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**City of Johannesburg**  
Johannesburg Development Agency

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**REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS FROM PROFESSIONAL SERVICES PROVIDERS**

ADVERT DATE: 17 SEPTEMBER 2021

NON – COMPULSORY BRIEFING SESSION: The meeting will take place on Ms Teams on the 21<sup>st</sup> of September 2021 from 10H00am – 11H00am ([Click here to join the meeting](#)).

CLOSING DATE: 27 SEPTEMBER 2021

CLOSING TIME: 12H00

RFQ NUMBER: JDADFP/SF- INDLELA YA BAFASI/ 001/2021

RFQ DESCRIPTION: RFQ – APPOINT A SOCIAL FACILITATOR PROFESSIONAL FOR THE WOMEN-LED DESIGN AND PLACEMAKING – INDLELA YA BAFASI – WOMEN'S WAY PROJECT OVER A DURATION OF 6 MONTHS FOR THE JDA

The JDA is requesting quotations from experienced **female** professionals to render Social Facilitation services for a collaborative conceptual design and placemaking project in Diepsloot to be driven by young women and girls.

QUOTATIONS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

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

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

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

below a member of –

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

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

Department: Procurement  
Tel: 011 688 7904

Fax: 011 688 7851

Contact Person: Mr Siyambonga Gcobo  
E-mail: [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za)

**ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:**

Department: Development Planning and Facilitation  
Tel: 011 688 7815

Fax: 011 688 7899

Contact Person: Xolisile Sithole  
E-mail: [xsithole@jda.org.za](mailto:xsithole@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 .....

BID DESCRIPTION .....

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 MAAA.....

VAT REGISTRATION NUMBER .....

TAX VERIFICATION PIN NUMBER .....

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

TOTAL BID PRICE in words.....

.....

.....

.....

..... excluding Value Added Tax

SIGNATURE OF BIDDER .....

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

DATE .....

## 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 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.

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

**PLEASE INSERT YOUR COMPANY'S PROOF OF A  
VALID CSD REGISTRATION FORM HERE**

**PLEASE INSERT YOUR COMPANY'S PROOF OF  
VALID SARS TAX PIN CERTIFICATE HERE**

**PLEASE INSERT THE VALID MUNICIPAL  
ACCOUNT/S (RATES AND TAXES) OF ALL THE  
DIRECTORS OF THE COMPANY AND INCASE A  
TENANT/S, PLEASE SUBMIT A VILID SIGNED  
LEASE AGREEMENT AND A CURRENT RENT  
STATEMENT FROM THE RESPECTIVE LANDLORD  
AS PROOF HERE**

**PLEASE INSERT A DETAILED FEMALE SOCIAL  
FACILITATOR CV AS PROOF HERE**



**PLEASE INSERT CERTIFIED COPIES OF  
COMPLETED QUALIFICATION AND  
IDENTIFICATION DOCUMENTS IN RELATION TO  
THE ABOVE-MENTIONED FEMALE SOCIAL  
FACILITATOR AS THEY APPEAR ON THEIR CV AS  
PROOF HERE**

## **1. ROJECT INFORMATION**

### **1.1 PROJECT TITLE**

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

### **1.2 PROJECT BACKGROUND**

The Johannesburg Development Agency has partnered with the Block-by-Block Foundation and UNHabitat's Global Public Space Programme to pilot the #HerCity Toolbox Method developed and tested by Global Utmaning Sweden. The toolbox aims to engage girls in Diepsloot to direct and lead the co-design of interventions that improve their safety and well-being in public space. The project includes construction of a series of small-scale public environment improvements to be co-designed with the girls and seeks to appoint a Social Facilitator - for a period of 6 months to implement the #HerCity Toolbox. It is a requirement of the UN-Habitat agreement that the professional is a women due to the nature and objective of the #HerCity Toolbox process.

