



## REQUEST FOR PROPOSALS

### YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

ADVERT DATE: 11 DECEMBER 2020

**DUE TO THE COVID-19 PANDEMIC, A TENDER BRIEFING SESSION WILL NOT TAKE PLACE. QUERIES ON THE BID TO BE FORWARDED TO [MRKABE@JDA.ORG.ZA](mailto:MRKABE@JDA.ORG.ZA) OR [SGCOBO@JDA.ORG.ZA](mailto:SGCOBO@JDA.ORG.ZA). QUESTIONS AND ANSWERS WILL BE UPLOADED ON THE JDA WEBSITE.**

CLOSING DATE: 19 JANUARY 2021

CLOSING TIME: 12H00

BID NUMBER: JDADFP/TWNPLN-LENESIA/003/2020

BID DESCRIPTION: RFP - APPOINTMENT OF TOWN PLANNERS FOR THE LENASIA SCHOLAR TRANSPORT PLANNING OVER 24 MONTHS.

BID DOCUMENTS MUST BE DEPOSITED IN THE TENDER BOX SITUATED AT:  
Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), the Bus Factory, Newtown, Johannesburg, 2000

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

**You are advised to arrive at least 10mins early for parking and COVID-19 Screening procedures. No mask, no entry.**

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

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

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

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

Department: Procurement - Contact Person: Siyambonga Gcobo  
Tel: 011 688 7851 E-mail: [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za)

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

Department: Development Planning and Strategy Contact Person: Manyedi Rakabe  
Tel: 011 688 7851 E-mail: [mrakabe@jda.org.za](mailto:mrakabe@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)**

<b>BID / RFP NUMBER</b>	JDADFP/TWNPLN-LENESIA/003/2020			
<b>BID / RFP DESCRIPTION</b>	RFP - APPOINTMENT OF TOWN PLANNERS FOR THE LENASIA SCHOLAR TRANSPORT PLANNING OVER 24 MONTHS.			
<b>NAME OF BIDDER</b>				
<b>POSTAL ADDRESS</b>				
<b>STREET ADDRESS</b>				
<b>TELEPHONE NUMBER</b>	<b>CODE</b>		<b>NUMBER</b>	
<b>CELLPHONE NUMBER</b>				
<b>VAT REGISTRATION NUMBER</b>				
<b>CSD SUPPLIER NUMBER</b>				
<b>COMPANY REGISTRATION NUMBER</b>				
<b>TAX VERIFICATION PIN</b>				
<b>TOTAL BID PRICE excluding Value Added Tax</b>	R			
<b>TOTAL BID PRICE in WORDS excluding Value Added Tax</b>				
<b>BIDDING COMPANY'S CONTACT PERSON and EMAIL:</b>				
<b>SIGNATURE OF BIDDER</b>				
<b>CAPACITY UNDER WHICH THIS BID IS SIGNED</b>				
<b>DATE</b>				



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



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



**PLEASE INSERT VALID PROOF OF SACPLAN  
REGISTRATIONS HERE**



## **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)

1. During the transitional period suppliers are requested to register on the website where all their essential information such as Tax Clearance Certificates, VAT, and 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 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.

### **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:**

Mr. Siyambonga Gcobo on 011 688 7851



To all our stakeholders

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

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

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

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

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

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

- Toll free number.....0800 002 587
- Toll free Fax .....0800 007 788
- SMS (charged @ R1.50).....32840
- Email Address:.....anticorruption@tip-offs.com
- Web site:.....www.tip-off.com
- Free post:.....Free post, KNZ 138, Umhlanga, 4320



Let's join hands to take up the Fight against Fraud and Corruption in our society.



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## DECEMBER 2020





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## **COPY OF ADVERT**

### **TENDERING PROCEDURES**

#### **Tender Notice and Invitation to Tender**

#### **RFP - APPOINTMENT OF TOWN PLANNERS FOR THE LENASIA SCHOLAR TRANSPORT PLAN OVER 24 MONTHS.**

The Johannesburg Development Agency requests proposals from suitably qualified and experienced town planners to render statutory planning related services for the assessment of zoning and land readiness conditions across a number of possible sites in Lenasia to explore the feasibility of creating a Scholar Transport Facility.

