



REQUEST FOR PROPOSALS

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES	
ADVERT DATE	08 JULY 2021
BID NUMBER	JDA/DPF/W-LDP/21
BID DESCRIPTION:	A MULTI-DISCIPLINARY TEAM OF PROFESSIONALS: WOMEN-LED DESIGN AND PLACEMAKING – INDLELA YA BAFAZI – WOMEN'S WAY OVER 24 MONTHS PERIOD FOR THE JDA
BRIEFING MEETING	The briefing sessions will not take place due to COVID – 19. Bidders are to forward enquiries Ms. Nicolette Pingo, <i>tel</i> +27 (11) 688-8751, <i>fax</i> : +27 (0)86 547 6794, or email NPingo@jda.org.za or to Mr. Siyambonga Gcobo at <i>tel</i> : (011) 688 7811; <i>fax</i> (011) 688 7899; or e-mail: sgcobo@jda.org.za or to Ms. Claudia Mahlaule at <i>tel</i> : (011) 688 7851; <i>fax</i> (011) 688 7899; or e-mail: cmahlaule@jda.org.za .
CLOSING DATE AND TIME:	12 AUGUST 2021 AT 12H00

BID DOCUMENTS MUST BE DEPOSITED IN THE TENDER 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.

You are advised to arrive at least 10mins early for parking and COVID-19 Screening procedures. No mask, no entry.

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
Tel: 011 688 7811

Contact Person: Mr. Siyambonga Gcobo
E-mail: sgcobo@jda.org.za

ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department: Project Planning and Facilitation
Tel: 011 688 7800/41

Contact Person: Ms. Nicollette Pingo
E-mail: npingo@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. *As a courtesy please use document tags or dividers to demarcate sections of your bid for ease of evaluation*

July 2021

pg. 1

RFP - A MULTI-DISCIPLINARY TEAM OF PROFESSIONALS: WOMEN-LED DESIGN AND PLACEMAKING – INDLELA YA BAFAZI – WOMEN'S WAY OVER 24 MONTHS PERIOD FOR THE JDA

OFFER

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

BID / RFP NUMBER	JDA/DPF/W-LDP/21			
BID / RFP DESCRIPTION	A Multi-Disciplinary Team Of Professionals: Women-Led Design And Placemaking – Indlela Ya Bafazi – Women's Way Over 24 Months Period For The Jda			
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
TELEPHONE NUMBER	CODE		NUMBER	
NAME OF CONTACT PERSON				
CELLPHONE NUMBER				
VAT REGISTRATION NUMBER				
CSD SUPPLIER NUMBER				
COMPANY REGISTRATION NUMBER				
TAX VERIFICATION PIN				
TOTAL BID PRICE excluding Value Added Tax	R			
TOTAL BID PRICE in WORDS excluding Value Added Tax				
BIDDING COMPANY'S CONTACT PERSON and EMAIL:				
SIGNATURE OF BIDDER				
CAPACITY UNDER WHICH THIS BID IS SIGNED				
DATE				

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1. HOW TO COMPILE YOUR TENDER SUBMISSION

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 quotation as well as the experience and capability of the applicant to undertake and manage the project successfully.

The report should be structured and submitted using the same item numbers as below for the required sections of the report. With all the requested information must be clearly spelt out:

Section Number	ITEM	Information Required
A	OFFER PAGE	<p>Tender OFFER Page, completed in FULL and signed.</p> <p>Applicants must ensure that the <u>TOTAL FEE IS CORRECTLY CALCULATED AND TRANSFERRED TO THE OFFER PAGE.</u></p> <p>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.</p>
B	BBBEE CERTIFICATE	<p>A valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating.</p> <p>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. 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.</p> <p>An Exempted Micro Enterprises (EME) must submit a sworn affidavit confirming the following: Annual turnover revenue of R10 million or less; and Level of black ownership</p> <p>Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE Act as amended.</p> <p>A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE Status Level Verification Certificate in order to qualify as a bidder.</p>
C	PROOF OF CSD	<p>Copy of CSD</p> <p>No award will be made to a service provider who is not registered with National Treasury Central Supplier Database.</p>
E	ANNEXURES A TO G	ALL ANNEXURES COMPLETED IN FULL and SIGNED
F	ORGANOGRAM	<p>ORGANOGRAM depicting who the Project Lead is and the names and roles of any supporting resources.</p> <p>A detailed project organogram identifying the entity's management structure and all staff resources to be employed on the project/s and the percentage time allocation of the staff to the project/s.</p>

Section Number	ITEM	Information Required
G	INFORMATION PER TEAM MEMBER	<p>In line with the organogram provided, please provide the following for each team member:</p> <ul style="list-style-type: none"> (a) CV in specified JDA format, (b) Proof of Qualifications, and, (c) Proof of Professional Registration with industry bodies of all members of the team in line with the organogram (d) List and sample evidence of each relevant project completed (e) Matching Reference letter for each of the above projects – with individuals name
I	PRICING SCHEDULE	<p>Tenderers are to replicate the Pricing Schedule as set out in this document and submit it as part of their fee proposal.</p> <p>The cost of the required services must be defined in rand terms. All figures are quoted excluding VAT.</p> <p>Applicants must ensure that the <u>TOTAL FEE IS CORRECTLY CALCULATED AND TRANSFERRED TO THE OFFER PAGE.</u></p>
J	ANY SPECIAL DISBURSEMENT NOTES	<p>Any Special Notes:</p> <p>Please document any conditions related to your bid proposal. E.g. on any Special Disbursements Required. Please make any proposed additional explicit with separate motivation.</p>
K	COMPANY REGISTRATION DOCUMENTS	<p>Company registration documents and a copy of a valid tax compliance status (CTS) letter issued by SARS. No tender will be awarded to a bidder whose tax matters are not in order with SARS at the time of award.</p>
L	MUNICIPAL RATES ACCOUNT	<p>A copy of the bidding entity's latest municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. If not applicable, an affidavit to this effect is required. Copies of lease agreements or accounts from a lessor will not be accepted.</p>
M	AUDITED FINANCIAL STATEMENTS	<p>Signed Audited Financial Statements for the past 3 Financial Years</p>
N	DIRECTORS AND SHAREHOLDERS	<p>Details of Director's/Partner's/Members and Shareholders with certified copies of their identity documents.</p>

Section Number	ITEM	Information Required
O	SCHEDULE OF COMPLETED CONTRACTS – SIMILAR NATURE	<p>A schedule of completed contracts of a similar nature. Details to be provided in the schedule must include:</p> <p>Description of the project Name of Employer/Client and representative with contact details Cost of the works Fee for services Date of completion</p>
P	CURRENT CONTRACTS OF SIMILAR NATURE	A schedule of current contracts of a similar nature with details
Q	CONTRACTS AWARDED BY ORGAN OF STATE	A schedule of contracts awarded by an organ of state during the past five (5) years with details
	<p><u>NOTES IN RESPECT OF CONSORTIUMS AND JOINT VENTURES</u></p> <ul style="list-style-type: none"> • <u>EACH</u> party to a Consortium and Joint Venture is to submit the requisite document and/or information requested in Sections K, L, M, N, O, P, Q, R above • A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid. • An Agreement or Heads of Terms recording the arrangement between the parties to the Consortium/Joint Venture is to be submitted with the proposal. • The lead consultant must be identified in the proposal. JDA will conclude a contract with the lead consultant 	
	<p><u>Tenderers are to submit 2 copies of their proposal/s (1 original plus 1 copy)</u></p> <p>FAILURE TO COMPLY WITH THE REQUIREMENTS LISTED IN THE TABLE ABOVE WILL RESULT IN TENDERERS BEING NEGATIVELY SCORED FOR RESPONSIVENESS AND TECHNICAL OR DISQUALIFIED FOR NON-COMPLIANCE.</p>	

**PLEASE INSERT YOUR COMPANY'S BBBEE
CERTIFICATE /AFFIDAVIT HERE**

PLEASE INSERT
PROOF OF CSD REGISTRATION
HERE

2. REPORTING FRAUDULENT AND CORRUPT ACTIVITIES

To all our stakeholders

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 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:.....anticorruption@tip-offs.com
- Web site:.....www.tip-off.com



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

JOHANNESBURG DEVELOPMENT AGENCY

BID DESCRIPTION: THE MULTI-DISCIPLINARY TEAM OF PROFESSIONALS: WOMEN-LED DESIGN AND PLACEMAKING – INDLELA YA BAFAZI – WOMEN'S WAY OVER 24 MONTHS PERIOD FOR THE JDA

BID NUMBER: JDA/DPF/W-LDP/21

Tender advertisement: 8 July 2021
Closing date and time: 12 Aug 2021 at 12h00

JULY 2021

3. COPY OF ADVERT:

TENDERING PROCEDURES

Tender Notice and Invitation to Tender

BID DESCRIPTION: THE MULTI-DISCIPLINARY TEAM OF PROFESSIONALS: WOMEN-LED DESIGN AND PLACEMAKING – INDLELA YA BAFAZI – WOMEN’S WAY OVER 24 MONTHS PERIOD FOR THE JDA

BID NUMBER: JDA/DPF/W-LDP/21

The Johannesburg Development Agency has secured funding from the Block-by-Block Foundation and UN-Habitat’s Global Public Space Programme to pilot the #HerCity Toolbox Method developed and tested by Global Utmaning Sweden. The toolbox engages girls in Diepsloot to direct and lead the co-design of interventions that improve their safety and well-being in public space. The project includes construction of a series of small-scale public environment improvements to be co-designed with the girls and seeks to appoint a multidisciplinary team of professionals - for a period of 24 months to implement the #HerCity Toolbox and to follow that with implementation (Stages 1 to 6) of public environment interventions required.

It is a requirement of the UN-Habitat funding agreement that the professional team is comprised of women who are **professionals in a lead role** due to the nature and objective of the #HerCity Toolbox process.