### **1.3 PROJECT OBJECTIVE**

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

### **1.4 PROJECT CONTEXT**

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

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

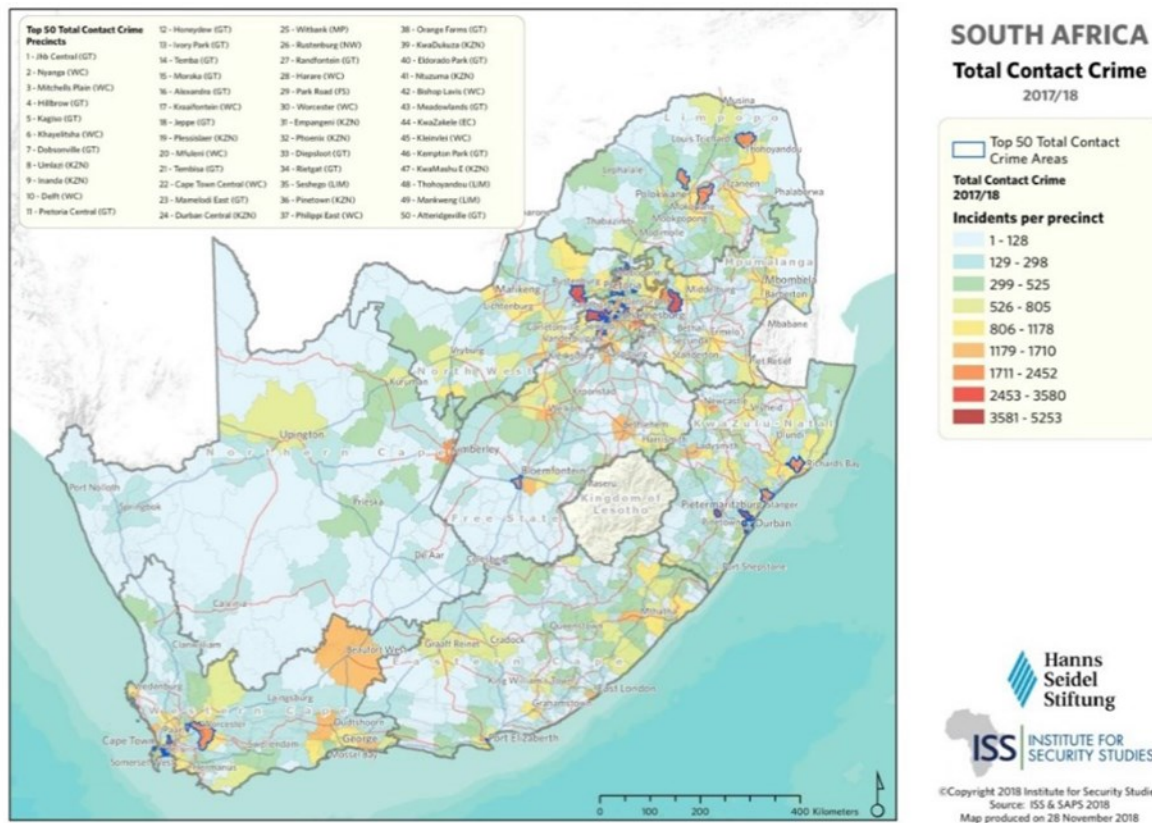


Figure 1:Top 50 violent crime areas according to incidents recorded by SAPS in 2018 for each police station precinct [Diepsloot is number 33]

## 1.5 DIEPSLOOT

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

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

## 1.6 PROJECT APPROACH

The project is going to use participatory methodologies to bring together young women and girls in Diepsloot to map their own user-based analysis of safety in public spaces and along the key routes connecting them. Networks in the community will be used to identify the group of the young female participants to be involved in the project.

The project will test the methodology developed by UN-Habitat "neighbourhood assessment" that will be available on an online platform 'HerCity Toolbox' that enables a live mapping audit on a handheld device like a smartphone using the KoboToolbox application. Her City Toolbox (2019-2021) is the second phase of the #UrbanGirlsMovement (2017-2019) initiative financed by the Swedish Innovation agency Vinnova. It is a cooperation project between the independent Swedish think tank Global Utmaning (Global Challenge) and the United Nations Human Settlements Programme (UN-Habitat).

Following safety mapping of issues on routes and network of public spaces at neighbourhood level, the young women will select one of the hotspot/ intervention sites to upgrade; a series of small scale public placemaking intervention that can have a great impact on their safety in the neighbourhood. The young women will then do a site-specific assessment on the site and its 400-meter buffer area.

The young girls will then take part in a co-design process using the #HerCity Toolbox methodology where Minecraft, the video-game, is used as a participatory tool to upgrade the selected public space. MethodKit will then be used to prioritize the ideas of the girls.

***A Tactical Urbanism testing period will be implemented where the proposed interventions will be simulated in space using temporary materials to assess usability and likely impact of the proposed interventions. This will be accompanied by public events and interactive public exhibitions, information signage etc.***

The designs will be refined by the girls for implementation of a series of small scale public placemaking interventions making maximum impact on women and girls' safety on the identified safe routes by a women-led team. These interventions will where possible be in the form of public art, ensuring dual functionality meeting key safety needs, being functional and usable while also educational in nature.

A management and activation model will be co-developed with the girls and women to secure longer term sustainability of the project; and an impact evaluation of the process will be led by girls as the last step in the project process.

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

## **1.7 PROJECT PARTNERS AND PROJECT GOVERNANCE**

The JDA is rolling out this project in partnership with the United Nations Human Settlements Programme (UN-Habitat) – Global Public Space Programme – Block by Block Foundation, and the #UrbanGirlsMovement, a global initiative created by Swedish think tank Global Utmaning (Global Challenge). The successful bidder will need to view this collective partnership as “the Client” and thus all reporting, project branding and communications will be shared amongst partners.

## **1.8 PROJECT DURATION**

The duration of the project is estimated to be 6 months from the date of the receipt of the Appointment Letter – or until completion of full scope of work.

## **1.9 PROFESSIONAL SKILLS REQUIRED**

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

- 1X Female Social Facilitator with experience in stakeholder engagement and facilitation of public environment and/ or development projects or projects of a similar scale and nature.
- 1X Female Assistant Social Facilitator with experience in stakeholder engagement and facilitation

Requirements of the professional are outlined in more detail, further on in this document, in the Technical Competence scoring table,

which will be used in the technical evaluation of bids received for this RFQ.

