



## INVITATION TO BID

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

ADVERT DATE : **30 May 2022**

CLOSING DATE : **20 June 2022**

CLOSING TIME : **12H00**

BID NUMBER : ☐ **Architect \_ Turnkey: Joburg Pulse/ CN 001\_22/23**

**OR**

☐ **OHS \_ : Joburg Pulse / CN 002\_22/23**

Select appropriate

BID DESCRIPTION : **Refurbishment of Joburg Pulse Studio**

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

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

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

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

<sup>1</sup> \* MSCM Regulations: "in the service of the state" means to be –

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

### ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement  
Contact Person: Ms C Mahlaule  
Tel: 011 688 7851

Fax: 011 688 7899

E-mail: [cmahlaule@jda.org.za](mailto:cmahlaule@jda.org.za)

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

Department: Development Implementation  
Contact Person: Ms C Mouton  
Tel: 011 688 7851

Fax: 011 688 7899

E-mail: [cmouton@jda.org.za](mailto:cmouton@jda.org.za)

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

**OFFER**

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

NAME OF BIDDER .....

BID NUMBER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

CONTACT PERSON .....

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

CELLPHONE NUMBER .....

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

E-MAIL ADDRESS .....

COMPANY REGISTRATION NUMBER .....

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER .....

VAT REGISTRATION NUMBER .....

TAX VERIFICATION PIN NUMBER .....

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

TOTAL BID PRICE in words .....

.....

.....

..... excluding Value Added Tax

SIGNATURE OF BIDDER .....

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

DATE .....

## **SUPPLIERS DATABASE REGISTRATION**

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

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

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

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

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

### **After Transitional Period 1 July 2016**

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

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

Ms. Kgadi Mphela on 011 688 7813

**To all our stakeholder**

**RE: The channels of reporting fraudulent and Corrupt Activities**

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

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

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

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

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

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



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

# **JOBURG PULSE REFURBISHMENT**

**Refurbishment of existing office for the  
use of a Filming and Radio Studio  
Design & Implementation  
2022/23 to 2023/24**

---

**REQUEST FOR PROPOSAL FOR :**

**1. Architect (Turnkey): CN001\_2022/23 OR**

**2. OHS/ CN002\_2022/23**

**May 2022**

---

## TABLE OF CONTENT

---

<b>COPY OF ADVERT</b>	<b>Page No.</b>
<b>1. INTRODUCTION</b>	<b>8</b>
<b>2. PROJECT INFORMATION</b>	<b>8</b>
2.1. Background	8
2.2. Project Location and Description	8
<b>3. APPOINTMENT</b>	<b>9</b>
3.1. Architects/Urban Designer	9
3.2. OHS	9
3.3. Notes	
<b>4. PRICING</b>	<b>10</b>
4.1. Architect	
4.2. OHS	9
4.3. Notes	14
<b>5. PROPOSAL CONTENT</b>	<b>15</b>
<b>6. ASSESSMENT CRITERIA</b>	<b>17</b>
7.1 Compliance	17
7.2 Technical	18
7.3 Price and Empowerment	20
7.4 Risk Tolerance	22
<b>8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS</b>	<b>23</b>

## ANNEXURES

- A : Business Declaration
- B : Declaration of Interest
- C : Declaration of Past SCM Practices
- D : Particulars of Contracts Awarded by an Organ of State
- E : MBD9 Certificate of Independent Bid Determination
- F : Declaration on State of Municipal Accounts
- G : Organogram
- H : Schedule of Completed Contracts
- I : Form of Agreement for Appointment of Consultants for information only NOT for completion
- J : Appendices for information only NOT for completion

## **COPY OF ADVERT**

### **TENDERING PROCEDURES**

#### **Tender Notice and Invitation to Tender**

- 1. Architect (Turnkey)/ CN001\_2022/23**
- 2. OHS/ CN002\_2022/23**

**OR**

**for the refurbishment of the Joburg Pulse Studio for both filming and Radio**

The JDA is requesting proposals from experienced companies and joint ventures to render architecture(turnkey) and ohs for the refurbishment of the Joburg Pulse Studio project over two financial years ie. 2022\_23