The appointed team will therefore need to include the following competencies:

1.	Project Manager (Lead consultant)	Female Practitioners Only
2.	Urban Designer	Female Practitioners Only
3.	Youth and Women Engagement Facilitator	Female Practitioners Only
4.	Social Media and Communications Coordinator	Female Practitioners Only
5.	Civil Engineer	Female Practitioners Only
6.	Electrical Engineer	Any Gender
7.	Quantity Surveyor	Any Gender

The project will involve an immersive participatory process where women and girls co-create public space designs for safer walking routes and public spaces. The process tests a context-sensitive South African adaptation of an innovative global methodology for women-led public space design called the #HerCity Toolbox – Developed by Global Utmaning Sweden with support from UN-Habitat and the Block-by-Block Foundation. For more information please visit <https://hercity.unhabitat.org/>

Each professional will be assessed in terms of their own individual technical competence and experience and not in terms of the companies they represent.

The consortium or Joint Venture MUST produce a single consolidated BBBEE certificate for their submission.

Documents can be downloaded from the JDA website: www.jda.org.za and e-Tenders portal www.etenders.gov.za from the 08 July 2021 Tenders 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 procurement matters may be addressed to addressed to Mr. Siyambonga Gcobo at tel: (011) 688 7851; fax (011) 688 7899; or e-mail: sgcobo@jda.org.za or to Claudia Mahlaule at tel: (011) 688 7851; fax (011) 688 7899; or e-mail: cmahlaule@jda.org.za.

Technical Queries relating to the issue of these documents may be addressed to Ms. Nicolette Pingo, *tel +27 (11) 688-8751, fax: +27 (0)86 547 6794, or email* NPingo@jda.org.za and Mr. Lwazi Sikiti, e-mail LSikiti@jda.org.za.

The briefing sessions will not take place due to COVID – 19. Bidders are to forward enquiries Ms. Nicolette Pingo, *tel +27 (11) 688-8751, fax: +27 (0)86 547 6794, or email* NPingo@jda.org.za or to Mr. Siyambonga Gcobo at tel: (011) 688 7811; fax (011) 688 7899; or e-mail: sgcobo@jda.org.za or to Ms. Claudia Mahlaule at tel: (011) 688 7851; fax (011) 688 7899; or e-mail: cmahlaule@jda.org.za.

The last day to received queries is the 06 August 2021 at 17H00 and queries received after will not be entertained.

The closing time for receipt of tenders is 12H00 on the 12th August 2021. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

The physical address for delivery of tender documents is: Johannesburg Development Agency The Bus Factory; 3 Helen Joseph Street (Formerly President Street), NEWTOWN 2000

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. Correspondence will be entered into with the 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”

4. PROJECT INFORMATION:

4.1 PROJECT TITLE:

- #Indlela Yabafazi- Women's Way - "Safe routes connecting safe public spaces in the Diepsloot Informal Settlement in Johannesburg, South Africa"

4.2 PROJECT OBJECTIVE

- Develop a set of safe routes connecting public spaces in Diepsloot Informal Settlements in northern Johannesburg.
- Involve young women and girls in particular in the participatory identification, design, implementation, management and activation of safe routes and public spaces, ensuring that the spaces are responsive to the needs of women
- Develop guidelines for feminist urban development and women-led participatory design processes to apply more broadly in Johannesburg using media and social media to document the process

4.3 PROJECT CONTEXT:

Gender based violence in South Africa has been declared a state of emergency. 2019 National Crime statistics revealing that, "The number of reported rapes rose 3.9% to 41 583 in the year (2019) through March, the highest in four years. A total 2 771 women were murdered in the 12-month period." Research suggests that: a woman is killed every 3 hours in South Africa; a woman is raped every 26 seconds; over 40% of rapes are of girls; every 2 minutes a South African child is forced into sex trafficking – most of these are girls. Thousands of women across South Africa have come together in protest calling for an end to the Gender based violence state of

emergency.

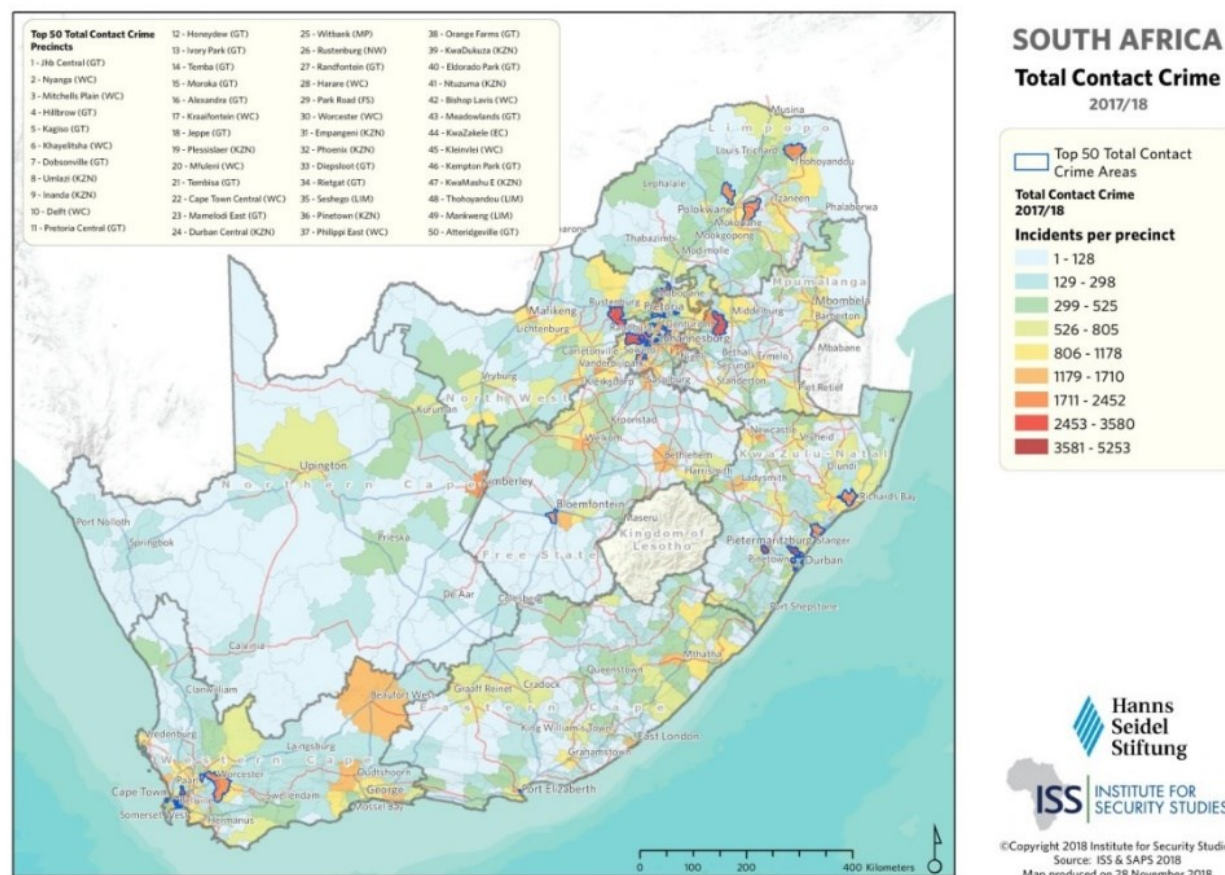


Figure 1: Top 50 violent crime areas according to incidents recorded by SAPS in 2018 for each police station precinct [Diepsloot is number 33]

Integrated sustainable solutions from education, employment, transforming gender norms, victim support services, legal reform, electoral representation and many other interventions are required to tackle this gender based violent state of emergency in South Africa. A critical role cities can play is with regard to community safety in public space. Mabaso, Dyani, Booysen and Skosana (2019) indicate that, “Evidence has shown that all forms of violence and harassment (particularly verbal and sexual) affect women deeply and reduce their confidence - affecting their willingness to travel, ability to move freely in public spaces which increases their anxieties and feelings of safety, thus often affecting their social and economic decisions to opportunities and responsibilities.”

4.4 DIEPSLOOT

The need for safe public routes connecting a network of public spaces is vital in particular in informal settlements in Johannesburg. This project will address this critical need in Diepsloot, an informal settlement in Johannesburg. The women and girls users in these settlements are best placed to inform solutions to reducing their vulnerability in public space.

#Indlela Yabafazi- Women's way will bring women together to chart the way in some of the spaces where they are most vulnerable to Gender based violence in one of Johannesburg's informal settlements.

4.5 PROJECT APPROACH

- The project is going to use participatory methodologies to bring together young women and girls in Diepsloot to map their own user-based analysis of safety in public spaces and along the key routes connecting them. Networks in local high schools will be used to identify the group of women to be involved in the project.
- We would like to test the methodology developed by UN-Habitat "neighbourhood assessment" that will be available on an online platform 'HerCity Toolbox' that enables a live mapping audit on a handheld device like a smartphone using the KoboToolbox application. Her City Toolbox (2019-2021) is the second phase of the #UrbanGirlsMovement (2017-2019) initiative financed by the Swedish Innovation agency Vinnova. It is a cooperation project between the independent Swedish think tank Global Utmaning (Global Challenge) and the United Nations Human Settlements Programme (UN-Habitat).
- Following safety mapping of issues on routes and network of public spaces at neighbourhood level, the young women will select one of the hotspot intervention sites to upgrade; a series of small scale public placemaking intervention that can have a great impact on their safety in the neighbourhood. The young women will then do a site-specific assessment on the site and its 400-meter buffer area;
- The young girls will then take part in a co-design process using the #HerCity Toolbox methodology where Minecraft, the video-game, is used as a participatory tool to upgrade the selected public space. MethodKit will then be used to prioritize the ideas of the girls;
- A Tactical Urbanism testing period will be implemented where the proposed interventions will be simulated in space using temporary materials so as to assess usability and likely impact of the proposed interventions. This will be accompanied by public events and interactive public exhibitions, information signage etc
- The designs will be refined by the girls for implementation of a series of small scale public placemaking interventions making maximum impact on women and girls' safety on the identified safe routes by a women-led team. These interventions will where possible be in the form of public art, ensuring dual functionality meeting key safety needs, being functional and usable while also educational in nature;
- A management and activation model will be co-developed with the girls and women to secure longer term sustainability of the project;
- An impact evaluation of the process will be led by girls as the last step in the project process.