**The JDA will also appoint an Community Participation Consultant that the Urban Designer will be required to work with on the project.**

## **2. Scope of Works**

### **2.1 Summary of Scope of Works**

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

The appointed bidder will be expected to undertake the following work streams and achieve the stated key deliverables:

#### **2.1.1 Stakeholder Engagement and Facilitation**

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

#### **2.1.2 Project Branding, Communications and Media Campaign**

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

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

#### **2.1.3 Urban Design Services:**

The Social Facilitator will be required to coordinate and participate in the below activities to be led by the Urban Designer:

- Mapping and feasibility assessments/modelling (desktop study)
- Co-design workshops
- Observing and participating in Kobo and Minecraft work with women and girls
- Design, Setup and manage Tactical Urbanism testing days
- Monitoring of Tactical Urbanism testing and analysis of findings
- Refinement of concepts and designs for approvals
- Obtain final sign-off on all designs

#### **2.1.4 Project Management Support**

The Social Facilitator will be required to undertake project administration and coordination duties in line with the fulfilment of their scope which may entail the following:

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

*The above activities must be rolled out in line with the #HerCity Toolkit.*

### 3. ACTIVITIES REQUIRED PER BLOCK OF THE #HER CITY TOOLBOX

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

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

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

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

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

### BLOCK 3: SITE SPECIFIC ASSESSMENT

#### PURPOSE:

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

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

#### BLOCK 4: Analysing challenges

##### PURPOSE:

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

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

#### BLOCK 5: Designing ideas

##### PURPOSE:

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

USED FOR:	ACTIVITIES	DURATION	PROFESSIONAL CAPACITY REQUIRED
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<ul style="list-style-type: none"> <li>Building capacity among girls through the use of digital and participatory tools to have a stronger say in urban planning and design processes (Minecraft)</li> <li>Empowering non-professionals to communicate ideas and solutions to professionals, without barriers and gaps of expertise</li> <li>Identifying priorities to integrate in the final design proposal</li> </ul>	1. Preparation (Block 5)	1. 1 week	<p>Urban Designer and Social Facilitator to lead all preparation and set up for this Block</p> <p>ALL PROFESSIONALS ON THE TEAM will be required to work with the girls on-site for this block.</p> <p>The Urban Designer must be familiar with Minecraft and must be able to empower the girls to co-design</p>
	2. Installation and practice	2. 1 day	
	3. Block by Block workshop	3. 2 days	
	4. Presentation and discussion	4. 3 hours	

#### BLOCK 6 Recommendations

##### PURPOSE:

Block 6 helps to prioritize among designs, craft guidelines and develop policy recommendations in multi-stakeholder groups. This tool collects the main findings from a project. It will make you prioritize and outline ways forward in terms of implementation. Participants develop policy recommendations for local, regional and national decision-makers and guidelines for implementing actors.

##### USED FOR:

##### ACTIVITIES

##### DURATION

##### PROFESSIONAL CAPACITY REQUIRED

<ul style="list-style-type: none"> <li>• Overviewing project results</li> <li>• Making sure most alarming challenges are met while prioritizing among designs</li> <li>• Developing a tailor made action plan that outlines actors, partnerships, timeframes and resources needed in order to address the prioritised challenges</li> <li>• Overcoming conflicting interests and agreeing on ways forward</li> </ul>	<ol style="list-style-type: none"> <li>1. Preparation (Block 6)</li> <li>2. Overview results</li> <li>3. Prioritizing</li> <li>4. Realizing proposal</li> <li>5. Adopting action plans</li> </ol>	5 hour workshop	ALL PROFESSIONALS ON THE TEAM will be required to work with the girls on-site for this block.
<b>BLOCK 7A – TACTICAL URBANISM TESTING PERIOD</b>			
<p><b>PURPOSE:</b> In this block, the team and girls are to construct temporary structures and or street furniture, as well as signage and exhibition boards to place in the proposed intervention spaces so as to transform the spaces for a 2 week Tactical Urbanism Testing period. The testing period will allow the team and the girls to monitor the usage and impact of the proposed interventions and to engage the general public on their views and suggestions about the transformed spaces.</p> <p><b>PLEASE NOTE THAT THE JDA WILL COVER COSTS OF THE TACTICAL URBANISM TESTING PERIOD THEREFORE RELATED COSTS SHOULD NOT BE INCLUDED IN THE OFFER/ PRICING</b></p>			
<b>USED FOR:</b>	<b>ACTIVITIES</b>	<b>DURATION</b>	<b>PROFESSIONAL CAPACITY REQUIRED</b>

<ul style="list-style-type: none"> <li>Assessing responsiveness, impact and functionality of the proposed physical interventions</li> <li>Engaging the broader public about the proposed interventions</li> </ul>	<ol style="list-style-type: none"> <li>1. Preparation: Translate designs into temporary installations constructed with the girls. Prepare for launch event simultaneously.</li> <li>2. Launch event and exhibition with a 2 week testing period to assess public response, functionality and impact. \</li> <li>3. Consolidate findings of the testing period.</li> </ol>	<ol style="list-style-type: none"> <li>1. 1 week</li> <li>2. 1 week</li> <li>3. Consolidation of Findings (3 days)</li> </ol>	<ul style="list-style-type: none"> <li>Urban Designer and</li> <li>Social Facilitator</li> </ul>
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#### BLOCK 7B: Plans

##### PURPOSE:

In this block the plan for the public space is finalised through a participatory process similar to a client-architect meeting. Starting from the result gathered from block 5 and 6, the urban designer team with representatives of the primary target group (3-4 girls), develop a feasible design proposal. The JDA should be able to adopt the design for further detailed design to reach an implementable final plan for construction and maintenance.

