



City of Johannesburg

Johannesburg

Development Agency

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No 3 Helen Joseph
Street the Bus Factory
Newtown

Johannesburg, 2000

INVITATION TO BID

REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS

ADVERT DATE: 29 APRIL 2021

BRIEFING SESSION: not applicable

CLOSING DATE: 07 MAY 2021

CLOSING TIME: 12H00

BID DESCRIPTION: RFQ – RENDER IT GOVERNANCE, GENERAL AND APPLICATION CONTROLS SERVICES FOR THE JDA

BID NUMBER : JDA/IA/IT- GOV/2020/21/03

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

Offices of the Johannesburg Development Agency, 3 Helen Joseph Street, the Bus Factory, Newtown, Johannesburg, 2000

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

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

MSCM Regulations: “in the service of the state” means to be –

(a) a member of –

(i) any municipal council;

(ii) any provincial legislature; or

(iii) the national Assembly or the national Council of provinces.

(b) a member of the board of directors of any municipal entity.

(c) an official of any municipality or municipal entity.

(d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);

(e) a member of the accounting authority of any national or provincial public entity; or

(f) an employee of Parliament or a provincial legislature.

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement

Contact Person: Ms Claudia Mahlaule

E-mail: cmahlaule@jda.org.za

Tel: 011 688 7807

Fax: 011 688 7899

ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department: Internal Audit

Contact Person: Matimba Sibiyi

E-mail: msibiyi@jda.org.za

Tel: 011 688 7855

Fax: 011 688 7899

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)

BID / RFQ NUMBER

BID / RFQ DESCRIPTION

NAME OF BIDDER

CONTACT PERSON

POSTAL ADDRESS.....

STREET ADDRESS

TELEPHONE NUMBER CODE NUMBER

CELLPHONE NUMBER

E-MAIL ADDRESS

FACSIMILE NUMBER CODE..... NUMBER

VAT REGISTRATION NUMBER

CSD SUPPLIER NUMBER.....

COMPANY REGISTRATION NUMBER.....

TAX VERIFICATION PIN

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

**THE ABOVE PARTICULARS MUST BE FURNISHED. FAILURE TO DO SO WILL RESULT IN THE
BID BEING DISQUALIFIED**

The following conditions will apply:

- A copy of a valid Tax Compliant Status Letter from SARS must be submitted.
- No award will be made to a bidder whose tax matters are not in order with the SARS.
- No award will be made to a bidder who is not registered with National Treasury's Central Supplier Database.
- An original and valid BBBEE status level verification certificate or a certified copy thereof must be submitted.
- **An EME must submit an affidavit confirming the following:**
 - **Annual turnover revenue of R10 million or less; and**
 - **Level of black ownership**

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

- A copy of the bidder's current municipal account in the name of the bidder or alternatively in the names of the directors / partners of the bidding entity must be submitted.
- Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
- Price(s) quoted must be firm and must be exclusive of VAT.
- If the price quoted is above R 30 000 (inclusive of VAT), the quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Framework Act (No. 5 of 2000).

Failure to comply with these conditions may invalidate your offer.

To all our stakeholders

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 centralize the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline which is managed by independent service providers.

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

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

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

- Toll free number 0800 002 587
- Toll free 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.

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS FOR THE IT GOVERNANCE, GENERAL AND APPLICATIONS CONTROLS

1. INTRODUCTION

The Johannesburg Development Agency (JDA) hereby invites quotations from service providers that are suitably qualified and experienced in the IT related environment to render IT governance, general and application controls on behalf of the JDA Internal Audit Function during the months of May 2021 to June 2021.

There is no compulsory clarification meeting for this Request for Quotation.

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

Claudia Mahlaule - email {SCM queries}

: cmahlaule@jda.org.za

Matimba Sibiyi – email {Internal Audit queries}
Nhadebe@jda.org.za

: Msibiyi@jda.org.za or

2. OBJECTIVES OF INTERNAL AUDIT FUNCTION

The IAF of the JDA obtains its mandate from section 165 of the Municipal Finance Management Act (MFMA), Act No. 56 of 2003 as amended and section 45 (1)(a) of the Municipal Systems (“MSA”), Act No 32 of 2000 as amended, read together with Local Government Planning and Performance Management Regulations, 2001.

The Internal Audit Function (“IAF”) of the Johannesburg Development Agency (“JDA”) is “an independent, objective assurance and consulting activity designed to add value and improve an organization’s operations. It helps an organization achieve its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.”

