (1 ORIGINAL PLUS 1 COPY).**

**Note for consortium and joint ventures**

- **EACH** party to a consortium and joint venture is to submit the requisite documents and / or information.
- 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.**

## 4.2 Technical

### 4.2.1 FUNCTIONALITY CRITERIA

The evaluation of bids shall be based firstly on FUNCTIONALITY criteria in Total points are 100 and the minimum threshold of 75 points that is equivalent to 75% will be considered for the subsequent stages of the evaluation process. A bid that scores less than 75 points for FUNCTIONALITY shall be regarded as non-responsive and shall not be considered for further evaluation.

*Table 1: Functionality criteria*

Criteria	Levels	Points	Points obtained
<b>Responsive methodology and approach methods</b>	<p>The bidder provides a proposal that demonstrates the understanding of the brief regarding statistically sampling by explaining how statistical confidence of at least 95% will be ensured. The following four minimum requirements should be included.</p> <ul style="list-style-type: none"> <li>• <b>Stakeholder sampling approach (5 points)</b> <ul style="list-style-type: none"> <li>• Sampling methodology is incomplete and will not result in statistically significant outcomes = 0</li> <li>• Sampling methodology is somewhat complete and will result in statistical significant outcomes = 2</li> <li>• Sampling methodology is complete and will result in statistically significant outcomes = 5</li> </ul> </li> <li>• <b>Describe the use of technology and minimum of three (3) co-production techniques during stakeholder engagement to prove inclusivity (5 points)</b> <ul style="list-style-type: none"> <li>• No use of technology description and no co-production technique=0</li> <li>• Description of use of technology and 2 co-production `technique= 2</li> </ul> </li> </ul>	<p>20</p>	

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	<ul style="list-style-type: none"> <li>• Description of use of technology and 3 or more co-production techniques=5</li> <li>• <b>Project plan clearly outlining how all deliverables and milestones will be achieved including stakeholder engagement plan (5 points)</b> <ul style="list-style-type: none"> <li>• No project Management implementation plan Including Gantt Chart = 0</li> <li>• Project Management Implementation plan Including Gantt Chart without outlining processes, activities detailed deliverables and stakeholder engagement plan = 2</li> <li>• Complete Project Management Implementation plan Including Gantt Chart outlining/, full processes, activities and deliverables aligned to the timelines including stakeholder engagement plan = 5</li> </ul> </li> <li>• <b>Description of risks associated with the project and map out a project risk plan and mitigation matrix. (5 points)</b> <ul style="list-style-type: none"> <li>• No description of risk plan = 0</li> </ul> </li> </ul> <p>Description of risks associated with the project and map out a project risk plan and mitigation matrix. =5</p>		
<p><b>Transport planner (project lead)</b></p>	<p>The bidder has registered professional transport planner (Pr Eng/Pr Tech Eng) with NQF 8 or higher qualification in transport engineering or transport planning.</p> <p>The transport planner has successfully <u>led</u> the production of the integrated transport plan in terms of the National Land Transport Act (Act 5 of 2009) or under the repealed National Land Transport Transition Act (Act 22 of 2000).</p> <p>Letters of reference confirming the scope of works and the transport planner’s leadership role in the successfully completed production of integrated transport plan/s must be attached.</p>	<p>15</p>	