USED FOR:	ACTIVITIES	DURATION	PROFESSIONAL CAPACITY REQUIRED
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<ul style="list-style-type: none"> <li>Transforming challenges and opportunities into feasible and implementable design solutions</li> <li>Building capacity of young girls in urban planning and design skills with software such as Sketch-up among others</li> <li>Defining high level cost estimation for construction.</li> </ul>	<ol style="list-style-type: none"> <li>Preparation (Block 7)</li> <li>Expert design meeting</li> <li>Final design</li> <li>Validation of design</li> </ol>	<ol style="list-style-type: none"> <li>1 day</li> <li>2 days</li> <li>1 week</li> <li>1 weeks</li> </ol>	<ul style="list-style-type: none"> <li>ALL PROFESSIONALS ON THE TEAM will be required to work with the girls on-site for this block</li> </ul>
<b>BLOCK 8: Sharing</b>			
<p><b>PURPOSE:</b></p> <p>The purpose of block 8 is to help you communicate your results with the community, decision-makers and a wider audience. First, it will give update decision-makers on the detailed result in order to start implementation. Second, it will give the community the possibility to engage in the evolution of their local environment. Third, it will help you to share the results with other interested actors as a way to spread knowledge, highlight good practices and build capacity.</p>			
<b>USED FOR:</b>	<b>ACTIVITIES</b>	<b>DURATION</b>	<b>PROFESSIONAL CAPACITY REQUIRED</b>

<ul style="list-style-type: none"> <li>Documenting the results on a good practices portal to be shared digitally</li> <li>Presenting to an extended group of decision-makers from the municipality, relevant stakeholders as well as the wider community</li> <li>Setting up a long-term strategy and mainstreaming results</li> <li>Certification of the participation of the primary target group</li> </ul>	<ol style="list-style-type: none"> <li>Preparation</li> <li>Gathering results</li> <li>Public presentation</li> <li>Strategy and mainstreaming</li> </ol>	<ol style="list-style-type: none"> <li>1 day</li> <li>1 day</li> <li>1 day</li> <li>1 week</li> </ol>	<ol style="list-style-type: none"> <li>Urban Designer</li> <li>Social Facilitator</li> <li>Professional Team will be invited to attend public event</li> </ol>
<b>BLOCK 8: JDA CONSTRUCTION - for information purposes only</b>			
<b>PURPOSE:</b>  To Implement the physical placemaking interventions that have been co-designed with girls in the public environment. Follows Stages 1 to 6 of the Construction Process until Practical Completion and Handover. This includes applying for all approvals via City Entities.			
<b>USED FOR:</b>	<b>ACTIVITIES</b>	<b>DURATION</b>	<b>PROFESSIONAL CAPACITY REQUIRED</b>

<ul style="list-style-type: none"> <li>Physical Implementation of designs produced by girls.</li> <li>Mentoring girls regarding the construction process and built environment professions.</li> </ul>	<ol style="list-style-type: none"> <li>Full Professional Team is to prepare concept design and supporting document for client sign-off.</li> <li>Produce detailed drawings for construction</li> <li>Produce final tender documentation and BoQ for Procurement of a Contractor.</li> <li>Complete Stages 1 to 6 of the Design and Construction Process</li> <li>Practical Completion and Handover</li> </ol>	1. 6 months	<p><b>PLEASE NOTE THAT THIS BLOCK WILL BE COMPLETED BY THE CLIENT <u>AND IS NOT IN THE SCOPE OF THIS BID</u></b></p>
<b>BLOCK 9: Evaluation</b>			
<p><b>PURPOSE:</b> This block aims to gather feedback on the process from participants, follow up on the implementation during the construction phase, as well as provide an overall evaluation of the quality of the public space after 6 months after construction is finalized.</p>			
<b>USED FOR:</b>	<b>ACTIVITIES</b>	<b>DURATION</b>	<b>PROFESSIONAL CAPACITY REQUIRED</b>

<ul style="list-style-type: none"> <li>Understand how the participants have experienced the process</li> <li>Follow up and control the quality of the implementation particularly the construction phase.</li> <li>Measuring the impact of the developments on the space and the community.</li> <li>Providing a final report and Her City certificate to the city.</li> </ul>	<ol style="list-style-type: none"> <li>Preparation (Block 9)</li> <li>Participants' feedback</li> <li>Quality control — 2 girls are PSC standing members</li> <li>Measuring impact</li> <li>Final report</li> </ol>	<ol style="list-style-type: none"> <li>1 week</li> <li>1 hour</li> <li>4 months</li> <li>1 week</li> <li>5 days</li> </ol>	<ul style="list-style-type: none"> <li>Urban Designer and Social Facilitator</li> </ul>
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#### 4. DELIVERABLES

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

<b>Phase 2: DESIGN</b>		
<a href="#">Block 4: Analysing challenges</a>	Analysis of current challenges and potentials	Joint vision for the space produced with the girls
<a href="#">Block 5: Designing ideas</a>	Designing solutions	Minecraft model of the space
<a href="#">Block 6: Recommendations for action</a>	Recommendations and guidelines for implementation	Action plan
<b>Phase 3: IMPLEMENTATION</b>		
<a href="#">Block 7: Implementation plans</a>	Participatory design studio	Detailed sketches and plans on different scale
<a href="#">Block 8: Sharing results</a>	Documentation, presentation, communication	Approval to go ahead
<b>JDA Construction</b>	Stages 1 to 6 with constant mentoring of girl participants	Practical Completion and Handover
<a href="#">Block 9: Follow up and evaluation</a>	Evaluation of process, monitoring of construction and post construction evaluation of the space	Final report and mainstreaming strategy

## 5. FORMAT OF FINAL OUTPUTS:

### Progress reports

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

### Draft documents

- Soft copy: Soft Copy to be provided in PDF and MS Word file format

### Final documents

- Soft copy: A soft copy of the products in PDF, MS Word and MS Powerpoint file formats. One of the soft copies must be typed to allow direct single-sided A4 printing.