Queries relating to procurement matters may be addressed to Yandisa Dinga at tel: (011) 688 7851; fax (011) 688 7899; or e-mail: [ydinga@jda.org.za](mailto:ydinga@jda.org.za)

Technical queries or queries relating to the project may be addressed to Ms Celestine Mouton at (011) 688 7851; fax: (011) 688 7899; or e-mail : [cmouton@jda.org.za](mailto:cmouton@jda.org.za)

Documents may be downloaded from the JDA's website as follows: [www.jda.org.za](http://www.jda.org.za) as well as on [www.etenders.gov.za](http://www.etenders.gov.za) from Tenders must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

**The closing time for receipt of tenders is 12:00pm on 20 June 2022. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.**

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

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

The JDA's selection of qualifying tenders will be at the JDA's sole discretion and will be final. The JDA does not bind itself to accept any particular tender and correspondence will be entered into with successful tenderer.

**"WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE, USING THE ANTI-FRAUD HOTLINE NUMBER: 0800 002 587"**

## 1. **INTRODUCTION**

The JDA is requesting proposals from experienced companies and joint ventures to render architecture (turnkey) and ohs services required for the design and implementation of the refurbishment of the Joburg Pulse office.

Proposals for this contract are invited by public tender.

All queries in connection with this document are to be submitted in writing to:

Celestine Mouton

E-mail : [cmouton@jda.org.za](mailto:cmouton@jda.org.za)

## 2. **PROJECT INFORMATION**

### 2.1 **Background**

The refurbishment of an approximately 20m2 office into a studio that can accommodate both radio and live tv broadcasts. The architect (turnkey) will be responsible to provide design input and has to ensure that the services of other professionals and service providers are obtained. It is envisaged that the studio will be fitted with a interview desk, lighting rig, soundproof and light proof.

### 2.2 **Project Location and Description**

The project located at the Metro Centre Building on the 11<sup>th</sup> floor, 148 Civic Boulevard,

## 3. **STATUS QUO**

There is an existing 20m2 office that has to be converted into a studio for the purposes of tv production and interviews. In addition to this there has to be a section for radio broadcast. The two must be able to function at the same time. Once appointed the successful bidder would be taken on a site visit to view the office and to come up with designs for the refurbishment and procurement.

The scope of work will involve developing a programme and project prioritisation framework and the implementation of both physical and facilitation projects. The physical projects may include the cleaning, repairing and upgrading of existing services (such as but not limited to fencing, stormwater, sidewalks, and roads). This may include paving, kerbing, resurfacing, landscaping, street furniture, street lighting, etc. While the facilitation projects may require mapping, research, workshops and agreements.

### **Target Audience for Study Output**

<ul style="list-style-type: none"><li>• Johannesburg Development Agency</li><li>• City of Joburg Communications</li></ul>	<ul style="list-style-type: none"><li>• Ward councillors</li><li>• Community members:</li></ul>



#### **4. APPOINTMENT**

The JDA is requesting proposals from experienced companies and joint ventures to render architecture services (turnkey) and ohs services required for the design and implementation of the refurbishment of the Joburg Pulse Studio. An example of a typical filming studio has been indicated below is what is expected from the team.

The professional services required are outlined below. This is followed by **item 4.3 which applicants are required to take careful note of.**



##### **4.1 Architects (Turnkey)**

The Architects are required to be registered with South African Council for the Architectural Profession (SACAP) or The South African Institute of Architects (SAIA), and to have the relevant skills, experience, and capacity to deliver the full scope of services within the required time frame. In this instance the Architects demonstrate experience in both working in a live environment and to provide a turnkey service, meaning they should procure the furniture and other service providers required to take the project to completion. The Architects/Urban Designers should provide the full scope of services for stages 1 to 6 that will include the procurement and the actual implementation of the project.

Additional services required will include but not limited to:

- The Architects/Urban Designers will also be required to conclude sub-consultant agreements with a furniture supplier, acoustics specialist, lighting suppliers and any other professionals and service providers for the completion of studio. To this end, the architects will be required to assist in drafting the terms of reference for the sub-consultant/s and in evaluating the bids received. JDA will make the final decision over which sub-consultant is to be appointed.