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	<ul style="list-style-type: none"> <li>• NQF 8 and no ITP led = 0</li> <li>• NQF 8 or higher and 3 ITP projects led = 10</li> <li>• NQF 8 or higher and 5 or more ITP projects led = 15</li> </ul> <p><b>FORM 2: Project related experience must be competed</b></p>		
<b>Stakeholder engagement practitioner</b>	<p>The bidder has stakeholder engagement practitioner with NQF 7 or higher qualification in Humanities or Social Sciences or Built Environment or Development Planning or Social Development with experience in leading and managing stakeholder engagement for <u>transport planning</u> projects.</p> <p>Letters of reference confirming the scope of works and the practitioner’s role in the successfully completed transport planning related projects must be attached.</p> <ul style="list-style-type: none"> <li>• Less than 5 years transport planning project experience = 0</li> <li>• 5 years or more and less than 10 years transport planning project experience = 10</li> <li>• 10 or more years’ experience = 15</li> </ul> <p><b>FORM 2: project related experience must be completed</b></p>	15	
<b>Transport researcher</b>	<p>The bidder has a transport researcher that has published a peer reviewed conference article or journal article on transport system performance indicators as a lead author.</p> <ul style="list-style-type: none"> <li>• No article or journal published = 0</li> <li>• At least 1 peer-reviewed conference article = 2</li> <li>• At least 1 journal article published = 5</li> </ul>	5	
<b>Project manager</b>	<p>The bidder has a project manager with NQF 7 or higher qualification in project management and relevant experience in managing transport planning related projects</p> <ul style="list-style-type: none"> <li>• Less than 5 years’ experience post qualification = 0</li> <li>• 5 years or more and less than 10 years’ experience post qualification = 2</li> <li>• 10 or more years’ experience post qualification = 5</li> </ul> <p><b>FORM 2: project related experience must be completed</b></p>	5	

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<p><b>Lead mathematical statistician</b></p>	<p>The bidder has a lead mathematical statistician with NQF 8 or higher qualification.</p> <p>The lead mathematical statistician has successfully managed projects requiring demographic sampling.</p> <p>Letters of reference confirming the scope of works and the statistician’s role in the successfully completed transport related demographic sampling projects must be attached.</p> <ul style="list-style-type: none"> <li>• Less than 5 years’ experience = 0</li> <li>• 5 years or more and less than 10 years’ experience = 3</li> <li>• 10 or more years’ experience = 5</li> </ul> <p><b>FORM 2: project related experience must be completed</b></p>	<p>5</p>	
<p><b>Transport modelling</b></p>	<p>The team has no transport modelling practitioner with NQF 7 or higher with over 10 years of experience in in modelling public transport networks; or no letter(s) of reference confirming that the practitioner has led transport modelling tasks in at least one project. = 0</p> <p>Team has a professionally transport modelling practitioner with NQF 7 or higher with over 10 years of experience, but less than 15 years’ experience, in modelling public transport networks. At least one letter of reference confirming that the practitioner has led transport modelling tasks in at least one project. = 5</p> <p>Team has a professionally transport modelling practitioner with NQF 7 or higher with over 15 years of experience in modelling public transport networks. At least three letters of reference confirming that the practitioner has led transport modelling tasks in three different projects. = 10</p>	<p>10</p>	
<p><b>Geospatial analysis</b></p>	<p>The team has no geospatial analyst with a degree in GIS with over 10 years of experience in in designing developing code and geodatabases for built environment projects; or no letter(s) of reference confirming that the practitioner has</p>	<p>10</p>	

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	<p>developed code and geodatabases for built environment projects in at least one project = 0</p> <p>Team has a geospatial analyst with a degree in GIS who has over 10 years of experience, but less than 15 years' experience, in designing developing code and geodatabases for built environment projects. At least one letter of reference confirming that the practitioner has developed code and geodatabases for built environment projects = 5</p> <p>Team has a geospatial analyst with a degree in GIS who has over 15 years of experience in designing developing code and geodatabases for built environment projects. At least three letters of reference confirming that the practitioner has developed code and geodatabases for built environment projects=10</p>		
<p><b>Transport infrastructure management</b></p>	<p>The team has professionally registered engineer with over 10 years of experience with over 10 years of experience in developing transport infrastructure asset management systems; or no letter(s) of reference confirming that the practitioner has led the development of transport infrastructure asset management systems in at least one project = 0</p> <p>Team has a professionally registered engineer who has over 10 years of experience, but less than 15 years' experience, in developing transport infrastructure asset management systems. At least one letter of reference confirming that the practitioner has led the development of transport infrastructure asset management systems in at least one project = 5</p> <p>Team has a professionally registered engineer who has over 15 years of experience in developing transport infrastructure asset management systems. At least three letters of reference confirming that the practitioner has led the development of transport infrastructure asset management systems in at least three projects = 10</p>	<p>10</p>	