### Final Indexed Repository of High Resolution Photography and Video Footage

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

### Maps/Plans

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



### Marketing and Promotional Material

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

DATA OWNERSHIP AND CRITICAL MILESTONES

### Data Ownership

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

### Spatial Data

## **GUIDELINES FOR THE OBTAINING OF, CAPTURING OF AND MAINTENANCE OF SPATIAL DATA (CITY OF JOHANNESBURG, CORPORATE GEO-INFORMATICS)**

### **Obtaining of Digital Data for Council Projects**

Digital data, e.g. cadastral data or orthophotography, are available for all projects of the Council including those for which the Council has appointed consultants.

Data for Council projects will be transferred free of charge provided that:

- A task request form is completed and signed by the project leader or consultant (see form attached);
- A form on the copyright/data declaration regarding the use of the data is signed by the consultant (see form attached); and
- The consultant supplies a copy of the letter of appointment.

The consultant supplies a letter of appointment/approval from the Council project leader for the obtaining of data from the Council.

Requests on the availability of the data or the obtaining of the data can be directed to:

Corporate Geo-Informatics: GIS Projects

Contact persons: Lesley Adams

Tel: (011) 407-6203

Fax: (011) 403-3511

e-mail: [CGISProjects@joburg.org.za](mailto:CGISProjects@joburg.org.za)

Please allow 8 working days for the completion of data request tasks (depending on the content of the request and the pressure of the task request queue). Average turnaround time for digital data is 2-3 working days.

Please note: There will be a charge of R190, 00 per hour for labor costs.

### **Data Formats**

On completion of a project, it is required that data captured be handed over to the Council.

Data must be handed over in an ArcGIS compatible format e.g. shapefiles or ArcInfo coverages. Associated attribute files must also be included.

E.g. of shapefile extensions:

- Roads.shx
- Roads.shp.xml (metadata)
- Roads.shp
- Roads.dbf (database file)
- Roads.sbn
- Roads.prj (projection file)

### Data Formats

- Roads.sbx

The Council's approved standard 26-digit code must be used as the unique property identifier. (see example below):

**Table 3: New CGIS 26 digit code (Township Erf and Agricultural Holding)**

**T0IR00540010000012300001RE**  
**Townshipid T0IR0054001**

<b>Sgo_cd</b>	T	Office Indicator or Origin of Data	T=Pretoria
<b>Sgr_cd</b>	0IR	Registration Division or Administrative District	
<b>Is_cd</b>	0054	Township Number within Registration Division	<b>Allocated per Township or Agricultural Holding.</b> Farms are indicated by Code 0000
<b>Ext_cd</b>	001	Township Extension	<b>Township Extension</b>
<b>Erf</b>	00000123	Parcel Number	<b>Erf, Stand, Lot or Holding Numbers.</b> Farm Numbers.
<b>Ptn</b>	00001	Portion Number	<b>Sub-division</b> or Farm Portion Numbers
<b>Re</b>	RE (Blank if no RE)	Remainder	Remaining Extent of Parcel

The data must be in a Transverse Mercator projection using LO29 as the central meridian. The Hartbeeshoek datum (WGS84) must be used.

Data can be transferred via CD's or DVD's. Electronic mail can also be used provided that files or zipped files do not exceed 2MB in size.

### Data Quality Statement / Metadata

Datasets transferred to the Council must have detailed metadata attached or must be accompanied by a statement on the quality of the data. The Metadata or statement must be as comprehensive as possible and must include at least the following:

- Basic project information including the name of the project, contact information of the Council project leader and the consulting firm.
- Name of the files included and a brief description of the content of the files.
- Description of the geographic extent.
- A brief description on the origin of the data (source information) and the processes and transformations that the data has been subject to.
- A description of the positional accuracy must include the scale of the source information, the scale at which the data was captured, the methods used to capture the data and the name of the capturing agency.
- The currency of the data must be stated as a date and/or time (source date). If relevant, updating intervals must be stated. The date the data was captured must also be included.
- A brief description of attributes included in the datasets as well as methods used to collect and capture the attribute data.
- If third party data is used for projects, copyright statements must be included as well as the names of the custodians of the datasets.

Please note that the City of Johannesburg has the copyright on all new datasets created for council projects.

### Maintenance of Data

If relevant, a maintenance agreement is completed and signed by the consultant or custodians of the datasets, stating the updating intervals of data.