3. AUDIT OBJECTIVES AND KEY RISKS ADDRESSED

3.1 The objective of the audit is as follows.

- Assess whether information technology governance of the organization sustains and supports the organization’s strategies and objectives.
- Follow-up on implementation plans to improve Cobit 5 Maturity.
- Assess compliance DPSA’s ICT Governance Policy Framework.
- IT General Controls and Application Control Review adequacy and effectiveness of controls.

3.2 The related risks as per the risk register is as follows:

- ICT not enabling effective business processes & internal control and better decision making.

4. SCOPE OF WORK

4.1 The scope of work will include but not limited to the following:

General Controls Review

- User Access Management.
- Incident and Problem Management.
- Change Management.
- System Data Backup and Recovery Management.
- Disaster Recovery Planning.
- Email user accounts (Exchange Server)
- IT budgeting.
- IT Service Level Agreements.
- IT policies and procedures.
- IT steering committee effectiveness.

Application Controls Review

- Data Analytics – Review of the integrity and reliability of data within the SAP PPM module and Great Plains.

5. EXPECTED COMMENCEMENT DATE

5.1 It is anticipated that this review will commence during May 2021 and final report presented to the Audit and Risk Committee of June 2021.

6. RESOURCE REQUIREMENTS

- 6.1 Bidders are required to propose the resource required to undertake this audit.
- 6.2 The CV of individual to be presented on the proposal should be consistently allocated to the assignment until finalization of a project(s). Any changes or substitutions should be approved by the JDA CAE.
- 6.3 Bidders are also required to provide a high-level project plan.

7. APPROACH AND METHODOLOGY

7.1 Service provider(s) are required to propose a methodology for the project.

8. REGISTRATION WITH PROFESSIONAL BODIES

8.1 All team members on these projects must be registered members of a professional body such as IIASA.

9. REPORTING AND PROGRESS MEETINGS

9.1 It is envisaged that the JDA Internal Audit will require an initial meeting with the successful bidder to agree on the project process.

9.2 Regular meetings for feedback on progress shall be held, as and when necessary, but at least every 2 weeks.

9.3 The Director/Audit Manager of the Project will be required to present the final report to EXCO, ARC and the Board.

10. PROJECT TIMEFRAMES

10.1 The projects are scheduled to be executed during May 2021 and June 2021.

10.2 Planning and preliminary reviews will start as soon as a service provider is appointed.

11. DURATION

11.1 The duration of the appointment period will be up until the completion of the project i.e., Final report presented to the Audit and Risk Committee.

12. PRICING

12.1 The total fee must be carried to the “**Offer**” page. Failure to complete the “Offer” page as required will result in the tender being disqualified for non-compliance.

12.2 Notes

12.2.1 Tenderers must ensure that the final **TOTAL FEE** is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services for all activities. Failing to price as required will result in the tender being disqualified.

12.2.2 Fees **must** include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.

12.2.3 Bidders **must** complete an offer page. Bidders who do not comply with this will be disqualified.

12.2.4 Fee rates used by the bidder **must** be in line with the rates as per the Service Level Agreement with the JDA for the panel of service providers for internal audit services. 12.2.5 The name of the project should be clearly marked on the proposal.

12.2.6 Service providers are required to ensure that they have adequate resources to undertake the work under stringent timeframes.

- 12.2.7 The JDA reserves the right to request service providers to replace any member/s of the proposed team if they do not meet the JDA/ IAF requirements.
- 12.2.8 Working papers remain the property of JDA Internal Audit. An electronic and manual audit file must be submitted to Internal Audit at the end of the project.

13. PRESENTATION OF QUOTATIONS

The following minimum documentation must be provided.

13.1 THE “OFFER” PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any service provider who fails to do so will be disqualified.

13.2 Service provider 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.

13.3 Methodology indicating how the project will be executed.

13.4 Provide comprehensive information on the individuals who will be assigned to this project (NOT the entire company).

13.5 The following must be addressed:

- > Role/s and responsibilities in this project.
- > Relevant qualifications.
- > Number of years' experience performing similar projects.
- > A percentage estimate of the time planned to be dedicated to this project by each person.
- > Detailed CVs for each member of the team noting their specific relevant project experience [project description, role and responsibilities, project value].
- > Everyone assigned to a project should be a current member of a professional body. Proof to be submitted accordingly.

13.6 A schedule of completed contracts of a similar nature to this project. The following details must be included on the schedule:

- > Description of the project
- > Service rendered
- > Name of employer / client and their representative's contact details
- > Cost of the works
- > Fee obtained for services
- > Date of completion

13.7 Project Plan and estimated number of hours required to complete the project.

13.8 Service providers are required to submit valid Tax pin issued by SARS.

13.9 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.

