

INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

CLOSING DATE: **14 December 2018**

CLOSING TIME: **12H00**

BID NUMBER: **JDA DF 014/2018/19**

BID DESCRIPTION: Provision of Cleaning, gardening and ad-hoc services for the Newtown Mary Fitzgerald Square and Newtown Park

BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT: Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (former President Street), the Bus Factory, Newtown, Johannesburg, 2000

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

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

* MSCM Regulations: "in the service of the state" means to be –

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

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement

Contact Person: Mr. Mike Mabunda

Tel: 011 688 7811

Fax: 011 688 7899

E-mail: mmabunda@jda.org.za

ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department: Facilitation

Contact Person: Mmatsie Mashao

Tel: 011 688 7810

Fax: 011 688 7899

E-mail: mmashao@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 NUMBER

POSTAL ADDRESS.....

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER CODE NUMBER

CELL PHONE NUMBER

FACSIMILE NUMBER CODE NUMBER

E-MAIL ADDRESS

COMPANY REGISTRATION NUMBER

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER.....

VAT REGISTRATION NUMBER.....

TAX VERIFICATION PIN NUMBER.....

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

TOTAL BID PRICE IN WORDS

.....excluding Value Added Tax

SIGNATURE OF BIDDER.....

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

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, and 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 Cleaning 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.

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:

Ms. Kgadi Mphela on 011 688 7813

Mr. Mike Mabunda on 011 688 7811

To all our stakeholder

RE: The channels of reporting fraudulent and Corrupt Activities

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

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

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

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

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

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



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

Provision of Cleaning, gardening and ad-hoc Services for Newtown Mary Fitzgerald Square and Newtown Park

12 month appointment

REQUEST FOR PROPOSAL FOR:

Cleaning Services

Contract Number: JDA DF014/2018/19

November 2018

COPY OF ADVERT

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

Provision of Cleaning, landscaping and ad-hoc services for the Newtown Mary Fitzgerald Square and Newtown Park

Contract Number: JDA DF 0014/2018/19

The JDA is requesting proposals from Cleaning Service Providers for the provision of cleaning services to Mary Fitzgerald Square, Newtown Precinct Park and the periphery of these City owned properties.

Tenders must be registered with the National Contract Cleaners Association (NCCA).

The service provider is required to demonstrate in the submission the relevant skills, experience and capacity to deliver the scope of work within the required time frame. The appointment period envisaged is for twelve (12) months from date of appointment.

Documents may be downloaded from the JDAs website (www.jda.org.za/tenders) and e-portal website (www.e-tender.gov.za).

Queries relating to the issue of these documents may be addressed to Ms Mmatsie Mashao, Tel (011) 688 7810, Fax: 011 688 7899 email mmashao@jda.org.za

Queries relating to the issue of these documents and procurement related issued may be addressed to Mr Mike Mabunda at tel: (011) 688 7811 or e-mail: mmabunda@jda.org.za

A compulsory Clarification Meeting with representatives of the Employer will take place at the Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown on **Friday 7 December 2018, starting at 11h00.**

**PLEASE TAKE CAREFUL NOTE Tender closing will be:
12:00pm on Friday 14 December 2018**

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"

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1. INTRODUCTION

Johannesburg Development Agency (JDA) is responsible for the management and operations of a portion of the Newtown Precinct. The functionality of the precinct including its cultural programmes and events, requires that a clean, safe and secure environment to improve use of space for recreational purposes, commercial use of businesses to businesses operations and venue hire facility for Mary Fitzgerald Square and Newtown Precinct Park. The service provider will be required to provide cleaning services primarily but limited to Mary Fitzgerald Square, Newtown Park and the peripheries of these City owned sites.

2. PROJECT INFORMATION

2.1 Background

The JDA requires a Cleaning, landscaping and ad-hoc service provider for Mary Fitzgerald Square ,Newtown Park as well as the peripheries of these City owned sites (further detail provided below).

The service provider with at least 5 years' experience and registered with National Contract Cleaners Association this shall prove to the JDA that the contractor are fully compliant with all the applicable regulations, requirement, ordinances and legislations with respect to cleaning services.