Inquiries regarding the data format or quality statements can be directed to:

Etienne Erasmus

Tel (011) 407-6124

E-mail: [etiennee@joburg.org.za](mailto:etiennee@joburg.org.za)

Or

Lesley Adams

<b>Maintenance of Data</b>
Tel (011) 407-6203
Email: <a href="mailto:lesleya@joburg.org.za">lesleya@joburg.org.za</a>

## 6. Proposal Content

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

The following minimum documentation must be provided:

- 6.1. THE "OFFER" PAGE AND PRICING TABLE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.
- 6.2. Tenderers are required to submit a detailed fee proposals based on the requirements set out in item 7 and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE "OFFER" PAGE. Any bidder who fails to do so will be disqualified.
- 6.3. A valid Tax Pin Sars Certificate. No award will be made to a service provider whose tax matters are not in order with the South African Revenue Services.
- 6.4. No award will be made to a service provider who is not registered with the National Treasury Supplier Database.
- 6.5. Company registration documents.
- 6.6. A valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. **IF A COPY IS SUBMITTED IT MUST BEAR AN ORIGINAL CERTIFICATION STAMP. FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

**An EME must submit an affidavit confirming the following:**

- (i) Annual turnover revenue of R10 million or less; and
- (ii) Level of black ownership

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

- 6.7. Latest copy of the bidding entity's municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity.
- 6.8. A statement from an independent auditor / accountant regarding the tenderer's financial standing to undertake this project.
- 6.9. Details of directors / partners / members and shareholders.
- 6.10. Certificates of membership/s to industry bodies. (If applicable).
- 6.11. A corporate brochure. Alternatively, a brief summary of the entity's background.
- 6.12. Provide information on the individuals who will be assigned to **this project (NOT the entire company)**. The following **must** be addressed :
  - role/s and responsibility/ies on this project
  - relevant completed qualification qualifications (complete Annexure G)
  - number of years of relevant experience in the industry and in the proposed role ((complete Annexure D and or H)
  - a percentage estimate of the time planned to be dedicated to this project by each person
  - JDA CV template (Annexure G) must be completed for the member of the team noting their specific relevant project experience [project description, role and responsibilities, project value].
- 6.13. The forms A to H annexed, must be scrutinized, completed in full and submitted together with your quotation.

**Failure to comply with the requirements in item 6 will result in tenderers being negatively scored for nonresponsiveness or disqualified for non-compliance.**

### **Note for consortium and joint ventures**

- Each party to a Consortium and Joint Venture is to submit the requisite document and/or information requested in items above
- An Agreement or Heads of Terms recording the arrangement between the parties to the Consortium/Joint Venture is to be submitted with the proposal.
- The lead consultant must be identified in the proposal.

## **7. Pricing Schedule**

No.	Description	Quantity	Amount (Vat Exclusive)
<b>1.</b>	<b>PROJECT INCEPTION AND ADMINISTRATION</b>		
1.1.	Inception Report and Workplan	1 report	R
1.2.	Project Management, administration, client liaison and steering committee meetings	6 meetings	R
<b>2.</b>	<b>Phase 1: ASSESSMENT</b>		
2.1.	<a href="#">Block 3: Site specific assessment</a>	14 days	R
<b>3.</b>	<b>Phase 2: DESIGN</b>		
3.1.	<a href="#">Block 4: Analysing challenges</a>	1 day	R
3.2.	<a href="#">Block 5: Designing ideas</a>	8 days	R
3.3.	<a href="#">Block 6: Recommendations for action</a>	1 day	R
<b>4.</b>	<b>Phase 3: IMPLEMENTATION</b>		
4.1.	<a href="#">Block 7: Implementation plans</a>	15 days	R
4.2.	<a href="#">Block 8: Sharing results</a>	8 days	R
4.3.	<a href="#">Block 9: Follow up and evaluation</a>	19 days	R
<b>TOTAL AMOUNT EXCLUDING VAT (To be transferred to the Offer Page)</b>			R

**IMPORTANT NOTICE: IN YOUR RESPONSE YOU ARE REQUESTED TO PROVIDE US WITH A DETAILED FEE PROPOSAL TABLE FORMAT OF YOUR FEE BREAKDOWN FOR THE REQUIRED ITEMS REQUESTED.**

**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.**

**FAILING TO PRICE AS REQUIRED WILL RESULT IN THE TENDER BEING DISQUALIFIED.**

## **8. Assessment Criteria**

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical
- Price and Empowerment
- Risk tolerance

### 8.1. Compliance

**Bidders will be disqualified for:**

- 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 and the pricing table (i.e. priced, all registration numbers provided and signed);
- Bidders whose quotation document has been completed in pencil;
- Bidders whose document has been faxed;
- Bidders whose quotation document has been received after the closing date and time;
- Bidders whose quotation 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 7 herein;
- Bidders who have any directors in the employment of the state;
- Bidders whose tax matters are not up to date;
- Bidders whose municipal accounts of its directors and that of the company are owing more than 90 days.
- Bidders who are not registered with the National Central Supplier Data Base.
- **It is a requirement of the UN-Habitat funding agreement that the professional team is comprised of women who are professionals in a lead role due to the nature and objective of the #HerCity Toolbox process. For this reason, failure to propose a female professional team member in the following roles will result in the bid being non-compliant.**

