



## INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR PANEL OF REPAIRS AND MAINTENANCE CONTRACTORS FOR THE JDA BUS FACTORY FOR A PERIOD OF THREE (3) YEARS**

ADVERT DATE: **12 MAY 2022**

CLOSING DATE: **15 JUNE 2022**

CLOSING TIME: **12H00**

**BID DESCRIPTION:** RFP: PANEL OF REPAIRS AND MAINTENANCE CONTRACTORS FOR THE JDA BUS FACTORY FOR A PERIOD OF THREE (3) YEARS

**BID NUMBER:** JDA/FAC/REPAIRS & MAINT/004/2022

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

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

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

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

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

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

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

**Department:** Procurement  
**Contact Person:** Siyambonga Gcobo  
**Tel:** 011 688 7851

**Fax:** 011 688 7899

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

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

**Department:** Facilities Management  
**Contact Person:** Tshapho Mpyatona  
**Tel:** 011 688 7866

**Fax:** 011 688 7843

**E-mail:** [TMpyatona@jda.org.za](mailto:TMpyatona@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 .....

SIGNATURE OF BIDDER .....

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

DATE .....

**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.

# JOHANNESBURG DEVELOPMENT AGENCY

## Panel of Repair and Maintenance for 36 months

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**BID DESCRIPTION:** RFP: PANEL OF REPAIRS AND MAINTENANCE CONTRACTORS FOR THE JDA BUS FACTORY FOR A PERIOD OF THREE (3) YEARS

**BID NUMBER:** JDA/FAC/REPAIRS & MAINT/004/2022

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<b>Tender advertisement:</b>	<b>12 May 2022</b>
<b>Closing date:</b>	<b>15 June 2022</b>

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**MAY 2022**

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## ANNEXURES

- A : Business Declaration
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- F : Declaration on state of municipal account
- G : Schedule of completed projects
- H : CVs as per the Organogram

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

BID DESCRIPTION	BID NUMBER	CLOSING DATE AND TIME
The JDA is requesting for proposals from experienced companies, service providers, joint ventures who can provide RFP: PANEL FOR PROVISION OF OFFICE STATIONERY FOR THE JDA - BUS FACTORY FOR 36 MONTHS to the JDA over a period of three 36 Months.	JDA/FAC/OFFICE-STATIONERY/001/2022	10 June 2022 at 12H00
The JDA is requesting for proposals from experienced companies, service providers, joint ventures who can provide RFP: PANEL FOR PROVISION OF OFFICE PLANTS FOR THE JDA - BUS FACTORY FOR 36 MONTHS to the JDA over a period of three 36 Months.	JDA/FAC/OFFICE-PLANTS/002/2022	13 June 2022 at 12H00
The JDA is requesting for proposals from experienced companies, service providers, joint ventures who can provide RFP: PANEL FOR PROVISION OF OFFICE FURNITURE FOR THE JDA - BUS FACTORY FOR 36 MONTHS to the JDA over a period of three 36 Months.	JDA/FAC/OFFICE-FURNITURE/003/2022	14 June 2022 at 12H00
The JDA is requesting for proposals from experienced companies, service providers, joint ventures who can provide RFP: PANEL OF REPAIRS AND MAINTENANCE CONTRACTORS FOR THE JDA BUS FACTORY FOR 36 MONTHS to the JDA over a period of three 36 Months.	JDA/FAC/REPAIRS & MAINT/004/2022	15 June 2022 at 12H00
The JDA is requesting for proposals from experienced companies, service providers, joint ventures who can provide RFP PANEL FOR THE PROVISION OF OFFICE TOOLS, BRANDED UNIFORM AND PERSONAL PROTECTIVE EQUIPMENT(PPE) FOR THE JDA - BUS FACTORY FOR 36 MONTHS to the JDA over a period of three 36 Months.	JDA/FAC/OFFICE-EQUIPMENT/005/2022	17 June 2022 at 12H00

Documents may be downloaded from the JDA website: [www.jda.org.za](http://www.jda.org.za) and e-Tender portal: [www.etenders.gov.za](http://www.etenders.gov.za) on **12 May 2022**. Tenders must only be submitted on the tender document that is downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

Queries relating to the issue of these documents and procurement related issued may be addressed to Mr. Siyambonga Gcobo at Tel: (011) 688 7851 or e-mail: [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za)

Technical queries or queries relating to the project may be addressed to Ms. Tshepho Mpyatona (011) 688 7843; or e-mail: [TMpyatona@jda.org.za](mailto:TMpyatona@jda.org.za)

A briefing meeting with representatives of the employer will not take place, however interested bidders may liaison with Ms. Tshepho Mpyatona. The last day for receipt of queries is the 1<sup>st</sup> of June 2022.

**Tender closing date and time will be: 12:00pm on different dates indicated in the above table.**

**Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.**

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

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

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

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

## 1. INTRODUCTION

The Johannesburg Development Agency (JDA) is requesting proposals from service providers of with relevant experience in Building repairs and maintenance services and specialist in different disciplines for the Bus Factory premises at 3 Helen Joseph Street, Newtown. The appointment period envisaged is for three (3) years and will be subject to budget availability. The JDA will welcome all proposals which will cover the requirements as set out in this documentation.

The appointment to the panel shall be evaluated according to the following categories when rendering the repairs and maintenance to the JDA Bus Factory Buildings and not limited to repairs and maintenance on buildings to be later identified and supported by approved and signed documentation to undertake such activities on behalf of the COJ and its agencies, Soe's and Moe's. Proposals for this appointment are invited by public tender.

## 2. PROJECT INFORMATION

### 2.1 BACKGROUND

There is currently no contract for building repairs and maintenance specialist, and it is for this reason that the JDA is going out on public tender to invite service providers.

The JDA is therefore inviting all interested service providers with relevant proven past experience to submit detailed proposals in response to the tender for the panel of repairs and maintenance contractors for the JDA for a period of three (3) years as described in this document.