- Guidelines will be developed for feminist urban development for Johannesburg through documenting this co-production process making use of various forms of media to raise women's voices and agency over public space; and
- The lessons learnt from employing a co-production methodology with urban girls will be linked to the emerging global discourse on inclusive feminist urbanism through global networks of inter-disciplinary knowledge-sharing such as the Block by Block official and UN-Habitat official platform, #HerCity Toolbox platform and the #UrbanGirlsMovement (that the JDA and the City of Johannesburg have had the opportunity to connect to).

4.6 PROJECT PARTNERS and PROJECT GOVERNANCE

The JDA is rolling out this project in partnership with the United Nations Human Settlements Programme (UN-Habitat) – Global Public Space Programme – Block by Block Foundation, and the #UrbanGirlsMovement, a global initiative created by Swedish think tank Global Utmaning (Global Challenge).

The successful bidder will need to view this collective partnership as “the Client” and thus all reporting, project branding and communications will be shared amongst partners

4.7 PROJECT DURATION

The duration of the project is estimated to be 24 months from the date of the receipt of the Appointment Letter – or until completion of full scope of works

4.8 PROFESSIONAL SKILLS REQUIRED

The bidding team/consortium must include each the following professional competencies:

1. Project Manager – as the lead consultant
2. Urban Designer
3. Youth and Women Engagement Facilitator
4. Social Media and Communications Coordinator
5. Quantity Surveyor
6. Civil Engineer
7. Electrical Engineer

Requirements of each member of the professional team are outlined in more detail, further on in this document, in the Technical Competence scoring table, which will be used in the technical evaluation of bids received for this RFP.

5. SCOPE OF WORKS

5.1 SUMMARY OF SCOPE PER DISCIPLINE

Members of the team are required to facilitate the roll-out of the IndlelaYaBafazi project using the #HerCityJoburg method and toolkit by delivering the following services:

5.1.1 Project Management Support

Dedicated project management capacity must be allocated to each project in line with Appendix 1 above to provide the following services:

- Overall management and tracking of project timeline and deliverables in line with #HerCityJoburg Toolkit and UN-Habitat programme
- Scheduling all meetings required for the project
- Producing an Agenda and Meeting Minutes for all project meetings
- Consolidating and submitting all team deliverables to the client
- Tracking project finances, invoicing etc
- Keeping the client and team members apprised of any ad-hoc changes or decisions made
- Submitting weekly Progress Reports in writing to the JDA
- Ensuring that a cloud-based file-sharing folder is created and continuously updated for access by all team members for the duration of the project (e.g. Google Drive)

5.1.2 Urban Design Services:

- Mapping and feasibility assessments/modelling (desktop study)
- Co-design workshops
- Observing and participating in Kobo and Minecraft work with women and girls
- Design, Setup and manage Tactical Urbanism testing days
- Monitoring of Tactical Urbanism testing and analysis of findings
- Refinement of concepts and designs for approvals
- Produce detailed design drawings for implementation
- Securing design approvals from all relevant City Departments and Entities
- Obtain final sign-off on all designs by 1. Participants, 2. Project Steering Comm,

5.1.3 Stakeholder Engagement and Facilitation

This involves rolling out of activities in line with the #HerCity Toolkit including:

- Ongoing Stakeholder Identification
- Ongoing Mapping Stakeholder relationships, level of influence and level of affinity/commitment to the project goals
- Identifying target groups, primary and secondary (including professionals)
- Selecting and confirming #HerCityJoburg participants (Women and Girls)
- Proactively design methods for engaging stakeholders in order to mainstream these methods in future urban upgrading projects.

5.1.4 Project Branding, Communications and Media Campaign

JDA community-led design and placemaking projects must be given a brand and identity with a consistent presence on social media – including, at a minimum, facebook and Instagram platforms

The service provider is expected to allocate capacity to:

- Write press releases and articles,
- Create public advertisements,
- Create visual content (banners, photo's and videos),
- Produce interactive public exhibitions of proposed plans
- Provide events management for site tours and tactical urbanism testing events
- Document all events and processes
- Create and maintain a library of all materials and documents relevant to the project

5.1.5 Civil and Electrical Engineering Services:

- Pre-concept stage participation in the #HerCityToolbox process from Inception...
- Engineering Services Assessment and site analysis
- Engineering Concept Design
- Detailed Design
- Securing design approvals from all relevant City Departments and Entities
- Producing as-built drawings and handover reports

5.1.6 Cost estimation and management

- Pre-concept stage participation in the #HerCityToolbox process from Inception... (Blocks 4 to 6)
- Quantity surveying services are required to provide estimates, a Bill of Quantities and cost management of public space upgrades

5.1.7 Sub-Contracting:

Teams appointed to this panel should be able to call upon the services of necessary sub-contractors to fulfil the technical needs of each project where required.

A provisional sum will be reserved for additional technical studies that may be required for implementation of public space upgrades.

ALL subcontracting must follow a transparent call for quotation process and any subcontracting appointments MUST be signed off by the JDA.

5.2 OVERVIEW OF THE #HERCITY TOOLBOX PROCESS

The #HerCity toolbox enables the users to better engage women and girls in urban planning processes in order to shape and co-create their environments from the gender and youth lens. The toolbox can be used during the three phases of the urban planning and development process - Assessment, Design and Implementation – The toolbox contains 9 working blocks, each with a short description, step-by-step guidance and handouts.

Phase 1: ASSESSMENT	Phase 2: DESIGN	Phase 3: IMPLEMENTATION
<ul style="list-style-type: none">•Block 1: Stakeholder engagement•Block 2: City wide assessment•Block 3: Site specific assessment	<ul style="list-style-type: none">•Block 4: Analysing challenges•Block 5: Designing ideas•Block 6: Recommendations	<ul style="list-style-type: none">•Block 7: Plans•Block 8: Sharing•Block 9: Evaluation

IT IS IMPORTANT TO NOTE that NOT ALL BLOCKS fall within the Scope of Work for this tender. (This is reflected in the Pricing Table provided. The appointed professional team will however need to familiarise themselves with the content of the process as a whole.

5.3 ACTIVITIES REQUIRED PER BLOCK OF THE #HER CITY TOOLBOX

The bidder is expected to familiarise themselves with the entire process. The project will be rolled out in Blocks, with specific deliverables for each block. The scope of work of the appointed professional team per Block is as follows:

ALL BIDDERS ARE TO CAREFULLY SCRUTISE THE FULL OVERVIEW OF THE #HER CITY TOOLBOX at <https://hercity.unhabitat.org/>

BLOCK 1: STAKEHOLDER ENGAGEMENT			
The purpose of Block 1 is to identify stakeholders and recruit target groups to participate in the process. This stage is crucial to ensure inclusive and qualitative planning and design processes. It is also important for setting up an adequate project management framework based on multi-stakeholder participation.			
USED FOR:	ACTIVITIES	DURATION	PROFESSIONAL ROLES
<ul style="list-style-type: none"> • Setting up a project management framework • Gathering basic knowledge about the context • Mapping relevant stakeholders, secondary and primary target groups • Inviting participants and defining terms of engagement 	<ol style="list-style-type: none"> 1. Review and update initial stakeholder identification and mapping 2. Set up meetings with local schools 3. Set up meetings with local women and girl groups (NGO's, church groups, sports teams etc) 4. Explore venues to book for public gatherings and for minecraft labs 5. Invite participants 6. Set up social media accounts and branding 	<p>PLEASE NOTE THAT THIS BLOCK WILL BE COMPLETED BY THE CLIENT <u>AND NOT BY THE APPOINTED BIDDER</u> – Initial content may need to be revised/edited in further stages of the project</p>	

BLOCK 2: CITY WIDE ASSESSMENT			
The city-wide public space assessment is a methodology to assess the realm of public space at the city scale and aims to identify the spaces that require the major, moderate or minor improvements. It utilises the Kobo Toolbox application to structure a digital questionnaire that gathers georeferenced information on the accessibility, quantity, distribution, network and quality of urban space across the city to provide a context for the study area. It involves the participation of volunteers to capture their perceptions of public spaces in their city.			
USED FOR:	ACTIVITIES	DURATION	PROFESSIONAL CAPACITY REQUIRED

Provides a contextual analysis of the general condition of public space in the Johannesburg context	The Kobo Toolbox application was used to structure a digital questionnaire that gathers georeferenced information on the accessibility, quantity, distribution, network and quality of urban space – Already Completed	PLEASE NOTE THAT THIS BLOCK HAS BEEN COMPLETED BY THE CLIENT <u>AND IS NOT IN THE SCOPE OF THIS BID</u>
Engages public space users to record their perceptions of using public spaces.	Diepsloot is then discussed as a priority intervention area in this context	

BLOCK 3: SITE SPECIFIC ASSESSMENT

PURPOSE:

Block 3 provides a methodology to assess and measure the quality of a selected open public space and its five (5) minutes walking radius (equivalent to 400-meter distance) hereafter referred as the “walkable radius”. It describes a participatory and incremental process to gather and analyse information by and with girls through a series of activities and tools.