### 8.2. Technical

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

- (i) key returnable documents,
- (ii) Capability of the proposed key personnel (i.e. Detailed CV indicating experience and accompanied by certified academic qualifications and valid proof of registration with the relevant accreditation body/ies), (complete Annexure G) and memberships to professional associations per Item 6.12 above),
- (iii) The experience of the company as per Item 6.12 and recorded on annexure D and or H,
- (iv) Contactable references as per Item 6.12 and recorded on annexure D and or H above

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

**Out of a total of 250 points, technical competent bidders will be required to score a minimum of 60% which is a cut-off of 150 point of the total points:**

(i). KEY RETURNABLE DOCUMENTS	Total Points	Criteria	Description of criteria	Points	Points
Annexure A – H	20	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 6.3 to 6.9 herein  <b>Zero points will be awarded if Annexure G is not completed</b>	N/A	Y / N
		Company registration documents		N/A	Y / N
		CTS letter from SARS		N/A	Y / N
		Valid Professional Indemnity Insurance R2m		N/A	Y / N
		Current municipal rates account / affidavit		N/A	Y / N
		3 Years audited financial statements		N/A	Y / N
		Certified copies of identity documents		N/A	Y / N
		Annexure A completed in full and signed		N/A	Y / N
		Annexure B completed in full and signed		N/A	Y / N
		Annexure C completed in full and signed		N/A	Y / N
		Annexure D completed in full and signed		N/A	Y / N
		Annexure E completed in full and signed		N/A	Y / N
		Annexure F completed in full and signed		N/A	Y / N
		Annexure G completed in full and signed		JDA CV Template completed in full as prescribed <b>Points will not be allocated for referring to attached CV</b>	20
		Annexure H completed in full and signed	List of projects of similar nature and scope	N/A	N/A
(ii). CAPABILITY OF THE PROPOSED KEY PERSONNEL	Total Points	Criteria	Description of criteria		Points
1 x Social Facilitator (complete Annexure G)					
Qualification	80	Certificate (SAQA - Accredited NQF Level 6 or higher) related to Communications, Social Work, Education, Mediation, or the Built Environment -	Certified Copies of Academic Qualifications	20	
Working Experience		10 years or more social facilitation experience in Public Environment projects or similar	CVs must show projects, roles played and period. If any information is not contained in the CV then zero points will be awarded.  • Projects experience must be in Public Environment projects (Areas of public use e.g. parks developments; NMT; Multipurpose/ Recreational areas etc.	60	
		6-9 years social facilitation experience in Public Environment projects or similar		40	
		Less than 6 years social facilitation experience in Public Environment projects or similar		20	
1x Social Facilitator Assistant (complete Annexure G)					
Qualification	20	Certificate (SAQA - Accredited NQF Level 4 or higher) related to Communications, Social Work, Education, Mediation, or the Built Environment - MUST be certified	Certified Copies of Academic Qualifications	20	

<b>Experience</b>	<b>50</b>	5 years or more social facilitation experience	CVs must show projects, roles played and period. If any information is not contained in the CV then zero points will be awarded.	<b>30</b>
		2-4 years social facilitation experience		<b>20</b>
		Less than 2 years social facilitation experience		<b>10</b>
<b>(iii) COMPANY EXPERIENCE</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>Number of years of relevant experience in the industry and in the proposed role ((complete Annexure D and or H)</b>	<b>50</b>	Five and more social facilitation experience in Public Environment projects or similar completed.	Points will only be allocated for having rendered the required services on Public Environment Projects projects (Areas of public use e.g. parks developments; NMT; Multipurpose/ Recreational areas etc.	<b>50</b>
		Three to Four social facilitation experience in Public Environment projects or similar completed		<b>30</b>
		One - Two social facilitation experience in Public Environment projects or similar completed		<b>10</b>
<b>(iv) REFERENCES FOR COMPLETED PROJECTS</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description of criteria</b>	<b>Points</b>
<b>To relate to the item (iv) above in line with (complete Annexure D and or H)</b>	<b>50</b>	Five and more reference in social facilitation experience in Public Environment projects or similar completed.	<b>References must be on client letterhead or document stamped and signed by the client and must include the name / description of the project, it must confirm the service rendered, the value of the constructed works, the date completed and a comment of the level of satisfaction with the service. References must be for projects listed above under project experience, and relevant to this project only. Appointment letters, Purchase Orders etc. will NOT be considered as references.</b>  If any of the required information is not contained in the reference, then zero points will be awarded	<b>50</b>
		Three to Four reference letters in social facilitation experience in Public Environment projects or similar completed.		<b>30</b>
		One - Two reference letters in social facilitation experience in Public Environment projects or similar completed.		<b>10</b>

### 8.3. Price and Empowerment

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

The Preference Point System will be applied as follows:

➤ For tenders below R50 million

- 80 points are assigned to price
- Up to 20 points are assigned to BBBEE status per the table under item 8.3.1

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

#### 8.3.1. Points awarded for BBBEE status level

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



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

#### Notes

- 8.3.1.1. “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act ( Act No.53 of 2003).
- 8.3.1.2 Tenderers must submit their original and valid B-BBEE status level verification certificate substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable. **FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**
- 8.3.1.3 An EME must submit a sworn affidavit confirming the following:
- Annual Turnover Revenue of R10 million or less; and
  - Level of Black ownership
  - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 8.3.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 8.3.1.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 8.3.1.6 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.
- 8.3.1.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for.
- 8.3.1.8 A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.