## 3. SCOPE OF WORK

JDA requires competent and experienced general and specialist building maintenance contractors to render repairs and maintenance services as and when required at the JDA Bus Factory in line with Construction Industry Development Board Act 38 of 2000 and not limited to the Development of a project specific safety files and/ reports from conception to birth including job cards thereof (project life cycle and provide innovative problem-solving solutions on board activities.

The appointment to the panel shall be evaluated according to the following categories when rendering the repairs and maintenance to the JDA Bus Factory Buildings and other future repairs and maintenance on buildings to be later identified and supported by approved and signed documentation to undertake such activities on behalf of the COJ and its agencies, Soe's, and Moe's as and when required.

Appointment of a Service Provider (s) will be responsible to undertake the Supply, Installation, Commissioning, Warrantee and Support of Repairs & Maintenance of general and specialist works issued out.

NO.	DESCRCPTION OF WORKS	CIDB LEVEL
1	Repairs & Maintenance of General Building works	2GB or higher
2	Repairs & Maintenance of Plumbing works	2SO or higher
3	Repairs & Maintenance of Electrical Engineering works (building)	2EB or higher
4	Repairs & Maintenance of Carpentry and Joinery works	2ME or higher
5	Repairs & Maintenance of Steelwork works	2CE or higher
6	Repairs & Maintenance of Waterproofing of basements, roofs & specialized walls work	2SN or higher
7	Repairs & Maintenance of Cctv System, Access Control, Biometric Security and Alarm Systems works	2GBEB or higher
8	Repairs & Maintenance of Airconditioning Works	2ME or higher
9	Repairs & Maintenance of Backup generator works	2ME or higher
10	Repairs and maintenance of Fire equipment system	2FS or higher
11	Repairs and maintenance of Lifts, Escalators (Installation & Maintenance)	2SI or higher
12	Supply and deliver of fuel (diesel or and petrol).	N/A

JDA intends to develop a database of preferred contractors through this bid, who would undertake preventative, unplanned and emergency building maintenance services for the period of appointment. Appointment to the panel will be based on the capacity of the bidder to provide all maintenance services listed above as well as experience.

### 3.1. Turnaround times

The Contractor shall respond to JDA's maintenance requests within the following time frames:

- a) **Emergency Repairs** such as unsafe electrical wiring, water leaks causing damage to the structure, burst geyser, burst pipes, locksmith services to be attended to within 4 to 6 hours.
- b) **Urgent Repairs** such as electricity and water supply outages to be attended to within 24 hours.
- c) **Important Repairs** such as blocked drains faulty light fittings, faulty geyser, and roof leaks during rainy season are to be attended within 48 hours.
- d) **Minor Problems** such as damaged doors, minor plumbing, minor electrical to be attended to within 7 working days.
- e) **Major Repairs** such as roof repairs to be attended to within 2 weeks.

## 4. APPOINTMENT

The JDA is requesting proposals from experienced companies to conduct building repairs and maintenance for the JDA Bus Factory. The appointment will be for a period of three (3) years.

The services required are outlined in item 3 above. This is followed by item 4.1 below which applicants are required to take note of.

### 4.1 Notes

- 4.1.1 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 4.1.2 Disputes shall be settled in good faith between parties in an effort to resolve the dispute. If the dispute is not resolved at that meeting, the Parties will attempt to settle it by mediation.
- 4.1.3 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.
- 4.1.4 Successful tenderers will be required to sign the JDA's Standard Form Agreement and appendices.
- 4.1.5 **Appointments for year 2 and year 3 will be dependent on satisfactory performance and budget availability.**
- 4.1.6 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.
- 4.1.7 No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 4.1.8 No tender will be awarded to a bidder whose CIDB matters are not valid.
- 4.1.9 No tender will be awarded to a bidder who is not registered on CSD
- 4.1.10 Bidders are required to attend briefing sessions where required in order to price accordingly.
- 4.1.11 Bidders are required to bid in line with local content requirements as and when indicated by the JDA.



## 5. NOTES

- 5.1 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.
- 5.2 The appointment to the panel shall be evaluated according to the following categories when rendering the repairs and maintenance to the JDA Bus Factory Buildings and not limited to repairs and maintenance on buildings to be later identified and supported by approved and signed documentation to undertake such activities on behalf of the COJ and its agencies, entities and moe's.

The proposal should use the same item numbers as below, using numbered dividers.

The following minimum documentation must be provided:

~~5.2 THE "OFFER" PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.~~

**5.3 Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 5 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.**

- 5.4 An original valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating or a certified copy thereof. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted.

An EME must submit a sworn affidavit confirming the following:

- Annual turnover revenue of 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.

- 5.6 Company registration documents.
- 5.7 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. A lease agreement will also suffice
- 5.8 Details of directors / partners / members and shareholders with certified copies of their identity.
- 5.9 The forms A to H annexed, must be scrutinized completely in full and submitted together with your quotation.
- 5.10 A corporate brochure alternatively a summary of the entity's background.
- 5.11 Provide information on the individuals who will be assigned to this project (NOT the entire company). The following must be addressed: Complete annexure H
- Organogram
  - role/s and responsibility/ies on this project
  - relevant qualifications and attach proof hereof
  - number of years of relevant experience in the industry **and** in the proposed role
  - detailed CVs for each member of the team noting their specific relevant project experience [**project description, role and responsibilities, project value**]
  - individual memberships to professional associations and attach proof hereof

5.12 A schedule of completed contracts of a similar nature to this project. The following details must be included on the schedule: Complete annexure D and G

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

***TENDERERS ARE TO SUBMIT 3 COPIES OF THEIR PROPOSAL (1 ORIGINAL; SOFT COP(USB) and 1 COPY).***

**Note for consortium and joint ventures**

- ***EACH*** party to a consortium and joint venture is to submit the requisite documents and / or information as requested in item 6 (ie.6.1.4 - 6.1.9, and 6.1.11 - 6.1.12)
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A lead consultant is to be appointed and noted in the submission.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

***FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 5 and 6 ABOVE WILL RESULT IN TENDERERS BEING DISQUALIFIED FOR NON-COMPLIANCE OR NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.***

**6. ASSESSMENT CRITERIA**

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical
- Risk Tolerance

**6.1 Compliance**

Bidders' will be disqualified:

- If any of its directors are listed on the register of defaulters,
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory,
- Bidders who did not provide a valid relevant CIDB certificate,
- Bidders who did not provide valid COIDA certificate,
- Bidders who did not provide valid JV agreement,
- 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 have any directors that are in the employment of the state.
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD),

## 6.2 Technical

The technical assessment is based on the criteria set out below namely:

- (i) Key returnable documents and
- (ii) Skills and capacity
- (iii) The experience of the company (ie. relevant general building maintenance disciplines).
- (iv) Contactable references in relation to the experience of the company (ie. relevant general building maintenance disciplines) and indicated on item (iv) above.

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

**Total points 206, Minimum points required 124 which is 60%.**

(i) KEY RETURNABLE DOCUMENTS	Total Points	Criteria	Description of Criteria	Points
A	16	Original or Certified Copy of BBBEE Certificate	Points will only be allocated for key returnable documents submitted	N/A
		Company registration documents		N/A
		Current municipal account		N/A
		A statement from an independent auditor / accountant regarding the tenderer's financial standing to undertake this project.		N/A
		Certified copies of directors / partners identity documents		N/A
		Forms A to H completed in full and signed		16
1. General Building Work: Total points 206, Minimum points required 124 which is 60%.				
(i) KEY RETURNABLE DOCUMENTS: Forms A to H completed in full and signed Total points = 16				
(ii)SKILLS AND CAPACITY	Total Points	Criteria	Description of criteria	Points
B1  Experience of proposed key personnel.  Detailed CVs Proven track record on the curriculum vitae of key team members as per 5.11	50	Skilled Tradesman: 5 - 8 years' experience	If <u>any</u> of the following information is not provided, zero points will be awarded:  • CV's provided must be as per the resources recorded on the organogram • CV's must clearly show experience relevant to the project	50
		Assistant to Tradesman: 1-4 years' experience		30
B2	40	Skilled Tradesman in possession of qualification(s) and trade test certificates (General Building maintenance)	Points will only be allocated for proposed team	40

<b>Copies of qualifications are required for the proposed team members as per 5.11</b>		Assistant to Tradesman: Apprentice in either (General Building maintenance) (Proof of applicable qualification for the above)	members with the relevant required qualifications Points will only be allocated for proposed team members with the specified qualifications and certification.  <b>If no proof of qualifications or certification is provided, zero points will be awarded</b> <b>Note that professional memberships for the junior or assistant resources are not required.</b>	25
<b>(iii) COMPANY EXPERIENCE</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>C</b>  <b>Company Experience and Track record for Building repairs and maintenance as per 5.12</b>	<b>50</b>	Five or more projects completed	Points will only be allocated for experience in similar projects listed in Annexure D and G in the RFP document and supported by the below reference letters.	50
		Three to four projects completed		30
		One to two projects completed	Project information contained elsewhere in the tender submission will <b>not</b> be considered.	10
<b>(iv) Contactable references</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>D</b>  <b>Contactable reference (on client letter head) for Building and maintenance services per 5.12</b>	<b>50</b>	Five or more satisfactory references	Points will only be allocated for references on similar projects as listed in D and G	50
		Only three to four satisfactory references		30
		Only one to two satisfactory references	References <b>must</b> be on the client's letterhead or on a document stamped by the client and <b>must</b> confirm the project description, services rendered in order to obtain the points.  <b>If any of the required information does not appear in the reference, zero points will be awarded.</b>	10

**2. Plumbing: Total points 206, Minimum points required 124 which is 60%.**

**(i) KEY RETURNABLE DOCUMENTS: Forms A to H completed in full and signed Total points = 16**

<b>(ii) SKILLS AND CAPACITY</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>B1</b>  Experience of proposed key personnel.  Detailed CVs Proven track record on the curriculum vitae of key team members as per 5.11	<b>50</b>	Skilled Tradesman: 5 - 8 years' experience	<b>If any of the following information is not provided, zero points will be awarded:</b>  • CV's provided must be as per the resources recorded on the organogram • CV's must clearly show experience relevant to the project	50
		Assistant to Tradesman: 1-4 years' experience		30
<b>B2</b>  Copies of qualifications are required for the proposed team members as per 5.11	<b>40</b>	Skilled Tradesman in Possession of Qualification(S) And Trade Test Certificates (Plumbing and Building Maintenance)	Points will only be allocated for proposed team members with the relevant required qualifications Points will only be allocated for proposed team members with the specified qualifications and certification.  <b>If no proof of qualifications or certification is provided, zero points will be awarded</b> <b>Note that professional memberships for the junior or assistant resources are not required.</b>	40
		Assistant to Tradesman: Apprentice in either (Plumbing and Building Maintenance) (Proof of applicable qualification for the above)		25
<b>(iii) COMPANY EXPERIENCE</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>C</b>  Company Experience and Track record for Building repairs and maintenance per 5.12	<b>50</b>	Five or more projects completed	Points will only be allocated for experience in similar projects listed in Annexure D and G in the RFP document and supported by the below reference letters.	50
		Three to four projects completed		30
		One to two projects completed	Project information contained elsewhere in the tender submission will <b>not</b> be considered.	10
<b>(iv) Contactable references</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>

