



a world class African city



City of Johannesburg
Johannesburg Development Agency

No 3 Helen Joseph Street	PO Box 61877	Tel +27(0) 11 688 7851 (O)
The Bus Factory	Marshalltown	Fax +27(0) 11 688 7899/63
Newtown	2107	E-mail: info@jda.org.za
Johannesburg, 2000		

REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS: KYA SANDS LAND SURVEYING, CONVEYANCING AND LEGAL ADVICE ON THE TOWNSHIP ESTABLISHMENT OF HOLDING 13 TREVALLYN AH (EXTENSION OF BOUNDARIES OF KYA SAND EXT 113),

ADVERT DATE: **22 June 2021**

CLOSING DATE: **29 June 2021**

CLOSING TIME: **12H00**

RFQ NUMBER: JDADFP/LAND-SURVEYANDLEGALSERVICE/2021

RFQ DESCRIPTION: **Requests for quotations from professional consultants to provide land surveying, conveyancing, and legal resource to oversee and finalise the registration of a servitude in Kya Sands as well as oversee and finalise the legal process of township establishment for Holding 13 Trevallyn AH in Kya Sands**

QUOTATIONS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

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

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

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

below

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

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department: Procurement
Contact Person: Ms Tsakani Mabunda
Tel: 011 688 7904
Fax: 011 688 7899
E-mail: TMabunda@jda.org.za

ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department: Development Facilitation
Contact Person: Lwazi Sikiti
Tel: 011 688 7893
Fax: 011 688 7899
E-mail: lsikiti@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: CODENUMBER.....

E-MAIL ADDRESS:

CONTACT PERSON:.....

VAT REGISTRATION NUMBER:

NCSO SUPPLIER NUMBER: MAAA..... COMPANY

REGISTRATION NUMBER:

TAX VERIFICATION PIN:.....

TOTAL BID PRICE:Excluding Value Added Tax

T O T A L B I D P R I C E i n w o r d s : _ _

..... Excluding Value Added Tax

SIGNATURE OF BIDDER:

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

DATE:.....

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

The following conditions will apply:

- A copy of a valid Tax Pin 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 BBBEE status level verification certificate or a certified copy thereof must be submitted.
 - **An EME must submit a sworn affidavit confirming the following :**
 - **Annual turnover revenue of R10 million or less; and**
 - **Level of black ownership**
- Any misrepresentations in terms of the above constitutes a criminal offence as set out in the B-BBEE Act as amended**
- A copy of the bidder's 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 & BBBEE.

Failure to comply with these conditions may invalidate your offer.

To all our stakeholder

RE: The channels of reporting fraudulent and Corrupt Activities

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

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

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

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

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

- ☐ Toll free number.....0800 002 587
- ☐ Toll free Fax0800 007 788
- ☐ SMS (charged @ R1.50).....32840
- ☐ Email Address:.....anticorruption@tip-offs.com
- ☐ Web site:.....www.tip-off.com
- ☐ Free post:.....Free post, KNZ 138, Umhlanga, 4320



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

1. Overview

The JDA is an area-based development agency of the City of Joburg. The majority of the JDAs work has been focused in strategic economic nodes and corridors, such as the Inner City and the Transit Orientated Development (TOD) corridors, also referred to as the Corridors of Freedom. The JDA has however also focused on improving service to marginalised areas including Soweto, Ivory Park, Kya Sands, Orange Farm, Diepsloot and Alexandra.

In the 2018/19 financial year, the JDA appointed a team of professionals consisting of a town planner, a traffic engineer and a community participation consultant to undertake a feasibility study as well to develop an urban design concept that will inform the development of a super-stop transport facility in the industrial node of Kya Sands.

A super stop facility is a ranking facility that can be constructed on an erf/erven or road reserve in order to formalise an existing informal ranking site or to locate ranking activity at an optimal site in high pedestrian and taxi traffic movement zone with minimal structural features to allow for flexibility in setting up as well as relocating the facility. Its urban design features are informed by the needs of taxi operators, commuters and small business that use the space by installing the following basic features:

- loading and holding bays
- universal access
- trading facilities (where applicable)
- ablution facilities (where applicable)
- Steel canopy to protect against weather conditions
- Landscaping
- Sidewalks and adequate street lighting

The feasibility study consisted of a Traffic Impact Assessment (TIA) as well as a land assessment of available council properties within the study area that are best located to complement the findings of the TIA i.e. commuters and the different taxi operators' movement desire lines. Key decision makers and stakeholders were also consulted in the feasibility and concept development and their inputs were integrated into the findings.