#### 8.3.2 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

6.3.3 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<sub>s</sub>** is the points scored for the comparative price of the tenderer, and

**P<sub>bee</sub>** is the number of points awarded to the tenderer based on his certified B-BBEE status level.

## 9. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The words: “RFQ – APPOINT A SOCIAL FACILITATOR PROFESSIONAL FOR THE WOMEN-LED DESIGN AND PLACEMAKING – INDLELA YA BAFASI – WOMEN'S WAY PROJECT OVER A DURATION OF 6 MONTHS 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 Helen Joseph ( former President Street), Newtown** only between the hours of 08H00 and 17H00.

**The Tender closes on the 27<sup>th</sup> of September 2021 at 12H00**

Bidders are requested to submit 1 x original and 1 x copy hard copy, and 1 x soft copy in a USB drive. Envelopes will be stamped on receipt. There will be a public opening of tenders. There will be a public opening of tenders from 12:00.

**NO LATE / E-MAILED / 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 quotation 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:

Xolisile Sithole

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

011 688 7815

082 440 8246

**FORM A: BUSINESS DECLARATION**

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

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

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

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

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

.....

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

.....

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

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

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

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

**Company/enterprise Income**

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

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

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

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

**1. Type of firm**

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

(Tick one box)

**2. Principal business activities**

.....

.....

.....

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

.....

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

.....

.....

.....

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

☐ Yes

☐ No

(Tick one box)

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

.....

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

**Full Time** : .....

**Part Time** : .....

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

**Full Time** : .....

**Part Time** : .....

8. What is the enterprise's annual turnover for the last two years and what is the estimated turnover of current commitments from 1 July 2017 to 30 June 2018 (excl. VAT):

R ..... Year .....

R ..... Year .....

R ..... Year .....

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

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

#### 10. Banking details

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

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

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

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

BANK : .....  
BRANCH : .....  
BRANCH CODE : .....  
ACCOUNT NUMBER : .....  
ACCOUNT HOLDER : .....  
TYPE OF ACCOUNT : .....  
CONTACT PERSON : .....  
CONTACT NUMBER : .....

***PLEASE INCLUDE ORIGINAL SIGNED AND STAMPED LETTER FROM THE BANK / A STAMPED ELECTRONIC  
PRINT OUT CONFIRMING THE COMPANY'S BANKING DETAILS.***

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

## **FORM 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.



### **FORM 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 Audi alter ampartem rule was applied).</b>	Yes	No
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	No
4.2.1	If so, furnish particulars:		
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	No

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"/>
4.5.1	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

**FORM D : PARTICULARS OF CONTRACTS AWARDED \*\*\* DURING THE LAST 5 YEARS**

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

EMPLOYER	MANAGEMENT CONSULTING	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

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

I, the undersigned, in submitting the accompanying bid:

***RFQ – APPOINT A SOCIAL FACILITATOR PROFESSIONAL FOR THE WOMEN-LED DESIGN AND PLACEMAKING – INDLELA YA  
BAFAZI – WOMEN'S WAY PROJECT OVER A DURATION OF 6 MONTHS FOR THE JDA***

in response to the invitation for the bid made by:

*Johannesburg Development Agency*

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

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

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

the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

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. ....
4. ....

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: JDA CV TEMPLATE REQUIRED FOR SCORING:**

FULL NAME AND SURNAME			
TITLE (e.g. Ms/Mr/Dr/Prof)			
PROFESSIONAL QUALIFICATIONS (Degrees, Diplomas, etc)		YEAR OBTAINED	CERTIFICATE ATTACHED?
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. ...Etc		3. ...Etc	
PREVIOUS EMPLOYER 1			
ROLE/TITLE			
NO. OF YEARS AND MONTHS IN THIS ROLE			
LIST OF PROJECTS RELEVANT TO THIS SCOPE		INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.		1.	
2.		2.	
3. ...Etc		3. ...Etc	
PREVIOUS EMPLOYER 2			
ROLE/TITLE			
NO. OF YEARS AND MONTHS IN THIS ROLE			
LIST OF PROJECTS RELEVANT TO THIS SCOPE		INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.		1.	
2.		2.	
3. - ...Etc		3. - ...Etc	
*** PLEASE CONTINUE TO ADD YOUR PREVIOUS EMPLOYMENT ROLES (3, 4, 5 etc.) USING FORMAT ABOVE			

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date



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

**THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 8.2 HEREIN**

The tenderer shall list below a **maximum of 5 projects of a similar nature and scale** to this project as described under item 6.12 above.

<b>Company Project Related Experience ( A BIDDER MAY SUBMIT A ADDITIONAL DOCUMENT, WHICH IS A REPLICA OF ANNEXURE A WHERE UABLE TO ACCURATELY FILL IN THE CORRECT INFORMATION AND INDICATE IN THE FOR THAT, AN ADDITIONAL DOUMENT IS ANNEXED HERETO)</b>						
<b>Project Name</b>	<b>Project Type public space design experience as Social Facilitator in Public Environment projects</b>	<b>Project Start Date</b>	<b>Project End Date</b>	<b>Project Description</b>	<b>Client Name &amp; Contact Details (Tele and E-mail address)</b>	<b>Specific Tasks completed relevant to this Tender Proposal Terms of Reference</b>
1.						
2.						
3.						
4.						
5.						

**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



