



## INVITATION TO QUOTE

**YOU ARE HEREBY INVITED TO QUOTE FOR SUPPLY AND DELIVERY OF HANDHELD TWOWAY RADIOS**

**ADVERT DATE:** 15 October 2021

**COMPULSORY BRIEFING MEETING:** Not applicable

**CLOSING DATE:** 22 October 2021

**CLOSING TIME:** 12:00

**RFQ DESCRIPTION:** RFQ-SUPPLY AND DELIVERY OF 15 X HANDHELD TWOWAY RADIOS

**RFQ NUMBER:** JDADFP/TWOWAYRADIOS/2021

BID DOCUMENTS MUST BE HAND DELIVERED AND SUBMITTED INTO THE TENDER BOX at the 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.**

**NB: NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE** (see definition below) 1 □ MSCM Regulations: "in the service of the state" means to be –

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

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

**Department:** Procurement      **Contact Person:** Ms Tsakani Mabunda  
**Tel:** 011 688 7904      **Fax:** 011 688 7899      **E-mail:** [tmabunda@jda.org.za](mailto:tmabunda@jda.org.za)

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

**Department:** Development Facilitation      **Contact Person:** Mrs. Mmatsie Mashao  
**Tel:** 011 688 7810      **Fax:** 011 688 7899      **E-mail:** [mmashao@jda.org.za](mailto:mmashao@jda.org.za)

**PLEASE NOTE: TENDERS MUST BE SUBMITTED ON THE TENDER DOCUMENTATION ISSUED. TENDER DOCUMENTATION MUST NOT BE REPRODUCED OR REARRANGED. ANY ADDITIONAL INFORMATION MUST BE SUBMITTED AS A SEPARATE ATTACHMENT TO THE TENDER DOCUMENT FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED.**

**OFFER**

**THE FOLLOWING PARTICULARS MUST BE FURNISHED  
(FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)**

RFQ NUMBER: .....

RFQ DESCRIPTION: .....

NAME OF BIDDER: .....

POSTAL ADDRESS: .....

.....

PHYSICAL ADDRESS: .....

.....

CONTACT PERSON:.....

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

CELLPHONE NUMBER: .....

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

E-MAIL ADDRESS: .....

VAT REGISTRATION NUMBER:.....

NCSD SUPPLIER NUMBER: MAAA.....

COMPANY REGISTRATION NUMBER: .....

TAX VERIFICATION PIN: .....

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

TOTAL BID PRICE in words :

.....

.....

..... Excluding Value Added Tax

SIGNATURE OF BIDDER: .....

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

DATE: .....

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

.....

**The following conditions will apply:**

- A copy of a valid Tax Compliant Status Letter from SARS must be submitted.
  - No award will be made to a 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 centralized the reporting of fraudulent and corrupt activities through the establishment of an independent fraud hotline which is managed by independent service providers.

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

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

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

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



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

## 1. INTRODUCTION

The Newtown precinct security services co-managed by the Johannesburg Development Agency (JDA) and Newtown Improvement District (NID) identified a need to Increase workforce efficiency, productivity and safety, in order to achieve this outcome, there is a need to procure fifteen (15) portable two-way handheld radios for the Newtown Precinct.

## 2. PROJECT INFORMATION

Professional suppliers are requested to quote for the supply and delivery of fifteen (15) portable two-way handheld radios which will be utilized by the Newtown Improvement District security personal daily, working day and night shift seven days a week.

## 3. SPECIFICATION

The service provider should quote on the following portable two-way handheld radios for the Newtown Precinct.