13.10 The Annexures **A to E** must be scrutinized, completed in full and submitted together with the quotation.

Failure to comply with the requirements in item 13 will result in service providers being negatively scored for responsiveness or disqualified for non-compliance.

14. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical Assessment and,
- Price / BBEE

14.1 Compliance

Bidders will be disqualified for the following:

- 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 13 herein;
- 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);

14.2 Technical Assessment /Evaluation criteria

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

(A) Key returnable documents,

(B) Capability of the proposed key team members (i.e., experience, qualifications, and memberships to professional associations per Item 8.1 above),

(C) The experience of the company (i.e., IT audit projects),

(E) Contactable references – in relation to item (C) above (i.e., IT audit projects).

Note that duplication of resources/personnel on the designations indicated in the criteria will result in zero points being awarded for one criteria.

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 responsiveness criteria will be assessed on as per the table below for all the disciplines.

Functional Criteria

Only those Bidders that score 224 points or higher (out of a possible 320) during the functional evaluation will be evaluated during the second stage of the Bid.

Bidders are required to submit supporting documentation evidencing their compliance with each requirement.

Service providers require a minimum of 224 points [out of a possible 320] that is 70%.

The Functional Criteria that will be used to test the capability of Bidders are as follows:

Key Returnable Documents	Total Points	Criteria	Description of Criteria	Points
A	10	Points will be allocated for including the following:	No Point will be allocated for these criteria	N/A
		Company profile		N/A
		Detailed methodology for the project per stage		N/A
		Detailed Project Plan per stage		N/A
		Skills transfer plan		N/A
		Sing and complete in full Annexure A – E		10

Capability of proposed key personnel - CVs	Total Points	Criteria	Description of Criteria	Points
B as per item 6.13 B1 Detailed CVs indicating track record of proposed key team members are required	Total points under section B (B1 + B2) capability is. 240 points 120	Project Team Leader: The Project director must have a minimum of 8 years of experience in IT related internal auditing.	If any of the following information is not provided, zero points will be awarded: <ul style="list-style-type: none"> Detailed CV of the project team director. The project team leader track record Contactable references 	50
		Supervisory Level Team Member: The team supervisor must have a minimum of 4 years of experience in IT related internal auditing.	If any of the following information is not provided, zero points will be awarded: <ul style="list-style-type: none"> Detailed CV of the project team director. The project team supervisor track record Contactable references 	40
		Junior Level Team Member: The junior level team member on the project must have a minimum of 2 years of experience in IT related Internal auditing	If any of the following information is not provided, zero points will be awarded: <ul style="list-style-type: none"> Detailed CV of the project team director. The project team junior member track record Contactable references 	30
Capability of proposed key personnel - Qualifications	Total Points	Criteria	Description of Criteria	Points
B2 Copies of qualification and registration to relevant professional bodies are required for the proposed key personnel	120 Audit Team	Project Team Leader: Must have following qualifications: <ul style="list-style-type: none"> B Degree in IT, IT Audit, Internal Auditing. Must be CISA Certified. Must be a member the IIASA 	If any of the following information is not provided, zero points will be awarded: <ul style="list-style-type: none"> The required qualification The relevant qualification Professional membership 	50
		Supervisory Level Team Member: Must have relevant qualifications: <ul style="list-style-type: none"> B degree in Internal Auditing/ B degree Computer science Must be member of the IIASA 	If any of the following information is not provided, zero points will be awarded: <ul style="list-style-type: none"> The required qualification The relevant qualification Professional membership 	40
		Junior Level Team Member:	If any of the following information is not provided, zero points will be awarded:	30

		Must have relevant qualifications: <ul style="list-style-type: none"> Diploma in Internal Auditing / IT Audit or Finance Must be a member of the IIASA 	<ul style="list-style-type: none"> The required qualification The relevant qualification Professional membership 	
Company experiences	Total Points	Criteria	Description of Criteria	Points
C Company experiences as per item 6.13 C1 Experience on similar ITGC projects	40	Seven or more ITGC related projects conducted previously.	If any of the following information is not provided, zero points will be awarded: <ul style="list-style-type: none"> List of projects Supporting contactable reference with the letter head of the organisation. 	40
		Five or Six ITGC related projects conducted previously.		35
		Three or Four ITGC related projects conducted previously		30
		One or Two ITGC related project conducted previously.		25
Contactable references	Total Points	Criteria	Description of Criteria	Points
C2 Contactable references on similar ITGC projects	30	Seven or more ITGC related projects conducted previously.	If any of the following information is not provided, zero points will be awarded: <ul style="list-style-type: none"> List of projects Supporting contactable reference with the letter head of the organisation. Reference letters must be of the projects listed as per C 1 above 	30
		Five or Six satisfactory references on ITGC related audit projects.		20
		Three or Four satisfactory references on ITGC related audit projects.		15
		One or Two satisfactory references on ITGC related audit projects.		10

14.3 Price and Empowerment

Having completed a technical evaluation, points will be awarded for empowerment (BBBEE), in accordance with the Preferential Procurement Regulations 2017 published in Government Gazette No. 40553 dated 20 January 2017. The following table 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
Non-Compliant contributor	0

Notes:

- 14.3.1 “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).
- 14.3.2 Tenderers must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable.
- 14.3.3 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.
- 14.3.4 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.
- 14.3.5 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.