Queries relating to procurement matters may be addressed to Siyambonga Gcobo at tel: (011) 688 7851; fax (011) 688 7899; or e-mail: [sgcobo@jda.org.za](mailto:sgcobo@jda.org.za)

Technical queries or queries relating to the project may be addressed to Manyedi Rakabe at (011) 688 7815; fax: (011) 688 7899; or e-mail: [mrakabe@jda.org.za](mailto:mrakabe@jda.org.za)

Documents may be downloaded from the JDA website: [www.jda.org.za](http://www.jda.org.za) and e-Tender portal: [www.etenders.gov.za](http://www.etenders.gov.za) on **11 December 2020**. Tenders must only be submitted on the tender document that is downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

**DUE TO THE COVID-19 PANDEMIC, A TENDER BRIEFING SESSION WILL NOT TAKE PLACE. QUERIES ON THE BID TO BE FORWARDED TO [MRAKABE@JDA.ORG.ZA](mailto:MRAKABE@JDA.ORG.ZA) OR [SGCOBO@JDA.ORG.ZA](mailto:SGCOBO@JDA.ORG.ZA). QUESTIONS AND ANSWERS WILL BE UPLOADED ON THE JDA WEBSITE.**

The closing date and time for receipt of tenders is **12:00pm on 19 January 2021**. Telegraphic, telephonic, telex, facsimile, e-mailed and late tenders will not be accepted.

The physical address for the delivery of tender documents is Johannesburg Development Agency, Ground Floor Reception Area, The Bus Factory, 3 Helen Joseph Street (formerly President Street), Newtown 2000.

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

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

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



<b>Project Name:</b>	<b>RFP - APPOINTMENT OF TOWN PLANNERS FOR THE LENASIA SCHOLAR TRANSPORT PLANNING OVER 24 MONTHS.</b>
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**1. SUMMARY**

The Johannesburg Development Agency requests proposals from suitably qualified and experienced town planners to render statutory planning related services for the assessment of zoning and land readiness conditions across a number of possible sites in Lenasia to explore the feasibility of creating a Scholar Transport Facility.

The successful bidder will be required to:

1.2 Conduct a status quo analysis on a range of possible sites for the location of Scholar Transport Facilities to assess:

- (i) Current Zoning and Land Use rights
- (ii) Actual use of land at present
- (iii) Ownership and availability of Title Deeds for Land Parcels
- (iv) Geo-Technical Information and or Surveyor-General information.
- (v) Availability of Electricity, Water and Sanitation connections on site

1.3. Identify and submit any land use management application processes required for the City of Joburg to proceed with construction of the necessary facilities on each identified site.

1.4. Support the work of the Transport Engineer and other professionals on the project team

1.5. Maintain ongoing frequent communication with the City of Joburg Land Use Management Directorate to track applications, deal with public objections, appeals and amendments.

1.6. Support the professional team on stakeholder engagement processes where requested.

1.7 Collate all data and mapping for handover in the requested formats to the Client Department.

<b>Contact Person:</b>	Manyedi Rakabe <a href="mailto:mrakabe@jda.org.za">mrakabe@jda.org.za</a>	Nobuntu Ciko-Duze <a href="mailto:nobuntuc@joburg.org.za">nobuntuc@joburg.org.za</a>
<b>Department</b>	JDA : Project Planning and Facilitation	City of Johannesburg Department of Transportation



## 2. BACKGROUND

The City of Johannesburg is committed to improving its transport system to ensure that a good, safe, reliable transport system is provided by the different modes of transport. Scholar transport is regulated in terms of section 72 of the National Land Transport (NLTA) Act of 2009 and the National Learner Transport Policy (the National Policy) of 2015 which provides norms and standards for the creation of scholar transport and how learners can access schools.

The City of Johannesburg has the following challenge with scholar transport in the Lenasia area:

- Scholar transport vehicles that are not regulated,
- Scholar transport vehicles don't have dedicated holding and exchange facility in this area; and
- Some scholar transport vehicles are not in a good condition to provide public transport services.

The City conducted a study in the 2014/2015 financial year that identified a site in the vicinity of Nirvana Drive / Abubaker Asvat Drive for the construction of a scholar transport exchange facility. However, the scholar transport exchange facility has not been implemented due to a number of challenges and concerns from the Lenasia community.

