



City of Johannesburg  
Johannesburg Development Agency

No 3 Helen Joseph Street  
The Bus Factory  
Newtown  
Johannesburg, 2000

PO Box 61877  
Marshalltown  
2107

Tel +27(0) 11 688 7851 (O)  
Fax +27(0) 11 688 7899/63  
E-mail: info@jda.org.za

[www.jda.org.za](http://www.jda.org.za)  
[www.joburg.org.za](http://www.joburg.org.za)

## INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR GARDENING AND CLEANING SERVICES	
ADVERT DATE:	17 AUGUST 2020
COMPULSORY BRIEFING MEETING	not applicable
CLOSING DATE:	24 AUGUST 2020
	CLOSING TIME: 12H00
RFQ DESCRIPTION:	RE ADVERTISEMENT - RFQ –PROVISIONING OF CLEANING, GARDENING AND AD-HOC SERVICES FOR NEWTOWN MAINLY MARY FITZGERALD SQUARE AND NEWTOWN PRECINCT PARK FOR 2 MONTHS
RFQ NUMBER:	JDADF/CLN&GRDN/NEWTOWN/002/2020

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)

<sup>1</sup>  MSCM Regulations: “in the service of the state” means to be –

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

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

Department: Procurement  
Tel: 011 688 7811

Contact Person:  
Fax: 011 688 7899

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

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

Department: Development Facilitation  
Tel: 011 688 7810

Contact Person:  
Fax: 011 688 7899

Mrs Mmatsie Mashao  
[E-mail: mmashao@jda.org.za](mailto:mmashao@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)**

RFQ NUMBER: .....

RFQ DESCRIPTION: .....

NAME OF BIDDER: .....

POSTAL ADDRESS: .....

PHYSICAL ADDRESS: .....

.....

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

CELLPHONE NUMBER: .....

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

E-MAIL ADDRESS: .....

VAT REGISTRATION NUMBER: .....

NCSD SUPPLIER NUMBER: MAAA.....

COMPANY REGISTRATION NUMBER: .....

TAX VERIFICATION PIN: .....

TOTAL BID PRICE: ..... including Value Added Tax

TOTAL BID PRICE in words :

.....

.....

..... including 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**

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## **SUPPLIERS DATABASE REGISTRATION**

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

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

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

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

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

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

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

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

Ms. Kgadi Mphela on 011 688 7813

**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 service provider whose tax matters are not in order with the SARS.
  - No award will be made to a service provider who is not registered on the National Treasury Central Supplier Database.
  - An original and valid BBEE 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 latest municipal account in the name of the bidder or alternatively in the names of the directors / partners of the bidding entity must be submitted.
  - Price(s) quoted must be valid for at least thirty (30) days from date of your offer.
  - Price(s) quoted must be firm and must be exclusive of VAT.
  - If the price quoted is above R 30 000.00 – R 200 000.00 (inclusive of VAT) ONLY, the quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Regulations 2017 published in Government Gazette No. 40553 dated 20 January 2017

**NB: THE RFQ WILL BE EVALUATED ON AN 80/20 PREFERENCE POINT SYSTEM, MEANING BIDS RECEIVED ABOVE R 200 000.00 (inclusive of VAT) WILL NOT BE CONSIDERED ON PRICE & BBEE.**

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

**Request for Quotation: Provision of Cleaning, gardening and ad-hoc general services for the Newtown Precinct including the Mary Fitzgerald Square and Newtown Park for 2 Months**

To all our stakeholder

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

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

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

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

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

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

- Toll free number..... 0800 002 587
- Toll free Fax ..... 0800 007 788
- SMS (charged @ R1.50)..... 32840
- Email Address: [anticorruption@tip-offs.com](mailto:anticorruption@tip-offs.com)
- Web site: ..... [www.tip-off.com](http://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.

## **1. INTRODUCTION**

Johannesburg Development Agency (JDA) is responsible for the management and operations of a portion of the. The Newtown Improvement District (NID) is crucial stakeholders in Newtown their main role is to ensure the area is safe and clean once the NID becomes fully functional Area based management operations will be managed by them. The functionality of the precinct including its cultural programmes and events require a clean, safe and secure environment to improve use of space for recreational purposes. The service provider will be required to provide cleaning services primarily but not limited to Mary Fitzgerald Square and Newtown Park as well as the peripheries of these City owned sites. Due to the current COVID-19 pandemic JDA requires all bidders to ensure PPE compliance, to deem the successful bidder fully operational JDA requires the company to be a registered member of any regulatory bodies for cleaning in South Africa such as the National Cleaning Association of South Africa (NCCA) and BEECA to name a few accreditation will be required for the duration of the contract. To ensure the cleanliness of the facilities the following scope of work should be adopted.