The TIA alluded to an additional requirement for a holding facility that also compliments the user needs within the study area. A council owned site (Holding 13 Trevallyn AH) located on Elsecar street (**see figure 1 in following section of the bid document**) was identified as ideal for serving as a holding facility but requires a town establishment supported by specialist studies. The appointed legal person would provide legal review and advice on the town-planning application for this earmarked land , provide legal responses to objections and other related legal process in the town planning application as well as attend any hearings that may be held as a result of objections.

Figure 2 under the site description section of the bid refers to the earmarked portion of land being donated by a business owner in the precinct to be used as a servitude for the development of ablution facilities for the super-stop ranking facility. The appointed

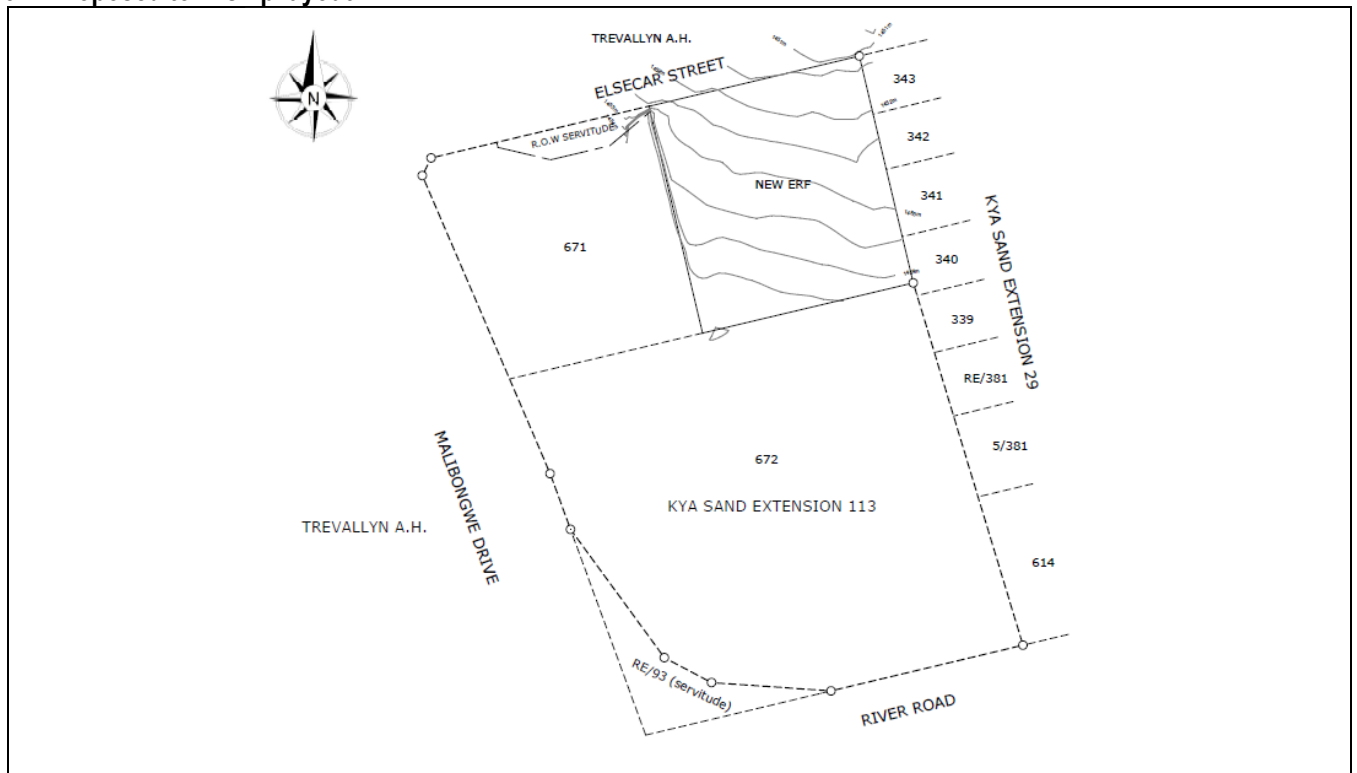
bidder is expected to oversee commencement and conclusion of this earmarked servitude donation to the City of Johannesburg's deeds office and its regularisation for the purposes of being used as a bulk servitude.