USED FOR:	ACTIVITIES	DURATION	PROFESSIONAL CAPACITY REQUIRED
<ul style="list-style-type: none"> • Gathering qualitative and quantitative information about a selected public space • Scoring quality of public space through five spatial dimensions and twenty indicators • Informing the following phase related to “design” 	<ol style="list-style-type: none"> 1. Preparation, training and communication with stakeholders and participating girls/women (Block 3) 2. Data gathering with girls and women 3. Co-producing maps 4. Scoring of public space using indicators 	<ol style="list-style-type: none"> 1. 1 weeks 2. 1 weeks 3. 2 weeks 4. 2 days 	<ul style="list-style-type: none"> • Urban Designer • Facilitator • Social Media and Comms • Project Manager • The Civil Engineer will need to attend the introductory training session with the girls (1 day)

BLOCK 4: Analysing challenges

PURPOSE:

Block 4 helps to formalise brainstorming, and is particularly suitable when professionals are working together with non-professionals. It is a way for multi-stakeholders to discuss complex issues in a constructive way and work towards joint visions for a specific space. It teaches girls to “think like an architect” and gives professionals new knowledge from the user perspective.

USED FOR:	ACTIVITIES	DURATION	PROFESSIONAL CAPACITY REQUIRED
<ul style="list-style-type: none"> • Defining and understanding the place as it looks today • Understanding the main challenges in the place but also the potentials for change • Defining what functions the place should include in the future • Facilitating the development of ideas and transforming them into concrete • suggestions, testing and prioritizing to move towards concretization of a joint vision 	<ol style="list-style-type: none"> 1. Preparation (Block 4) 2. Define situation 3. Understand challenges 4. Define joint vision 5. Generate ideas 	All day on-site workshop – 8 hours	<p>Project Manager to lead all preparation and set up for this Block</p> <p>ALL PROFESSIONALS ON THE TEAM will be required to work with the girls on-site for this block.</p>

BLOCK 5: Designing ideas**PURPOSE:**

Block 5 turns the ideas into designs for the new public space using a participatory digital tool. In this way, the professionals and the local authorities can more easily understand the community's needs and how they want to change the public space. The designs are also the basis for further plans and architectural drawings.

USED FOR:	ACTIVITIES	DURATION	PROFESSIONAL CAPACITY REQUIRED
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<ul style="list-style-type: none"> • Building capacity among girls through the use of digital and participatory tools to have a stronger say in urban planning and design processes (Minecraft) • Empowering non-professionals to communicate ideas and solutions to professionals, without barriers and gaps of expertise • Identifying priorities to integrate in the final design proposal 	<ol style="list-style-type: none"> 1. Preparation (Block 5) 2. Installation and practice 3. Block by Block workshop 4. Presentation and discussion 	<ol style="list-style-type: none"> 1. 5 weeks 2. 1 day 3. 2 days 4. 3 hours 	<p>Project Manager to lead all preparation and set up for this Block</p> <p>ALL PROFESSIONALS ON THE TEAM will be required to work with the girls on-site for this block.</p> <p>The Urban Designer must be familiar with Minecraft and must be able to empower the girls to co-design</p>
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BLOCK 6 Recommendations			
<p>PURPOSE: Block 6 helps to prioritize among designs, craft guidelines and develop policy recommendations in multi-stakeholder groups. This tool collects the main findings from a project. It will make you prioritize and outline ways forward in terms of implementation. Participants develop policy recommendations for local, regional and national decision-makers and guidelines for implementing actors.</p>			
USED FOR:	ACTIVITIES	DURATION	PROFESSIONAL CAPACITY REQUIRED

<ul style="list-style-type: none"> • Overviewing project results • Making sure most alarming challenges are met while prioritizing among designs • Developing a tailor made action plan that outlines actors, partnerships, timeframes and resources needed in order to address the prioritised challenges • Overcoming conflicting interests and agreeing on ways forward 	<ol style="list-style-type: none"> 1. Preparation (Block 6) 2. Overview results 3. Prioritizing 4. Realizing proposal 5. Adopting action plans 	5 hour workshop	<p>ALL PROFESSIONALS ON THE TEAM will be required to work with the girls on-site for this block.</p>
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BLOCK 7A – TACTICAL URBANISM TESTING PERIOD			
<p>PURPOSE:</p> <p>In this block, the team and girls are to construct temporary structures and or street furniture, as well as signage and exhibition boards to place in the proposed intervention spaces so as to transform the spaces for a 2 week Tactical Urbanism Testing period. The testing period will allow the team and the girls to monitor the usage and impact of the proposed interventions and to engage the general public on their views and suggestions about the transformed spaces.</p>			
USED FOR:	ACTIVITIES	DURATION	PROFESSIONAL CAPACITY REQUIRED

<ul style="list-style-type: none"> • Assessing responsiveness, impact and functionality of the proposed physical interventions • Engaging the broader public about the proposed interventions 	1. Preparation: Translate designs into temporary installations constructed with the girls Prepare for launch event simultaneously	1. 1 week	<ul style="list-style-type: none"> • Project Manager • Urban Designer • Facilitator • Social Media and Comms
	2. Launch event and exhibition with a 2 week testing period to assess public response, functionality and impact	2. 2 weeks	
	3. Consolidate findings of the testing period.	3. Consolidation of Findings (3 days)	

BLOCK 7 Plans			
<p>PURPOSE:</p> <p>In this block the plan for the public space is finalised through a participatory process similar to a client-architect meeting. Starting from the result gathered from block 5 and 6, the technical team together with representatives of the primary target group (3-4 girls), develop a feasible design proposal. The proposal will then be further detailed to reach an implementable final plan for construction and maintenance.</p>			
USED FOR:	ACTIVITIES	DURATION	PROFESSIONAL CAPACITY REQUIRED

<ul style="list-style-type: none"> • Transforming challenges and opportunities into feasible and implementable design solutions • Building capacity of young girls in urban planning and design skills with software such as Sketch-up among others • Defining cost estimation and participatory construction and maintenance plan 	<ol style="list-style-type: none"> 1. Preparation (Block 7) 2. Expert design meeting 3. Final design 4. Validation of design 	<ol style="list-style-type: none"> 1. 1 day 2. 2 days 3. 2 weeks 4. 2 weeks 	<ul style="list-style-type: none"> • ALL PROFESSIONALS ON THE TEAM will be required to work with the girls on-site for this block
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BLOCK 8 Sharing

PURPOSE:

The purpose of block 8 is to help you communicate your results with the community, decision-makers and a wider audience. First, it will give update decision-makers on the detailed result in order to start implementation. Second, it will give the community the possibility to engage in the evolution of their local environment. Third, it will help you to share the results with other interested actors as a way to spread knowledge, highlight good practices and build capacity.

USED FOR:	ACTIVITIES	DURATION	PROFESSIONAL CAPACITY REQUIRED
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<ul style="list-style-type: none"> • Documenting the results on a good practices portal to be shared digitally • Presenting to an extended group of decision-makers from the municipality, relevant stakeholders as well as the wider community • Setting up a long-term strategy and mainstreaming results • Certification of the participation of the primary target group 	<ol style="list-style-type: none"> 1. Preparation 2. Gathering results 3. Public presentation 4. Strategy and mainstreaming 	<ol style="list-style-type: none"> 1. 1 day 2. 1 day 3. 1 day 4. 1 week 	<ul style="list-style-type: none"> • Project Manager • Social Media and Communications Manager • Professional Team will be invited to attend public event
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JDA CONSTRUCTION			
PURPOSE: To Implement the physical placemaking interventions that have been co-designed with girls in the public environment Follow Stages 1 to 6 of the Construction Process until Practical Completion and Handover. This includes applying for all approvals via City Entities.			
USED FOR:	ACTIVITIES	DURATION	PROFESSIONAL CAPACITY REQUIRED

<ul style="list-style-type: none"> • Physical Implementation of designs produced by girls • Mentoring girls regarding the construction process and the built environment professions 	<ol style="list-style-type: none"> 1. Full Professional Team is to prepare concept design and supporting document for client sign-off 2. Produce detailed drawings for construction 3. Produce final tender documentation and BoQ for Procurement of a Contractor 4. Complete Stages 1 to 6 of the Design and Construction Process 5. Practical Completion and Handover 	6 months	<p>ALL PROFESSIONALS ON THE TEAM will be required to work with the girls on-site for this block.</p> <p>PROCUREMENT of a contractor will be done following the JDA's Procurement Processes.</p>
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BLOCK 9: Evaluation			
<p>PURPOSE:</p> <p>This block aims to gather feedback on the process from participants, follow up on the implementation during the construction phase, as well as provide an overall evaluation of the quality of the public space after 6 months after construction is finalized.</p>			
USED FOR:	ACTIVITIES	DURATION	PROFESSIONAL CAPACITY REQUIRED

<ul style="list-style-type: none"> • Understand how the participants have experienced the process • Follow up and control the quality of the implementation particularly the construction phase. • Measuring the impact of the developments on the space and the community. • Providing a final report and Her City certificate to the city. 	<ol style="list-style-type: none"> 1. Preparation (Block 9) 2. Participants' feedback 3. Quality control – weekly site visits during construction – for the PSC – 2 girls are PSC standing members 4. Measuring impact 5. Final report 	<ol style="list-style-type: none"> 1. 1 week 2. 1 hour 3. 6 months 4. 1 week 5. 5 days 	<ul style="list-style-type: none"> • Project Manager • Social Media and Communication • Facilitator
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6. DELIVERABLES

	Activities	Deliverables
INCEPTION	Presentation of Inception Report to client and partners	<ol style="list-style-type: none"> 1. Inception Document- Interpretation of Brief, 2. Project Process, 3. Project Timelines, Milestone and Deliverables 4. Presentation on the teams' interpretation of all project background documents provided by the client.
Phase 1: ASSESSMENT		
Block 1: Stakeholder engagement	Stakeholder mapping	TO BE COMPLETED BY CLIENT AND PARTNERS
Block 2: City wide assessment	Public space assessment on a city scale	TO BE COMPLETED BY CLIENT AND PARTNERS
Block 3: Site specific assessment	Assessment of the space ranked top priority	Data analysis of current state of the space
Phase 2: DESIGN		
Block 4: Analysing challenges	Analysis of current challenges and potentials	Joint vision for the space produced with the girls