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<p><b>UA Specialist</b></p>	<p>The team has a Universal Access Design Specialist with an Honours degree equivalent or higher in Universal Design and Universal Design and Universal Access.</p> <p>Letters of reference confirming the scope of works and the practitioner's role in the successfully completed transport related Universal Access Design projects must be attached.</p> <ul style="list-style-type: none"> <li>• Less than 5 years' experience = 0</li> <li>• 5 years or more and less than 10 years' experience = 3</li> <li>• 10 or more years' experience = 5</li> </ul>	<p>5</p>	
<p><b>Total</b></p>			<p><b>100</b></p>

**Please attach CVs, Qualifications and proof of professional registration**

. Total points are 100 and the minimum threshold of 75 points that is equivalent to 75% will be considered for the subsequent stages of the evaluation process. A bid that scores less than 75 points for FUNCTIONALITY shall be regarded as non-responsive and shall not be considered for further evaluation.

*Table 1: Functionality criteria*

Criteria	Levels	Points	Points obtained
<p><b>Responsive methodology and approach methods</b></p>	<p>The bidder provides a proposal that demonstrates the understanding of the brief regarding statistically sampling by explaining how statistical confidence of at least 95% will be ensured. The following four minimum requirements should be included.</p> <ul style="list-style-type: none"> <li>• <b>Stakeholder sampling approach (5 points)</b> <ul style="list-style-type: none"> <li>• Sampling methodology is incomplete and will not result in statistically significant outcomes = 0</li> <li>• Sampling methodology is somewhat complete and will result in statistical significant outcomes = 2</li> <li>• Sampling methodology is complete and will result in statistically significant outcomes = 5</li> </ul> </li> </ul>	<p>20</p>	

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	<ul style="list-style-type: none"> <li>• <b>Describe the use of technology and minimum of three (3) co-production techniques during stakeholder engagement to prove inclusivity (5 points)</b> <ul style="list-style-type: none"> <li>• No use of technology description and no co-production technique=0</li> <li>• Description of use of technology and 2 co-production `technique= 2</li> <li>• Description of use of technology and 3 or more co-production techniques=5</li> </ul> </li>   <li>• <b>Project plan clearly outlining how all deliverables and milestones will be achieved including stakeholder engagement plan (5 points)</b> <ul style="list-style-type: none"> <li>• No project Management implementation plan Including Gantt Chart = 0</li> <li>• Project Management Implementation plan Including Gantt Chart without outlining processes, activities detailed deliverables and stakeholder engagement plan = 2</li> <li>• Complete Project Management Implementation plan Including Gantt Chart outlining/, full processes, activities and deliverables aligned to the timelines including stakeholder engagement plan = 5</li> </ul> </li>   <li>• <b>Description of risks associated with the project and map out a project risk plan and mitigation matrix. (5 points)</b> <ul style="list-style-type: none"> <li>• No description of risk plan = 0</li> </ul> <p>Description of risks associated with the project and map out a project risk plan and mitigation matrix. =5</p> </li> </ul>		
<p><b>Transport planner (project lead)</b></p>	<p>The bidder has registered professional transport planner (Pr Eng/Pr Tech Eng) with NQF 8 or higher qualification in transport engineering or transport planning.</p> <p>The transport planner has successfully <u>led</u> the production of the integrated transport plan in terms of the National Land</p>	<p>15</p>	