## 3. PROBLEM STATEMENT

The type of operations that the scholar transport vehicles cause in the Lenasia area is chaotic in the Nirvana Drive / Abubaker Asvat Drive precinct. This is due to no formal public transport or scholar transport facilities that have been allocated for them.

The current situation in Lenasia is unpleasant for young learners and poses a serious safety concern especially to these school learners that make use of the scholar transport services. The learners currently exchange in different vehicles in the vicinity of Nirvana Drive and Abubaker Asvat Drive precinct. There are no traffic calming measures and this area gets congested and crowded with school kids crossing the road to different vehicles and some walking to their destinations.

The manner at which this area operates is of a big concern, which is the reason the City of Johannesburg Transport Department's requires a professional consulting team to investigate other alternatives that will alleviate the overcrowding of the Nirvana Drive / Abubaker Asvat Drive precinct and improve road safety in this area and other areas in Lenasia where there is a high volume of learners that make use of scholar transport services.

#### 4. OBJECTIVE OF THE DEVELOPMENT OF THE SCHOLAR TRANSPORT PLAN

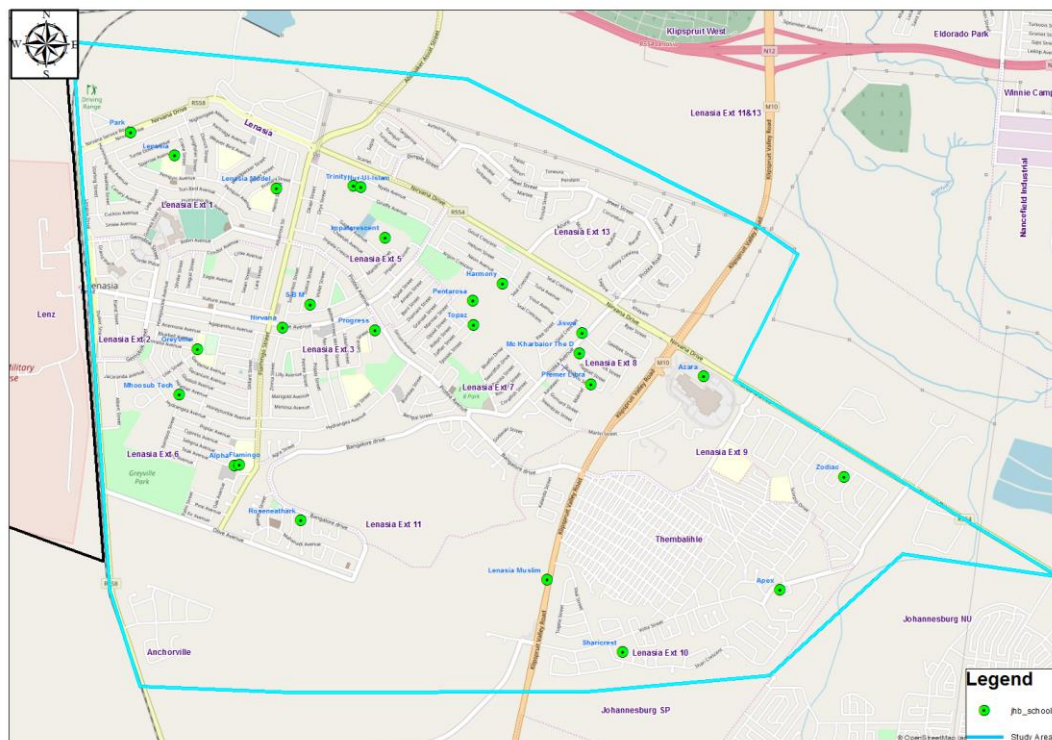
The main objective of this study is to investigate alternatives, for scholar transport operations in the Lenasia area in order to alleviate the pressure in Nirvana Drive / Abubaker Asvat Drive (also taking into account cyclists, walking and people that are physically challenged). In addition, the development of the scholar transport plan must develop a comprehensive approach to make travel to school safe by all learners inclusive of those who walk or cycle to schools within Lenasia.

The anticipated outcomes of the study are as follows:

- To provide a good and safe environment for learners of Lenasia Schools
- To formalise scholar transport services in the Lenasia community.