3. The following Scope of Work is required in general:

3.1.1 Cleaning and gardening personnel

1. Cleaning and gardening

- 6 cleaners per day
- 4 Gardeners per day

Including weekends and public holidays

- Cleaners are expected to ensure that the broader precinct is free from litter and is in good order in the public realm on streets, pavements and on Mary Fitzgerald Square and Newtown Park.
- Cleaners are required to remove and clean any spills

The gardeners are expected to conduct the following duties:

- Cleaning illegal dumping areas
- Sand removal on pavements
- Weeds removal
- Regular Pavement washing
- Grass-cutting at Newtown Park and Mary Fitzgerald Square
- Pavement Reinstatement on Mary Fitzgerald Square
- Tree felling
- Planting and other gardening required

The service providers primary focus is Newtown Precinct Park and Mary Fitzgerald Square; however, services are not limited as services may extend to the broader precinct.

The image below is of the Newtown precinct. The focus area for the service providers are indicated below. The service provider will be required to agree with the client on the allocation of resources within this demarcated precinct and provide co-coordinative support with other service providers operating in the broader Newtown precinct.

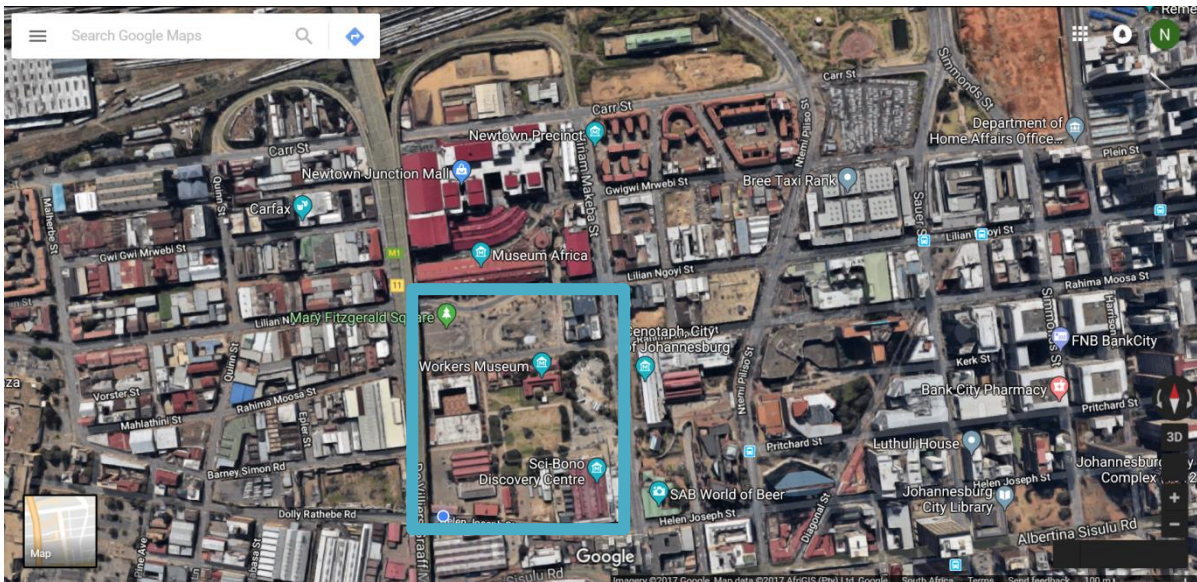


Figure 1- Area = 77 000m2.

3.1.2 Cleaning and Gardening Schedule

This is the cleaning and gardening schedule the service provider needs to follow when carrying out duties in the precinct

Area	Service	Daily	Weekly	As needed
Museum Africa	remove trash to designed disposal area and empty wastebaskets	X		
Mary Fitzgerald square	<ol style="list-style-type: none"> 1. Sweeping and vacuuming paving 2. Grass Cutting 3. Empty wastebaskets and remove trash to designed disposal area 4. Remove weeds 5. Weed removal 	<p>X</p> <p>X</p>		
Newtown Park	<ol style="list-style-type: none"> 1. Grass Cutting 2. Weed removal 3. Vacuuming dead leaves 4. Pruning trees and flowers near the old Market Theatre building 5. Garden landscaping 6. Top-dressing and Planting new grass/lawn where the grass is dead 7. Deep cleaning – Urine odour and removing Faeces 	<p>x</p>	<p>X</p> <p>x</p>	
Vuyani Dance Grass area	<ol style="list-style-type: none"> 1. Cutting grass 2. Removing weeds 3. Vacuuming dead leaves 		<p>X</p> <p>x</p>	