The objective of this RFQ therefore is to solicit the services of a professional team consisting of a Land Surveyor and Legal person to oversee the commencement and conclusion of a land donation and registration of the donated land portion in Kya Sands as well as to oversee legal processes on township establishment and rezoning application for Holding 13 Trevallyn ah in Kya Sands .

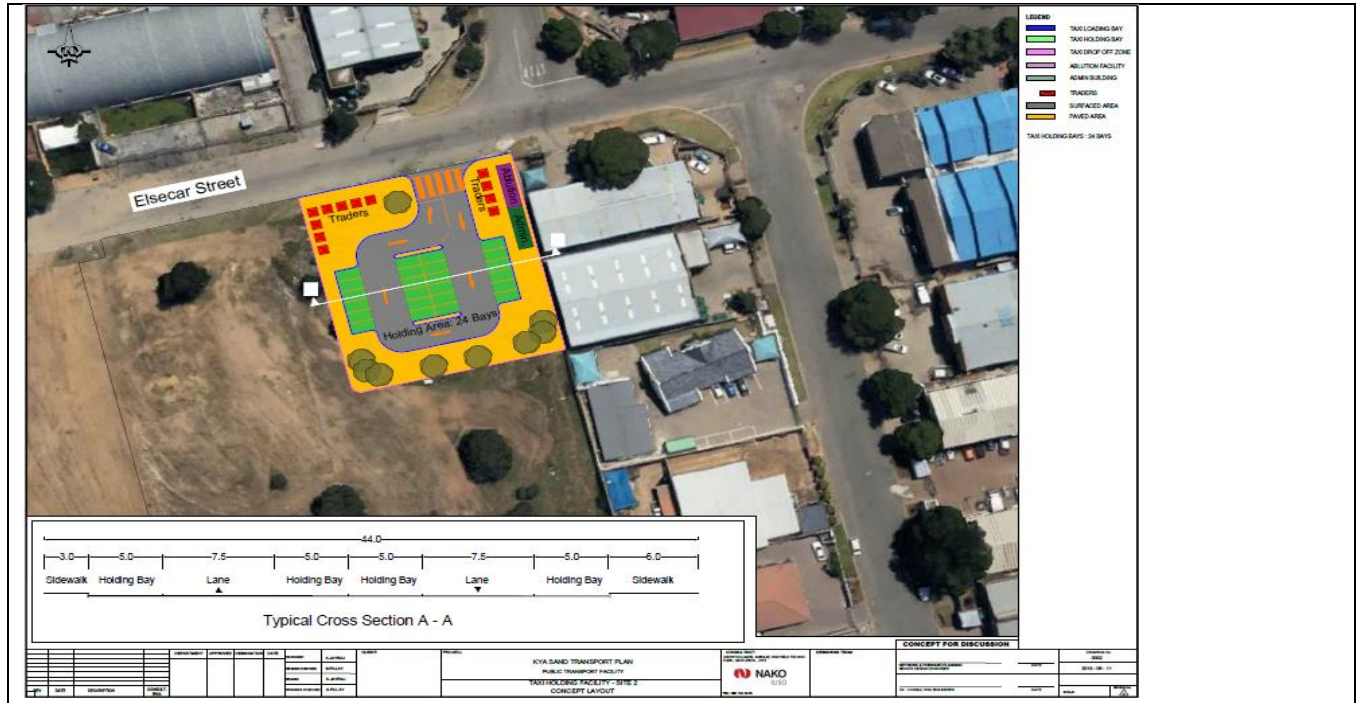
2. Site description and location (Figure 1)



3. Proposed township layout



4. Proposed taxi holding area layout



5. Proposed rank layout (Figure 2 Servitude for abluion facility indicated)



6. Site Creation

In terms of the City of Johannesburg Land Use Scheme, 2018, Holding 13 Trevallyn AH is currently zoned “Agricultural” and is registered at the Pretoria Deeds office as an Agricultural Holding in terms of Agricultural Holdings Registration Act, 22 of 1919. In order to obtain the necessary land use rights for the taxi holding area, it will be necessary to establish a township on the property and to excise the agricultural holding back to a farm portion in order to remove the title conditions related to the agricultural holding.