<b>D</b>  <b>Contactable reference (on client letter head) for Building and maintenance services per 5.12</b>	<b>50</b>	Five or more satisfactory references	Points will only be allocated for references on similar projects as listed in Annexure D and G  References <b>must</b> be on the client's letterhead or on a document stamped by the client and <b>must</b> confirm the project description, services rendered in order to obtain the points.  <b>If <u>any</u> of the required information does not appear in the reference, zero points will be awarded.</b>	50
		Only three to four satisfactory references		30
		Only one to two satisfactory references		10
<b>3. Electrical: Total points 206, Minimum points required 124 which is 60%.</b>				
<b>(i) KEY RETURNABLE DOCUMENTS: Forms A to H completed in full and signed Total points = 16</b>				
<b>(ii)SKILLS AND CAPACITY</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>B1</b>  <b>Experience of proposed key personnel.</b>  <b>Detailed CVs Proven track record on the curriculum vitae of key team members as per 5.11</b>	<b>50</b>	Skilled Tradesman: 5 - 8 years' experience	<b>If <u>any</u> of the following information is not provided, zero points will be awarded:</b>  • CV's provided must be as per the resources recorded on the organogram • CV's must clearly show experience relevant to the project	50
		Assistant to Tradesman: 1-4 years' experience		30
<b>B2</b>  <b>Copies of qualifications are required for the proposed team members as per 5.11</b>	<b>40</b>	Skilled Tradesman in possession of qualification(s) and trade test certificates (Electrical Building maintenance)	Points will only be allocated for proposed team members with the relevant required qualifications Points will only be allocated for proposed team members with the specified qualifications and certification.  <b>If no proof of qualifications or certification is provided, zero points will be awarded</b>	40
		Assistant to Tradesman: Apprentice in (Electrical Building maintenance) (Proof of applicable qualification for the above)		25

			Note that professional memberships for the junior or assistant resources are not required.	
(iii) COMPANY EXPERIENCE	Total Points	Criteria	Description of criteria	Points
C  Company Experience and Track record for Building repairs and maintenance per 5.12	50	Five or more projects completed	Points will only be allocated for experience in similar projects listed in Annexure D and G in the RFP document and supported by the below reference letters.	50
		Three to four projects completed		30
		One to two projects completed	Project information contained elsewhere in the tender submission will <u>not</u> be considered.	10
(iv) Contactable references	Total Points	Criteria	Description of criteria	Points
D  Contactable reference (on client letter head) for Building and maintenance services per 5.12	50	Five or more satisfactory references	Points will only be allocated for references on similar projects as listed in Annexure D and G	50
		Only three to four satisfactory references		30
		Only one to two satisfactory references		10
			References <u>must</u> be on the client's letterhead or on a document stamped by the client and <u>must</u> confirm the project description, services rendered in order to obtain the points.  If <u>any</u> of the required information does not appear in the reference, zero points will be awarded.	
4. Carpentry and Joinery works - Total points 206, Minimum points required 124 which is 60%.				
(i) KEY RETURNABLE DOCUMENTS: Forms A to H completed in full and signed Total points = 16				
(ii)SKILLS AND CAPACITY	Total Points	Criteria	Description of criteria	Points
B1  Experience of proposed key personnel.	50	Skilled Tradesman: 5 - 8 years' experience	If <u>any</u> of the following information is not provided, zero points will be awarded:  • CV's provided must be as per the resources recorded on the organogram	50
		Assistant to Tradesman: 1-4 years' experience		30

<b>Detailed CVs Proven track record on the curriculum vitae of key team members as per 5.11</b>			<ul style="list-style-type: none"> <li>CV's must clearly show experience relevant to the project</li> </ul>	
<b>B2  Copies of qualifications are required for the proposed team members as per 5.11</b>	<b>40</b>	Skilled Tradesman in possession of qualification(s) and trade test certificates (Carpentry and Building maintenance)	Points will only be allocated for proposed team members with the relevant required qualifications	40
		Assistant to Tradesman: Apprentice in (Carpentry and Building maintenance) (Proof of applicable qualification for the above)	Points will only be allocated for proposed team members with the specified qualifications and certification.  <b>If no proof of qualifications or certification is provided, zero points will be awarded Note that professional memberships for the junior or assistant resources are not required.</b>	25
<b>(iii) COMPANY EXPERIENCE</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>C  Company Experience and Track record for Building repairs and maintenance per 5.12</b>	<b>50</b>	Five or more projects completed	Points will only be allocated for experience in similar projects listed in Annexure D and G in the RFP document and supported by the below reference letters.	50
		Three to four projects completed		30
		One to two projects completed	Project information contained elsewhere in the tender submission will <b>not</b> be considered.	10
<b>(iv) Contactable references</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>D  Contactable reference (on client letter head) for Building and</b>	<b>50</b>	Five or more satisfactory references	Points will only be allocated for references on similar projects as listed in Annexure D	50
		Only three to four satisfactory references		30
		Only one to two satisfactory references	References <b>must</b> be on the client's letterhead or on a	10



maintenance services per 5.12			document stamped by the client and <b>must</b> confirm the project description, services rendered in order to obtain the points.  <b>If <u>any</u> of the required information does not appear in the reference, zero points will be awarded.</b>	
<b>5. General Steelwork - Total points 206, Minimum points required 124 which is 60%.</b>				
<b>(i) KEY RETURNABLE DOCUMENTS: Forms A to H completed in full and signed Total points = 16</b>				
<b>(ii) SKILLS AND CAPACITY</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>B1</b>  Experience of proposed key personnel.  Detailed CVs Proven track record on the curriculum vitae of key team members as per 5.11	<b>50</b>	Skilled Tradesman: 5 - 8 years' experience	<b>If <u>any</u> of the following information is not provided, zero points will be awarded:</b>  • CV's provided must be as per the resources recorded on the organogram • CV's must clearly show experience relevant to the project	50
		Assistant to Tradesman: 1-4 years' experience		30
<b>B2</b>  Copies of qualifications are required for the proposed team members as per 5.11	<b>40</b>	Skilled Tradesman in possession of qualification(s) and trade test certificates (Steel and Building maintenance)	Points will only be allocated for proposed team members with the relevant required qualifications	40
		Assistant to Tradesman: Apprentice in (Steel and Building maintenance) (Proof of applicable qualification for the above)	Points will only be allocated for proposed team members with the specified qualifications and certification.  <b>If no proof of qualifications or certification is provided, zero points will be awarded</b> <b>Note that professional memberships for the junior or assistant resources are not required.</b>	25
<b>(iii) COMPANY EXPERIENCE</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>C</b>	<b>50</b>	Five or more projects completed	Points will only be allocated for experience in similar projects listed in Annexure D and G in	50