#### 4.2 **OHS Consultants**

The OHS Consultants are required to have a relevant qualifications and must be registered with SACMP and must have demonstrated experience of a minimum of 5 years designing and developing a co-production process. The OHS consultants will be responsible for the implementation of the full scope of services from stages 1 to 6 and must take cognisance of the live environment.

#### 4.3 **Notes**

- 4.3.1 **Appointments for the 2023/24 financial year will be dependent on satisfactory performance and budget availability. An addendum will be issued at the commencement of the new financial year to confirm continued appointment.**
- 4.3.2 Packaged proposals to render more than one service will **NOT** be accepted. Applicants are however free to submit **separate** proposals for more than one discipline but will only be appointed for one.
- 4.3.3 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 4.3.4 Tenderers are required to take cognisance of the role of the other professionals and work coherently with them where required.
- 4.3.5 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.
- 4.3.6 Successful tenderers will be required to sign the JDA's Standard Agreement and appendices which are attached as Annexure I for information purposes.
- 4.3.7 Tenderers must note that they will be required as and when necessary to attend (a) presentations to JDA, COJ, and stakeholders; (b) design, progress / site meetings and inspections; and (c) consultations with relevant persons and authorities including site visits. This needs to be taken into consideration in the tenderer's fee proposal.
- 4.3.8 Tenderers must also note that revisions to reports and / or designs may be required following feedback received from relevant stakeholders and / or approving authorities which may necessitate some rework, additional presentations, and meetings. This needs to be taken into consideration in the tenderer's fee proposal.

#### 5. **PRICING**

The **estimated** total construction value is R1m excluding Value Added Tax (VAT).  
The **estimated** construction period is 6 calendar months.

Detailed below is information upon which fees must be based. This is followed by **item number 4.3 which all applicants are required to take careful note of.**

### 5.1 **Architects( Turnkey)**

The architects must submit a detailed fee proposal to render the full scope of services from stages 1 to 6 and must include a price must include for the entire project

Said proposal **MUST:**

- a) be based on the estimated cost of works of R1m excluding VAT
- b) indicate the fee scale used
- c) indicate the method of calculation used
- d) indicate any discounts applied

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

<b>Architects/Urban Designers</b>	<b>FEE (excluding VAT)</b>
Full Scope of Services for <b>Architects</b> services based on R 1m ex VAT	R
Stage 1 : R.....	
Stage 2 : R.....	
Stage 3 : R.....	
Stage 4 : R.....	
Stage 5 : R.....	
Stage 6 : R.....	
Provisional sum for the implementation of the works that will be procured by the professional and final approval to be given by the JDA. This work will include the procurement of the furniture, other specialist consultants and any other components required as per the design.	R 800 000.00
<b>Total to be carried to Offer Page</b>	<b>R</b>

## 5.2 OHS Consultant

The OHS consultant must submit a detailed fee proposal to render the full scope of services from stages 1 to 6 as per SACPMP and as outlined above.

Said proposal **MUST** :

- a) be based on the estimated cost of OHS works of R1m excluding VAT
- b) indicate the fee scale used
- c) indicate the method of calculation used ie. show the calculations
- d) indicate any discounts applied

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

OHS	FEE (excluding VAT)
Full Scope of Services for <b>OHS Consultant</b> services based on R 1m ex VAT	R
Stage 1 : R.....	
Stage 2 : R.....	
Stage 3 : R.....	
Stage 4 : R.....	
Stage 5 : R.....	
Stage 6 : R.....	
<b>Total to be carried to Offer Page</b>	<b>R</b>

## 5.3 Notes

- 5.3.1 **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 the complete project period. Failing to price as required per item 4 above will result in the tender being disqualified.**

- 5.3.2 All values are subject to change (increase or decrease) depending on the requirements of the project. However the fee calculation submitted by the tenderers on tendering will determine the fee due. **The calculation method** including the version of the fee scales applied at the time of tendering, as well as any percentage discounts are to remain fixed irrespective of an increase or decrease in construction value.
- 5.3.3 Fees **must** include standard disbursements such as typing, drawings, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.
- 5.3.4 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.
- 5.3.5 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, resubmissions, updated presentations, etc. following feedback received from the relevant approving authorities).
- 5.3.6 Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement, Appendix 4 which is included under Annexure I for information purposes.