#### 5. STUDY AREA

The City requires a scholar transport plan be developed for Lenasia area and the boundaries



of the study area are as indicated in Figure 1.

Figure 1: Study area

Since the plan focusses on Lenasia, there may be site visits and meetings taking place in Lenasia. Some of these may occur on a Saturday or a weekday evening. Other project meetings and engagements may take place online using the Microsoft Teams platform or, when necessary, at the offices of the JDA in Newtown Johannesburg or at the City of Joburg Municipality offices in Braamfontein, Johannesburg.

Depending on the COVID-19 National Lockdown restrictions applicable throughout the project, the appointed bidder may be required to meet on a virtual platform and thus will be required to have the necessary online access and hardware available to participate in these.

## 6. PROJECT DURATION

The duration of the project is estimated to be 24 months from the date of the receipt of the Appointment Letter to final output delivery. This is however dependent on project progress and may be extended. Kindly see scope of work required below.

## 7. PROFESSIONAL COMPETENCIES AND EXPERIENCE REQUIRED

It is expected that the service provider will have the following qualifications and experience:

The Senior Town Planner acting as the Project lead will be a Professional Town Planner will need to have;

- A Bachelor's Degree/ B.Tech in Urban/Town and Regional Planning,
- A Valid professional registration with The South African Council for Planners (SACPLAN)
- Demonstrable experience of statutory town planning work including assessment of land use rights and requirements for proposed future development
- Experience of submitting various types of Land Use Management Applications to the City of Joburg Metropolitan Municipality with successful approvals within the past 5 years. This includes Township Establishment, Re-Zoning and Consent Use Applications at a minimum.

The Professional Team criteria are outlined in more detail, further on in this document, in the Technical Competence scoring table, which will be used in the technical evaluation of bids received for this RFP.

## 8. SCOPE OF WORKS

The successful bidder will be required to:

8.1. Conduct a status quo analysis on a range of possible sites for the location of Scholar Transport Facilities to assess:

- a. Current Zoning and Land Use rights
- b. Actual use of the sites at present
- c. Ownership and availability of Title Deeds

- d. Geo-Technical Information and or Surveyor-General information.
- e. Availability of Electricity, Water and Sanitation connections on sites

8.2 Conduct Site Visits when necessary

8.3 Support the work of the Transport Engineer and other professionals on the project team

8.4 Identify and manage all land use management application processes required for the City of Joburg to proceed with construction of the necessary facilities on each identified site.

8.5 Maintain ongoing frequent communication with the City of Joburg Land Use Management Directorate to track applications, deal with public objections, appeals and amendments.

8.6 Support the professional team on stakeholder engagement processes where requested.

8.7 Collate all data and mapping for handover in the requested to the Client Department.

## 9. **DELIVERABLES**

9.1 Inception Document- Interpretation of Brief, Project Process, Project Timelines, Milestone and Deliverables

9.2 Status Quo Analysis providing an assessment of (indicate number of possible sites as maximum):

- a) Current Zoning and Land Use rights
- b) Actual use of the sites at present – to be confirmed by site visits
- c) Ownership and availability of Title Deeds
- d) Existing Geo-Technical Information and or Surveyor-General information.
- e) Availability of Electricity, Water and Sanitation connections on sites for each site identified by the professional team for possible development of scholar transport exchange facilities and holding facilities.

9.3 Strategy Document including:

- f) Identifying required Land Use Management Applications needed to proceed with construction of scholar transport facilities
- g) Approximate Timeframes for each type of application
- h) Prioritisation Matrix for Land Use Management Applications

9.4 Complete Submissions of each Land Use Management Application required for construction-readiness of selected sites

9.5 Concluding Report on the Status on all identified Land Parcels.

## 10. DATA OWNERSHIP AND CRITICAL MILESTONES

### 10.1 Data Ownership

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

### 10.2 Critical Milestones

The critical milestones for this project shall be delivered as illustrated in **Table 1**. Due to the changing nature of project processes all the following timelines are **indicative** and subject to confirmation by the client department.