Block 5: Designing ideas	Designing solutions	Minecraft model of the space
Block 6: Recommendations <u>for action</u>	Recommendations and guidelines for implementation	Action plan
Phase 3: IMPLEMENTATION		
Block 7: Implementation plans	Participatory design studio	Detailed sketches and plans on different scale
Block 8: Sharing <u>results</u>	Documentation, presentation, communication	Approval to go ahead
JDA Construction	Stages 1 to 6 with constant mentoring of girl participants	Practical Completion and Handover
Block 9: Follow up and evaluation	Evaluation of process, monitoring of construction and post construction evaluation of the space	Final report and mainstreaming strategy

6.1 FORMAT OF FINAL OUTPUTS:

6.1.1 Progress reports

- **Soft copy:** Progress report should be submitted in PDF (Acrobat) and Word file format

6.1.2 Draft documents

- **Hard copy:** 2 colour hard copies of the draft documents (bound, may be printed double-sided)
- **Soft copy:** Soft Copy to be provided in PDF and MS Word file format

6.1.3 Final documents

- **Hard copy:** 6 colour hard copies of the final documents (bound, may be printed double-sided)
- **Soft copy:** A soft copy of the products in PDF, MS Word **and** MS Powerpoint file formats. One of the soft copies must be typed to allow direct single-sided A4 printing.

6.1.4 Final Indexed Repository of High Resolution Photography and Video Footage

- All photos and videos must be correctly named and indexed and must be saved in a high resolution format using a cloud sharing service from which the client can access and download files.

6.1.5 Maps/Plans

GIS – All map layers and analysis must be delivered in an ArcGIS compatible format, i.e. shape files. Associated attribute files must also be included. The City's approval standard 26-digit code must be used as the unique property identifier. The Hartebeeshoek datum (WGS84) must be used. Data can be transferred via CD's or DVD or USB.

6.1.6 Marketing and Promotional Material

The deliverables will need to include very high quality visual products that be used as marketing and promotion tools to encourage and promote buy-in to the proposals and business cases, and will include Powerpoint Presentation materials for work-shopping / meeting / stakeholder engagement purposes.

6.2 DATA OWNERSHIP AND CRITICAL MILESTONES

6.2.1 Data Ownership

All milestone products, developed for the purpose of this project, in addition to the final document and all associated map work, shall remain the property of the JDA and all its project partners/funders.

All work produced for the JDA and paid for using municipal and other grant funding via the JDA cannot be re-sold to members of the public or to any other company.

7. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Compliance
- Responsiveness
- Technical Competence
- Price and Empowerment

7.1 COMPLIANCE ASSESSMENT

Bidders will be disqualified if:

- ✓ Any of its directors are listed on the register of defaulters;
- ✓ During the last five years, the bidder who 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 did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- ✓ Bidders tender document has been completed in pencil;
- ✓ Bidders tender submission document has been e-mailed, faxed or provided in any electronic format;
- ✓ Bidders tender document has been received after the closing time;
- ✓ Bidders tender document has not been deposited in the tender box by the time of closing;
- ✓ Bidders have failed to price as required i.e. exactly as stipulated and laid out in the Pricing Table provided in this document
- ✓ Bidders have any directors in the employment of the state.
- ✓ No award will be made to bidders who are not registered on the National Treasury Supplier Data Base
- ✓ No award will be made to bidders whose tax matters are not in order with the receiver of revenue

7.2 COMPLIANCE CRITERIA SPECIFIC TO THIS TENDER:

- ✓ Bidders **MUST** propose a separate team member for each discipline required. Failure to do so will result in the bid being disqualified
- ✓ It is a requirement of the UN-Habitat funding agreement that the professional team is comprised of women who are **professionals in a lead role** due to the nature and objective of the #HerCity Toolbox process.

For this reason, failure to propose a female professional team member in the following roles will result in the bid being non-compliant.

1	Project Manager (Lead consultant)	Female Practitioner Only
2	Urban Designer	Female Practitioner Only
3	Youth and Women Engagement Facilitator	Female Practitioner Only
4	Social Media and Communications Coordinator	Female Practitioner Only
5	Civil Engineer	Female Practitioner Only

- ✓ NOTE: The Electrical Engineer and Quantity Surveyor may be of **any gender**.

7.3 TECHNICAL COMPETENCE

The technical assessment is based on the criteria set-out below.

Tenderers will have to submit compliant documents and score a minimum score of **756 out of a possible 1260 points (60%)** in the technical evaluation to be considered further in the evaluation process.

7.3.1 RESPONSIVENESS

A.	KEY RETURNABLE DOCUMENTS	
1.	Valid BBBEE status level certificate	Y / N
2.	Company registration documents	Y / N
3.	CTS letter from SARS	Y / N
4.	Current municipal rates account / affidavit	Y / N
5.	3 Years audited financial statements	Y / N
6.	Certified copies of identity documents	Y / N
7.	Annexure A :Business Declaration completed in full and signed	2
8.	Annexure B :Declaration of Interest completed in full and signed	2
9.	Annexure C :Declaration of Past SCM Practices completed in full and signed	2
10.	Annexure D :Contracts Awarded by an Organ of State completed in full and signed	2
11.	Annexure E :Certificate of Independent Bid Determination completed in full and signed	2

12.	Annexure F :Declaration on State Of Municipal Accounts completed in full and signed	2
13.	Annexure G :Team Organogram completed in full and signed	2
14.	Annexure H :Scope of Services – Project Management – signed	2
15.	Annexure I :Description of the Her City Toolbox - signed	2
16.	Valid Proof of Professional Indemnity Insurance of R2mil	7
	KEY RETURNABLE DOCUMENTS Sub-Total	25

7.3.2 CAPABILITY OF PROFESSIONAL TEAM

7.3.3 HOW TO COMPILE INFORMATION FOR CAPABILITY SCORING:

To best respond to the requirements in the scoring table below bidders must organise their bid information in the following **SEQUENCE**:

1	Team Organogram	Indicate structure of the team, including names and time allocations per person
2	Team Member A: Provide Full Name and Relevant Discipline	
	Responsiveness	CV on JDA Template
	Qualifications	Certified Copies of Academic Qualifications (or Certified Academic Transcript)
	Professional Registration	Certified Copies of Professional Registration with statutory industry bodies (where requested in scoring tables below)
	Previous Experience	Must be clearly listed in JDA CV Template Must ONLY include the specific <i>types</i> of projects requested in scoring tables
	Number of Projects Completed And Matching Reference Letters	<u>Project 1:</u> <ul style="list-style-type: none"> Name of Project Location Client/Funder Aim of Project Individual's Role in the project Evidence pages required as per scoring table Matching reference letter for this project <u>Project 2:</u> <ul style="list-style-type: none"> As above list Etc.....
Important Notes:		
NOTE 1	Qualifications and Professional Registration	If copies of academic qualifications (or certified academic transcripts) and Professional Registration Certificates are not CERTIFIED, these cannot be regarded as valid for scoring
NOTE 2	COMPULSORY Professional	Professional Registration with Industry Regulatory Bodies for is compulsory for ✓ Project Manager – SACMP Registration

	Registrations	<ul style="list-style-type: none"> ✓ Architect/Urban Designer – SACAP Registration ✓ Civil Engineer – ECSA Registration ✓ Electrical Engineer – ECSA Registration ✓ Quantity Surveyor – SACQSP Registration
NOTE 3	Number of Projects Completed	<i>If the sample EVIDENCE (required in the scoring table per discipline) is not provided for a project, the project will not be counted for scoring</i>
NOTE 4	Scoring of Reference Letters	<i>To qualify for points Reference Letters MUST:</i> <ul style="list-style-type: none"> ✓ Match the completed projects listed above ✓ Appear on the Client/ Funders/Organisations Letterhead Or have a company stamp ✓ Be signed by the author ✓ Include Contact Details of the author or organisation ✓ Specifically mention the individual's role on the project ✓ Indicate the satisfactory performance of the individual and NOT the performance of the company for whom this team member works

7.3.4 JDA CV TEMPLATE REQUIRED FOR SCORING:

Full Name And Surname		
Title (E.G. Ms/Mr/Dr/Prof)		
Professional Qualifications (Degrees, Diplomas, Etc)		Year Obtained
1.		1.
Current Employer		
Current Role/Title		
No. Of Yrs And Mnths Served		
List Of Projects Relevant To This Scope	Individual's Role/Responsibility In Each Project	Project Duration
1.	1.	1.
2.	2.	2.
3. ...Etc	3. ...Etc	3. ...Etc
Previous Employer 1		
Role/Title		
No. Of Years And Months In This Role		
List Of Projects Relevant To This Scope	Individual's Role/Responsibility In Each Project	Project Duration
1.	1.	1.
2.	2.	2.
3. ...Etc	3. ...Etc	3. ...Etc

Previous Employer 2		
Role/Title		
No. Of Years And Months In This Role		
List Of Projects Relevant To This Scope	Individual's Role/Responsibility In Each Project	Project Duration
1. 2. 3. ...Etc	1. 2. 3. ...Etc	1. 2. 3. ...Etc
*** Please Continue To Add Your Previous Employment Roles (3, 4, 5 Etc.) Using Format Above		
Previous Employer 3.....		