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	<p>Transport Act (Act 5 of 2009) or under the repealed National Land Transport Transition Act (Act 22 of 2000).</p> <p>Letters of reference confirming the scope of works and the transport planner’s leadership role in the successfully completed production of integrated transport plan/s must be attached.</p> <ul style="list-style-type: none"> <li>• NQF 8 and no ITP led = 0</li> <li>• NQF 8 or higher and 3 ITP projects led = 10</li> <li>• NQF 8 or higher and 5 or more ITP projects led = 15</li> </ul> <p><b>FORM 2: Project related experience must be completed</b></p>		
<b>Stakeholder engagement practitioner</b>	<p>The bidder has stakeholder engagement practitioner with NQF 7 or higher qualification in Humanities or Social Sciences or Built Environment or Development Planning or Social Development with experience in leading and managing stakeholder engagement for <u>transport planning</u> projects.</p> <p>Letters of reference confirming the scope of works and the practitioner’s role in the successfully completed transport planning related projects must be attached.</p> <ul style="list-style-type: none"> <li>• Less than 5 years transport planning project experience = 0</li> <li>• 5 years or more and less than 10 years transport planning project experience = 10</li> <li>• 10 or more years’ experience = 15</li> </ul> <p><b>FORM 2: project related experience must be completed</b></p>	15	
<b>Transport researcher</b>	<p>The bidder has a transport researcher that has published a peer reviewed conference article or journal article on transport system performance indicators as a lead author.</p> <ul style="list-style-type: none"> <li>• No article or journal published = 0</li> <li>• At least 1 peer-reviewed conference article = 2</li> <li>• At least 1 journal article published = 5</li> </ul>	5	
<b>Project manager</b>	<p>The bidder has a project manager with NQF 7 or higher qualification in project management and relevant experience in managing transport planning related projects</p>	5	

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	<ul style="list-style-type: none"> <li>• Less than 5 years' experience post qualification = 0</li> <li>• 5 years or more and less than 10 years' experience post qualification = 2</li> <li>• 10 or more years' experience post qualification = 5</li> </ul> <p><b>FORM 2: project related experience must be completed</b></p>		
<b>Lead mathematical statistician</b>	<p>The bidder has a lead mathematical statistician with NQF 8 or higher qualification.</p> <p>The lead mathematical statistician has successfully managed projects requiring demographic sampling.</p> <p>Letters of reference confirming the scope of works and the statistician's role in the successfully completed transport related demographic sampling projects must be attached.</p> <ul style="list-style-type: none"> <li>• Less than 5 years' experience = 0</li> <li>• 5 years or more and less than 10 years' experience = 3</li> <li>• 10 or more years' experience = 5</li> </ul> <p><b>FORM 2: project related experience must be completed</b></p>	5	
<b>Transport modelling</b>	<p>The team has no transport modelling practitioner with NQF 7 or higher with over 10 years of experience in in modelling public transport networks; or no letter(s) of reference confirming that the practitioner has led transport modelling tasks in at least one project. = 0</p> <p>Team has a professionally transport modelling practitioner with NQF 7 or higher with over 10 years of experience, but less than 15 years' experience, in modelling public transport networks. At least one letter of reference confirming that the practitioner has led transport modelling tasks in at least one project. = 5</p> <p>Team has a professionally transport modelling practitioner with NQF 7 or higher with over 15 years of experience in modelling public transport networks. At least three letters of reference</p>	10	

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	confirming that the practitioner has led transport modelling tasks in three different projects. = 10		
<b>Geospatial analysis</b>	<p>The team has no geospatial analyst with a degree in GIS with over 10 years of experience in in designing developing code and geodatabases for built environment projects; or no letter(s) of reference confirming that the practitioner has developed code and geodatabases for built environment projects in at least one project = 0</p> <p>Team has a geospatial analyst with a degree in GIS who has over 10 years of experience, but less than 15 years' experience, in designing developing code and geodatabases for built environment projects. At least one letter of reference confirming that the practitioner has developed code and geodatabases for built environment projects = 5</p> <p>Team has a geospatial analyst with a degree in GIS who has over 15 years of experience in designing developing code and geodatabases for built environment projects. At least three letters of reference confirming that the practitioner has developed code and geodatabases for built environment projects=10</p>	10	
<b>Transport infrastructure management</b>	<p>The team has professionally registered engineer with over 10 years of experience with over 10 years of experience in developing transport infrastructure asset management systems; or no letter(s) of reference confirming that the practitioner has led the development of transport infrastructure asset management systems in at least one project = 0</p> <p>Team has a professionally registered engineer who has over 10 years of experience, but less than 15 years' experience, in developing transport infrastructure asset management systems. At least one letter of reference confirming that the practitioner has led the development of transport infrastructure asset management systems in at least one project = 5</p>	10	