**TABLE 1.**

ITEM.NO	DESCRIPTION
1	Kenwood NX1300DE3 UHF Portable Two-WayRadio complete with battery, antenna and charger. Range: 3 - 5 km Portable to Portablecommunication
2	<p style="text-align: center;"><b><u>Features &amp; Specifications</u></b></p> <p>Ensure Kenwood NX1300DE3 UHF Portable two-way Radio is ICASA Approved and the Servers and Platformis hosted in South Africa. IP54/55 and MIL-STD 810C/D/E/F/G Certification</p> <ol style="list-style-type: none"><li>1. Analogue and digital</li><li>2. DMR Digital Air Interface</li><li>3. AMBE+2 Vocoder for NaturalSounding Digital Voice</li><li>4. Operates in DMR Digital Conventionaland FM Analogue modes, even on thesame channel. Autosenses Received Mode (Digital or Analogue)</li><li>5. Digital Conventional Mode (does notsupport Trunking mode)</li><li>6. Signaling modes include CTCSS/DCS,Fleet Sync, MDC-1200, DTMF &amp; 2- Tone</li><li>7. Digital and Analogue Scramblers built-in</li><li>8. True 6.25 kHz channel spacingoperation</li><li>9. Includes Radio-To-Radio Mode (norepeater needed)</li><li>10. Radios to be programmable on the existing frequencies in precinct securitythat use repeaters</li></ol>

### 3.1 Notes

1. All milestone products in addition to the final document and all associated will become the property of the Johannesburg Development Agency and the City of Johannesburg.
2. Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
3. The appointed supplier will have to supply and deliver 15 portable handheld radios and ensure a twelve (12) month warranty.
4. Programming and delivery devices to Johannesburg Development Agency.
5. Conduct one day onsite training session with security personnel.

### 4. PRICING

Detailed below is information upon which fees must be based on.

This is followed by **item number 4.1 which ALL applicants are required to take careful note of.**

**Service providers/suppliers MUST replicate the table BELOW and submit as part of their detailed fee proposal [which proposal must show pricing as requested for each of the items] and the total fee must be carried to the “Offer” page.**

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

**Table 2: Costing Schedule**

ITEM	DESCRIPTION	QTY	PRICE PER Radio (Excl Vat)	TOTAL PRICE (Excl Vat)
1	<p>Kenwood NX1300DE3 UHF Portable Two-Way Radio complete with battery, antenna and charger. Range: 3 - 5 km Portable to Portable communication</p> <p style="text-align: center;"><b><u>Features &amp; Specifications</u></b></p> <p>Ensure Kenwood NX1300DE3 UHF Portable two-way Radio is ICASA Approved and the Servers and Platform is hosted in South Africa. IP54/55 and MIL-STD 810C/D/E/F/G Certification</p> <ol style="list-style-type: none"> <li>1. Analogue and digital</li> <li>2. DMR Digital Air Interface</li> <li>3. AMBE+2 Vocoder for Natural Sounding Digital Voice</li> <li>4. Operates in DMR Digital Conventional and FM Analogue modes, even on the same channel. Autosenses Received Mode (Digital or Analogue)</li> <li>5. Digital Conventional Mode (does not support Trunking mode)</li> <li>6. Signaling modes include CTCSS/DCS, Fleet Sync, MDC-1200, DTMF &amp; 2-Tone</li> <li>7. Digital and Analogue Scramblers built-in</li> <li>8. True 6.25 kHz channel spacing operation</li> <li>9. Includes Radio-To-Radio Mode (no repeater needed)</li> <li>10. Radios to be programmable on the existing frequencies in precinct security that use repeaters</li> </ol>	15	R	R

<b>TOTAL COST EXCLUDING VAT TO BE COPIED TO THE OFFER PAGE CORRECTLY</b>	R	R
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4.1. Notes

1. Bidders MUST replicate the table ABOVE and submit as part of their detailed fee proposal [which proposal must show pricing as requested for each of the items], per year and the TOTAL FEE must be carried to the “Offer” page.
2. Bidders MUST Complete pricing schedule or will be disqualified
3. Bidders 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.
4. A Tax Clearance Certificate and/or Tax Pin Number. Bidder’s whose tax matters are not in order with the South African Receiver of Revenue at time of appointment will be disqualified.
5. All values are subject to change (increase or decrease) depending on the requirements of the project. However, the fee calculation submitted by the Bidders on tendering will determine the fees due for the duration of contract.
6. Fees must be inclusive of any foreseen price increases or escalations.
7. Fees must include standard disbursements such as typing, drawings, reproduction, copying, binding of documents, telephonic/electronic and facsimile communications, courier, local travel and accommodation, etc.
8. Successful Bidders will be remunerated in accordance with JDA’s Standard Form Agreement which will be provided on point of award.
9. Successful Bidder is required to provide a 12-month warranty.