	<ol style="list-style-type: none"> 4. Cutting small trees and shrubs. Removing weeds 5. Pruning trees 6. Empty wastebaskets and remove trash to designed disposal area 7. Deep cleaning – Urine odor and removing Faeces 	x		
Sci-Bono Parking area	<ol style="list-style-type: none"> 1. remove trash to designed disposal area and Empty wastebaskets 	x		
Streets and Pavements	<ol style="list-style-type: none"> 1. Empty wastebaskets and remove trash to designed disposal area 2. Removing weeds 	X x		
Instalment of manhole covers at Mary Fitzgerald Square and Newtown Precinct Park	<ol style="list-style-type: none"> 1. Instalment of manhole covers 			X
General	<ol style="list-style-type: none"> 1. Collect trash and dump it at the landfill 2. Collect recyclable materials 			X X

3.1.3 Cleaning and Gardening Team

- The Cleaning and gardening company must avail a competent and qualified cleaning professional to act as interface between the cleaning company and the JDA
- Ensure that quality services are rendered on a daily basis and as when required
- Services should make a difference to safety and cleanliness in the Newtown Precinct
- All Cleaning and gardening equipment must be on site daily, service provider must make its own provision to store the equipment
- The Cleaning and gardening team will be responsible for the following:
 - Be aware of Cleaning and gardening environments and advise the JDA of any adverse situations
 - Advise the JDA of any significant deterioration of the cleaning environment and in consultation with the JDA recommend actions to minimise health risk
 - Provide the JDA with monthly reports of the cleaning, landscaping and –ad-hoc services provided
 - Coordinate site cleaning in line with the requirements of the JDA and in accordance with direction provided by the DF using the cleaning schedule as a guideline
 - Conduct monthly meetings with the DF
 - Ensure that all additional requests from the JDA is executed
 - Ensure 100% attendance of all cleaning staff members

- Ensure regular visits to the Newtown Precinct by site manager

4. **PRICING**

The basis for fee proposals is outlined in item 4.1 below.

- 4.1 Tenderers are to replicate the table below and submit as part of their fee proposal and the total fee must be carried to the “Offer” page. Failure to price as required will result in the tender being disqualified for non-compliance.

Detailed Fee Proposal

Quantity	Description	Fee/Amount Excluding VAT per Month	12 Months	TOTAL
	Provision of cleaning, gardening and ad-hoc Services for the Newtown Precinct, Mary Fitzgerald Square and Newtown Park			
6	Cleaners	R		
4	Gardeners	R		
	Equipment and cleaning material			
	Services	R		
10	Weed removal chemical	R		
5	Lawn mower	R		
300	Plastic bags	R		
5	Deep cleaner 5L	R		
1	Yard machine leaf blower	R		
10	Dustpans and brooms	R		
As and when required	Ad-hoc maintenance equipment	R=20% of contract value		
	Total (EXCL. VAT)			R

The TOTAL must be carried to the “Offer” page. Failure to price as indicated above will lead to tenderers bids being disqualified.

5. **Notes**

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

- 5.2 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.
- 5.3 Tenderers must note that they will be required as and when necessary to attend (a) presentations to JDA, and stakeholders; (b) site meetings and inspections; and (c) consultations with relevant persons and authorities including site visits. This needs to be taken into consideration in the tenderer's fee proposal.

6. PROPOSAL CONTENT

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

The following minimum documentation must be provided:

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

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

6.3 A valid BBBEE status levels verification certificate or a certified copy thereof, substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. An EME must submit a sworn affidavit confirming the following:

- Annual turnover revenue of between R10 million and R 50 million or less; and
- Level of black ownership

6.3 Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.

6.4 Company registration documents.

6.5 A certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value per claim in an insurance period, the applicable excess, and the expiry date. A minimum cover of R1m is required for this project.