## **2. PROJECT INFORMATION**

### **2.1. Background**

The JDA is requesting Quotations from Cleaning / Gardening Service Providers for the provision of Request for Quotation: Provision of Cleaning and gardening and ad-hoc general services for Newtown Precinct mainly Mary Fitzgerald Square and Newtown Park. The appointment period envisaged is for twelve (2) months.

The JDA will welcome all Quotations which will cover the requirements as set out in this documentation.

The Newtown Precinct currently has security services appointed by the JDA and the appointed tenders is required to work hand in hand to ensure the precinct is kept clean and safe.

## **3. SCOPE OF WORK**

The scope of works required are defined under the follow categories below:

- Personnel on full personnel protective equipment (PPE)
- Services and Functions
- Precinct Focus Area
- Cleaning and Gardening Schedule
- Equipment and Materials

### **3.1. Personnel**

The service provider must provide the following personnel dedicated to the project:

**TABLE 1**

<b>Personnel Type</b>	<b>Number</b>	<b>Frequency</b>
Cleaning	6	Per Day
Gardening	4	Per Day
Site Management / Oversight	1	For Daily / Weekly Oversight / All Site Operational Queries

Account / Client Management	1	For Monthly Project Meetings / Account Queries
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### 3.2. Services and Functions

The service provider must provide the following Services and Functions:

**TABLE 2**

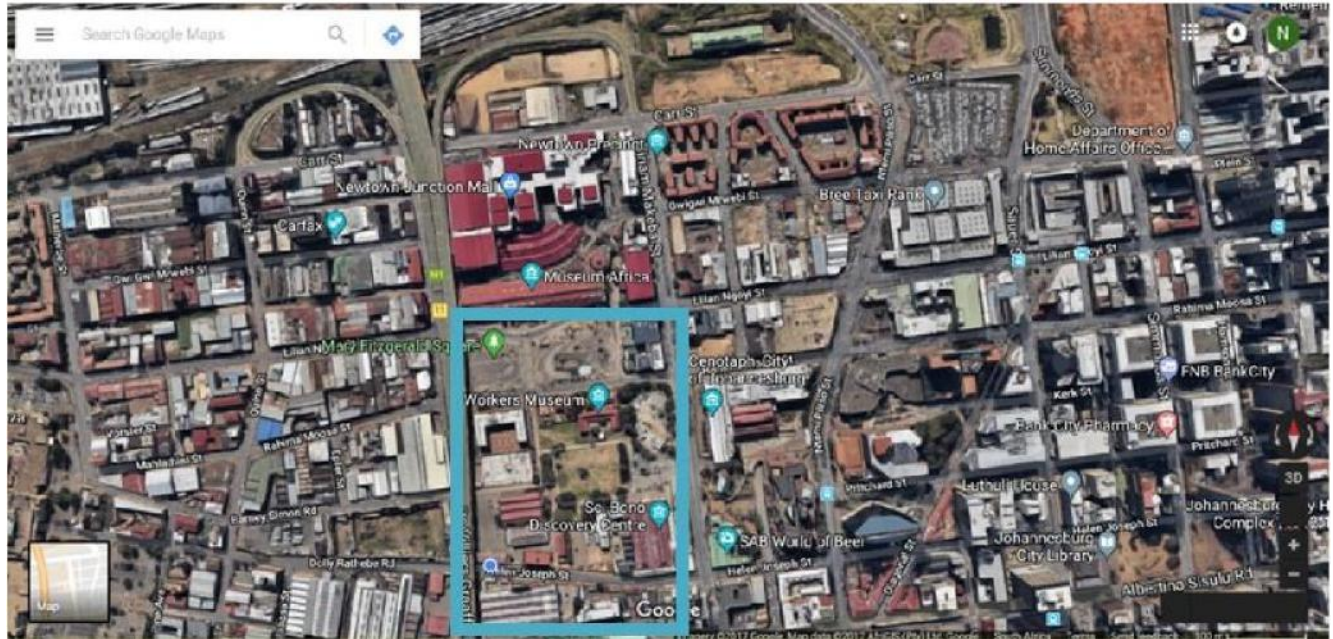
Resource Type	Duties	Occurrence	Location
Cleaners	<ul style="list-style-type: none"> <li>Cleaners are expected to ensure that the broader precinct is free from litter and is in good order in the public realm on streets, pavements</li> <li>Cleaners are required to remove and clean any spills</li> </ul>	Weekdays Weekends Public holidays	The service providers' primary focus is Newtown Precinct Park and Mary Fitzgerald Square; however, services are not limited as
Gardeners	<ul style="list-style-type: none"> <li>Cleaning illegal dumping areas</li> <li>Sand removal on pavements</li> <li>Weeds removal</li> <li>Regular Pavement washing</li> <li>Grass-cutting at Newtown Park and Mary Fitzgerald Square</li> <li>Pavement Reinstatement on Mary Fitzgerald Square</li> <li>Tree felling</li> <li>Planting and other gardening required</li> </ul>	Weekdays Weekends Public holidays	services may extend to the broader precinct.