<b>Company Experience and Track record for Building repairs and maintenance per 5.12</b>		Three to four projects completed	the RFP document and supported by the below reference letters.  Project information contained elsewhere in the tender submission will <b>not</b> be considered.	30
		One to two projects completed		10
<b>(iv) Contactable references</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>D</b>  <b>Contactable reference (on client letter head) for Building and maintenance services per 5.12</b>	<b>50</b>	Five or more satisfactory references	Points will only be allocated for references on similar projects as listed in Annexure D and G	50
		Only three to four satisfactory references		30
		Only one to two satisfactory references	References <b>must</b> be on the client's letterhead or on a document stamped by the client and <b>must</b> confirm the project description, services rendered in order to obtain the points.  <b>If any of the required information does not appear in the reference, zero points will be awarded.</b>	10

<b>6. Waterproofing of basements, roofs &amp; specialized walls work - Total points 206, Minimum points required 124 which is 60%.</b>				
<b>(i) KEY RETURNABLE DOCUMENTS: Forms A to H completed in full and signed Total points = 16</b>				
<b>(ii)SKILLS AND CAPACITY</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>B1</b>  <b>Experience of proposed key personnel.</b>  <b>Detailed CVs Proven track record on the curriculum vitae of key team members as per 5.11</b>	<b>50</b>	Skilled Tradesman: 5 - 8 years' experience	<b>If any of the following information is not provided, zero points will be awarded:</b>  • CV's provided must be as per the resources recorded on the organogram • CV's must clearly show experience relevant to the project	50
		Assistant to Tradesman: 1-4 years' experience		30
<b>B2</b>  <b>Copies of qualifications are</b>	<b>40</b>	Skilled Tradesman in possession of qualification(s) and trade test certificates (Waterproofing of basements, roofs & specialized walls work)	Points will only be allocated for proposed team members with the relevant required qualifications	40

<b>required for the proposed team members as per 5.11</b>		Assistant to Tradesman: Apprentice (Waterproofing of basements, roofs & specialized walls work) (Proof of applicable qualification for the above)	Points will only be allocated for proposed team members with the specified qualifications and certification.  <b>If no proof of qualifications or certification is provided, zero points will be awarded</b> <b>Note that professional memberships for the junior or assistant resources are not required.</b>	25
<b>(iii) COMPANY EXPERIENCE</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>C</b>  <b>Company Experience and Track record for Building repairs and maintenance per 5.12</b>	<b>50</b>	Five or more projects completed	Points will only be allocated for experience in similar projects listed in Annexure D and G in the RFP document and supported by the below reference letters.  Project information contained elsewhere in the tender submission will <b>not</b> be considered.	50
		Three to four projects completed		30
		One to two projects completed		10
<b>(iv) Contactable references</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>D</b>  <b>Contactable reference (on client letter head) for Building and maintenance services per 5.12</b>	<b>50</b>	Five or more satisfactory references	Points will only be allocated for references on similar projects as listed in Annexure D and G  References <b>must</b> be on the client's letterhead or on a document stamped by the client and <b>must</b> confirm the project description, services rendered in order to obtain the points.  <b>If any of the required information does not appear in the reference, zero points will be awarded.</b>	50
		Only three to four satisfactory references		30
		Only one to two satisfactory references		10

7. Cctv System, Access Control, Biometric Security and Alarm Systems works - Total points 206, Minimum points required 124 which is 60%.				
(i) KEY RETURNABLE DOCUMENTS: Forms A to H completed in full and signed Total points = 16				
(ii) SKILLS AND CAPACITY	Total Points	Criteria	Description of criteria	Points
B1  Experience of proposed key personnel.  Detailed CVs Proven track record on the curriculum vitae of key team members as per 5.11	50	Skilled Tradesman: 5 - 8 years' experience	If <b>any</b> of the following information is not provided, zero points will be awarded:  • CV's provided must be as per the resources recorded on the organogram • CV's must clearly show experience relevant to the project	50
		Assistant to Tradesman: 1-4 years' experience		30
B2  Copies of qualifications are required for the proposed team members as per 5.11	40	Skilled Tradesman in possession of qualification(s) and trade test certificates (Cctv System, Access Control, Biometric Security and Alarm Systems works)	Points will only be allocated for proposed team members with the relevant required qualifications Points will only be allocated for proposed team members with the specified qualifications and certification.  If no proof of qualifications or certification is provided, zero points will be awarded Note that professional memberships for the junior or assistant resources are not required.	40
		Assistant to Tradesman: Apprentice in Cctv System, Access Control, Biometric Security and Alarm Systems works (Proof of applicable qualification for the above)		25
(iii) COMPANY EXPERIENCE	Total Points	Criteria	Description of criteria	Points
C  Company Experience and Track record for Building repairs and maintenance per 5.12	50	Five or more projects completed	Points will only be allocated for experience in similar projects listed in Annexure D and G in the RFP document and supported by the below reference letters.	50
		Three to four projects completed		30
		One to two projects completed	Project information contained elsewhere in the tender submission will <b>not</b> be considered.	10
(iv) Contactable references	Total Points	Criteria	Description of criteria	Points
D  Contactable reference (on client letter head) for Building and	50	Five or more satisfactory references	Points will only be allocated for references on similar projects as listed in Annexure D and G	50
		Only three to four satisfactory references		30
		Only one to two satisfactory references	References <b>must</b> be on the client's letterhead or on a	10