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	Team has a professionally registered engineer who has over 15 years of experience in developing transport infrastructure asset management systems. At least three letters of reference confirming that the practitioner has led the development of transport infrastructure asset management systems in at least three projects = 10		
<b>UA Specialist</b>	<p>The team has a Universal Access Design Specialist with an Honours degree equivalent or higher in Universal Design and Universal Design and Universal Access.</p> <p>Letters of reference confirming the scope of works and the practitioner’s role in the successfully completed transport related Universal Access Design projects must be attached.</p> <ul style="list-style-type: none"> <li>• Less than 5 years’ experience = 0</li> <li>• 5 years or more and less than 10 years’ experience = 3</li> <li>• 10 or more years’ experience = 5</li> </ul>	5	
<b>Total</b>			<b>100</b>

**Please attach CVs, Qualifications and proof of professional registration**

Bidders will be requested to attended interview should there be a need for clarity.

**4.2.2 PROJECT RELATED EXPERIENCE**

Transport Planning related projects are defined as projects involving a process of identifying the long-term goals of the entity (where it wants to be) and the broad steps (visioning, needs assessment, formulation of strategies) necessary to achieve these goals over a long-term horizon (how to get there), incorporating the concerns and future expectations of the major stakeholders.

- The Bidder shall insert the following table with full details of the completed transport-related projects. It is compulsory to complete all fields in the attached Forms 1 and 2 reference letters confirming the scope of work and the role in the project for each project listed as this information will be deemed to be material to the award of the Contract.

**Failure to complete all fields (i.e. for each listed project) will lead to the bidder losing points during functional evaluation.**

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**FORM 1: Project-related experience (Company experience)**

Bidder's signature	No.	Project Name & Description (Bid-related projects)	Project Professional Fees (R)	Project Period: Start Date-Completion date (dd/mm/yyyy)	Total Project Duration (years, months, days) Total duration calculated under this column will be used for evaluation on the period for the relevant experience	Contactable reference as per the evidence attached confirming scope of work: Name, telephone and email	Alternative reference: Name, telephone and email
Sign Here:	1						
	2						
	3						
	4						
	5						

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**FORM 2: Project-related experience (Transport Planner / Project Lead)**

Bidder's signature	No.	Project Name & Description (Bid-related projects)	Project Professional Fees (R)	Project Period: Start Date- Completion date (dd/mm/yyyy)	Total Project Duration (years, months, days) Total duration calculated under this column will be used for evaluation on the period for the relevant experience	Contactable reference as per the evidence attached confirming scope of work: Name, telephone and email	Alternative reference: Name, telephone and email
Sign Here:	1						
	2						
	3						
	4						
	5						

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**FORM 2: Project-related experience (Stakeholder engagement practitioner)**

Bidder's signature	No.	Project Name & Description (Bid-related projects)	Project Professional Fees (R)	Project Period: Start Date- Completion date (dd/mm/yyyy)	Total Project Duration (years, months, days) Total duration calculated under this column will be used for evaluation on the period for the relevant experience	Contactable reference as per the evidence attached confirming scope of work: Name, telephone and email	Alternative reference: Name, telephone and email
Sign Here:	1						
	2						
	3						
	4						
	5						



**FORM 2: Project-related experience (Project Manager)**

Bidder's signature	No.	Project Name & Description (Bid-related projects)	Project Professional Fees (R)	Project Period: Start Date- Completion date (dd/mm/yyyy)	Total Project Duration (years, months, days) Total duration calculated under this column will be used for evaluation on the period for the relevant experience	Contactable reference as per the evidence attached confirming scope of work: Name, telephone and email	Alternative reference: Name, telephone and email
Sign Here:	1						
	2						
	3						
	4						
	5						