<p>Site Management / Oversight</p>	<ul style="list-style-type: none"> <li>• to ensure that quality services are rendered on a daily basis and as when required</li> <li>• to coordinate site cleaning in line with the requirements of the ABM&amp; PMC using the agreed cleaning schedule</li> <li>• to act as Operational interface between the cleaning company and the Area Based Management and Place Making Coordinator (ABM&amp; PMC) who represents the JDA</li> <li>• to be aware of cleaning and gardening environment and advise the ABM&amp; PMC of any adverse situations</li> <li>• to advise the JDA of any significant deterioration of the cleaning environment and in consultation with the ABM&amp; PMC recommend actions to minimise health risk</li> <li>• to provide the ABM&amp; PMC with monthly reports of the cleaning, landscaping and –ad-hoc services provided and attend all Newtown Improvement District Cleaning and Security meetings.</li> <li>• to ensure that all additional requests from the ABM&amp; PMC are executed</li> <li>• To attend monthly meetings will be schedule and conducted by ABM&amp; PMC of the JDA</li> </ul>	<p>NOTE: If the service provider does not provide a monthly report no payment will be made.</p>	
<p>Account / Client Management</p>	<ul style="list-style-type: none"> <li>• to act as Account interface between the cleaning company and the Area Based Management and Place Making Coordinator (ABM&amp; PMC) who represents the JDA</li> <li>• To attend monthly meetings will be schedule and conducted by ABM&amp; PMC of the JDA</li> </ul>		



### 3.3. Precinct Focus Area

The image below is of the Newtown precinct. The focus area for the service providers are indicated below. The service provider will be required to agree with the client on the allocation of resources within this demarcated precinct and provide co-coordinative support with other service providers operating in the broader Newtown precinct.



### 3.4. Cleaning and Gardening Schedule

The below table outlines a draft cleaning works the service provider is to follow when carrying out duties in the precinct in the morning from 07:30 until 16:00 in the afternoon.

Note that this table services as a guideline for the preparation of a final agreed version to form an Annexure to the Signed Contract.

Area	Minimum Activities include the Following	Daily (Morning from and Afternoon)	Weekly	As needed
Museum Africa	Remove trash to designed disposal area and empty wastebaskets: <ul style="list-style-type: none"> <li>• Sweeping and vacuuming paving</li> <li>• Grass Cutting</li> <li>• Empty wastebaskets and remove trash to designed disposal area</li> <li>• Remove weeds</li> </ul>	X		
Mary Fitzgerald square	<ul style="list-style-type: none"> <li>• Sweeping and vacuuming paving</li> <li>• Grass Cutting</li> <li>• Empty wastebaskets and remove trash to designed disposal area</li> <li>• Remove weeds</li> <li>• Weed removal</li> <li>• waste picking</li> </ul>	X		
Newtown Park	<ul style="list-style-type: none"> <li>• Grass Cutting</li> <li>• Weed removal</li> <li>• Vacuuming dead leaves</li> <li>• Pruning trees and flowers near the old Market Theatre building</li> <li>• Garden landscaping</li> <li>• Top-dressing and Planting new grass/lawn where the grass is dead</li> <li>• Deep cleaning – Urine odour and removing Faeces</li> <li>• Waste picking</li> </ul>	X	X	
Vuyani Dance Grass area	<ul style="list-style-type: none"> <li>• Cutting grass</li> <li>• Removing weeds</li> <li>• Vacuuming dead leaves</li> <li>• Cutting small trees and shrubs.</li> <li>• Removing weeds</li> <li>• Pruning trees</li> <li>• Empty wastebaskets and remove trash to designed disposal area</li> <li>• Deep cleaning – Urine odor and removing faeces and</li> <li>• waste picking</li> </ul>	X	X	
Sci-Bono Parking area	<ul style="list-style-type: none"> <li>• Remove trash to designed disposal area and Empty wastebaskets.</li> </ul>	X		