maintenance services per 5.12			document stamped by the client and <b>must</b> confirm the project description, services rendered in order to obtain the points.  <b>If any of the required information does not appear in the reference, zero points will be awarded.</b>	
<b>8. Airconditioning Works: Total points 206, Minimum points required 124 which is 60%.</b>				
<b>(i) KEY RETURNABLE DOCUMENTS: Forms A to H completed in full and signed Total points = 16</b>				
<b>(ii) SKILLS AND CAPACITY</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>B1</b>  Experience of proposed key personnel.  Detailed CVs Proven track record on the curriculum vitae of key team members as per 5.11	<b>50</b>	Skilled Tradesman: 5 - 8 years' experience	<b>If any of the following information is not provided, zero points will be awarded:</b>  • CV's provided must be as per the resources recorded on the organogram • CV's must clearly show experience relevant to the project	50
		Assistant to Tradesman: 1-4 years' experience		30
<b>B2</b>  Copies of qualifications are required for the proposed team members as per 5.11	<b>40</b>	Skilled Tradesman in possession of qualification(s) and trade test certificates (Airconditioning Works)	Points will only be allocated for proposed team members with the relevant required qualifications	40
		Assistant to Tradesman: Apprentice in Airconditioning Works (Proof of applicable qualification for the above)	Points will only be allocated for proposed team members with the specified qualifications and certification.  <b>If no proof of qualifications or certification is provided, zero points will be awarded</b> <b>Note that professional memberships for the junior or assistant resources are not required.</b>	25
<b>(iii) COMPANY EXPERIENCE</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>C</b>  Company Experience and Track record for Building repairs and maintenance per 5.12	<b>50</b>	Five or more projects completed	Points will only be allocated for experience in similar projects listed in Annexure D and G in the RFP document and supported by the below reference letters.	50
		Three to four projects completed		30
		One to two projects completed	Project information contained elsewhere in the tender	10

			submission will <b>not</b> be considered.	
(iv) Contactable references	Total Points	Criteria	Description of criteria	Points
<b>D</b>  Contactable reference (on client letter head) for Building and maintenance services per 5.12	<b>50</b>	Five or more satisfactory references	Points will only be allocated for references on similar projects as listed in Annexure D and G	50
		Only three to four satisfactory references		30
		Only one to two satisfactory references	References <b>must</b> be on the client's letterhead or on a document stamped by the client and <b>must</b> confirm the project description, services rendered in order to obtain the points.  <b>If <u>any</u> of the required information does not appear in the reference, zero points will be awarded.</b>	10
<b>9. Backup generator works - Total points 206, Minimum points required 124 which is 60%.</b>				
<b>(i) KEY RETURNABLE DOCUMENTS: Forms A to H completed in full and signed Total points = 16</b>				
(ii)SKILLS AND CAPACITY	Total Points	Criteria	Description of criteria	Points
<b>B1</b>  Experience of proposed key personnel.  Detailed CVs Proven track record on the curriculum vitae of key team members as per 5.11	<b>50</b>	Skilled Tradesman: 5 - 8 years' experience	<b>If <u>any</u> of the following information is not provided, zero points will be awarded:</b>  • CV's provided must be as per the resources recorded on the organogram • CV's must clearly show experience relevant to the project	50
		Assistant to Tradesman: 1-4 years' experience		30
<b>B2</b>  Copies of qualifications are required for the proposed team members as per 5.11	<b>40</b>	Skilled Tradesman in possession of qualification(s) and trade test certificates (Backup generator works)	Points will only be allocated for proposed team members with the relevant required qualifications	40
		Assistant to Tradesman: Apprentice Backup generator works (Proof of applicable qualification for the above)	Points will only be allocated for proposed team members with the specified qualifications and certification.  <b>If no proof of qualifications or certification is provided, zero points will be awarded</b> <b>Note that professional memberships for the junior</b>	25

			or assistant resources are not required.	
(iii) COMPANY EXPERIENCE	Total Points	Criteria	Description of criteria	Points
C  Company Experience and Track record for Building repairs and maintenance per 5.12	50	Five or more projects completed	Points will only be allocated for experience in similar projects listed in Annexure D and G in the RFP document and supported by the below reference letters.	50
		Three to four projects completed		30
		One to two projects completed	Project information contained elsewhere in the tender submission will <b>not</b> be considered.	10
(iv) Contactable references	Total Points	Criteria	Description of criteria	Points
D  Contactable reference (on client letter head) for Building and maintenance services per 5.12	50	Five or more satisfactory references	Points will only be allocated for references on similar projects as listed in Annexure D and G	50
		Only three to four satisfactory references		30
		Only one to two satisfactory references	References <b>must</b> be on the client's letterhead or on a document stamped by the client and <b>must</b> confirm the project description, services rendered in order to obtain the points.  <b>If <u>any</u> of the required information does not appear in the reference, zero points will be awarded.</b>	10
10. Fire equipment system - Total points 206, Minimum points required 124 which is 60%.				
(i) KEY RETURNABLE DOCUMENTS: Forms A to H completed in full and signed Total points = 16				
(ii)SKILLS AND CAPACITY	Total Points	Criteria	Description of criteria	Points
B1  Experience of proposed key personnel.  Detailed CVs Proven track record on the curriculum vitae of key team members as per 5.11	50	Skilled Tradesman: 5 - 8 years' experience	If <b><u>any</u></b> of the following information is not provided, zero points will be awarded:  • CV's provided must be as per the resources recorded on the organogram • CV's must clearly show experience relevant to the project	50
		Assistant to Tradesman: 1-4 years' experience		30