Application has been made to the City of Johannesburg for the extension of the boundaries of Kya Sand Extension 113 by including that land which is Holding 13 Trevallyn AH. The new erf to be zoned “Municipal” allowing for municipal purposes and transport facilities. These above primary rights are defined in terms of the City of Johannesburg Land Use Scheme, 2018 as follows:

Municipal Purposes: Such purposes as the municipality may be authorized to carry out in terms of its powers and functions and shall include all municipal land uses as well as such uses as sewerage works and reservoirs and their related buildings

Transport Facilities: Means a transport undertaking based on the provision of a transport service and includes a public private undertaking such as an airport or aerodrome, helistop and heliport; railway purposes, stations and related facilities; bus depot, termini and related facilities; metered and minibus taxi rank and related facilities; intermodal transfer site; and associated ancillary purposes including convenience shops, ancillary offices, customs, restaurants, security and police functions, medical facilities.

The City of Johannesburg's Department of Development Planning does not allow for the excision and rezoning of an agricultural holding. It is thus necessary to establish a township on the land in order to obtain the necessary land use rights for the taxi holding area.

In terms of the Land Surveyor Act 1997 (Act 8 of 1997), a township must consist of more than one piece of land or erf. As this taxi holding facility is to be a single use on one property, it will complicate matters by creating more than one erf. It was therefore recommended instead that the boundaries of the neighbouring township being Kya Sands Extension 113, be extended to include Holding 13 Trevallyn AH. This land will then be an erf within Kya Sands Extension 113. The township will be approved subject to the property being excised back to a farm portion by the office of the Surveyor General.

7. Duration

The estimated period of the studies has been scheduled for 12 months from the date of the receipt of the Appointment Letter to final output delivery.

8. Professional Team

The professional team must be made up of a consortium of individuals or companies who will report to the appointed town planner with the following specialists:

1. Land Surveyor
2. Conveyancing attorney / legal resource

The professional team is expected to have the following qualifications and professional registrations where applicable:

Qualifications

- Land Surveyor with a Bachelor's degree/Diploma (or equivalent) in Geomatics or Land Surveying (SAGC Registration is compulsory)
- Conveyancing Attorney / legal resource with BA Law/LLB degree (Admitted in the Supreme Court of South Africa)

Experience

- 5 years demonstrable experience in the relevant professional work streams as per the scope of work (see section 9 on the different specialist work-streams and expected outputs)

LAND SURVEYING, CONVEYANCING AND LEGAL ADVICE ON THE TOWNSHIP ESTABLISHMENT OF HOLDING 13 TREVALLYN AH (EXTENSION OF BOUNDARIES OF KYA SAND EXT 113), WHICH IS COMPRISED, OF THE FOLLOWING ELEMENTS OF WORK:

9. Scope of Works

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

Specialist	Professional Service Required	Key deliverables
<p>Land Surveyor for the donated land portion on Figure 2 of section 2 of this bid document</p>	<ol style="list-style-type: none"> 1. Prepare Land Surveyor Certificate for township establishment 2. Peg and prepare diagram for servitude. 3. Peg and amend general plan for Kya-Sand Ext 113 with the inclusion of Holding 13 Trevallyn AH 	<ol style="list-style-type: none"> 1. Registration copies of approved servitude diagram. 2. Registration copies of the approved General Plan for the township. 3. Land surveyor certificate
<p>Conveyancing attorney on the township establishment application for Holding 13 Trevallyn AH on Figure 1 of section 2 of this bid document</p>	<ol style="list-style-type: none"> 1. Prepare a notarial deed of servitude 2. Engage with the private land owner to have the necessary documents signed 3. Engage with the Johannesburg Property Company Soc Ltd to have the necessary documents signed 4. Comment on/amend the wording of the conditions of establishment as compiled by the City of Johannesburg. 5. Register the servitude at the Deeds Office 6. Registration of excision of AH 7. Apply for all clearance certificates related to the opening of the township register and registration of the erf 8. Amend/open Township Register for Kya-Sand Ext 113 9. Registration of Certificate of Registered Title (CRT) 	<ol style="list-style-type: none"> 1. A full copy of the title deed and any servitude deeds; 2. Clearance certificate in terms of section 28 of the CoJ Municipal Planning By-Law, 2016 to open the township register. 3. Opening/amendment of the township register at the Deeds office. 4. Certificate in terms of section 29 of the CoJ Municipal Planning By-Law, 2016 to register the CRT. 5. Confirmation of registration and a copy of the new title deed for the erf.