RFP: COMPERHENSIVE INTEGRATED TRANSPORT PLANS FOR 36 MONTHS

**FORM 2: Project-related experience (Project Manager)**

Bidder's signature	No.	Project Name & Description (Bid-related projects)	Project Professional Fees (R)	Project Period: Start Date- Completion date (dd/mm/yyyy)	Total Project Duration (years, months, days) Total duration calculated under this column will be used for evaluation on the period for the relevant experience	Contactable reference as per the evidence attached confirming scope of work: Name, telephone and email	Alternative reference: Name, telephone and email
Sign Here:	1						
	2						
	3						
	4						
	5						

RFP: COMPERHENSIVE INTEGRATED TRANSPORT PLANS FOR 36 MONTHS

**FORM 2: Project-related experience (Project Manager)**

Bidder's signature	No.	Project Name & Description (Bid-related projects)	Project Professional Fees (R)	Project Period: Start Date-Completion date (dd/mm/yyyy)	Total Project Duration (years, months, days) Total duration calculated under this column will be used for evaluation on the period for the relevant experience	Contactable reference as per the evidence attached confirming scope of work: Name, telephone and email	Alternative reference: Name, telephone and email
Sign Here:	1						
	2						
	3						
	4						
	5						

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**FORM 2: Project-related experience (Lead mathematical statistician)**

Bidder's signature	No.	Project Name & Description (Bid-related projects)	Project Professional Fees (R)	Project Period: Start Date-Completion date (dd/mm/yyyy)	Total Project Duration (years, months, days) Total duration calculated under this column will be used for evaluation on the period for the relevant experience	Contactable reference as per the evidence attached confirming scope of work: Name, telephone and email	Alternative reference: Name, telephone and email
Sign Here:	1						
	2						
	3						
	4						
	5						



### 4.3 Price and Empowerment

#### 4.3. 1 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

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

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

Awards UP TO R50 mil (VAT Inclusive)

*Table 2: Pricing and BBBEE preferential procurement criteria*

The specific goals allocated points in terms of this RFQ	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence
Business owned by 51% or more – <b>Black People</b>	<b>5</b>	Valid BBBEE certificate / Affidavit Sworn under oath' Company Registration Certification ' Certified copy of ID of
Business owned by 51% or more - <b>Women</b>	<b>5</b>	Valid BBBEE Certificate/ Affidavit Sworn under oath' CSD report
SMMEs (An EME or QSE)	<b>5</b>	Valid BBBEE Certificate/ Affidavit Sworn under oath' CSD report
Enterprises located within the City of Johannesburg Metropolitan	<b>5</b>	• CSD and proof of municipal account
<b>Total Points</b>	<b>20</b>	<b>Failure to attach evidence will lead to scoring zero points</b>

### **4.3.2 PRICING**

#### **4.3.2.1 Pricing Instructions**

**It is important to note the following:**

- a) The table to follow must be completed and submitted together with the Offer Page. A price must be submitted for each item listed in the table.
- b) Failing to price as required will result in the tender being disqualified.
- c) For every tangible deliverable, two hard copies and one electronic copy must be issued, the cost of which must be included in the offer price.
- d) **Disbursements:**

**(i) Travelling disbursement**

- Shall only cover reasonable motorised travelling (including Gautrain and public transport) within the boundaries of the City of Johannesburg.
- The approval shall be as per the approved project plan. CoJ will not be liable for travel costs for a service provider that has offices outside the boundaries of the City of Johannesburg.
- Claim for this item shall only be accepted by the client for the trips accumulated from JDA Newtown offices to site and back to JDA Newtown offices, proof of travelling reasons, travelled kilometres and logbook has been attached and meet all requirements and it is aligned to the approved project plan and in line with the AA rates.

**(ii) Printing**

- Printing and making copies can be claimed using the public work guide and align to the approved project plan.