<b>B2</b>  <b>Copies of qualifications are required for the proposed team members as per 5.11</b>	<b>40</b>	Skilled Tradesman in possession of qualification(s) and trade test certificates (Fire equipment system)	Points will only be allocated for proposed team members with the relevant required qualifications	40
		Assistant to Tradesman: Apprentice in Fire equipment system (Proof of applicable qualification for the above)	Points will only be allocated for proposed team members with the specified qualifications and certification.  <b>If no proof of qualifications or certification is provided, zero points will be awarded</b> <b>Note that professional memberships for the junior or assistant resources are not required.</b>	25
<b>(iii) COMPANY EXPERIENCE</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>C</b>  <b>Company Experience and Track record for Building repairs and maintenance per 5.12</b>	<b>50</b>	Five or more projects completed	Points will only be allocated for experience in similar projects listed in Annexure D and G in the RFP document and supported by the below reference letters.	50
		Three to four projects completed		30
		One to two projects completed	Project information contained elsewhere in the tender submission will <b>not</b> be considered.	10
<b>(iv) Contactable references</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>D</b>  <b>Contactable reference (on client letter head) for Building and maintenance services per 5.12</b>	<b>50</b>	Five or more satisfactory references	Points will only be allocated for references on similar projects as listed in Annexure D and G	50
		Only three to four satisfactory references		30
		Only one to two satisfactory references	References <b>must</b> be on the client's letterhead or on a document stamped by the client and <b>must</b> confirm the project description, services rendered in order to obtain the points.  <b>If any of the required information does not appear in the reference, zero points will be awarded.</b>	10



<b>11. Lifts, Escalators (Installation &amp; Maintenance)- Total points 206, Minimum points required 124 which is 60%.</b>				
<b>(i) KEY RETURNABLE DOCUMENTS: Forms A to H completed in full and signed Total points = 16</b>				
<b>(ii) SKILLS AND CAPACITY</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>B1</b>  <b>Experience of proposed key personnel.</b>  <b>Detailed CVs Proven track record on the curriculum vitae of key team members as per 5.11</b>	<b>50</b>	Skilled Tradesman: 5 - 8 years' experience	<b>If any of the following information is not provided, zero points will be awarded:</b>  • CV's provided must be as per the resources recorded on the organogram • CV's must clearly show experience relevant to the project	50
		Assistant to Tradesman: 1-4 years' experience		30
<b>B2</b>  <b>Copies of qualifications are required for the proposed team members as per 5.11</b>	<b>40</b>	Skilled Tradesman in possession of qualification(s) and trade test certificates (Lifts, Escalators (Installation & Maintenance)	Points will only be allocated for proposed team members with the relevant required qualifications Points will only be allocated for proposed team members with the specified qualifications and certification.  <b>If no proof of qualifications or certification is provided, zero points will be awarded</b> <b>Note that professional memberships for the junior or assistant resources are not required.</b>	40
		Assistant to Tradesman: Apprentice Lifts, Escalators (Installation & Maintenance (Proof of applicable qualification for the above)		25
<b>(iii) COMPANY EXPERIENCE</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>C</b>  <b>Company Experience and Track record for Building repairs and maintenance per 5.12</b>	<b>50</b>	Five or more projects completed	Points will only be allocated for experience in similar projects listed in Annexure D and G in the RFP document and supported by the below reference letters.  Project information contained elsewhere in the tender submission will <b>not</b> be considered.	50
		Three to four projects completed		30
		One to two projects completed		10
<b>(iv) Contactable references</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>

<b>D</b>  <b>Contactable reference (on client letter head) for Building and maintenance services per 5.12</b>	<b>50</b>	Five or more satisfactory references	Points will only be allocated for references on similar projects as listed in Annexure D and G  References <b><u>must</u></b> be on the client's letterhead or on a document stamped by the client and <b><u>must</u></b> confirm the project description, services rendered in order to obtain the points.  <b>If <u>any</u> of the required information does not appear in the reference, zero points will be awarded.</b>	50
		Only three to four satisfactory references		30
		Only one to two satisfactory references		10
<b>12. Supply and deliver of fuel (diesel or and petrol): Total points 206, Minimum points required 124 which is 60%.</b>				
<b>(i) KEY RETURNABLE DOCUMENTS: Forms A to H completed in full and signed Total points = 16</b>				
<b>(ii)SKILLS AND CAPACITY</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>B1</b>  <b>Experience of proposed key personnel.</b>  <b>Detailed CVs Proven track record on the curriculum vitae of key team members as per 5.11</b>	<b>50</b>	Accounts Manager: 5 - 8 years' experience	<b>If <u>any</u> of the following information is not provided, zero points will be awarded:</b>  • CV's provided must be as per the resources recorded on the organogram • CV's must clearly show experience relevant to the project	50
		Assistant to Accounts Manager: 1-4 years' experience		30
<b>B2</b>  <b>Copies of qualifications are required for the proposed team members as per 5.11</b>	<b>40</b>	Accounts Manager in possession of qualification(s) and certificates (Supply and deliver of fuel)	Points will only be allocated for proposed team members with the relevant required qualifications Points will only be allocated for proposed team members with the specified qualifications and certification.  <b>If no proof of qualifications or certification is provided, zero points will be awarded</b> <b>Note that professional memberships for the</b>	40
		Assistant to Accounts Manager: (Supply and deliver of fuel) (Proof of applicable qualification for the above)		25

			<b>junior or assistant resources are not required.</b>	
<b>(iii) COMPANY EXPERIENCE</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>C</b>  <b>Company Experience and Track record for Building repairs and maintenance per 5.12</b>	<b>50</b>	Five or more projects completed	Points will only be allocated for experience in similar projects listed in Annexure D and G in the RFP document and supported by the below reference letters.  Project information contained elsewhere in the tender submission will <b><u>not</u></b> be considered.	50
		Three to four projects completed		30
		One to two projects completed		10
<b>(iv) Contactable references</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>D</b>  <b>Contactable reference (on client letter head) for Building and maintenance services per 5.12</b>	<b>50</b>	Five or more satisfactory references	Points will only be allocated for references on similar projects as listed in Annexure D and G  References <b><u>must</u></b> be on the client's letterhead or on a document stamped by the client and <b><u>must</u></b> confirm the project description, services rendered in order to obtain the points.  <b>If <u>any</u> of the required information does not appear in the reference, zero points will be awarded.</b>	50
		Only three to four satisfactory references		30
		Only one to two satisfactory references		10

#### 6.4 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 (e.g. project managers / engineers / quantity surveyors / consultants) is either:

The greater of R8 million or four contracts / projects in the current financial year or

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 (e.g. more than one discipline / service is provided by the same bidder) is either:

The greater of R12 million or six contracts / projects in the current financial year or

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.