- 14.3.6 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.
- 14.3.7 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.
- 14.3.8 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.

15. 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:

- 80 points are assigned to price
- Up to 20 points are assigned to BBEE status per the table under item 6.2

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

PP = P_s + P_{bee} Where

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

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

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

Formula for scoring tender price

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

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

Where

P_s = Points scored for comparative price of tender under consideration

P_t = Comparative price of tender under consideration

P_{\min} = Comparative price of lowest acceptable tender

X = **Points** assigned to price

16. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The words “**RFQ – RENDER IT GOVERNANCE, GENERAL AND APPLICATION CONTROLS FOR THE JDA**” 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 President Street, Newtown.**

The invitation for quotations closes at 12H00 on the 7th of May 2021

NO LATE / E-MAILED / TELEPHONIC / FAXED / POSTAL TENDERS WILL BE ACCEPTED OR CONSIDERED.

The Johannesburg Development Agency’s selection of qualifying quotations 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 quotation and no correspondence will be entered into.

Queries can be addressed in writing to:

Matimba Sibiya: [E-mail: msibiya@jda.org.za](mailto:msibiya@jda.org.za) and Claudia Mahlaule on cmahlaule@jda.org.za



ANNEXURE A: BUSINESS DECLARATION

Tender/RFQ Number:

Tender/RFQ Description:

Name of Company:

Contact Person:

Postal Address:

.....

Physical Address:

.....

Telephone Number:

Fax Number:

Cell Number:

E-mail Address:

Company/enterprise Income

Tax Reference Number :

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

VAT Registration Number:

Company Registration Number:

1. Type of firm

- ☐ Partnership
- ☐ One person business/sole trader
- ☐ Close corporation

☐ Public company

☐ Private company

(Tick one box)

2. Principal business activities

.....

.....

.....

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

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

.....

.....

.....

5. Did the firm exist under a previous name?

☐ Yes

☐ No

(Tick one box)

If yes, what was its previous name?

.....

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

Full Time :

Part Time :

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

Full Time :

Part Time :

8. What is the enterprise's annual turnover for the last two years and what is the estimated turnover of current commitments.

R Year:

R Year:

R Year:

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

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

10. Banking details

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

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

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

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

BANK :

BRANCH :

BRANCH CODE :
ACCOUNT NUMBER :

ACCOUNT HOLDER :

TYPE OF ACCOUNT :

CONTACT PERSON :

CONTACT NUMBER :

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

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

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

COMPANY STAMP

ANNEXURE B: DECLARATION OF INTEREST

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

3.1 Full Name:

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

If yes, furnish particulars

.....

.....

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

If yes, furnish particulars

.....

.....

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

If yes, furnish particulars

.....

.....

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

If yes, furnish particulars

.....

.....

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

If yes, furnish particulars

.....

.....

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

If yes, furnish particulars

.....

.....

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

YES / NO

If yes, furnish particulars

.....

.....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....

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

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

.....

Signature

.....

Position

.....

Name of Bidder

.....

Date

- * MSCM Regulations: “in the service of the state” means to be –
- (a) a member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
 - (b) a member of the board of directors of any municipal entity;
 - (c) an official of any municipality or municipal entity;
 - (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
 - (e) a member of the accounting authority of any national or provincial public entity; or
 - (f) an employee of Parliament or a provincial legislature.
- ** “Stakeholder” means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

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

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

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

4.2.1	If so, furnish particulars:		
Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4	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"/>
4.3.1	If so, furnish particulars:		
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)

EMPLOYER	CONSULTANT	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

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

EMPLOYER	CONSULTANT	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:

RFQ – RENDER IT GOVERNANCE, GENERAL AND APPLICATION CONTROLS FOR THE JDA

in response to the invitation for the bid made by:

Johannesburg Development Agency

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

I certify, on behalf of:

(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:

RFQ – RENDER IT GOVERNANCE, GENERAL AND APPLICATION CONTROLS FOR THE JDA

.....

.....

Signature

Date