**Tenderers are to replicate the table below and submit as part of their detailed fee proposal and the total fee for the full scope of services must be carried to the "Offer" page. The detailed fee proposal must indicate the fee scales used and the method of calculation used to determine the fee including any discounts applied if applicable. Failure to (i) replicate the table and (ii) carry the total to the offer page will result in the tender being disqualified for non-compliance.**

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**4.3.2.2 Pricing Schedules**

The completed pricing schedule, included in this document, must accompany the proposal, along with a detailed cost breakdown for all project activities.

*Table 3: Pricing Schedule*

Item	Description	Type	Rate	Qty	Price vat exclusive
<b>1.</b>	<b>Project Inception &amp; Administration</b>				
1.1	Project planning (Project Wok Flow Diagram, Project Plan) and Inception Report	Hours	R	160	R
1.2	Project Management, administration, client liaison, project meetings	Monthly	R	32	R
<b>2.</b>	<b>Transport Indicators &amp; Target Setting Stage</b>				
2.1	Literature review and Status Quo Assessment	Hours	R	80	R
2.2	Development of Indicators & Targets	Hours	R	80	R
2.3	Stakeholder Engagement Sampling	Hours	R	80	R
2.3.1	Stakeholder Engagement 25 meetings @ 3hr at no venue hire	Meetings	R	25	R
2.4	Public Participation in the Calibration of Targets	Hours	R	80	R
2.4.1	Arrange and administer meetings 40 meetings @ 5hrs each	Meetings	R	40	R

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Item	Description	Type	Rate	Qty	Price vat exclusive
2.4.2	Facilitation of community participation, including the professional team that meet the requirements stipulated under section 4.2 40 meetings @ 5hrs each	Meetings	R	40	R
2.4.3	Venue 40 meetings for 50 attendees	Meetings	R	40	R
2.4.4	Technology (speakers, sound systems, screen, recording etc.) 40 meetings @ 5hr each	Meetings	R	40	R
2.4.5	Catering (lunch pack i.e. sandwich, fruit, juice, lollipop and snack) 40 meetings for 50 people	Meetings	R	40	R
2.5	Calibration of the Targets	Hours	R	160	R
2.6	Draft Transport Indicators & Target Setting report and Public Participation Report that proves the statistical relevancy outcome	Hours	R	160	R
<b>3.</b>	<b>Consolidation Phase</b>				
3.1	Final Draft Transport Key Performance Indicators and Targets Report	Hours	R	160	R
<b>4.</b>	<b>Approval Phase</b>				

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Item	Description	Type	Rate	Qty	Price vat exclusive
4.1	Final Draft Transport Key Performance Indicators and Targets Report, Mayoral Committee Presentation	Hours	R	160	R
<b>5.</b>	<b>Diagnostics and Backlog Assessment</b>				
5.1	Data Gap Analysis Report	Hours	R	160	R
5.2	Development of Data Collection Specification and Quality	Hours	R	160	R
5.3	Data Analysis & Baseline Establishment	Hours	R	160	R
5.4	Model Update	Hours	R	640	R
5.5	Backlog Assessment	Hours	R	320	R
<b>6.</b>	<b>Strategies</b>				
6.1	Scenario Planning	Hours	R	320	R
6.2	Formulation of Strategies	Hours	R	320	R
<b>7.</b>	<b>Consolidation Phase</b>				
7.1.	Draft Formulation of Strategies & Plan Report, Mayoral Committee Report and Presentation	Hours	R	320	R

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Item	Description	Type	Rate	Qty	Price vat exclusive
<b>8.</b>	<b>Approval Phase</b>				
8.1.	Final Draft Formulation of Strategies & Plan Report, Mayoral Committee Report and Presentations	Hours	R	320	R
<b>9.</b>	<b>Other</b>				
9.1	Travelling AA Rates	km	R	30 000	R
9.2	Printing Public works rates (Document printed, copied, bound and packaged)	Number of Documents	A0 = A1 = A3 = A4 =	1 500	R
9.3	Provisional sum (transport arrangements for the public to access meeting venues where necessary)	R100 000,00			
	<b>Total excluding VAT</b>				R
	15% VAT				R
	<b>Total including VAT</b>				R
Signature		Date			

**The Total Fee for ALL THREE (3) YEARS must be carried over to the “Offer” page. Failure to price as indicated above will lead to tenderers bids being disqualified.**

### 4.3 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 is:

1. The greater of R 8million or four contracts / projects in the current financial year or
2. The greater of R12 million or six contracts / projects over two financial years (current year and previous financial year).