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

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

**"BID DESCRIPTION: RFP: PANEL OF REPAIRS AND MAINTENANCE CONTRACTORS FOR THE JDA BUS FACTORY FOR A PERIOD OF THREE (3) YEARS"**

must be written / typed clearly on the envelope.

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

**The Tender closes at 12h00 on 15 June 2022.**

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

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

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

Unsuccessful bidders will have the opportunity to query the award or decision within fourteen (14) calendar days from the day of notification.

Queries can be addressed in writing to:

Tshepho Mpyatona

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

## **ANNEXURE A : BUSINESS DECLARATION**

**Tender/RFP Number** : .....

**Tender/RFP Description** : .....

**Name of Company** : .....

**Contact Person** : .....

**Postal Address** : .....

.....

**Physical Address** : .....

.....

**Telephone Number** : .....

**Fax Number** : .....

**Cell Number** : .....

**E-mail Address** : .....

### **Company/enterprise Income**

**Tax Reference Number** : .....

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

**VAT Registration Number** : .....

**Company Registration Number** : .....

### **1. Type of firm**

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

(Tick one box)

### **2. Principal business activities**

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

3. Total number of years company has been in business: .....

4. Detail all trade associations/professional bodies in which you have membership

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

5. Did the firm exist under a previous name?

- ☐ Yes  
☐ No

(Tick one box)

If yes, what was its previous name? .....

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

Full Time : .....

Part Time : .....

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

Full Time : .....

Part Time : .....

8. What is the enterprise's annual turnover for the last three years and what is the estimated turnover of current commitments from 1 July 2015 to 30 June 2016 (excl. VAT):

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** : .....

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

**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)

[illegible]

ANNEXURE D: PARTICULARS OF CONTRACTS AWARDED NOT BY AN ORGAN OF STATE\*\*\* DURING THE LAST 5 YEARS cont.

CLIENT	ACCOUNT MANAGER	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*

**BID DESCRIPTION:** RFP: PANEL OF REPAIRS AND MAINTENANCE CONTRACTORS FOR THE JDA BUS FACTORY FOR A PERIOD OF THREE (3) YEARS

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: SCHEDULE OF COMPLETED CONTRACTS

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

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

**ANNEXURE H – JDA CV TEMPLATE TO BE COMPLETED BY THE BIDDER (COMPULSORY)**

<b>1. SKILLED TRADESMAN</b>		
FULL NAME AND SURNAME		
TITLE (e.g., Ms./Mr./Dr/Prof)		
PROFESSIONAL QUALIFICATIONS (Degrees, Diplomas, etc)	YEAR OBTAINED	CERTIFIED ACADEMIC CERTIFICATE MUST BE ATTACHED AND LISTED
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	
1.	1.	
2.	2.	
3.	3.	
<b>PREVIOUS EMPLOYER 1</b>		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
<b>PREVIOUS EMPLOYER 2</b>		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
<b>PREVIOUS EMPLOYER 3</b>		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	

\*\*\* PLEASE CONTINUE TO ADD YOUR PREVIOUS EMPLOYMENT ROLES (3, 4, 5 etc.) USING FORMAT ABOVE

<b>2. ASSISTANT SKILLED TRADESMAN</b>		
FULL NAME AND SURNAME		
TITLE (e.g., Ms./Mr./Dr/Prof)		
PROFESSIONAL QUALIFICATIONS (Degrees, Diplomas, etc)	YEAR OBTAINED	CERTIFIED ACADEMIC CERTIFICATE MUST BE ATTACHED AND LISTED
<b>CURRENT EMPLOYER</b>		
CURRENT ROLE/TITLE		
NO. OF Yrs AND Mnths SERVED		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
<b>PREVIOUS EMPLOYER 1</b>		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
<b>PREVIOUS EMPLOYER 2</b>		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
<b>PREVIOUS EMPLOYER 3</b>		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	

\*\*\* PLEASE CONTINUE TO ADD YOUR PREVIOUS EMPLOYMENT ROLES (3, 4, 5 etc.) USING FORMAT ABOVE

<b>1. ACCOUNTS MANAGER</b>		
FULL NAME AND SURNAME		
TITLE (e.g., Ms./Mr./Dr/Prof)		
PROFESSIONAL QUALIFICATIONS (Degrees, Diplomas, etc)	YEAR OBTAINED	CERTIFIED ACADEMIC CERTIFICATE MUST BE ATTACHED AND LISTED
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	
1.	1.	
2.	2.	
3.	3.	
<b>PREVIOUS EMPLOYER 1</b>		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
<b>PREVIOUS EMPLOYER 2</b>		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
<b>PREVIOUS EMPLOYER 3</b>		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	

\*\*\* PLEASE CONTINUE TO ADD YOUR PREVIOUS EMPLOYMENT ROLES (3, 4, 5 etc.) USING FORMAT ABOVE

<b>2.ASSISTANT ACCOUNTS MANAGER</b>		
FULL NAME AND SURNAME		
TITLE (e.g., Ms./Mr./Dr/Prof)		
PROFESSIONAL QUALIFICATIONS (Degrees, Diplomas, etc)	YEAR OBTAINED	CERTIFIED ACADEMIC CERTIFICATE MUST BE ATTACHED AND LISTED
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	
1.	1.	
2.	2.	
3.	3.	
<b>PREVIOUS EMPLOYER 1</b>		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
<b>PREVIOUS EMPLOYER 2</b>		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
<b>PREVIOUS EMPLOYER 3</b>		
ROLE/TITLE		
NO. OF YEARS AND MONTHS IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	

\*\*\* PLEASE CONTINUE TO ADD YOUR PREVIOUS EMPLOYMENT ROLES (3, 4, 5 etc.) USING FORMAT ABOVE