6.6 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. (*lease agreement*)

6.7 Audited financial statements for the past three years.

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

6.9 The bidding entity's certificates of membership/s to industry bodies.

6.10 The forms A to E annexed, must be scrutinized, completed in full and submitted together with your quotation.

6.11 A corporate brochure alternatively a brief summary of the entity's background.

6.12 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**]

6.13 A schedule of completed contracts of a **similar** nature to this project ie. provision of cleaning ,landscaping and ad-hoc services. The following details **must** be included on the schedule:

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

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

Note for consortium and joint ventures

- **EACH** party to a consortium and joint venture is to submit the requisite documents and / or information as requested in item 5 (ie.5.5-5.10, 5.11-5.12, and 5.14-5.15)
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A lead consultant is to be appointed and noted in the submission.
- A trust, consortium or joint venture will qualify for points for their BBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBEE scorecard as if they were a group structure and that such a consolidated BBEE scorecard is prepared for every separate tender.

Failure to comply with these conditions may invalidate your offer.

7. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Technical
- Price / BBBEE
- Risk Tolerance

7.2 Compliance

Bidder's will be disqualified:

- If any of its directors are listed on the register of defaulters;
- A bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- Whose tax matters have not been declared to be in order by the South African Revenue Services;
- Who is not registered with the National Treasury Central Supplier Database;
- Who did not complete, in full, the tender offer page (ie. priced, all registration numbers provided and signed);
- Who's tender document has been completed in pencil;
- Who's tender document has been faxed;
- Who's tender document has been received after the closing time;
- Who's tender document has not been deposited in the tender box at the time of closing;
- Who failed to price as required i.e as stipulated in item 4 herein;
- Who did not comply with any other requirement as set out in the tender specifications;
- Who failed to attend the compulsory tender briefing session;
- Who is in the employment of the state.

7.3 Technical

The technical assessment is based on the criteria set-out below namely (i) key returnable documents and (ii) the experience of the company (ie. provision of cold water coolers and purified water services per item 5.14 above). Tenderers will have to submit compliant documents and score a minimum number of points in the technical evaluation in order to be considered further in the evaluation process.

Total points 115

Minimum points required 69 which is 60%

	Total Points	Criteria	Description of Criteria	Points
<p>A</p> <p>Key Returnable Documents</p>	<p>15</p>	<p>Company registration documents</p>	<p>Points will only be allocated for key returnable documents submitted</p>	<p>2</p>
		<p>Current municipal account</p>		<p>2</p>
		<p>3 Years of audited financial statements</p>		<p>2</p>
		<p>Certified copies of directors / partners identity documents</p>		<p>2</p>
		<p>Forms A to E, I to K completed in full and signed</p>		<p>7</p>

COMPANY EXPERIENCE	Total Points	Criteria	Description of criteria	Points
C1 Company Experience and Track record on provision of Cleaning, landscaping and ad-hoc services for Newtown Precinct, Mary Fitzgerald Square and Newtown Precinct Park	50	Five or more projects completed	Points will only be allocated for building related projects as listed in the schedule requested in item 5.14	50
		Three to four projects completed		25
		One to two project completed		15
	Total Points	Criteria	Description of criteria	Points
C2 Contactable reference (on client letterhead) as per provision Cleaning services in the Newtown Precinct, Mary Fitzgerald Square and Newtown Precinct Park	50	Five or more satisfactory references	Points will only be allocated for references on similar projects as listed in the scheduled requested in Item 5.14 References must be on the client's letterhead or on a document stamped by the client and must confirm the project description, services rendered and values in order to obtain the points. If any of the required information does not appear in the reference, zero points will be awarded.	50
		Only three to four satisfactory references		30
		Only one to two satisfactory references		10

7.4 Price and Empowerment

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is Method 2 (Price and Preferences). The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's BBBEE status. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

The below will apply to the services required for this project (80:20)

- For tenders up to R 50 million
 - 80 points are assigned to price
 - Up to 20 points are assigned to BBBEE status per the table under item 6.3.1

- Points scored will be rounded off to the nearest 2 decimal places

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

7.4.1 Points awarded for BBBEE status level

Points will be awarded for empowerment (BBBEE), in accordance with the Preferential Procurement Regulations 2011 published in Government Gazette No. 34350 dated 8 June 2011. The table overleaf is applicable in this regard:

B-BBEE Status Level Of Contributor	Number of Points
	Tenders up to R 50 million
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

Notes:

- 7.4.2 "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act (Act No.53 of 2003).
- 7.4.3 Tenderers must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable. **IF A COPY IS SUBMITTED IT MUST BEAR AN ORIGINAL CERTIFICATION STAMP. FAILURE TO SUBMIT A**

BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.