**5. 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. The proposal should **use the same item numbers as below, using numbered dividers.**

The following minimum documentation must be provided:

- 5.1 THE “OFFER” PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.**
- 5.2 Service providers/suppliers 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.**
- 5.3** A valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be



accepted. **IF A COPY IS SUBMITTED IT MUST BEAR AN ORIGINAL CERTIFICATION STAMP. FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

**An 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

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

- 5.4 Company registration documents.
- 5.5 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. A lease agreement will also suffice
- 5.6 Audited financial statements for the past three financial years.
- 5.7 Details of directors / partners / members and shareholders with certified copies of their identity documents.
- 5.8 The forms A to G annexed, must be scrutinized, completed in full and submitted together with your quotation.
- 5.9 A corporate brochure alternatively a summary of the entity's background.

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 5 WILL RESULT IN TENDERERS BEING DISQUALIFIED FOR NON-COMPLIANCE**

**Note for consortium and joint ventures**

- **EACH** party to a consortium and joint venture is to submit the requisite documents and / or information as requested in item 6
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A lead consultant is to be appointed and noted in the submission.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

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

**6. ASSESSMENT CRITERIA**

Submissions will be evaluated on the below criteria:

- Compliance
- Local content
- Price / BBBEE
- Risk Tolerance

**6.1 COMPLIANCE**

Bidders will be disqualified in the following instances;

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;

- Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been faxed;
- Bidders whose tender document has been received after the closing time
- Bidders whose tender document has not been deposited in the tender box at the time of closing;
- Bidders who fail to price as required i.e. as stipulated in item 4 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.
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD)
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS);
- No award will made if a bidder did not provide a 12 months warranty and a guarantee.

## **6.2 Local Content**

Only bids with the stipulated minimum threshold of 60% (As per annexure G) for local production & content will be considered, failing to meet this, bid/s will be disqualified.

## **6.3 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 BBBE status per the table under item 7.3.1
- Points scored will be rounded off to the nearest 2 decimal places

## **6.4 Points awarded for BBBEE status level**

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

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

- 6.4.1 "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).
- 6.4.2 Tenderers must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable.
- 6.4.3 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.
- 6.4.4 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.
- 6.4.5 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.
- 6.4.6 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.
- 6.4.7 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.
- 6.4.8 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.

## 6.5 Formula for scoring tender price

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

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

Where

$P_s$  = Points scored for comparative price of tender under consideration

$P_t$  = Comparative price of tender under consideration  $P_{min}$

= Comparative price of lowest acceptable tender  $X$  = **Points**

assigned to price

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

$$PP = P_s + P_{bee} , \text{ where}$$

$PP$  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.

## 7. 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 (e.g. 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)

**OR**

And in instances where the value of contracts for **multi-disciplinary** professional service providers (egg. where 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.

## 8. COMPULSORY BRIEFING, CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

### Submission:

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

The words: "**RFQ-SUPPLY AND DELIVERY OF 15 X HANDHELD TWO-WAY RADIOS**"

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 at 12h00 on 22 October 2021**

Envelopes will be stamped on receipt. There will be a public opening of quotations from 12:00.

**NO LATE / E-MAIL / 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.

Queries can be addressed in writing to:

Mmatsie Mashao

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

Telephone: +27 11 688 7810

**ANNEXURE A : BUSINESS DECLARATION**

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

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

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

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

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

.....

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

.....

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

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

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

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

**Company/enterprise Income**

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

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

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

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

**1. Type of firm**

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

(Tick one box)

**2. Principal business activities**

.....

.....

.....

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

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

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

5. Did the firm exist under a previous name?

- Yes
- No

(Tick one box)

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

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

Time : .....

Part Time : .....

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

Full Time : .....

Part Time : .....

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

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

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 authorize 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 authorized will be processed by computer through a system known as the “ACB Electronic Fund Transfer Service” and

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

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



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

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

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

**SIGNATURE** : .....  
**NAME IN FULL** : .....  
**CAPACITY** : .....  
**DULY AUTHORIZED TO SIGN ON BEHALF OF:** .....  
**DATE** : .....