A risk analysis will also be undertaken on the tenderer having the highest ranking / number of points to ascertain if any of the following will not present any unacceptable commercial risk to the JDA in line with the JDA's risk tolerance framework;

- a) Unduly high or unduly low tendered rates, significant arithmetical errors and omissions in the tender offer;
- b) the tenderer has insufficient financial capability to perform the contract,
- c) total value and number of contracts awarded to a single contractor/service provider in a particular 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.

## 5. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

**“RFP: THE APPOINTMENT OF A SERVICE PROVIDER TO FORMULATE THE COMPREHENSIVE INTEGRATED TRANSPORT PLAN: PART A AND B FOR THE CITY OF JOHANNESBURG FOR 36 MONTHS”**

must be written / typed clearly on the envelope.

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

**The Tender closes at 12h00 on 15 MAY 2025.**

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

**NO LATE /NO EMAILED / TELEPHONIC / FAXED / POSTAL TENDERS WILL BE ACCEPTED OR CONSIDERED.**

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

Unsuccessful bidders will have 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:  
Thembelihle Mogapi  
E-mail: [tmogapi@jda.org.za](mailto:tmogapi@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 2015 to 30 June 2016 (excl. VAT):**

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

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

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

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

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

**10. Banking details**

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

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

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

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

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**BANK** : .....

**BRANCH** : .....

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

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

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

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

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

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

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

**SIGNATURE** : .....

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

**CAPACITY** : .....

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

**DATE** : .....

**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

.....  
.....

RFP: COMPERHENSIVE INTEGRATED TRANSPORT PLANS FOR 36 MONTHS

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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

.....  
.....

RFP: COMPERHENSIVE INTEGRATED TRANSPORT PLANS FOR 36 MONTHS

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

**CERTIFICATION**

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

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

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

\*\* "Stakeholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? <b>(To access this Register enter the National Treasury’s website, <a href="http://www.treasury.gov.za">www.treasury.gov.za</a>, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

RFP: COMPERHENSIVE INTEGRATED TRANSPORT PLANS FOR 36 MONTHS

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



**\*\*\* 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

RFP: COMPERHENSIVE INTGRATED TRANSPORT PLANS FOR 36 MONTHS

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

I, the undersigned, in submitting the accompanying bid:

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*For*

**RFP: THE APPOINTMENT OF A SERVICE PROVIDER TO FORMULATE THE COMPREHENSIVE INTEGRATED  
TRANSPORT PLAN: PART A AND B FOR THE CITY OF JOHANNESBURG FOR 36 MONTHS**

in response to the invitation for the bid made by:

*Johannesburg Development Agency*

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

I certify, on behalf of:

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

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign, the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder
6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium will not be construed as collusive bidding.

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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

RFP: COMPERHENSIVE INTGRATED TRANSPORT PLANS FOR 36 MONTHS

**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**

RFP: COMPERHENSIVE INTGRATED TRANSPORT PLANS FOR 36 MONTHS

**ANNEXURE G: SCHEDULE OF COMPLETED CONTRACTS**

The tenderer shall list below a **maximum of 5 projects completed in the past 5 years of a similar nature and scale** to this project.

CLIENT Company name and contact person's name, tel, cell & e-mail address	PROJECT Name and description	SERVICE RENDERED	PROJECT VALUE	COMPLETION DATE

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

RFP: COMPERHENSIVE INTGRATED TRANSPORT PLANS FOR 36 MONTHS

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**ANNEXURE H : ORGANOGRAM**

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for.

DESIGNATION	NAME AND SURNAME	DETAILED CV

RFP: COMPERHENSIVE INTGRATED TRANSPORT PLANS FOR 36 MONTHS


**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.**

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

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

**ANNEXURE I – POPI ACT**