** Failure to provide CV's using this template will result in a loss of points per team member as per scoring table

7.3.5 SCORING TABLES FOR EACH TEAM MEMBER

B1	PROJECT MANAGER – (TEAM LEAD)	
Responsiveness	JDA CV Template completed in full as prescribed	10
Qualifications	Tertiary Certificate/Qualification in a built environment field or in project management or business administration	20
Professional Registration	Professional Registration with SACPCMP, or similar statutory body	✓
Previous Experience	10 or more years experience in project management working on public environment upgrades or public space projects of a similar scale and nature in the built environment or government sector	30
	7 to 9 years experience in project management working on public environment upgrades or public space projects of a similar scale and nature in the built environment or government sector	or 20
	5 to 6 years experience in project management working on public environment upgrades or public space projects of a similar scale and nature in the built environment or government sector	or 10
Number of Relevant Projects Completed	10 or more projects managed (public environment or public space projects of a similar scale and nature)	60
	7 to 9 projects managed (public environment or public space projects of a similar scale and nature)	or 40
	5 to 6 projects managed (public environment or public space projects of a similar scale and nature)	or 20
Number of Matching References Provided	10 or more reference letters for abovementioned projects managed	60
	7 to 9 reference letters for abovementioned projects managed	or 40
	5 to 6 reference letters for abovementioned projects managed	or 20

B2	ARCHITECT/ URBAN DESIGNER	
Responsiveness	JDA CV Template completed in full as prescribed	10
Qualifications	Postgraduate (Masters) degree in Architecture or Urban Design	20
Professional Registration	Professional Registration with SACAP	✓
Previous Experience	10 years or more public space design experience as lead Urban Designer/Architect <i>(excludes buildings and landscaping)</i>	30
	8 - 9 years public space design experience as lead Urban Designer/Architect	or 20
	6 - 7 years public space design experience as lead Urban Designer/Architect	or 10
Number of Projects Completed	<i>To be eligible for scoring EACH project listed must:</i> ✓ <i>Be a public space project and NOT a building or landscaping work</i> ✓ <i>Include 1-page of evidence showing participatory design processes involving communities/end-users</i> ✓ <i>1-page of evidence showing evidence of designs produced</i>	
	10 or more public space projects using community participatory design processes (not buildings and landscaping) - with evidence of each	60
	7 - 9 public space projects using community participatory design processes (not buildings and landscaping) - with evidence of each	or 40
	5 - 6 public space projects using community participatory design processes (not buildings and landscaping) - with evidence of each	or 20
Number of Matching References	10 or more matching reference letters	60
	7 - 9 matching reference letters	or 40
	5 - 6 matching reference letters	or 20

B3	WOMEN AND YOUTH ENGAGEMENT FACILITATOR:	
Responsiveness	JDA CV Template completed in full as prescribed	10
Qualifications	Certificate (SAQA - Accredited NQF Level 4 or higher) related to Communications, Social Work, Education, Mediation, or the Built Environment - MUST be certified	5
Previous Experience	<i>Experience can include any of the following:</i> ✓ <i>Facilitated youth workshops,</i> ✓ <i>Life skills or hard skills training of youth in previously marginalised areas</i> ✓ <i>Any voluntary participatory work with youth</i> ✓ <i>Participation in student/youth/women's organisations</i> ✓ <i>Participation in Student Representative Council</i>	
	5 or more years of above experience	30
	3 to 4 years community engagement experience	or 20
	1 to 2 yrs or more community engagement experience	or 10

Number of Projects Completed	5 or more community engagement projects/processes facilitated	60
	3 to 4 community engagement projects/processes facilitated	or 40
	1 to 2 community engagement projects/processes facilitated	or 20
Number of Matching References	5 or more matching reference letters for projects listed above	60
	3 to 4 matching references for projects listed above	or 40
	1 to 2 matching references for projects listed above	or 20
Local Economic Empowerment	Facilitator is a resident of Diepsloot	50
	✓ <i>To claim these points, the proposed facilitator must provide proof of residence. If not available, an affidavit from a police station will suffice.</i>	✓

B4	SOCIAL MEDIA AND COMMUNICATIONS MANAGER:	
Responsiveness	JDA CV Template completed in full as prescribed	10
Qualifications	Tertiary Qualification (SAQA Accredited - Min. NQF Level 5) in Marketing and Communications or Journalism or related field	10
Previous Experience	5 or more years' experience in marketing and social media content development	20
	3 to 4 years' experience in marketing and social media content development	or 10
	1 to 2 years' experience in marketing and social media content development	or 5
Number of Projects Completed	<i>NB: To qualify for scoring EACH campaign listed MUST be accompanied by a 1 to 2 page sample of the work done which can take the form of photo's, screenshots, print materials produced etc. Failure to provide evidence for a campaign will result in the campaign not being counted</i>	
	5 or more campaigns completed with evidence	40
	3 to 4 campaigns completed with evidence	or 30
	1 to 2 campaigns completed with evidence	or 20
Number of Matching References	5 or more matching references	40
	3 to 4 matching references	or 30
	1 to 2 matching references	or 20

B5	CIVIL ENGINEER:	
Responsiveness	JDA CV Template completed in full as prescribed	10
Qualifications	Bachelors Degree in Civil Engineering	20
Professional Registration	Certified Proof of ECSA membership	✓
Years of Experience	7 yrs or more public space project experience as the lead Civil Engineer	30
	5 to 6 years public space project experience as the lead Civil Engineer	or 20

	3 to 4 years public space project experience as the lead Civil Engineer	or 10
Number of Projects Completed	7 or more public space projects (not buildings)	60
	5 to 6 public space projects (not buildings)	or 40
	3 to 4 public space projects (not buildings)	or 20
Number of Matching References	7 or more reference letters	60
	5 to 6 reference letters	or 40
	3 to 4 reference letters	or 20

B6	ELECTRICAL ENGINEER:	
Responsiveness	JDA CV Template completed in full as prescribed	10
Qualifications	Bachelors Degree in Civil Engineering	20
Professional Registration	Professional Registration with ECSA	✓
Years of Experience	7 yrs or more public space project experience as the lead Electrical Engineer	30
	5 to 6 years public space project experience as the lead Electrical Engineer	or 20
	3 to 4 years public space project experience as the lead Electrical Engineer	or 10
Number of Projects Completed	7 or more public space projects (not buildings)	60
	5 to 6 public space projects (not buildings)	or 40
	3 to 4 public space projects (not buildings)	or 20
Number of Matching References	7 or more reference letters	60
	5 to 6 reference letters	or 40
	3 to 4 reference letters	or 20

B7	QUANTITY SURVEYOR:	
Responsiveness	JDA CV Template completed in full as prescribed	10
Qualifications	Bachelors Degree in Quantity Surveying	20
Professional Registration	Professional Registration with SACQSP	✓
Years of Experience	7 or more years experience in quantity surveying working on public environment upgrades or public space projects (not buildings)	30

	5 to 6 years experience in quantity surveying working on public environment upgrades or public space projects (not buildings)	or 20
	3 to 4 years experience in quantity surveying working on public environment upgrades or public space projects (not buildings)	or 10
Number of Projects Completed	7 or more projects completed (public environment or public space projects only – not buildings)	60
	5 to 6 projects completed (public environment or public space projects only – not buildings)	or 40
	3 to 4 projects completed (public environment or public space projects only – not buildings)	or 20
Number of Matching References Provided	7 or more matching reference letters	60
	5 to 6 matching reference letters	or 40
	3 to 4 matching reference letters	or 20
MAXIMUM POSSIBLE SCORE (RESPONSIVENESS + CAPABILITY)		1250
Minimum Score to Proceed to Price/BBBEE		756

8. 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:

- For tenders up to R50 million
 - 80 points are assigned to price
 - Up to 20 points are assigned to BBBEE status per the table under item 7.3.1
- Points scored will be rounded off to the nearest 2 decimal places

8.3 Points awarded for BBBEE status level

B-BBEE Status Level Of Contributor	Number of Points
	Tenders up to R50 million
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

Points will be awarded for empowerment (BBBEE), in accordance with the Preferential Procurement Regulations 2017 published in Government Gazette No. 40553 dated 20 January 2017. The table overleaf is applicable in this regard:

8.4 Notes on BBBEE:

- 8.4.1 “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).
- 8.4.2 Tenderers must submit their original and valid B-BBEE status level verification certificate 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. FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.
- 8.4.3 An EME must submit a sworn affidavit confirming the following:
- 8.4.4 Annual Turnover Revenue of R10 million or less; and
- 8.4.5 Level of Black ownership
- 8.4.6 Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 8.4.7 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and are in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 8.4.8 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.
- 8.4.9 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.
- 8.4.10 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.
- 8.4.11 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.
- 8.4.12 No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 8.4.13 No tender will be awarded to a bidder who is not registered on CSD.

8.5 Formula for scoring tender price

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

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

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

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

PP = P_s + P_{bee} 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

9. RISK TOLERANCE

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

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

1. The greater of R8 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)

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

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

A risk analysis shall be undertaken on the bidder with the highest number of points obtained, to determine whether the tenderer does not exceed the JDA's risk framework criteria as stated above. In other words, whether it falls within the ambit of the Risk Tolerance Framework as acceptable.

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

10. PRICING SCHEDULE

Detailed below is information upon which fees must be based for this tender.