## 6. PROPOSAL CONTENT

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

The following minimum documentation must be provided :

- 6.1 **THE "OFFER" PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.**
- 6.2 **Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 4 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE "OFFER" PAGE. Any bidder who fails to do so will be disqualified.**
- 6.3 A valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. **FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

**An EME must submit a sworn affidavit confirming the following :**

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

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

- 6.4 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.
- 6.5 A certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value per claim in an insurance period, the applicable excess, and the expiry date. A minimum cover of R2m is required for this project.
- 6.6 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. **If not applicable, an affidavit to this effect is required.** Copies of lease agreements or accounts with lessors will NOT be accepted.
- 6.7 Audited financial statements for the past three years.
- 6.8 Details of directors / partners / members and shareholders with certified copies of their identity documents.
- 6.9 The forms A to F annexed, must be scrutinized, completed in full and signed.
- 6.10 **Complete in full all information required on Annexure G : Organogram**

Provide information on the key personnel required per the organogram who will be assigned to this project.

The following supporting documentation **must** be provided :

- detailed CV's for each resource indicated on Annexure G.  
CV's must note the resources' specific relevant project experience [ie. **project description, role played and responsibilities, project value, start and end dates**]. **The number of years of experience in the required role on civil public environment upgrade projects (involving roads, services, pavements, urban furniture, lighting and landscaping) with a minimum value of R30m per project must be clearly demonstrated in the CV's to indicate compliance with the minimum requirements.**
  - relevant qualifications and attach certified proof hereof
  - individual memberships to the stipulated professional associations and attach proof hereof
- 6.11 **Complete in full all information required on Annexure H : Schedule of Completed Contracts**

ONLY list a **maximum of 5 projects** completed by the bidding entity in the past 5 years (2015 to 2019) of a similar nature and scale to this project ie. civil public environment upgrade projects (involving roads, services, pavements, urban furniture, lighting and landscaping) with the required minimum value of R30m per project.

The following supporting documentation **must** be provided :

- Contactable references : References must be for COMPLETED projects only. References must be on the client's letterhead or on a document with the client's company stamp and signed by the client. The letter / document **must** confirm the name of the project / description of the project *(must be clear that the project was a civil public environment upgrade project involving roads, services, pavements, urban furniture, lighting and landscaping)*, a description of the service rendered *(must be clear that the service rendered is aligned to the service being tendered for ie. project management, or quantity surveying, or civil engineering)*, the value of the constructed works *(must be equal to or higher than the minimum values required ie. R30m)*, the date when the project was completed *(must be between 2015 and 2019)* and it must rate the service rendered *(eg. good, satisfactory, poor etc. and not just state that the bidder was involved in the project or that they completed the project)*.

**NOTE :**

- 6.11.1 *Letters of appointment or completion certificates will NOT be accepted as reference letters, NOR will letters from other consultant's on the project serve as reference letters. Only letters from the client or documents signed and stamped by the client will be accepted.*
- 6.11.2 *Information contained elsewhere in the submission and / or on other schedules will NOT be considered. Only the information entered on Annexure H will be considered as previous experience and only reference letters related to the projects listed on Annexure G will be considered as supporting documentation.*

6.12 Tenderers are to submit 2 copies of their proposal (1 original plus 1 copy).

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 6.1 and 6.2 WILL RESULT IN TENDERERS BEEN DISQUALIFIED FOR NON-COMPLIANCE.**

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 6.3 TO 6.11 WILL RESULT IN TENDERERS BEEN NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.**

**Note for consortium and joint ventures**

- A lead consultant is to be appointed and noted in the submission. JDA will conclude a contract with the lead consultant
- *Only the lead consultant is to submit the requisite documents and / or information as requested in items 6.2 to 6.9*
- *Item 6.11 MUST be addressed by each member of the consortium / joint venture*
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

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

## **7. ASSESSMENT CRITERIA**

Submissions (responses to item 6 above) will be evaluated on the following criteria :

- Compliance
- Technical
- Price / BBBEE
- Risk Tolerance

## **7.1 Compliance**

Bidders will be disqualified in the following instances :

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been faxed;
- Bidders whose tender document has been received after the closing time;
- Bidders whose tender document has not been deposited in the tender box at the time of closing;
- Bidders who fail to price as required i.e. as stipulated in item 4 herein;
- Bidders who did not comply with any other requirement as set out in the tender specifications;
- Bidders who failed to attend the compulsory tender briefing session;
- Bidders who have any directors in the employment of the state;
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS);
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD);

Tenderers will have to adhere to the compliance items above in order to be considered further in the evaluation process.

