



a world class African city



City of Johannesburg
Johannesburg Development Agency

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Newtown 2107 E-mail: info@jda.org.za
Johannesburg, 2000

www.jda.org.za
www.joburg.org.za

INVITATION TO BID

REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS

ADVERT DATE: 06 December 2018
CLOSING DATE: 13 December 2018

CLOSING TIME: 12H00

BID DESCRIPTION: Aerial Photographers for the JDA

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)

¹*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: Mr Mike Mabunda
Tel: 011 688 7811
Fax: 011 688 7899
E-mail: Intuli@jda.org.za

ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department: Marketing and Communications
Contact Person: Alice Moloto
Tel: 011 688 7851
Fax: 011 688 7899
E-mail: amoloto@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)

BID / RFP NUMBER

BID / RFP DESCRIPTION

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

TELEPHONE NUMBER CODE NUMBER

CELLPHONE NUMBER

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 SARS
- An original and valid BBBEE status level verification certificate or a certified copy thereof must be submitted.
- **An EME must submit a sworn 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 or a copy of a lease agreement.
- 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).
- No award will be made to a bidder who is not registered with the National Treasury Central Supplier Database
- No award will be made to a bidder who did not complete the MBD6.2 and annexures in full.

Failure to comply with these conditions may invalidate your offer.

A compulsory Site Clarification Meeting with representatives of the Employer will take place at the Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown on Wednesday 5th December 2018 starting at 10h00.

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 Fax0800 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 PROVISION OF AERIAL PHOTOGRAPHY

1. INTRODUCTION

The Johannesburg Development Agency (JDA) is requesting quotations from Aerial Photographers for the provision of aerial photography of the JDA Developments

2. SCOPE OF WORK

The JDA requires aerial photography of the JDA Developments

3. SCOPE OF WORK

We require quotations for a series of aerial photographs to be taken before the end of June 2018.

The scope of work is expected to include the following:

- a. Review all previous photographs and prepare a project plan with the most cost-effective flying and shooting schedule. In particular, the photographs that are required to compare progress over time (before and after photos) must be planned carefully.
- b. Provide a DVD with aerial pictures and a video
- c. The following development areas have been prioritised for 2017/18 photographs (please provide an itemised quote for each **group** of areas)

Aerial Photography 2018/19

PROJECT	ADDRESSES
ALEXANDRA, LOUIS BOTHA , EMPIRE PERTH , MIDRAND, GREENSTONE AND SANDTON	
Alexandra Sports and Youth Development _SAFA Safe Hub Facility	386 E Bank Ave, Alexandra, 201. 12th Ave <i>Johannesburg</i>
Banakekeleni Hospice New Clinic ALEXANDRA EXT.38 E Ward	6117 John Brand St, Alexandra, 2014
Alex NMT and Loop(Phase 1C(a) requirements including Alex Phase 3 walk links)	Alexandra Alex NMT and Loop(Phase 1C(a) requirements including Alex Phase 3 walk links)

PROJECT	ADDRESSES
Alexandra Depot - Phase	London Rd, Lombardy East, Sandton, 2090
Marlboro South Light Industrial Business Hub_Skills Development Centre	Marlboro South Light Industrial Business
Watt Street Precinct, Wynberg, Greenstone to Watt (Stops and roadworks and pick up platforms at Mall) Section 15K (Watt Interchange Station Road Works and Bridges)	Watt Street – Louis Botha Avenue entire Road to Green stone mall to Watt Street
Complete Streets: NMT Facilities: Alexandra / Wynberg / Sandton / Linbro Park New Complete Streets ALEXANDRA EXT.4 E Regional (NMT Phase 3)	Alexandra / Wynberg / Sandton / Linbro Park New Complete Streets ALEXANDRA EXT.4 E Regional
Corridor Branding Artwork BRT Stations AFC, BMC and ICT Louis Botha BRT Stations Mixed Sandton Gautrain (includes the bridge)	Louis Botha, Clarendon to Sandton, Katherine Street
Orchards Clinic	Oaklands Rd, Oaklands, Johannesburg
Alexandra Sports and Youth Development _SAFA Safe Hub Facility	From Hofmeyer Street across to John Brand Street , between 2 nd and 3 rd Street
Patterson Park: Work Package 3 - Multipurpose Centre and Sports Facilities	3 10th St, Orange Grove, Johannesburg, 2192
Old Pretoria Road (Alex to Ivory Park)	Old Pretoria Road the entire road
EBONY PARK Renewal Clinic EBONY PARK A Ward	2277 Archerfish Dr, Kaalfontein, Midrand, 1632
DIEPLSOOT	
Diepsloot Development Renewal Precinct Redevelopment DIEPSLOOT WES A Regional	25°55'34.42"S; 28° 1'1.06"E
NOORDGESIG, LENASIA, SOWETO	
Bophelong Clinic	2442 Lesedi St, Doornkop, Soweto, 1874