**COMPANY STAMP**

**ANNEXURE B: DECLARATION OF INTEREST**

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

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

3.1 Full Name: .....

3.2 Identity Number: .....

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

3.4 Company Registration Number: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

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

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

**3.11** Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the

service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

**YES / NO**

If yes, furnish particulars

.....  
.....

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

<b>FULL NAME</b>	<b>IDENTITY NUMBER</b>	<b>STATE EMPLOYEE NUMBER</b>

**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:		
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:	<input type="checkbox"/>	<input type="checkbox"/>

Item	Question	Yes	No
4.4	Does the bidder, or any of its directors owe any municipal taxes and rates or municipal charges to the municipality/municipal entities or to any other municipality/municipal entity, that is in arrears for more than three (3) months?	Yes	No
4.4.1	If so, furnish particulars:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4.5	Was any contract between the bidder and the municipality/municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes	No
		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**CERTIFICATION**

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

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

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

.....

Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

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

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

EMPLOYER	ROLE ON PROJECT	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*

**RFQ-SUPPLY AND DELIVERY OF 15 X HANDHELD TWO-WAY RADIOS**  
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. ....
  - 6. ....
  - 7. ....

C Documents to be attached.

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

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

.....  
.....

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**date**

**ANNEXURE G: MBD 6.2**

**DECLARATION CERTIFICATE FOR LOCAL PRODUCTION AND CONTENT FOR DESIGNATED SECTORS**

This Municipal Bidding Document (MBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations, 2011 and the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

**1. General Conditions**

- 1.1. Preferential Procurement Regulations, 2011 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and B-BBEE.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286: 2011 as follows:

$$LC = [1 - x / y] * 100$$

Where

- x is the imported content in Rand  
y is the bid price in Rand excluding value added tax (VAT)

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by the South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as required in paragraph 4.1 below.

**The SABS approved technical specification number SATS 1286:2011 is accessible on [http://www.thedti.gov.za/industrial\\_development/ip.jsp](http://www.thedti.gov.za/industrial_development/ip.jsp) at no cost.**

- 1.6. A bid may be disqualified if –
  - (a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and
  - (b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

**2. Definitions**

- 2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;
- 2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);
- 2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;
- 2.5. **“duly sign”** means a Declaration Certificate for Local Content that has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).
- 2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour and intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;
- 2.7. **“local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;
- 2.8. **“stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and
- 2.9. **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

**3. The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content?  
**(Tick applicable box)**

YES		NO	
-----	--	----	--

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by the SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on [www.reservebank.co.za](http://www.reservebank.co.za).

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?  
 (Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

5.1. If yes, provide the following particulars:

- (a) Full name of auditor: .....
- (b) Practice number: .....
- (c) Telephone and cell number: .....
- (d) Email address: .....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the Accounting Officer / Accounting Authority provide directives in this regard.

**LOCAL CONTENT DECLARATION**  
**(REFER TO ANNEX B OF SATS 1286:2011)**

<p><b>LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)</b></p> <p><b>IN RESPECT OF BID NO. JDAF/BRADED UNIFORM/001/2020</b></p> <p><b>ISSUED BY:</b> (Procurement Authority / Name of Municipality / Municipal Entity):  <b>Johannesburg Development Agency</b></p> <p>NB</p> <p>1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.</p> <p>2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on <a href="http://www.thedti.gov.za/industrial_development/ip.jsp">http://www.thedti.gov.za/industrial_development/ip.jsp</a>. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. <b>Declaration C should be submitted with the bid</b></p>
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**documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, ..... (full names),

do hereby declare, in my capacity as .....

of .....(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that
  - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
  - (ii) the declaration templates have been audited and certified to be correct.

(c)The local content percentages (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C;

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

**If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.**

(d) I accept that the Procurement Authority / Municipality /Municipal Entity has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.

(e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Municipal / Municipal Entity imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 2011 promulgated under the Preferential Policy Framework Act (PPPFA), 2000 (Act No. 5 of 2000).

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 1** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**WITNESS No. 2** \_\_\_\_\_

**DATE:** \_\_\_\_\_