- 7.4.4 An EME must submit a sworn affidavit confirming the following:
- Annual Turnover Revenue of between R10 million and R 50 million or less; and
 - 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.
- 7.4.5 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 7.4.6 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 7.4.7 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.
- 7.4.8 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for.
- 7.4.9 A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.

7.4.10 Formula for scoring tender price

The following formula will be used to calculate the points for price.

$$P_s = X \left[1 - \frac{(P_t - P_{min})}{P_{min}} \right]$$

Where

P_s = Points scored for comparative price of tender under consideration

P_t = Comparative price of tender under consideration

P_{min} = Comparative price of lowest acceptable tender

X = Points assigned to price

7.2.11 The total preference points for a tender are calculated with the formula

$$PP = P_s + P_{bee} \text{ Where}$$

PP is the total number of preference points scored by the tenderer

P_s is the points scored for the comparative price of the tenderer, and

P_{bee} is the number of points awarded to the tenderer based on his certified B-BBEE status level

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

7.5.1 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 are:

1. The greater of R 8 million 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 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.

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

The validity period of the tender is 12 weeks.
certified B-BBEE status level

8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

“Provision of Cleaning and gardening and ad-hoc services for the Newtown Mary Fitzgerald Square and Newtown Park / JDA DF 014/2018

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 (former President Street), Newtown** only between the hours of 08H00 and 12H00.

The Tender closes at 12h00 on Friday, 14 December 2018.

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

NO LATE / 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.

ANNEXURE A: BUSINESS DECLARATION

Tender/RFP Number :
Tender/RFP Description :

Name of Company :
Contact Person :
Postal Address :

Physical Address :

Telephone Number :
Fax Number :
Cell Number :
E-mail Address :

Company/enterprise Income

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

VAT Registration Number :

Company Registration Number :

1. Type of firm

- Partnership
- One person business/sole trader
- Close corporation
- Public company
- Private company

(Tick one box)

2. Principal business activities

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

- 3. Total number of years company has been in business:
- 4. Detail all trade associations/professional bodies in which you have membership

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

- 5. Did the firm exist under a previous name?

- Yes
 - No
- (Tick one box)

If yes, what was its previous name?

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

Full Time :

Part Time :

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

Full Time :

Part Time :

- 8. What is the enterprise's annual turnover for the last two years and what is the estimated turnover of current commitments from 1 July 2013 to 30 June 2014 (excl. VAT):

R	Year
R	Year
R	Year

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

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

10. Banking details

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

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

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

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

BANK :

BRANCH :

BRANCH CODE :

ACCOUNT NUMBER :

ACCOUNT HOLDER :

TYPE OF ACCOUNT :

CONTACT PERSON :

CONTACT NUMBER :

Please include letter from bank confirming banking details or a cancelled cheque

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

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

COMPANY STAMP

ANNEXURE B : DECLARATION OF INTEREST

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

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

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

3.1 Full Name:

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

YES / NO

If yes, furnish particulars

.....
.....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

CERTIFICATION I, THE UNDERSIGNED (FULL NAME)

.....

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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

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

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

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

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

Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

CERTIFICATION, THE UNDERSIGNED (FULL NAME)

.....

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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

EMPLOYER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

*** Organ of State means-

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

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

.....
Position

.....
Date

.....
Name of Bidder

ANNEXURE E : CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

Provisison of cleaning and gardening and ad-hoc services for the Newtown Mary Fitzgerald Square and Newtown Park / JDA DF 014/2018/19

in response to the invitation for the bid made by:

Johannesburg Development Agency

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

I certify, on behalf of:

_____ that:

(Name of Bidder)

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

- (d) the intention or decision to submit or not to submit a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No. 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 or any other applicable legislation.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date