<p>Legal resource on the township establishment application for Holding 13 Trevallyn AH on Figure 1 of section 2 of this bid document</p>	<p>In conjunction with the town planner:</p> <ol style="list-style-type: none"> 1. Legal review and advice on the town-planning application. 2. Legal review and advice on public participation process. 3. Provide legal responses to any objections received and defend the application at a Planning Tribunal Hearing that may be held 4. For stakeholder engagements: Keep record of discussions, prepare minutes and keep records of attendance to meetings. 5. Prepare and submit a final report to CoJ Transport on stakeholder engagement process. 	<ol style="list-style-type: none"> 1. Report on legal review of town planning application and advertising process. 2. Legal response to any objections received. 3. Legal defense of application with appendixes 4. Attendance at the hearing, should a hearing be held.
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10. Spatial Data

All data will be owned by the City of Johannesburg and should be produced where relevant (maps) in GIS format, as per the requirements below:

*Maps should be in the form of GIS, as per the City’s requirements as below:

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

<p>Obtaining of Digital Data for Council Projects</p> <p>Digital data, e.g. cadastral data or orthophotography, are available for all projects of the Council including those for which the Council has appointed consultants.</p> <p>Data for Council projects will be transferred free of charge provided that:</p> <ul style="list-style-type: none"> • A task request form is completed and signed by the project leader or consultant (see form attached); • A form on the copyright/data declaration regarding the use of the data is signed by the consultant (see form attached); and • The consultant supplies a copy of the letter of appointment. <p>The consultant supplies a letter of appointment/approval from the Council project leader for the obtaining of data from the Council.</p> <p>Requests on the availability of the data or the obtaining of the data can be directed to: Corporate Geo-Informatics: GIS Projects Contact persons: Lesley Adams</p>

Obtaining of Digital Data for Council Projects

Tel: (011) 407-6203
 Fax: (011) 403-3511
 e-mail: CGISProjects@joburg.org.za

Please allow 8 working days for the completion of data request tasks (depending on the content of the request and the pressure of the task request queue). Average turnaround time for digital data is 2-3 working days.
 Please note: There will be a charge of R190, 00 per hour for labor costs.

Data Formats

On completion of a project, it is required that data captured be handed over to the Council. Data must be handed over in an ArcGIS compatible format e.g. shapefiles or ArcInfo coverages. Associated attribute files must also be included.

E.g. of shapefile extensions:

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

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

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

T0IR00540010000012300001RE
 Townshipid **T0IR0054001**

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

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

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

Data Quality Statement / Metadata

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

- Basic project information including the name of the project, contact information of the Council project leader and the consulting firm.
- Name of the files included and a brief description of the content of the files.

Data Quality Statement / Metadata

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

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

Maintenance of Data

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

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

Etienne Erasmus

Tel (011) 407-6124

E-mail: etiennnee@joburg.org.za

Or

Lesley Adams

Tel (011) 407-6203

Email: lesleya@joburg.org.za

11. Proposal Content

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

The following minimum documentation must be provided:

- 11.1. THE "OFFER" PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.
- 11.2. Tenderers are required to submit a detailed fee proposals based on the requirements set out in item 12 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.
- 11.3. A valid Tax Compliance Status letter. No award will be made to a service provider whose tax matters are not in order with the South African Revenue Services.
- 11.4. No award will be made to a service provider who is not registered with the National Treasury Supplier Database.
- 11.5. Company registration documents.
- 11.6. A certified and valid BBBEE status levels verification certificate or a certified copy thereof, substantiating the bidding entities

BBBEE rating or a sworn affidavit. 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 AS REQUIRED WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

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

Failure to comply with the requirements in item 11 will result in tenderers being negatively scored for responsiveness or disqualified for non-compliance.