Area	Minimum Activities include the Following	Daily (Morning from and Afternoon)	Weekly	As needed
Streets of Helen Joseph, Miriam Makeba, Lilian Ngoyi, Henry Nxumalo and Albertina Sisulu	<ul style="list-style-type: none"> <li>• Empty wastebaskets and remove trash to designed disposal area</li> <li>• Removing weeds</li> <li>• Grass Cutting</li> <li>• Weed removal</li> <li>• Vacuuming dead leaves</li> <li>• Pruning trees and flowers near the old Market Theatre building</li> <li>• Garden landscaping</li> <li>• Top-dressing and Planting new grass/lawn where the grass is dead</li> <li>• Deep cleaning – Urine odour and removing Faeces</li> <li>• Waste picking</li> </ul>	X		
Installment of manhole covers at Mary Fitzgerald Square and Newtown Precinct Park	<ul style="list-style-type: none"> <li>• Installment of manhole covers</li> </ul>			X
General	<ul style="list-style-type: none"> <li>• Collect trash and dump it at the landfill</li> <li>• Collect recyclable materials</li> </ul>			X

### 3.5. Equipment and Materials

The list below outlines the cleaning and gardening equipment the service provider is expected to provide.

All Cleaning and gardening equipment must be on site daily the service provider must make its own rental arrangement to store the equipment in the precinct at the Workers Museum.

Note that this list services as a guideline for the preparation of a final agreed version to form an Annexure to the Signed Contract.

No	Equipment	Expected Use
1	Weed removal chemical	As & when required
2	Lawn mower	As & when required
3	Plastic bags	Daily
4	Deep cleaner 5L	As & when required
5	Yard machine leaf blower	Daily
6	Dustpans and brooms	Daily
7	General tools for cleaning, gardening maintenance of public spaces	As & when required

### 3.6. Notes

- 3.6.1. Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 3.6.2. Tenderers are required to take cognisance of the role of the other professionals and work coherently with them where required.
- 3.6.3. The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.
- 3.6.4. Successful tenderers will be required to sign the JDA’s Standard Agreement and appendices which are attached as Annexure I for information purposes.
- 3.6.5. Tenderers must note that they will be required as and when necessary to attend (a) presentations to JDA, COJ, and stakeholders; (b) design, progress / site meetings and inspections; and (c) consultations with relevant persons and authorities including site visits. This needs to be taken into consideration in the tenderer’s fee Quotation.

### 3.7. PRICING

Detailed below is information upon which fees must be based on independent Quotations on each professional service:

- Tenderers are to replicate the table BELOW and submit as part of their detailed fee Quotation [which Quotation must show pricing as requested for each of the items] and the total fee for must be carried to the “Offer” page.
- Detailed below is information upon which fees must be based.

No. Of Resources	Cleaning and Gardening Team Must be of Full PPE & Uniform	Fee/Amount including VAT per Month	Total (2 Months)
6	Cleaners	R	R
4	Gardeners	R	R
1	Site Management / Oversight	R	R
1	Account / Client Management	R	R
<b>Sub Total (A)</b>		R	R
As indicated on item 3.5 above	<b>Equipment and material</b>	R	R
<b>Sub Total (B)</b>		R	R
<b>TOTAL FEE (A+B)</b>		R	R

**Bidders are required to price as per table above.**

**Failure to price as required will result in the tender being disqualified for non-compliance.**

### 3.8. Notes

- 3.8.1. Tenderers must ensure that the final TOTAL FEE (A + B) is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services for the complete project period. Failing to price as required per item 3 above will result in the tender being disqualified.
- 3.8.2. Fees must include standard disbursements such as typing, drawings, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.
- 3.8.3. Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes
- 3.8.4. The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.
- 3.8.5. Tenderers must note that they will be required as and when necessary to attend (a) presentations to JDA, and stakeholders; (b) site meetings and inspections; and (c) consultations with relevant persons and authorities including site visits. This needs to be taken into consideration in the tenderer’s fee proposal.
- 3.8.6. Successful tenderers will be remunerated in accordance with JDA’s Standard Form Agreement, Appendix 4 which is included under Annexure I for information purposes.