**Table 1: Critical milestones and delivery timelines**

<b>Milestone</b>	<b>Delivery Timeline</b>
1. A project inception report	End of week 1 after the inception meeting
2. A Data Collection report with accompanying data in an electronic format	End of month 2
3. Status Quo Assessment report	End of Month 3
4. Strategy Document	End of month 4
5. Submission of all Land Use Applications	End of month 5
6. Project Handover Report	End of month 8
7. Conclusion Report	End of month 12
8. Following CoJ Town Planning applications process until successful approval	Up to 24 months

PLEASE NOTE: These are only *estimated* timelines, which will need to be refined after Inception

## 11. FORMAT OF FINAL OUTPUTS:

### 11.1 Progress reports

- **Hard copy:** 4 colour hard copies of the progress report (bound, may be printed double-sided) to be provided at each project progress meeting.
- **Soft copy:** Progress report should also be submitted in PDF (Acrobat) and Word file format

### 11.2 Draft documents

- **Hard copy:** 4 colour hard copies of the draft documents (bound, may be printed double-sided)
- **Soft copy:** Soft Copy to be provided in PDF (Acrobat) and MS Word file format



### 11.3 Final documents

- **Hard copy:** 6 colour hard copies of the final documents (bound, may be printed double-sided)
- **Soft copy:** 6 soft copy of the draft products in PDF (Acrobat), MS Word and MS Powerpoint file formats. One of the soft copies must be typed to allow direct single-sided A4 printing.

### 11.4 Maps/Plan

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

The proposed Lenasia Scholar Transport Plan will need to be of a nature and content that permits ease of presentation to Council Committees for adoption.

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

## 12. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical Competence
- Price and Empowerment

### 12.1 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;
- If a bidder did not submit an accreditation certificate (valid) proof of SACPLAN registrations;
- 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);

The pricing schedule, included as part of this document, must be completed and submitted together with your proposal. In addition to the pricing schedule, the bidder is expected to provide a detailed cost breakdown for the various project activities. The final price to be transferred to the offer page correctly and failing which, bidders will be disqualified.

## 12.2 TECHNICAL COMPETENCE

The technical assessment is based on the criteria set-out below. Tenderers will have to submit compliant documents and score a minimum score of **138 out of a possible 230 points (60%)** in the technical evaluation in order to be considered further in the evaluation process.

<b>A. KEY RETURNABLE DOCUMENTS</b>		
A1	Valid BBBEE status level certificate	Y / N
	Company registration documents	Y / N
	CTS letter from SARS	Y / N
	Current municipal rates account / affidavit	Y / N
	3 Years audited financial statements	Y / N
	Certified copies of identity documents	Y / N
	Annexure A :Business Declaration completed in full	2
	Annexure B :Declaration of Interest completed in full	2
	Annexure C :Declaration of Past SCM Practices completed in full	2
	Annexure D :Particulars of Contracts Awarded by an Organ of State completed in full	2
	Annexure E :MBD9 Certificate of Independent Bid Determination completed in full	2
	Annexure F :Declaration on State Of Municipal Accounts completed in full	2
	Valid Professional Indemnity Insurance R1m	8
<b>KEY RETURNABLE DOCUMENTS Sub-Total</b>		<b>20</b>

<b>B. RELEVANT PROFESSIONAL EXPERIENCE</b>			
<b>B1.</b>	<b>Lead Town Planner</b> CV's 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.	10 Years or more Statutory Town Planning Experience	30
		7 to 9 years' Statutory Town Planning Experience	20
		5 to 7 years Statutory Town Planning Experience	10
<b>B2.</b>	<b>Lead Town Planner</b> A minimum qualification of a B.Tech or Bachelor's Degree in Town Planning	Certified proof of qualification must be provided in tender document to obtain the points	10
<b>B3.</b>	<b>Lead Town Planner</b> Professional registration with SACPLAN	Proof of registration must be provided to obtain the points	10
<b>B4.</b>	<b>Junior Town Planner</b> CV's must show projects, values, roles played and duration. If any information is not contained in the CV or Annexures then zero points will be awarded.	5 Years or more Statutory Town Planning Experience	30
		2 to 4 Years Statutory Town Planning Experience	20
		1 to 2 Years Town Planning Experience	10

<b>B5.</b>	<b>Junior Town Planner</b> A minimum qualification of a B.Tech or Bachelors Degree in Town Planning/Urban Planning	Certified proof of qualification must be provided to obtain the points	10
<b>B6.</b>	<b>Junior Town Planner</b> Professional registration with SACPLAN (As Technical or Candidate Planner)	Proof of registration must be provided to obtain the points	10
		<b>RELEVANT EXPERIENCE Sub-Total</b>	<b>100</b>