Note for consortium and joint ventures

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

12. Pricing Schedule

A: SERVICE PROVIDER COST SCHEDULE			Cost (excl. VAT)
Specialist	Professional Service Required	Key deliverables	
Land Surveyor	1. Prepare Land Surveyor Certificate for township establishment 2. Peg and prepare diagram for servitude. 3. Peg and amend general plan for Kya-Sand Ext 113 with the inclusion of Holding 13 Trevallyn AH	4. Registration copies of approved servitude diagram. 5. Registration copies of the approved General Plan for the township. 6. Land surveyor certificate	

<p>Conveyancing attorney</p>	<ol style="list-style-type: none"> 1. Prepare a notarial deed of servitude 2. Engage with the private land owner to have the necessary documents signed 3. Engage with the Johannesburg Property Company Soc Ltd to have the necessary documents signed 4. Comment on/amend the wording of the conditions of establishment as compiled by the City of Johannesburg. 5. Register the servitude at the Deeds Office 6. Registration of excision of AH 7. Apply for all clearance certificates related to the opening of the township register and registration of the erf 8. Amend/open Township Register for Kya-Sand Ext 113 9. Registration of Certificate of Registered Title (CRT) 	<ol style="list-style-type: none"> 6. A full copy of the title deed and any servitude deeds; 7. Clearance certificate in terms of section 28 of the CoJ Municipal Planning By-Law, 2016 to open the township register. 8. Opening/amendment of the township register at the Deeds office. 9. Certificate in terms of section 29 of the CoJ Municipal Planning By-Law, 2016 to register the CRT. 10 Confirmation of registration and a copy of the new title deed for the erf.
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<p>Legal resource on the township establishment application for Holding 13 Trevallyn AH on Figure 1 of section 2 of this bid document</p>	<p>In conjunction with the appointed town planner:</p> <ol style="list-style-type: none"> 1. Legal review and advice on the town-planning application. 2. Legal review and advice on public participation process. 3. Provide legal responses to any objections received and defend the 	<ol style="list-style-type: none"> 1. Report on legal review of town planning application and advertising process. 2. Legal response to any objections received. 3. Legal defense of application with appendixes 4. Attendance at the hearing, should a hearing be held.
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	<p>application at a Planning Tribunal Hearing that may be held</p> <p>4. For stakeholder engagements: Keep record of discussions, prepare minutes and keep records of attendance to meetings.</p> <p>5. Prepare and submit a final report to CoJ Transport on stakeholder engagement process.</p>	
<p>TOTAL (Excl. Vat) The total amount must carried over to the offer page</p>		

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

TENDERERS MUST ENSURE THAT THE FINAL TOTAL FEE IS CORRECTLY CARRIED TO THE “OFFER” PAGE. THE VALUE RECORDED ON THE OFFER PAGE WILL BE REGARDED AS THE TENDERED AMOUNT.

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

13. Assessment Criteria

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical
- Price and Empowerment

13.1. Compliance

Bidders will be disqualified for:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders whose quotation document has been completed in pencil;

- Bidders whose document has been faxed;
- Bidders whose quotation document has been received after the closing time;
- Bidders whose quotation document has not been deposited in the tender box at the time of closing;
- Bidders who fail to price as required i.e. as stipulated in item 12 herein;
- Bidders who did not comply with any other requirement as set out in the tender specifications;
- Bidders who have any directors in the employment of the state.

13.2. Technical

Out of a total of 212 points, technical competent bidders will be required to score a total of 60% (127) of the total points:

KEY RETURNABLE DOCUMENTS	Total Points	Criteria	Description of Criteria	Points
A	12	Original or Certified Copy of BBBEE Certificate (Sworn affidavit)	Points will only be allocated for documents correctly completed and signed.	N/A
		Company registration documents		N/A
		Latest municipal account / Lease agreement		N/A
		A statement from an independent auditor / accountant regarding the tenderer's financial standing to undertake this project or Audited financial statement for the past three years.		N/A
		Certified copies of directors / partners identity documents		N/A
		Forms A to F completed in full and signed		12
CAPABILITY	Total Points 100	Criteria	Description of criteria	Points
B	100	Land Surveyor		
		5 years of experience related to respective work stream		20
		Bachelor's degree/Diploma (or equivalent) in Geomatics or Land Surveying		20
		Professional Registration with SAGC		10