## 4. QUOTATION 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 Quotation. It must clearly indicate the **relevant** previous experience, capability, and capacity 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:

- 4.1. **THE “OFFER” PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.**
- 4.2. **Tenderers are required to submit a detailed fee Quotation based on the requirements set out in item 3 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE “OFFER” PAGE. Any bidder who fails to do so will be disqualified.**
- 4.3. **A valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

An EME must submit a sworn affidavit confirming the following:

- Annual turnover revenue of R10 million or less; and

- **Level of black ownership**

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

- 4.4. Company registration documents and a copy of a valid tax compliance status (CTS) letter issued by SARS. No tender will be awarded to a bidder whose tax matters are not in order with SARS at the time of award.**
- 4.5. A certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value per claim in an insurance period, the applicable excess, and the expiry date. A minimum cover of R1m is required for this project.**
- 4.6. A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. If not applicable, an affidavit to this effect is required. Copies of lease agreements or accounts with lessors will NOT be accepted.**
- 4.7. Audited financial statements for the past two years.**
- 4.8. Details of directors / partners / members and shareholders with certified copies of their identity documents.**
- 4.9. The forms A to G annexed, must be scrutinized, completed in full and signed.**
- 4.10. Complete in full all information required on Annexure G : Organogram**

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

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

- For each resource indicated on Annexure G.
  - Role/s and responsibility/ies on this project
  - Relevant qualifications and attach proof hereof
  - Number of years of relevant experience in the industry and in the proposed role
  - CV's for each member of the team noting their specific relevant project experience [project description, role and responsibilities, project value]
  - **Please indicate any project experience on cleaning, gardening and ad-hoc services of public open spaces**

**4.11. Complete in full all information required on Annexure H: Schedule of Completed Contracts/Projects**

- List projects completed by the bidding entity in the past 5 years (2015 to 2019) of a similar nature and scale to this project, i.e. Cleaning, gardening and ad-hoc services of public open spaces. The following details must be included on the schedule:
  - **Description of the project**
  - **Service rendered**
  - **Name of employer / client and their representative's contact details (CONTACTABLE)**
  - **Cost of the project/services**
  - **Fee obtained for services**
  - **Date of completion**
  - **Letter of reference on the client's letterhead or with the client's company stamp that confirms project scope of work, service rendered and project value**
  - Supporting contactable references documentation must be provided
    - References must be for COMPLETED projects only.

- References must be on the client's letterhead or on a document with the client's company stamp and signed by the client. The letter / document must confirm:
- The name of the project / description of the project a description of the services rendered (must be clear that the service rendered is aligned to the service being tendered)
- A rating of the service rendered (e.g. good, satisfactory, poor etc. and not just state that the bidder was involved in the project or that they completed the project).

#### 4.12. NOTE:

4.12.1. Letters of appointment or completion certificates will NOT be accepted as reference letters, NOR will letters from other consultant's on the project serve as reference letters. Only letters from the client or documents signed and stamped by the client will be accepted.

4.12.2. Information contained elsewhere in the submission and / or on other schedules will NOT be considered. Only the information entered on Annexure H will be considered as previous experience and only reference letters related to the projects listed on Annexure G will be considered as supporting documentation.

4.13. Tenderers are to submit 2 copies of their Quotation (1 original plus 1 copy).

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 4.1 and 4.2 WILL RESULT IN TENDERERS BEEN DISQUALIFIED FOR NON-COMPLIANCE.**

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 4.3 TO 4.11 WILL RESULT IN TENDERERS BEEN NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.**

#### 4.14. Note for consortium and joint ventures

- A lead consultant is to be appointed and noted in the submission. JDA will conclude a contract with the lead consultant
- Only the lead consultant is to submit the requisite documents and / or information as requested in items 4.2 to 4.9
- Item 4.11 MUST be addressed by each member of the consortium / joint venture
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their **consolidated** BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

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

## 5. ASSESSMENT CRITERIA

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

- Compliance
- Technical
- Price / BBBEE

- Risk Tolerance

## 5.1. Compliance

Bidders will be disqualified in the following instances:

- > If any of its directors are listed on the register of defaulters;
- > In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- > Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- > Bidders whose tender document has been completed in pencil;
- > Bidders whose document has been faxed;
- > Bidders whose tender document has been received after the closing time;
- > Bidders whose tender document has not been deposited in the tender box at the time of closing;
- > Bidders who fail to price as required i.e. as stipulated in item 3 herein;
- > Bidders who did not comply with any other requirement as set out in the tender specifications;
- > Bidders who failed to attend the compulsory tender briefing session;
- > Bidders who have any directors in the employment of the state;
- > No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS);
- > No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD);
- > Failure to (i) replicate the tables under section 3, (ii) carry the total to the offer page, and (iii) provide a detailed fee Quotation (which indicates ALL items (a) to (d) above) will result in the tender being disqualified for non-compliance. Fees based on an hourly rate will NOT be compliant.

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

## 5.2. Technical

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

- > (i) Key returnable documents
- > (ii) Capability of proposed key team members (i.e. experience, qualifications as per Item 4.10 above) and
- > (iii) The experience of the company (i.e. gardening and ad-hoc general services as per Item 4.11 above).
- > (iv) Contactable reference letters in the letter head of the client (stamped or signed)

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

The minimum points for the **159 points [out of a possible 266] which translates to 60%**

Variables	Total Points
<b>Part A: KEY RETURNABLE DOCUMENTS</b>	<b>16</b>
<b>Part B: CAPABILITY OF PROPOSED TEAM MEMBER</b>	<b>50</b>
<b>Part C: COMPANY EXPERIENCE</b>	<b>100</b>



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<b>Part D: CONTACTABLE REFERENCE LETTERS</b>	<b>100</b>
<b>Total</b>	<b>266</b>
<b>60% Technical Threshold</b>	<b>159</b>

**Part A: KEY RETURNABLE DOCUMENTS**

(i) KEY RETURNABLE	Total Points	Criteria	Description of criteria	Points
A	16	Valid BBBEE status level certificate		N/A
		Company registration documents		N/A
		CTS letter from SARS		N/A
		Current municipal rates account / affidavit		N/A
		Proof of registration with the relevant accreditation body (valid)		N/A
		Annexure A – H completed in full and signed		16
(ii) KEY PERSONNEL	Total Points	Criteria	Description of criteria	Points
B  Detailed CV demonstrating experience of Site Manager in cleaning and gardening services and managing public open spaces (MUST BE projects of similar nature)	50	Site Manager of public open spaces (lead)  CV must show projects, values, roles played and period.  If any information is not contained in the CV or Annexure G then zero points will be awarded	Greater than 5 years proven work experience as Site Manager of similar projects	50
			Between than 3-5 years proven work experience as Site Manager of similar projects	30
			Between than 1-3 years proven work experience as Site Manager of similar projects	15

Points will only be allocated for demonstration of experience on similar projects.

If any of the following information is not provided, zero points will be awarded:

- CV's provided must be as per the resources recorded on the organogram
- CV's must clearly show project experience and number of years' experience
- CV's must clearly show the role executed by the resource on said projects

**Part C: COMPANY EXPERIENCE (COMPLETED PROJECTS IN THE PAST 5 YEARS)**

(iii) COMPANY EXPERIENCE	Total Points	Criteria	Description of criteria	Points
C		Five or more projects	Points will only be allocated for cleaning and gardening services in precincts /	100
		Three to four projects		75

<p>The experience of the company with a Track record on provisioning of Cleaning, gardening and ad- hoc services in public open space (MUST BE projects of similar nature)</p>	<p>100</p>	<p>One to two projects</p>	<p>related reference letter on projects as listed in part D below.</p> <p><b>NB:</b>  <b>Information provided and documented as proof must match below and above i.e. part C &amp; D, and failing which, zero points.</b></p>	<p>50</p>
--	------------	----------------------------	---	-----------

**Part D: CONTACTABLE REFERENCE LETTERS**

(iv) CONTACTABLE REFERENCES	Total Points	Criteria	Description of criteria	Points
<p>D</p> <p>The reference letters of the company must showing a Track record on provisioning of Cleaning, gardening and ad- hoc services in public open space similar to item C above</p>	<p>100</p>	<p>Five or more satisfactory projects</p>	<p>Points will only be allocated for cleaning and gardening services in precincts / related projects as listed in part C above.</p>	<p>100</p>
		<p>Three or Four satisfactory projects</p>		<p>75</p>
		<p>One or Two satisfactory projects</p>	<p>References <b>must</b> be on a clients letterhead with the client’s company stamp / signature stating the project description, the duration (start and end date) and value.</p> <p><b>NB:</b>  <b>Information provided and documented as proof must match above and below i.e. part C &amp; D, and failing which, zero points.</b></p>	<p>50</p>

