



APPOINTMENT OF CONSULTANTS

INNER CITY DISTRIBUTION SYSTEM

**REQUEST FOR QUOTATIONS FOR:
COMMUNITY LIAISON SERVICES**

CONTRACT NO.: JDA 031.04.03/CN011

12 October 2007



TABLE OF CONTENTS

	Page No.
1. INTRODUCTION	3
2. GENERAL	3
2.1. Development Concept	3
3. APPOINTMENT	4
4. PRESENTATION OF PROPOSALS	7
5. CONSULTANTS INFORMATION	9
6. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS	20

1. INTRODUCTION

The Johannesburg Development Agency (JDA) is in the process of implementing the Inner City Distribution System and to this effect, calls for proposals/ quotations from suitably qualified professional community liaison persons to assist in implementing the projects as set out in section 2 of below.

2. APPOINTMENT

The JDA wishes to appoint a community liaison consultant to provide services over a 6 month construction period to liaise with the community associated with the construction of the Edith Cavell road upgrade as well as the Edith Cavell (extension) road upgrade. The total length of these two roads will not exceed say 1.5 km.

Although the liaisons will not be directly related to an Environmental Impact Assessment, it is possible that the JDA may wish to present the liaison work to GDACE, in order to achieve credits should it become necessary to carry out an EIA at a later stage.

The community liaisons will however be limited to liaising with the likes of the ward councillors, and residents and businesses directly affected by the construction associated with the road upgrade. It will hence not be necessary to place signage nor place adverts in the local newspapers.

3. PRESENTATION OF PROPOSALS

3.1 Submissions are to consist of a short and comprehensible report that must provide the JDA with sufficient information to make a sound and fair evaluation of the proposal as well as the experience, capability and financial standing of the applicant to undertake and manage the project successfully. The report should address the requirements in the proposal call document and use the same index numbers for the require sections. The following information must be clearly spelt out:

- 3.1.1 Company Background, a list of similar projects including client name, contact person and telephone numbers, year in which the project was undertaken.
 - 3.1.2 A detailed statement of the applicant's approach and methodology for accomplishing the assignment. This section should show the tenderer's understanding of the process and input required towards the completion of the required services.
-

-
- 3.1.3 A detailed resume of the individuals to be involved on this project.
 - 3.1.4 Proof of the company's commitment and contribution to the economic empowerment of the broad-based black economic empowerment (refer Item 5.3 herein).
 - 3.1.5 Applicants are required to submit detailed fee proposals for payment on a monthly basis based on identifiable deliverables defined in rand terms. Applicants are to submit a cash flow which illustrates the fee proposal linked to deliverables. All disbursements, etc are to be included in the fee proposals.
 - 3.1.6 Details of directors and shareholders (and members in the case of close corporations). In the case of wholly owned subsidiaries, details of the holding company must also be provided.
 - 3.1.7 Copies of Memberships to professional bodies, Fidelity Fund Certificates, Trust Fund Certificates etc.
 - 3.1.8 Declare the value of their professional indemnity insurance and expiry date applicable to this project if applicable.
 - 3.1.9 The Applicants SMME status.
 - 3.1.10 A copy of the organisation's Tax Clearance Certificate and Professional Indemnity Insurance, (if these are not immediately available please indicate when they will become available).

APPLICANT'S TO ENSURE THAT THE REQUIREMENTS OF 3 ABOVE ARE COMPLIED WITH AND CLEARLY SHOWN IN THE TENDER DOCUMENTS.



5.2. General information

Applicants are required to supply the following information.

Name of Company : _____

VAT Registration number : _____

Contact person : _____

Telephone No. : _____ Cell No.: _____

Fax No. : _____

Name of the Company that will execute the works : _____

Registered address: _____

Contact person : _____

Telephone No: _____ Cell No.: _____

Fax No. : _____



Names and Qualifications of Directors of the Company that will execute the Works

Name	Qualifications

Banking Details of Company that will execute the works

Name of Bank _____

Branch of Bank _____

Account Number _____

Branch Code _____

Name of Account Holder _____

Contact Person _____

Contact Number _____



Insurer's Details

Name of Insurer	Policy Number	Contact person	Telephone Number

BEE & Public Works

Is your company a Black Economic Empowerment company?

Yes / No

Is your company an SMME?

Yes / No

Is your company registered with the Department of Public Works?