CAPABILITY	Total Points 100	Criteria	Description of criteria	Points
		Conveyancing Attorney		
		5 years of experience related to respective work stream		20
		Bachelor's degree in Law/ LLB		20
		Admitted attorney with Supreme Court of RSA		10
COMPANY EXPERIENCE	Total Points 100	Criteria	Description of criteria	Points
C1	50	Five or more projects completed with matching reference letter	Points will only be allocated to similar or related projects and must demonstrate experience in all work streams outlined under section 9. The Project list provided must relate to references attached in accordance with C2 below. Failure to do so will result negative scoring.	50
Experience on related to scope of works		Three to four projects completed with matching reference letter.		30
		One to two projects completed with matching reference letter.		10
CONTACTABLE REFERENCES	Total Points	Criteria	Description of criteria	Points
C2	50	Five or more satisfactory references per work-stream and professional as per scope of work	References must be on the client's letterhead or on a document stamped by the client and must confirm the project description, services rendered above to obtain the points. If any of the required information does not appear in the reference, zero points will be awarded.	50
Contactable reference (on client letter head) relevant work done as per the scope of work-streams and expected output(s)		Three to four satisfactory references per work-stream and professional as per scope of work		30
		One to two satisfactory references per work-stream and professional as per scope of work		10

13.3. Price and Empowerment

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

The Preference Point System will be applied as follows:

- For tenders below R50 million
 - 80 points are assigned to price
 - Up to 20 points are assigned to BBEE status per the table under item 7.3.1
- Points scored will be rounded off to the nearest 2 decimal places

13.3.1. 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 above R50 million
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-Compliant contributor	0

Notes

- 13.3.1.1. “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).
- 13.3.1.2 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.**
- 13.3.1.3 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.
- 13.3.1.4 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.
- 13.3.1.5 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.

- 13.3.1.6 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.
- 13.3.1.7 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.
- 13.3.1.8 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.

13.3.2 Formula for scoring tender price

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

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

Where

P_s = Points scored for comparative price of tender under consideration

P_t = Comparative price of tender under consideration

P_{min} = Comparative price of lowest acceptable tender

X = Points assigned to price

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

$PP = P_s + P_{bee}$ Where

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

P_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.

14. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

The words “: KYA SANDS LAND SURVEYING, CONVEYANCING AND LEGAL ADVICE ON THE TOWNSHIP ESTABLISHMENT OF HOLDING 13 TREVALLYN AH (EXTENSION OF BOUNDARIES OF KYA SAND EXT 113), “must be written / typed clearly on the envelope. The envelope must be deposited in the tender box at the **Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph (former President Street), Newtown** only between the hours of 08H00 and 17H00.

The Tender closes on 29 June 2021, 12:00.

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

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

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

Queries can be addressed in writing to: Lwazi
Sikiti
E-mail: Lsikiti@jda.org.za

FORM A: BUSINESS DECLARATION

Tender/RFP Number :

Tender/RFP Description :

Name of Company :

Contact Person :

Postal Address :

Physical Address :

Telephone Number :

Fax Number :

Cell Number :

E-mail Address :

Company/enterprise Income

Tax Reference Number :

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

VAT Registration Number:

Company Registration Number:

1. Type of firm

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

(Tick one box)

2. Principal business activities

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

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

.....

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

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

5. Did the firm exist under a previous name?

- Yes
- No

(Tick one box)

If yes, what was its previous name?

.....

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

Full Time :

Part Time :

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

Full Time :

Part Time :

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

R Year

R Year

R Year

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

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

10. Banking details

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

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

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

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

BANK :

BRANCH :

BRANCH CODE :

ACCOUNT NUMBER :

ACCOUNT HOLDER :

TYPE OF ACCOUNT :

CONTACT PERSON :

CONTACT NUMBER :

PLEASE INCLUDE ORIGINAL SIGNED AND STAMPED LETTER FROM THE BANK 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

FORM B: DECLARATION OF INTEREST

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

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

3.1 Full Name:

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

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

3.11 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?
If yes, furnish particulars **YES / NO**

.....
.....

Full details of directors / trustees / members / shareholders.

--	--	--

FULL NAME	IDENTITY NUMBER	STATE NUMBER	EMPLOYEE

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.

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

Item	Question	Yes	No
4.1	Is the bidder or any of its directors listed on the National Treasury's database as a company or person prohibited from doing business with the public sector? (Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>Audi alter ampartem</i> rule was applied).	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)? (To access this Register enter the National Treasury's website, www.treasury.gov.za, click on the icon "Register for Tender Defaulters" or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes	No
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes	No
4.3.1	If so, furnish particulars:		

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

***** Organ of State means-**

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

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

.....
Position

.....
Name of Bidder

.....
Date

FORM E: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

KYA-SAND TOWNSHIP ESTABLISHMENT APPLICATION SUPPLEMENTARY STUDIES

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

FORM 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