The pricing schedule, included as part of this document, must be completed and submitted together with your proposal. **In addition to the pricing schedule, the bidder is expected to provide a detailed cost breakdown for the various project activities.**

No.	Description	Project Manager	Urban Designer	Women and Youth Facilitator	Social Media and Comms	Civil engineers	Electrical Engineer	Quantity Surveyor	Totals
1.	PROJECT INCEPTION AND ADMINISTRATION								
1.1.	Inception Report and Workplan								R
1.2.	Project Management, administration, client liaison and steering committee meetings								R
2.	Phase 1: ASSESSMENT								
2.1.	<u>Block 1: Stakeholder engagement</u>								N/A
2.2.	<u>Block 2: City wide assessment</u>								N/A
2.3.	<u>Block 3: Site specific assessment</u>								R
2.4.	Specialist Studies (allocated by Client, and managed by the Lead Agent, Project Manager)	R 1 000 000							
3.	Phase 2: DESIGN								

3.1.	<u>Block 4: Analysing challenges</u>								R
3.2.	<u>Block 5: Designing ideas</u>								R
3.3.	<u>Block 6: Recommendations for action</u>								R
4.	Phase 3: IMPLEMENTATION								
4.1.	<u>Block 7: Implementation plans</u>								R
4.2.	<u>Block 8: Sharing results</u>								R
4.3.	<u>Block 9: Follow up and evaluation</u>								R
	SUB-TOTALS	=	=	=	=	=	=	=	
	TOTAL - EXCLUDING VAT (To be transferred to the Offer Page)					R			
	CONSTRUCTION PHASE PRICING								
	Description	Project Manager	Urban Designer	Women and Youth Facilitator	Social Media and Comms	Civil engineers	Electrical Engineer	Quantity Surveyor	Totals
	Professional Fees								
	Construction Monitoring								

Tenderers are to complete the table above 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 all items as detailed above. Failure to (i) replicate the table, (ii) carry the total to the offer page, and (iii) provide a detailed fee proposal for ALL of the required services will result in the tender being disqualified for non-compliance. Fees based on an hourly rate will NOT be accepted.

11. CONSTRUCTION PRICING

The **estimated** total construction value is **R15 000 000.00** excluding Value Added Tax (VAT).

The **estimated** construction period is 7 calendar months:

The **estimated** number of main contractors is 1 (it is anticipated that one contractor will be appointed to work on all identified projects concurrently.)

Detailed below is information upon which fees must be based for each discipline. This is followed by **item number 17.7 which ALL applicants are required to take careful note of.**

11.1 PROJECT MANAGER

The Project Manager must submit a fee proposal to render the full scope of services as outlined in Annexure H, Appendix 2 and as set out in SACPCMP.

Said proposals must be based on the estimated cost of works as indicated below **plus** any specified specialist studies allowance including handling and supervisory fee on same, all excluding VAT and as follows:

Project Manager		
	Estimated Construction Value	Fee Proposal
Indlela Ya Bafazi (Stage 1 - 6)	R15 000 000.00	R.....
Specialist Studies Specified Allowance	R1 000 000.00 e.g. Surveyor, power, hydrology, environmental specialist These can start asap once we know (Stage 2)	R1 000 000.00
Project Manager's % Handling and Supervisory Fee	R1 000 000.00 x% =	R.....
TOTAL FEE: Indlela Ya Bafazi AND Specialist Studies Specified Allowance AND Handling and Supervisory Fee excluding VAT		R.....

Tenderers are to complete the table above 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 all items as detailed above. Failure to (i) replicate the table, (ii) carry the total to the offer page, and (iii) provide a detailed fee proposal for ALL of the required services will result in the tender being disqualified for non-compliance. Fees based on an hourly rate will NOT be accepted.

11.2 URBAN DESIGNER/ARCHITECT

The Urban Designer/Architect must submit a fee proposal to render the full scope of services as set out per SACAP.

Said proposals must be based on the estimated cost of works as indicated below excluding VAT and as follows:

Urban Designer/Architect		
Indlela Ya Bafazi (Stage 1 - 6)	R15 000 000.00	R.....
Level 3 Construction Monitoring for 7 months	R.....x 7 months =	R.....
TOTAL FEE: Indlela Ya Bafazi excluding VAT		R.....

Tenderers are to complete the table above 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 all items as detailed above. **Failure to (i) replicate the table, (ii) carry the total to the offer page, and (iii) provide a detailed fee proposal for ALL of the required services will result in the tender being disqualified for non-compliance. Fees based on an hourly rate will NOT be accepted. Fee is to include any approvals required.**

11.3 CIVIL ENGINEER

The Civil Engineer must submit a fee proposal to render the full scope of services as set out by ECSA.

Said proposals must be based on the estimated cost of works as indicated below excluding VAT and as follows:

Civil Engineer		
Indlela Ya Bafazi (Stage 1-6)	R15 000 000.00	R.....
Level 3 Construction Monitoring for 7 months	R.....x 7 months =	R.....
TOTAL FEE: Indlela Ya Bafazi AND Level 3 Construction Monitoring for 7 months for excluding VAT		R.....

Tenderers are to complete the table above 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 all items as detailed above. **Failure to (i) replicate the table, (ii) carry the total to the offer page, and (iii) provide a detailed fee proposal for ALL of the required services will result in the tender being disqualified for non-compliance. Fees based on an hourly rate will NOT be accepted. Fee is to include any approvals required.**

NOTE: CIVIL ENGINEERS - The Fee Categories on which fees are to be based are Category C for civil works. The fee proposal should be based on works ‘requiring less effort’.

11.4ELECTRICAL ENGINEER

The Electrical Engineer must submit a fee proposal to render the full scope of services as set out by ECSA.

Said proposals must be based on the estimated cost of works as indicated below excluding VAT and as follows:

Electrical Engineer		
	Estimated Construction Value	Fee Proposal
Indlela Ya Bafazi (Stage 1-6)	R15 000 000	R.....
Level 3 Construction Monitoring for 7 months	R.....x 7 months =	R.....
TOTAL FEE: Indlela Ya Bafazi AND Level 3 Construction Monitoring for 7 months for excluding VAT		R.....

Tenderers are to complete the table above 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 all items as detailed above. **Failure to (i) replicate the table, (ii) carry the total to the offer page, and (iii) provide a detailed fee proposal for ALL of the required services will result in the tender being disqualified for non-compliance. Fees based on an hourly rate will NOT be accepted. Fee is to include any approvals required.**

NOTE: ELECTRICAL ENGINEER

The Fee Category on which fees are to be based is Category E.

The fee proposal should be based on works ‘requiring less effort’.

11.5QUANTITY SURVEYOR

The Quantity Surveyor must submit a fee proposal to render the full scope of services as set out per SACQSP. Said proposals must be based on the estimated cost of works excluding VAT and as follows:

Quantity Surveyor		
	Estimated Construction Value	Fee Proposal
Indlela Ya Bafazi (Stage 1-6)	15 000 000	R.....
TOTAL FEE: Indlela Ya Bafazi excluding VAT		R.....

Tenderers are to complete the table above 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 all items as detailed above. Failure to (i) replicate the table, (ii) carry the total to the offer page, and (iii) provide a detailed fee proposal for ALL of the required services will result in the tender being disqualified for non-compliance. Fees based on an hourly rate will NOT be accepted.

11.6 DETAILED FEE PROPOSALS:

The offers submitted must be supported by **detailed fee proposals**; this is a requirement for all bidders. A bidder who fails to submit a price in the fee proposal for of the deliverables/items indicated above will be considered non-responsive and the bid will not be considered.

11.7 NOTES ON CONSTRUCTION PRICING

- 11.7.1 Tenderers must ensure that the final TOTAL FEE is correctly carried to the Offer Page. The value recorded on the Offer Page will be regarded as the tendered amount to render services for all financial years. Failing to price as required will result in the tender being disqualified.
- 11.7.2 All construction values are subject to change (increase or decrease) depending on the requirements and circumstances of the project. However the fee calculation submitted by the tenderers on tendering will determine the fee due. The calculation method including any percentage discounts are to remain fixed irrespective of an increase or decrease in construction value.
- 11.7.3 Fees must include standard disbursements.
- 11.7.4 In determining fees, tenderers must take cognisance of the duplication and repetitive nature of the envisaged design work.
- 11.7.5 For every tangible deliverable, two hard copies and one electronic copy must be issued to the client (over and above the documentation required for submission to various authorities, to the contractor, etc.), the cost of which must be included.
- 11.7.6 Fees for consultation work required to produce deliverables and obtain approvals thereof is deemed to be included in the price (this also includes consultation work required to make revisions, re-submissions, updated presentations, etc. following feedback from the relevant approval authorities).
- 11.7.7 Successful tenderers will be remunerated in accordance with the offer submitted and the JDA's Standard Form Agreement

12 CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

“A MULTI-DISCIPLINARY TEAM OF PROFESSIONALS: WOMEN-LED DESIGN AND PLACEMAKING – INDLELA YA BAFAZI – WOMEN’S WAY OVER 24 MONTHS PERIOD FOR THE JDA”

must be written / typed clearly on the envelope.

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

The Tender closes at 12:00pm on 12 August 2021.

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

NO LATE / TELEPHONIC / E-MAILED/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:

Nicollette Pingo
npingo@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 2016 to 30 June 2018 (excl. VAT):

R **Year**

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 authorize 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 authorized will be processed by computer through a system known as the “ACB Electronic Fund Transfer Service” and

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

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

BANK :

BRANCH :

BRANCH CODE :

ACCOUNT NUMBER :

ACCOUNT HOLDER :
TYPE OF ACCOUNT :
CONTACT PERSON :
CONTACT NUMBER :

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

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

SIGNATURE :
NAME IN FULL :
CAPACITY :
DULY AUTHORIZED TO SIGN ON BEHALF OF:
DATE :

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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

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

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

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

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

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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

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

D1: PROJECT MANAGER (LEAD CONSULTANT)

CLIENT	PROJECT LEAD	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

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

D2: URBAN DESIGNER

CLIENT	PROJECT LEAD	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

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

D3: YOUTH AND WOMEN ENGAGEMENT FACILITATOR

CLIENT	PROJECT LEAD	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

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

D4: SOCIAL MEDIA AND COMMUNICATIONS COORDINATOR

CLIENT	PROJECT LEAD	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

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

D5: QUANTITY SURVEYOR

CLIENT	PROJECT LEAD	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

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

D6: CIVIL ENGINEER

CLIENT	PROJECT LEAD	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

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

D7: ELECTRICAL ENGINEER

CLIENT	PROJECT LEAD	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

***** Organ of State means-**

- a) a national or provincial department or a municipality;
- c) a constitutional institution defined in the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- d) Parliament or a provincial legislature;
- f) any other institution or category of institutions defined as "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 /Lead Signatory

Date

July 2021

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ANNEXURE E: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

For

*APPOINT A MULTI-DISCIPLINARY TEAM OF PROFESSIONALS: WOMEN-LED DESIGN AND
PLACEMAKING – INDLELA YA BAFAZI – WOMEN'S WAY OVER 24 MONTHS PERIOD FOR
THE JDA*

in response to the invitation for the bid made by:

Johannesburg Development Agency

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

I certify, on behalf of:

that:

(Name of Bidder)

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

- (d) the intention or decision to submit or not to submit a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE F : DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid will be rejected if:

Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.