<b>C. PROJECT EXPERIENCE OF THE LEAD TOWN PLANNER</b>			
	<b>Number of Statutory Town Planning Processes Completed and Approved</b>		
<b>C1</b>	<p>ONLY The following types of processes will be counted as valid for scoring:</p> <ul style="list-style-type: none"> <li>✓ Rezoning Applications</li> <li>✓ Consent Use Applications</li> <li>✓ Township Establishment</li> <li>✓ Consolidations and Subdivisions</li> <li>✓ Land Use Rights Zoning Assessment/Analysis Report/ Land Pre-feasibility Report</li> </ul> <p>(NOT Building Line Relaxations)</p> <p>Each process listed here <b>must be</b> matched with references scored below</p>	10 or more processes completed and approved	50
		5 to 9 processes completed and approved	30
		2 to 4 processes completed and approved	10
		<b>PROJECT EXPERIENCE Sub-Total</b>	<b>50</b>

<b>D. REFERENCES</b>			
<b>D1.</b>	<p>Each Reference <b>MUST be</b> matched to the list of completed work provided in the category above</p> <p>Each Reference Letter <b>MUST</b>:</p> <ul style="list-style-type: none"> <li>✓ Appear on the clients letterhead OR be stamped by the client</li> <li>✓ Be signed by the client</li> <li>✓ Name the Project</li> <li>✓ Provide the Project Value</li> <li>✓ Provide the date of completion</li> <li>✓ Include comment on the client's satisfaction with the work done</li> <li>✓ Provide client's e-mail and telephone contact details</li> </ul>	10 or more relevant references	50
		5 to 9 relevant references	30
		2 to 4 relevant references	10
		<b>REFERENCES Sub-Total</b>	<b>50</b>

<b>E.</b>	<b>LOCAL ECONOMIC EMPOWERMENT</b>		
<b>E1</b>	Senior Town Planner or Junior Town Planner is a Resident of Municipal Region G OR Company premises are permanently located within Municipal Region G	MUST provide proof of residence by means of the Municipal Rates Account or a Lease Agreement	10
		<b>MAXIMUM POSSIBLE POINTS – TOTAL</b>	<b>230</b>
	<b>(MINIMUM SCORE REQUIRED to PROCEED TO PRICE/BBBEE Evaluation)</b>		<b>138</b>

### 12.3 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

#### 12.3.1 Points awarded for BBBEE status level

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>

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

Notes:

- 12.3.1.1 "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).

- 12.3.1.2 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.**
- 12.3.1.3 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.
- 12.3.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and are in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 12.3.1.5 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.
- 12.3.1.6 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.
- 12.3.1.7 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.
- 12.3.1.8 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.
- 12.3.1.9 No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 12.3.1.10 No tender will be awarded to a bidder who is not registered on CSD.

12.3.2 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

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

$PP = P_s + P_{bee}$  Where

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

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

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

## 12.4 Risk Tolerance

The JDA has adopted a Risk Tolerance Framework (RTF) which enjoins the JDA to consider its risk exposure to contractors / service providers in terms of the number of contracts awarded to a single contractor / service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determines the risk exposure as excessive in instances where the value of the contracts for **individual** professional service providers (eg. project managers / engineers / quantity surveyors / consultants) is either:

1. The greater of R8 million or four contracts / projects in the current financial year or
2. The greater of R12 million or six contracts / projects over two financial years (current year and previous financial year)

And in instances where the value of contracts for **multi-disciplinary** professional service providers (eg. more than one discipline / service is provided by the same bidder) is either:

3. The greater of R12 million or six contracts / projects in the current financial year or
4. The greater of R20 million or nine contracts / projects over two financial years (current year and previous financial year)

A risk analysis shall be undertaken on the bidder with the highest number of points obtained, to determine whether the tenderer does not exceed the JDA's risk framework criteria as stated above. In other words, whether it falls within the ambit of the Risk Tolerance Framework as acceptable.

JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

### 13. PRICING SCHEDULE

Detailed below is information upon which fees must be based for the Lenasia Scholar Transport Plan. The pricing schedule, included as part of this document, must be completed and submitted together with your proposal. **In addition to the pricing schedule, the bidder is expected to provide a detailed cost breakdown for the various project activities.**

Item	Description	Price (vat exclusive)
<b>1.</b>	<b>PROJECT INCEPTION AND ADMINISTRATION</b>	
1.1.	Inception Report and Workplan	R
1.2.	Project Management, administration, client liaison and steering committee meetings	R
<b>2.</b>	<b>STATUS QUO ASSESSMENT</b>	
2.1.	Current Zoning and Land Use rights	R
2.2.	Actual use of the sites at present	R
2.3.	Ownership and copy of Title Deeds	R
2.4.	Geo-Technical Information and or Surveyor-General information.	R
2.5.	Status of Electricity, Water and Sanitation connections on sites	R
2.6.	Final Status Quo Report:	R
<b>3.</b>	<b>TOWN PLANNING STRATEGY DOCUMENT</b>	
3.1.	Final Town Planning Strategy Document	R
<b>4.</b>	<b>LAND USE APPLICATIONS</b>	
4.1.	Submission of required land use applications for approval (Type of Application required not yet known)	R
<b>5.</b>	<b>REPORTING</b>	
5.1.	Handover Report	R
<b>6.</b>	<b>OTHER</b>	
6.1.	Disbursements	R
	<b>Total excluding VAT</b>	<b>R</b>
	<b>VAT (15%)</b>	<b>R</b>
	<b>Total including VAT</b>	<b>R</b>

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

14. **HOW TO COMPILE YOUR PROPOSAL SUBMISSION**

Submissions are to consist of a short 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 be structured and submitted **using the same item numbers as below** for the required sections of the report. With all the requested information must be clearly spelt out:

Section Number	ITEM	Information Required
A	OFFER PAGE	<p>Tender OFFER Page, completed in FULL and signed.</p> <p>Applicants must ensure that the <b><u>TOTAL FEE IS CORRECTLY CALCULATED AND TRANSFERRED TO THE OFFER PAGE.</u></b></p> <p>Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 4 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE “OFFER” PAGE. Any bidder who fails to do so will be disqualified.</p>
B	BBBEE CERTIFICATE	<p>A valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating.</p> <p>Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. IF A COPY IS SUBMITTED IT MUST BEAR AN ORIGINAL CERTIFICATION STAMP. FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.</p> <p>An Exempted Micro Enterprises (EME) must submit a sworn affidavit confirming the following:            Annual turnover revenue of R10 million or less; and            Level of black ownership</p> <p>Any misrepresentation in terms of the above constitutes a criminal offence as set out in the B-BBEE Act as amended.</p>
C	PROOF OF CSD	<p>Copy of CSD            No award will be made to a service provider who is not registered with National Treasury Central Supplier Database.</p>
D	PROOF OF SACPLAN REGISTRATION	<p>Certified Copy of valid SACPLAN Registration (Valid at the date of tender closing)</p>
E	ANNEXURES A TO F	<p>ALL ANNEXURES COMPLETED IN FULL and SIGNED</p>
F	ORGANOGRAM	<p>ORGANOGRAM depicting who the Project Lead is and the names and roles of any supporting resources.            A detailed project organogram identifying the entity’s management structure and all staff resources to be employed on the project/s and the percentage time allocation of the staff to the project/s.</p>



Section Number	ITEM	Information Required
G	CV's AND CERTIFICATES	CV and Certificates of all members of the team in line with the organogram
H	COMPLETED APPROVED APPLICATIONS + REFERENCES	List each completed and approved town planning application Attach a Reference Letter from a client for each of these
I	PRICING SCHEDULE	Tenderers are to replicate the Pricing Schedule as per Section 13 and submit it as part of their fee proposal.  The cost of the required services must be defined in rand terms. All figures are quoted excluding VAT.  Applicants must ensure that the <b><u>TOTAL FEE IS CORRECTLY CALCULATED AND TRANSFERRED TO THE OFFER PAGE.</u></b>
J	ANY SPECIAL DISBURSEMENT NOTES	Any Special Notes: Please document any conditions related to your bid proposal. E.g. on any Special Disbursements Required. Please make any proposed additional explicit with separate motivation.
K	COMPANY BROCHURE	Corporate brochure, if any. Alternatively a summary of the entity's background and experience
L	COMPANY REGISTRATION DOCUMENTS	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.
M	MUNICIPAL RATES ACCOUNT	A copy of the bidding entity's latest 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 from a lessor will not be accepted.