PROJECT	ADDRESSES
Braamfischerville Ext 12&13:Roads and Stormwater Management Systems including a Pedestrian Bridge New Bulk Infrastructure BRAM FISCHERVILLE EXT.13 C Ward	Braamfischerville Ext 12&13:
Noordgesig - Social Precinct Implementation: Phase 1 - Library	10 North St & Central Road, Noordgesig,
Jabulani TOD: Phase 5 - Bolani Road , Safe Hub and Bridge	Jabulani TOD: Phase 5 - Bolani Road and Legogo Road
Ivory Park UDF_ Development Catalytic Node infrastructure projects and Regeneration of Lenasia CBD and Anchorville Industrial Hub – Region G	Lenasia CBD and Anchorville Industrial Hub
Lehae MPC New Construction LEHAE G	Rietfontein 301-lq, Lenasia
Corridor Branding Artwork BRT Stations	Noordgesig Social Cluster - Implementation underway 10 North Street Noordgesig
PTF Small Public Transport Facility Design and Construction of Zola Public Transport Facility New Nodal Transport Facilities ZOLA D Regional	Cnr Maholwane & Jabavu Rd. Erf Re/7/239-IQ (Zola)
COMPL: Sidewalk Improvements: Dube NMT Links: DUBE D City Wide	DUBE D City Wide
COMPL: Sidewalk Improvements: Tshiawelo Metrorail Station Link: Mhlaba / C Hani New Nodal Transport Facilities CHIAWELO D City Wide	Tshiawelo Metrorail Station Link: Mhlaba
Complete Streets: (KFW - German Development Bank): Orlando East to UJ Soweto	German Development Bank: Orlando East to University of Johannesburg

PROJECT	ADDRESSES
Route	
ORANGE FARM	
PTF: Small Public Transport Facilities: Orange Farm Ext 7 (Region G)	Cnr St Patricks and 124 th Rd Erf 17580 Stretford
PTF: Small Public Transport Facilities: Tshepisoong	Orange Farm
Small: Public Transport Facility in Zakariya Park Region G	Golden highway & Elephant Street Erf 2504 & 2505 (Vlakvontein)
PTF: Small Public Transport Facilities: DRIEZIEK EXT.3	DRIEZIEK EXT.3 Milife Street. Orange Farm
PTF: Small Public Transport Facility: Lehae	Orange Farm
ROODEPOORT	
PRINCESS Renewal Clinic PRINCESS C Ward	8 Harry Street, Princess, Roodepoort, 1724
Zandspruit New Clinic ZANDSPRUIT EXT.4 C Ward 114 (Acquisition of land, layout and design and construction of buildings etc)	Zandspruit 191-lq, Roodepoort, 216
Florida clinic New Clinic FLORIDA EXT C Ward	8 Madeline St, Florida, Roodepoort, 1710
Roodeport CBD regeneration Renewal Precinct Redevelopment REGION C	Roodeport CBD regeneration
RANDBURG	
Claremont Renewal Clinic CLAREMONT B Ward	91 Princess Rd, Claremont, Randburg
PTF: Small Public Transport Facility Design and Construction of Kya Sand Superstop New Nodal Transport Facilities KYA SAND	KYA Sand , Randburg
INNER CITY	
Ghandhi Square East Traffic and Urban Design Plan - Planning	Gandhi Square East
CORR - Perth Empire	Perth Empire – From Main Road , Union

PROJECT	ADDRESSES
Corridor of Freedom Traffic Impact Assessment (TIA), Stormwater Masterplan and New Construction: Phase 2	Stadium and JMPD Head Office
CORR - Turffontein Corridor of Freedom Traffic Impact Assessment (TIA), Stormwater Masterplan and New Construction: Phase 2	Turffontein, De Villiers Street, , High and Von Brandis
Inner City Eastern Gateway_TOD and Movement Corridors	Between Jules & Gus Street
Brixton Social Cluster: Work Package 1 : New multi-purpose sports and recreation hall	Mercury St, Mayfair West, Johannesburg, 2092
Corridor Branding and Artwork at BRT Stations	16 High Street; Brixton
Selby Depot	1 Ignatius St, Selby, Johannesburg, 2001
Gandi Square(Stations adjacent to/ on square	Gandhi Square
Corridor branding - public art BRT Stations	Rotunda Park – Implementation underway 146 to 167 High Street, Turffontein
Large: Public Transport Facility Redevelopment of Karzene, NEWTOWN EXT.1 Region F	East of the Queen Elizabeth Bridge and Bree Street.
Brixton Social Cluster: Work Package 1 : New multi-purpose sports and recreation hall	5th Avenue, 41 – Westdene – 2092
Westbury TDC	Perth Road and Portland Street Avenue, <i>Westbury</i> Ext.3, <i>Westbury</i> ,
Managed Lanes: Dedicated Public Transport Lanes: Inner City	Delvers Street, Kerk Street, Polly Street, Von Weilligh & Klein Street , Von Brandis Street
Park Station to Civic Centre PEU (Park Station Regeneration)	Park Station to Civic Centre

4. DURATION

The project is expected to be completed within 2018/19 financial year from the date of appointment.