## **7.2 Technical**

The technical assessment is based on the criteria set-out below namely (i) key returnable documents, (ii) capability of the proposed key team members (ie. experience, qualifications, and memberships to professional associations per Item 6.10 above) and (iii) the experience of the company (ie. civil public environment upgrade projects (involving roads, services, pavements, urban furniture, lighting and landscaping), above R30m and references per Item 6.11 above).

Tenderers will have to submit compliant documents and score a minimum number of points in the technical evaluation in order to be considered further in the evaluation process.



**The minimum points for the Architects is 150 points out of a possible 250 points**  
**The minimum points for the OHS is 90 points out of a possible 170 points**

Variables	Total Points	Criteria	Description of criteria	Points
<b>KEY RETURNABLE DOCUMENTS per item 6.3 to 6.9 herein</b>		Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 6.3 to 6.9 herein	Y / N
		Company registration documents		Y / N
		CTS letter from SARS		Y / N
		Valid Professional Indemnity Insurance R2m		Y/N
		Current municipal rates account / affidavit		Y / N
		3 Years audited financial statements		Y / N
		Certified copies of identity documents		Y / N
		Annexure A completed in full and signed		Y / N
		Annexure B completed in full and signed		Y / N
		Annexure C completed in full and signed		Y / N
		Annexure D completed in full and signed		Y / N
		Annexure E completed in full and signed		Y / N
		Annexure F completed in full and signed		Y / N

Variables	Total Points	Criteria	Description of criteria	Points
	<b>150</b>	<b>ARCHITECTS Turnkey</b>		
		<b>Lead / Senior Architects</b> 8 years lead Architect on working in a building project in a live to the value of R5m	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded. The architect must indicate clearly projects that were in live environment	50
		<b>Lead / Senior Architects</b> A minimum qualification of Hons Degree in Architecture	Certified proof of qualification must be provided to obtain the points	30
		<b>Lead / Senior Architects/</b> Professional registration with SACAP or SAIA	Proof of registration must be provided to obtain the points	20
		<b>Assistant / Junior Architects</b> 3 years junior Architects/ Urban Designers on building projects min value R5m	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded The architect must indicate clearly projects that were in live environment	30
		<b>Assistant / Junior Architects</b> A minimum qualification of a Bachelor's Degree (or equivalent) in Architecture	Certified proof of qualification must be provided to obtain the points	20
	<b>70</b>	<b>OCCUPATIONAL HEALTH AND SAFETY CONSULTANT</b>		
		<b>Lead / OHS</b> 8 years lead OHS Consultant working on building projects in a live environment	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded The OHS consultant must indicate clearly projects that were in live environment	50

		<b>Lead / Senior OHS</b> Professional registration with SACMP	Proof of registration must be provided to obtain the points	20
<b>COMPANY EXPERIENCE</b> per item 6.11 and Annexure H	100	<b>SCHEDULE OF COMPLETED PROJECTS</b>		
		Five projects competed	Points will only be allocated for having rendered the required services in a building project upgrade projects with a minimum value of R5m	50
		Three to four projects completed		30
		One to two projects completed		10
		<b>REFERENCES FOR COMPLETED PROJECTS</b>		
		Five satisfactory project references	Points will only be allocated for having rendered the required services in a building project upgrade projects with a minimum value of R5m:  <b>References must be on client letterhead or document stamped and signed by the client and must include the name / description of the project, it must confirm the service rendered, the value of the constructed works, the date completed and a comment of the level of satisfaction with the service.</b>  If any of the required information is not contained in the reference then zero points will be awarded	50
		Three to four satisfactory project references		30
		One to two satisfactory project references		10

### 7.3 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 BBEE 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 BBEE status per the table under item 7.3.1

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

#### 7.3.1 Points awarded for BBEE status level

Points will be awarded for empowerment (BBEE), 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 :

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
<b>Non-Compliant contributor</b>	<b>0</b>

Notes :

- 7.3.1.1 “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).
- 7.3.1.2 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.**
- 7.3.1.3 An EME must submit a sworn affidavit confirming the following:
- Annual Turnover Revenue of R10 million or less; and
  - Level of Black ownership
  - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 7.3.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 7.3.1.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 7.3.1.6 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.
- 7.3.1.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for.