Section Number	ITEM	Information Required
N	AUDITED FINANCIAL STATEMENTS	Signed Audited Financial Statements for the past 3 Financial Years
O	DIRECTORS AND SHAREHOLDERS	Details of Director's/Partner's/Members and Shareholders with certified copies of their identity documents.
P	SCHEDULE OF COMPLETED CONTRACTS – SIMILAR NATURE	<p>A schedule of completed contracts of a similar nature. Details to be provided in the schedule must include:</p> <p>Description of the project  Name of Employer/Client and representative with contact details  Cost of the works  Fee for services  Date of completion</p>
Q	CURRENT CONTRACTS OF SIMILAR NATURE	A schedule of current contracts of a similar nature with details
R	CONTRACTS AWARDED BY ORGAN OF STATE	A schedule of contracts awarded by an organ of state during the past five (5) years with details
<p><b><u>NOTES IN RESPECT OF CONSORTIUMS AND JOINT VENTURES</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>EACH</u></b> party to a Consortium and Joint Venture is to submit the requisite document and/or information requested in Sections K. L. M, N, O, P, Q, R above</li> <li>• A trust, consortium or joint venture must obtain and submit a consolidated B-BBEE Status Level Verification Certificate for every separate bid.</li> <li>• An Agreement or Heads of Terms recording the arrangement between the parties to the Consortium/Joint Venture is to be submitted with the proposal.</li> <li>• The lead consultant must be identified in the proposal. JDA will conclude a contract with the lead consultant</li> </ul>		
<p><b><u>Tenderers are to submit 2 copies of their proposal/s (1 original plus 1 copy)</u></b></p> <p>FAILURE TO COMPLY WITH THE REQUIREMENTS LISTED IN THE TABLE ABOVE WILL RESULT IN TENDERERS BEING NEGATIVELY SCORED FOR RESPONSIVENESS AND TECHNICAL OR DISQUALIFIED FOR NON-COMPLIANCE.</p>		

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

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

**“RFP - APPOINTMENT OF TOWN PLANNERS FOR THE LENASIA SCHOLAR TRANSPORT PLANNING OVER 24 MONTHS”**

must be written / typed clearly on the envelope.

The envelope must be deposited inside 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 12H00.

**The Tender closes at 12:00pm on 19<sup>th</sup> January 2021.**

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

**NO E-MAILED/ 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.

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

The tender offer validity period for this tender is 120 days.

Queries can be addressed **in writing** to:

Manyedi Rakabe  
mrakabe@jda.org.za

**ANNEXURE A : BUSINESS DECLARATION**

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

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

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

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

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

.....

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

.....

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

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

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

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

**Company/enterprise Income**

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

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

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

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

**1. Type of firm**

Partnership

One person business/sole trader

Close corporation

Public company

Private company

(Tick one box)

**2. Principal business activities**

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

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

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

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

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

- Yes
- No

(Tick one box)

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

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

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

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

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

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

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

**8. What is the enterprise's annual turnover for the last three years and what is the estimated turnover of current commitments from 1 July 2016 to 30 June 2018 (excl. VAT):**

**R ..... Year .....**



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

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

4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date





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

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

I, the undersigned, in submitting the accompanying bid:

---

*For*

*RFP - APPOINTMENT OF TOWN PLANNERS FOR THE LENASIA SCHOLAR TRANSPORT  
PLANNING OVER 24 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:

---

that:

(Name of Bidder)

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



- (c) methods, factors or formulas used to calculate prices;
- (d) the intention or decision to submit or not to submit a bid;
- (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- (f) bidding with the intention not to win the bid.

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

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

A Any bid will be rejected if:

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

B Bid Information

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

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**

# **END OF TENDER DOCUMENT**

AS A COURTESY **PLEASE USE DOCUMENT TAGS OR DIVIDERS** TO DEMARCATATE THE SECTIONS OF YOUR BID SUBMISSION FOR EASE AND RAPIDITY OF EVALUATION.

REFER TO THE TABLE IN SECTION 14 ABOVE