**5.3. 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 up to R50 million

- 80 points are assigned to price
- Up to 20 points are assigned to BBBEE status per the table under item 7.3.1

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

### 5.3.1. Points awarded for BBEE status level

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

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

Notes:

- 5.3.1.1 “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).
- 5.3.1.2 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 BBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBEE.**
- 5.3.1.3 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.
- 5.3.1.4 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.
- 5.3.1.5 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.
- 5.3.1.6 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.
- 5.3.1.7 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.

5.3.1.8 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.

### 5.3.2 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

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

above.

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

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

**“READVERTISEMENT OF RFQ - PROVISIONING OF CLEANING, GARDENING AND AD-HOC SERVICES FOR NEWTOWN MAINLY MARY FITZGERALD SQUARE AND NEWTOWN PRECINCT PARK FOR 2 MONTHS, RFQ NUMBER: JDADF/CLN&GRDN/NEWTOWN/002/2020** must be written / typed clearly on the envelope.

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

**The Tender closes at 12H00 on 24 August 2020.**

**NO LATE / ELECTRONIC TENDERS WILL BE ACCEPTED OR CONSIDERED.**

**ANNEXURE A: BUSINESS DECLARATION**

**Tender/RFQ Number:** .....

**Tender/RFQ Description:** .....

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

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

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

.....

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

.....

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

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

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

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

**Company/enterprise Income**

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

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

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

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

**1. Type of firm**

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

(Tick one box)

**2. Principal business activities**

.....

.....  
.....

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

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

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

5. Did the firm exist under a previous name?

- Yes
- No

(Tick one box)

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

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

Full Time : .....

Part Time : .....

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

Full Time : .....

Part Time : .....

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

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

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

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





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

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

**SIGNATURE** : .....

**NAME IN FULL** : .....

**CAPACITY** : .....

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

**DATE** : .....

**COMPANY STAMP**

**ANNEXURE B : DECLARATION OF INTEREST**

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

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

3.1 Full Name: .....

3.2 Identity Number: .....

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

3.4 Company Registration Number: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

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

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....

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

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

.....

**Signature**

.....

**Position**

.....

.....

Name of Bidder

Date

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

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

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

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury’s database as a company or person prohibited from doing business with the public sector? <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>	Yes	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:		
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	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	No
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	No
4.6.1	If so, furnish particulars:		

CERTIFICATION

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

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

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

Signature

Position

Name of Bidder

Date

.....

.....

.....

.....

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

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

EMPLOYER	ROLE	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

\*\*\* Organ of State means-

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

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

.....  
 Position

.....  
 Name of Bidder

.....  
 Date

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

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

EMPLOYER	ROLE	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

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

.....  
 Position

.....  
 Name of Bidder

.....  
 Date



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

I, the undersigned, in submitting the accompanying bid:

*For*  
**RE ADVERTISEMENT - RFQ –PROVISIONING OF CLEANING, GARDENING AND AD-HOC SERVICES FOR NEWTOWN MAINLY MARY FITZGERALD SQUARE AND NEWTOWN PRECINCT PARK FOR 2 MONTHS** in response to the invitation for the bid made by:

*Johannesburg Development Agency*

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

I certify, on behalf of:

(Name of Bidder)

that:

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

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

.....  
**Signature**

.....  
**Position**

.....  
Name of Bidder

.....  
Date

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

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

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

**B Bid Information**

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

**C Documents to be attached**

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

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

.....  
.....

Signature:

Date:

**ANNEXURE H : ORGANOGRAM THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 5.2 HEREIN**

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for as per 5.10 and 5.2 herein.

DESIGNATION	NO.	NAME AND NATIONALITY	SUMMARY OF QUALIFICATIONS <i>(as per proof of qualification provided)</i>	EXPERIENCE <i>(in particular experience of projects where co-production in planning and design phase have been)</i>
Cleaner	1			
Cleaner	2			
Cleaner	3			
Gardener	1			
Gardener	2			
Site Manager	1			

**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.**

.....  
**BIDDER NAMES IN FULL**

.....  
**NAME & SURNAME OF DIRECTOR**

.....  
**SIGNATURE AND DATE**