5. THE DELIVERABLES

Aerial Photographs for various JDA developments

- Each photograph must be titled and named as per scope
- Provide DVD or memory stick of all aerial photographs.
- Provide video of all photographs as per area
- Provide minimum 10 photos per project
- Provide location coordinates
- Image Quality must be as follows:
 - Pictures high definition
 - Video with high definition resolution per area

6. NOTES FOR PRICING

- The bidder is to quote a comprehensive price.

Area	Photography	Video	Price (Excluding VAT)
1.Alexandra, Louis Botha, Empire Perth, Greenstone Mall , Sandton and Midrand			
2.Diepsloot			
3. Inner City			
4.Noordgesig, Lenasia and Soweto			
5.Orange Farm			
6. Roodepoort			
7. Randburg			
8. Inner City			
Total			
	(Area+ Photography and Video) Total must be carried over to the OFFER PAGE, page which will disqualify your bid		

The **TOTAL** must be carried over to the “Offer” page
Failure to price as indicated above will led to tenderers bids being disqualified.

7. PRESENTATION OF QUOTATIONS

Submissions are to consist of a short (**not to exceed 15 pages**) and comprehensible report that must provide the JDA with sufficient information to make a sound and fair evaluation of the quotation as well as the experience and capability of the applicant to undertake and manage the project successfully. The report should **use the same item numbers as below** for the required sections of the report.

The following information must be clearly spelt out:

1. **BRIEF** company background, lists of **SIMILAR (not all)** projects (including client name, contact person, telephone number, value of the project, and the consulting fee value, nature of the project, required deliverables).
2. A copy of a valid Tax Compliant Status Letter from SARS.
3. A copy of the tenderer's municipal rates account for the month of June 2017 in the name of the tenderer or alternatively in the names of the Directors / Partners of the tendering entity. Copies of lease agreements **will be accepted.**
4. An original and valid BBBEE status levels verification certificate or a certified copy thereof, 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. 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.
5. An original letter from the tenderer's bank confirming account information.
6. A statement from an independent auditor / accountant regarding the tenderer's financial standing to undertake this project.
7. Bidders are required to submit detailed quotations based on the required deliverables defined in rand terms. Applicants are to illustrate the fee proposal linked to deliverables. All disbursements, etc. are to be **included** in the quotations. Applicants must ensure that the **TOTAL FEE IS CORRECTLY CALCULATED AND TRANSFERRED TO THE OFFER PAGE.**
8. The attached forms A to F annexed, must be scrutinized, completed and submitted together with your quotation.

Failure to comply with the requirements above will result in tenderers been negatively scored for responsiveness or disqualified for non-compliance.

Note for consortium and joint ventures

- The items above are to be addressed and completed by **EACH** member of the consortium or joint venture.
- An agreement between all parties of the consortium or joint venture is to accompany the tender submission
- A lead consultant is to be appointed and noted in the submission

Failure to comply with these conditions may invalidate your offer.

8. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Technical
- BBBEE status
- Price / BBBEE

7. Technical

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

7.1 Technical

The technical assessment is based on the criteria set-out below namely (i) key returnable documents, (ii) the experience of the company (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.

Total points 122

Minimum points required 73 which is 60%

(i) KEY RETURNABLE DOCUMENTS	Total Points	Criteria	Description of Criteria	Points
A	22	Original or Certified Copy of BBBEE Certificate	Points will only be allocated for key returnable documents submitted	4
		Company registration documents		4
		Current municipal account		4
		Forms A to E completed in full and signed		10
(ii) COMPANY EXPERIENCE	Total Points	Criteria	Description of criteria	Points
B1 Company Experience and Track record for the	50	Five or more projects completed	Points will only be allocated for experience in related projects	50
		Three to four projects completed		30
		One to two project completed	Project information	10

supply of aerial photography			contained elsewhere in the tender submission will not be considered.	
Production of DVD and Videos	Total Points	Criteria	Description of criteria	Points
Company has produced DVD and Videos for clients	10	Five or more projects completed	Points will only be allocated for experience in related projects Project information contained elsewhere in the tender submission will not be considered.	10
		Three to four projects completed		5
		One to two project completed		3
(iii) Contactable references	Total Points	Criteria	Description of criteria	Points
B2 Contactable reference (on client letter head) for the supply of aerial photography	40	Five or more satisfactory references	Points will only be allocated for references on similar projects as listed in the scheduled requested References must be on the client's letterhead or on a document stamped by the client and must confirm the project description, services rendered in order to obtain the points. If any of the required information does not appear in the reference, zero points will be awarded.	40
		Only three to four satisfactory references		30
		Only one to two satisfactory references		10