- 7.3.1.8 A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.

#### 7.3.2 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

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

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

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

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

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

### 7.4 Risk Tolerance

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

In terms of the Risk Tolerance Framework, the JDA determines the risk exposure as excessive in instances where the value of the contracts for **individual** professional service providers (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.

## **8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS**

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

- 1. Architect (Turnkey)/ CN001\_2022/23** **OR**  
**2. OHS/ CN002\_2022/23**

must be written / typed clearly on the envelope.

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

**The Tender closes at 12h00 on 20 June 2022**

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

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

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

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 90 days .

Queries can be addressed in writing to:  
Celestine Mouton  
E-mail [cmouton@jda.org.za](mailto:cmouton@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 2017 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 authorise you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

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

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

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

**BANK** : .....

**BRANCH** : .....



BRANCH CODE : .....

ACCOUNT NUMBER : .....

ACCOUNT HOLDER : .....

TYPE OF ACCOUNT : .....

CONTACT PERSON : .....

CONTACT NUMBER : .....

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

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

SIGNATURE : .....

NAME IN FULL : .....

CAPACITY : .....

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

DATE : .....

COMPANY STAMP

**ANNEXURE B : DECLARATION OF INTEREST**

1. No bid will be accepted from persons in the service of the state\*.
2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

3.1 Full Name: .....

3.2 Identity Number: .....

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

3.4 Company Registration Number: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

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

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

If yes, furnish particulars

.....

.....

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

If yes, furnish particulars

.....

.....

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

If yes, furnish particulars

.....

.....

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

If yes, furnish particulars

.....

.....

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

If yes, furnish particulars

.....

.....

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

If yes, furnish particulars

.....

.....

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

If yes, furnish particulars

.....

.....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

**CERTIFICATION**

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

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

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

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

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

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

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

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

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

[illegible]

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

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

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

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

.....

Signature

*(of person authorised to sign on behalf of the organisation)*

.....

Position

.....

Name of Bidder

.....

Date



---

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

I, the undersigned, in submitting the accompanying bid:

---

*for  
Vrededorp/Pageview Revitalisation Projects and Programme*

in response to the invitation for the bid made by:

*Johannesburg Development Agency*

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

I certify, on behalf of:

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

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

**ANNEXURE F : DECLARATION ON STATE OF MUNICIPAL ACCOUNTS**

**A Any bid will be rejected if:**

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

**B Bid Information**

- i. Name of bidder: .....
- ii. Registration Number: .....
- iii. Municipality where business is situated: .....
- iv. Municipal account number for rates: .....
- v. Municipal account number for water and electricity: .....
- vi. Names of all directors, their ID numbers and municipal account number.
  1. ....
  2. ....
  3. ....
  4. ....
  5. ....
  6. ....
  7. ....

**C Documents to be attached**

- i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
- ii. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
- iii. Proof of directors

I/We declare that the abovementioned information is true and correct and that the following documents are attached to this form:

.....  
.....

Signature:.....

Date:.....

**ANNEXURE G : ORGANOGRAM** THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 7.2 HEREIN

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for as per 6.10 and 7.2 herein.

	DESIGNATION	NAME AND NATIONALITY	SUMMARY OF QUALIFICATIONS & EXPERIENCE
Architects	Lead / Senior 1 resource required		
	Assistant Architect 1 resource required		
OHS	Lead OHS Consultant 1 resource required		

**NOTE: Detailed Curriculum Vitae (CV's) of the above proposed candidates must be provided. Said CV's MUST indicate the name and description of the project, role played in the project, project value, and the start and end dates of the project. In addition certified proof of relevant qualifications and proof of memberships to stipulated professional associations must also be provided for the above proposed personnel.**

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

## **ANNEXURE H: SCHEDULE OF COMPLETED CONTRACTS**

**THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED**

The tenderer shall list below a **maximum of 5 projects of a similar nature and scale** to this project

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

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

.....  
Signature

.....  
Position

.....

.....

Name of Bidder

Date