Yes / No



5.3. Empowerment status

**BUSINESS ENTERPRISE / EQUITY/ BEE
 DECLARATION**

Tender/RFP Number :

Tender/RFP Description :

Name of Company :

Postal Address :

Physical Address :

Telephone :

Fax :

Contact Person :

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)

NOTE: Where owners are themselves a company or partnership, identify the ownership of the holding firm.

**BEE – means an integrated and coherent socio-economic process that directly contributes to the economic transformation of South Africa and brings about significant increase in the numbers of black people that manage, own and control the country's economy as well as significant decrease in income inequality.*

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

Full Time:

Part Time:

8. What is the enterprise's latest annual turnover (excl. VAT): R.....

9. List the personnel or firms who provide the following services:

SERVICE	NAME	CONTACT PERSON	TELEPHONE
ACCOUNTING			
LEGAL			
AUDITING			
BANKING			
INSURANCE			



10. List all contracts which your firm is engaged in and have not yet completed:

CONTRACT DESCRIPTION	LOCATION	COMPANY/ EMPLOYER	CONTRACT AMOUNT	EXPECTED COMPLETION (MONTH & YEAR)

**ADDITIONAL INFORMATION ON BLACK ECONOMIC EMPOWERMENT (BEE)
 AND AFFIRMATIVE ACTION EMPLOYMENT POLICIES (AA)**

Kindly complete the following questionnaire by filling in the numbers for the previous calendar year, current calendar year and future commitments for the year 2006.

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

11. BEE AND FUTURE COMMITMENTS

11.1. Composition of Board of Directors – Number of members

F= Female M= Male

		2005 (Actual)	2006 (Actual)	2007 (Actual)	2008 (Target)
African	M				
	F				
Asian	M				
	F				
Coloured	M				
	F				
White	M				
	F				
TOTAL					

11.2. Shareholding (expressed as a percentage)

	Years	2005	2006	2007	2008
	% Equity				
African	M				
	F				
Asian	M				
	F				
Coloured	M				
	F				
White	M				
	F				
TOTAL					

11.3. Do you have a worker shareholding participation scheme?

YES	NO
-----	----

11.4. If YES, what percentage of equity is held by the workers?

	%
--	---

12. AFFIRMATIVE ACTION AND FUTURE COMMITMENTS

“**Black**” – means South African citizens who are African, Indian or Coloured persons and excludes individuals belonging to such communities from any other country.

12.1. Composition of Executive Management (executive directors, managers participating in executive meetings (as % of total number of Executive Management)

		2006 (Actual)	2007 (Target)	2008 (Target)
African	M			
	F			
Asian	M			
	F			
Coloured	M			
	F			
White	M			
	F			
TOTAL				

12.2. Composition of Senior and Middle Management (managers, technical, supervisory) (as % of total number of Senior and Middle Management)

		2006 (Actual)	2007 (Target)	2008 (Target)
African	M			
	F			
Asian	M			
	F			
Coloured	M			
	F			
White	M			
	F			
TOTAL				



12.3. BEE profile of senior staff to be employed in the project (as % of total number of senior staff)

		Actual
African	M	
	F	
Asian	M	
	F	
Coloured	M	
	F	
White	M	
	F	
TOTAL		

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the firm, affirms that:

The information furnished is true and correct

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

Names of Staff, including all functions and "back-up" staff employed who would be directly involved with this project and their "track record" and experience

Note: The Applicant will be required to provide documentary proof of the above. Above personnel shall not be removed from the staff on this project without the prior written approval of the Development Manager.

6. CLOSING DATE TIME AND VENUE FOR SUBMISSIONS

The completed tender document shall be placed in a sealed envelope. The words :
“Community Liaison Consulting Services: Contract number: JDA 031.04.03/CN011, Inner City Distribution System – Attention: Claudia Mahlaule
must be written / typed clearly on the envelope. The envelope may be deposited in the tender box at the:

**Johannesburg Development Agency,
The Bus Factory, Ground Floor, 03 President Street, Newtown,
Johannesburg,**

only between the hours of 07H00 and 16H00, on 19th October 2007. **The Tender closes at 16h00 on Monday, 22 October 2007.**

Envelopes will be stamped on receipt. There will be no public opening of tenders.

The Johannesburg Development Agency's selection of qualifying tenderers 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.

Queries can be addressed to:

Ms Claudia Mahlaule

Tel: (011) 688-7800

Fax: 086 692 5492

Email: cmahlaule@jda.org.za