B Bid Information

i. Name of bidder:

ii. Registration Number:

iii. Municipality where business is situated:

iv. Municipal account number for rates:

v. Municipal account number for water and electricity:

vi. Names of all directors, their ID numbers and municipal account number.

1.

2.

3.

4.

5.

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

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE G : ORGANOGRAM

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

DISCIPLINE/ DESIGNATION	FULL NAME	GENDER	TOTAL YEARS OF WORK EXPERIENCE IN THE SAME DISCIPLINE	AVERAGE NUMBER OF HOURS PER WEEK ALLOCATED TO THIS PROJECT
PROJECT MANAGER				
URBAN DESIGNER/ ARCHITECT				
WOMEN AND YOUTH FACILITATOR				
SOCIAL MEDIA AND COMMUNICATIONS MANAGER				
CIVIL ENGINEER				
ELECTRICAL ENGINEER				
QUANTITY SURVEYOR				

Signature.....

Position.....

Name of Bidder

Date.....

ANNEXURE H:

SCOPE OF SERVICES: PROJECT MANAGERS

The **PROJECT MANAGERS** shall provide the following services which are to be read in conjunction with the request for proposal:

STAGE 1: PROJECT INITIATION AND BRIEFING

- 1.1 Facilitate the development of a clear Precinct brief.
- 1.2 Establish the client's Procurement Policy for the project.
- 1.3 Assist the client in the procurement of the necessary and appropriate consultants including the clear definition of their roles, responsibilities and liabilities.
- 1.4 Establish in conjunction with the client, consultants and all relevant partners and authorities the precinct characteristics necessary for the proper design and approval of the intended projects within the precinct.
- 1.5 Manage the integration of the preliminary design to form the basis for the initial viability assessment of the precinct.
- 1.6 Prepare, co- ordinate and monitor a precinct initiation programme.
- 1.7 Facilitate the preparation of the preliminary viability assessment of the project.
- 1.8 Facilitate client approval of all Stage 1 documentation.

STAGE 2: CONCEPT AND FEASIBILITY

- 2.1 Assist the client in the procurement of the necessary and appropriate consultants including the clear definition of their roles, responsibilities and liabilities.
- 2.2 Advise the client on the requirement to appoint a Health and Safety Consultant.
- 2.3 Communicate the project brief to the consultants and monitor the development of the concept and feasibility within the agreed brief.
- 2.4 Co-ordinate and integrate the income stream requirements of the client into the concept design and feasibility.
- 2.5 Agree the format and procedures for cost control and reporting by the cost consultants on the project.
- 2.6 Manage and monitor the preparation of the project costing by other consultants.
- 2.7 Prepare and co-ordinate an indicative project documentation and construction programme.
- 2.8 Manage and integrate the concept and feasibility documentation for presentation to the client for approval.
- 2.9 Facilitate client approval of all Stage 2 documentation.

STAGE 3: DESIGN DEVELOPMENT

- 3.1 Assist the client in the procurement of the balance of the consultants including the clear definition of their roles, responsibilities and liabilities.
- 3.2 Establish and co-ordinate the formal and informal communication structure, processes and procedures for the design development of the project.
- 3.3 Prepare, co-ordinate and agree a detailed design and documentation programme, based on an updated indicative construction programme, with all consultants.

- 3.4 Manage, co-ordinate and integrate the design by the consultants in a sequence to suit the project design, documentation programme and quality requirements.
- 3.5 Conduct and record the appropriate planning, co-ordination and management meetings.
- 3.6 Facilitate any input from the design consultants required by the construction manager on constructability.
- 3.7 Facilitate any input from the design consultants required by the Health and Safety consultant.
- 3.8 Manage and monitor the timeous submission by the design team of all plans and documentation to obtain the necessary statutory approvals.
- 3.9 Establish responsibilities and monitor the information flow between the design team, including the cost consultants.
- 3.10 Monitor the preparation by the cost consultants of cost estimates, budgets, and cost reports.
- 3.11 Monitor the cost control by the cost consultants to verify progressive design compliance with approved budget, including necessary design reviews to achieve budget compliance.
- 3.12 Facilitate and monitor the timeous technical co ordination of the design by the design team.
- 3.13 Facilitate client approval of all Stage 3 documentation.

STAGE 4: TENDER DOCUMENTATION AND PROCUREMENT

- 4.1 Select, recommend and agree the procurement strategy for contractors, subcontractors and suppliers with the client and consultants.
- 4.2 Prepare and agree the project procurement programme.
- 4.3 Co-ordinate and monitor the preparation of the tender documentation by the consultants in accordance with the project procurement programme.
- 4.4 Facilitate and monitor the preparation by the Health and Safety Consultant of the Health and Safety specification for the project.
- 4.5 Manage the tender process in accordance with agreed procedures, including calling for tenders, adjudication of tenders, and recommendation of appropriate contractors for approval by the client.
- 4.6 Advise the client, in conjunction with other consultants, on the appropriate insurances required for the implementation of the project.
- 4.7 Monitor the reconciliation by the cost consultants of the tender prices with the project budget.
- 4.8 Agree the format and procedures for monitoring and control by the cost consultants of the cost of the works.
- 4.9 Facilitate client approval of the tender recommendation/s.

STAGE 5: CONSTRUCTION DOCUMENTATION AND QUALITY MANAGEMENT

- 5.1 Appoint contractor/s on behalf of the client including the finalisation of all agreements.
- 5.2 Instruct the contractor on behalf of the client to appoint subcontractors.
- 5.3 Receive, co ordinate, review and obtain approval of all contract documentation provided by the contractor, subcontractors, and suppliers for compliance with all of the contract requirements.
- 5.4 Monitor the ongoing projects insurance requirements.
- 5.5 Facilitate the handover of the site to the contractor.
- 5.6 Establish and co-ordinate the formal and informal communication structure and procedures for the construction process.
- 5.7 Regularly conduct and record the necessary meetings.

- 5.8 Monitor, review and approve the preparation of the contract programme by the contractor.
- 5.9 Regularly monitor the performance of the contractor against the contract programme.
- 5.10 Review and adjudicate circumstances and entitlements that may arise from any changes required to the contract programme.
- 5.11 Monitor the preparation of the contractor's Health and Safety Plan and approval thereof by the Health and Safety consultant.
- 5.12 Monitor the preparation of the contractor's Health and Safety Plan by the Health and Safety Consultant.
- 5.13 Monitor the compliance by the contractors of the requirements of the Health and Safety Consultant.
- 5.14 Monitor the production of the Health and Safety File by the Health and Safety Consultant and contractors.
- 5.15 Monitor the preparation by the Environmental Consultants of the Environmental Management Plan.
- 5.16 Establish the construction information distribution procedures.
- 5.17 Agree and monitor the construction documentation schedule for timeous delivery of required information to the contractors.
- 5.18 Expedite, review and monitor the timeous issue of construction information to the contractors.
- 5.19 Manage the review and approval of all necessary shop details and product proprietary information by the design consultants.
- 5.20 Establish procedures for monitoring, controlling and agreeing all scope and cost variations.
- 5.21 Agree the quality assurance procedures and monitor the implementation thereof by the consultants and contractors.
- 5.22 Monitor, review, approve and certify monthly progress payments.
- 5.23 Receive, review and adjudicate any contractual claims.
- 5.24 Monitor the preparation of monthly cost reports by the cost consultants.
- 5.25 Monitor long lead items and off site production by the contractors and suppliers.
- 5.26 Prepare monthly project reports including submission to the client.
- 5.27 Manage, co-ordinate and monitor all necessary testing and commissioning by consultants and contractors.
- 5.28 Co-ordinate, monitor and issue the practical completion lists and certificate of practical completion.
- 5.29 Co-ordinate and monitor the preparation and issue of the Works Completion List by the consultants to the contractors.
- 5.30 Monitor the execution by the contractors of the defects items to achieve Works Completion.
- 5.31 Facilitate and co-ordinate adequate access with the occupant for the rectification of defects by the contractors.

STAGE 6: PROJECT CLOSE OUT

- 6.1 Issue the Works Completion Certificate.
- 6.2 Manage, co ordinate and expedite the preparation by the design consultants of all as built drawings and design documentation.
- 6.3 Manage and expedite the procurement of all operating and maintenance manuals as well as warranties and guarantees.
- 6.4 Manage and expedite the procurement of all statutory compliance certificates and documentation.
- 6.5 Manage the finalisation of the Health and Safety File for submission to the client.
- 6.6 Co-ordinate, monitor and manage the rectification of defects during the Defects Liability Period.

- 6.7 Manage, co-ordinate and expedite the preparation and agreement of the final account by the cost consultants with relevant contractors.
- 6.8 Co-ordinate, monitor and issue the Final Completion defects list and Certificate of Final Completion.
- 6.9 Prepare and present Project Closeout Report.

Signature

Date

Name of Signatory

Designation

END OF TENDER DOCUMENT

**AS A COURTESY PLEASE USE DOCUMENT TAGS OR
DIVIDERS TO DEMARCATÉ THE SECTIONS OF YOUR BID
SUBMISSION FOR EASE AND RAPIDITY OF EVALUATION.**