7.2 BBEE Status

Having completed a technical evaluation, points will be awarded for empowerment (BBEE), in accordance with the Preferential Procurement Regulations 2017 published in Government Gazette No. 40553 dated 20 January 2017. The 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:

- 7.2.1 “B-BBEE status level of contributor” means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act (Act No.53 of 2003).
- 7.2.2 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.
- 7.2.3 An EME must submit a sworn affidavit confirming the following:
- Annual Turnover Revenue of R10 million or less; and
 - Level of Black ownership
 - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 7.2.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 7.2.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 7.2.6 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.
- 7.2.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for.
- 7.2.8 A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.

7.3 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:

- 80 points are assigned to price
- Up to 20 points are assigned to BBBEE 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

8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The words AERIAL PHOTOGRAPHY must be written / typed clearly on the envelope. The envelope must be deposited in the tender box at the Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (formerly known as President) and Newtown only between the hours of 08H00 and 12H00.

The RFQ closes at 12h00 on Thursday, 13th December 2018

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

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

Queries can be addressed in writing to:
Alice Moloto
E-mail: amoloto@jda.org.za

ANNEXURE A: BUSINESS DECLARATION

Tender/RFP Number:

Tender/RFP Description:

Name of Company:

Contact Person:

Postal Address:

.....

Physical Address:

.....

Telephone Number:

Fax Number:

Cell Number:

E-mail Address:

Company/enterprise Income

Tax Reference Number :

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

VAT Registration Number:

Company Registration Number:

1. Type of firm

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

(Tick one box)

2. Principal business activities

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

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

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

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

5. Did the firm exist under a previous name?

- Yes
- No

(Tick one box)

If yes, what was its previous name?

.....

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

Full Time :

Part Time :

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

Full Time :

Part Time :

8. What is the enterprise's annual turnover for the last 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 authorise you to pay any amounts which may accrue to me/us to the credit of my/our account with the mentioned bank.

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

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

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

BANK :

BRANCH :

BRANCH CODE :

ACCOUNT NUMBER :

ACCOUNT HOLDER :

TYPE OF ACCOUNT :

CONTACT PERSON :

CONTACT NUMBER :

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

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

SIGNATURE :

NAME IN FULL :

CAPACITY :

DULY AUTHORIZED TO SIGN ON BEHALF OF:

DATE :

COMPANY STAMP

ANNEXURE B: DECLARATION OF INTEREST

1. No bid will be accepted from persons in the service of the state*.

2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

3. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
 - 3.1 Full Name:
 - 3.2 Identity Number:
 - 3.3 Position occupied in the company (director, trustees, shareholder**)
 - 3.4 Company Registration Number:
 - 3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

3.8 Are you presently in the service of the state* **YES / NO**
If yes, furnish particulars

.....
.....

3.9 Have you been in the service of the state for the past twelve months? **YES / NO**
If yes, furnish particulars

.....
.....

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

.....
.....

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

If yes, furnish particulars
.....
.....

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

If yes, furnish particulars
.....

.....

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

If yes, furnish particulars

.....

.....

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

YES / NO

If yes, furnish particulars

.....

.....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

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

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

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

Item	Question	Yes	No
------	----------	-----	----

4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (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)?	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? (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"/>
4.4.1	If so, furnish particulars:		
4.2.1	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:		
Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		

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 cont.

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

*** Organ of State means-

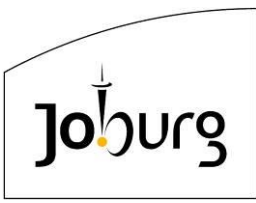
- ◆ a) a national or provincial department;
- ◆ b) a municipality;
- ◆ c) a constitutional institution defined in the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- ◆ d) Parliament;
- ◆ e) a provincial legislature;
- ◆ f) any other institution or category of institutions included in the definition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

.....
Signature
(of person authorised to sign on behalf of the organisation)

.....
Position

.....
Name of Bidder

.....
Date



a world class African city



ANNEXURE E: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

Aerial photography of the JDA Developments

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