



## INVITATION TO BID

### REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS

**ADVERT DATE: 20 APRIL 2022**

**NON-COMPULSORY CLARIFICATION DATE: N/A**

**CLOSING DATE: 28 APRIL 2022**

**CLOSING TIME: 12H00**

**BID DESCRIPTION:** RFQ – TO APPOINT AN URBAN PLANNER/ TOWN PLANNER TO PREPARE THE JABULANI IMPACT ASSESSMENT FOR A PERIOD OF 6 WEEKS.

**RFQ NUMBER:** JDA/DPF/URBANPLANNER/01/2022

RFQ DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:  
Offices of the Johannesburg Development Agency, 3 Helen Joseph Street, The Bus Factory, Newtown, Johannesburg, 2000

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

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

\*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 7851  
**E-mail:** TMabunda@jda.org.za

#### ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

**Department:** Development Planning and Facilitation  
**Contact Person:** Ms Zilungile Chonco  
**Tel:** 011 688 7871  
**E-mail:** ZChonco@jda.org.za

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

**OFFER PAGE**

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

BID / RFQ NUMBER .....

BID / RFQ DESCRIPTION .....

NAME OF BIDDER .....

NAME OF CONTACT PERSON.....

POSTAL ADDRESS .....

STREET ADDRESS.....

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

CELLPHONE NUMBER.....

E-MAIL ADDRESS.....

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

VAT REGISTRATION NUMBER.....

CSD SUPPLIER NUMBER.....

COMPANY REGISTRATION NUMBER.....

TAX VERIFICATION PIN.....

TOTAL BID PRICE..... excluding Value Added Tax

TOTAL BID PRICE in words.....

..... excluding Value Added Tax

SIGNATURE OF BIDDER .....

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

DATE .....

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

**To all our stakeholders**

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

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

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

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

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

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

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



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

## 1. INTRODUCTION

The Johannesburg Development Agency (JDA) therefore requests technical assistance from an urban planning specialist for a rapid quantitative and qualitative study of the **impact** of the developments happening in Jabulani

The suitably qualified candidates will assist in determining the impact of public and private developments that have happened thus far in Jabulani.

### 1.1. **Purpose**

The JDA is mandated to implement area-based development and regeneration projects. This mandate positions the focus of the JDA on long term change of a neighbourhood through implementing a range of projects in specific areas. In order to assess the impact of its developments, the JDA annually conducts various project and area-based impact or baseline assessments. The focus of such impact or baseline assessments is to draw out any meaningful learning linking the development to the intended or expected outcomes. The purpose of this project is therefore to investigate the Impact of developments happening in Jabulani

The JDA therefore requests technical assistance from an urban planning specialist for a rapid quantitative and qualitative study of the impact of the developments happening in Jabulani.

### 1.2. **Background**

The City of Johannesburg's Spatial Development Framework (2016) defines priority investment areas that are to function as the locus for the City's future urban development and growth. Soweto, and specifically the areas linked to multi-modal transport infrastructure, is among the spatially identified priority transformation areas with the capacity to trigger positive effects on a city-wide scale.

The development rationale for Jabulani is premised on unlocking and developing the area as a "True City District". This will be achieved by transforming and diversifying Soweto from its predominant residential character to one that has the right balance and mix of uses resulting in a sustainable human settlement.

Key strategies identified for Soweto's development include:

- Diversifying and increasing economically productive uses
- Increasing access to quality social services
- Leveraging the good street pattern and public transport network
- Developing a series of self-sufficient mixed-use nodes that will function as drivers for economic growth and job creation.

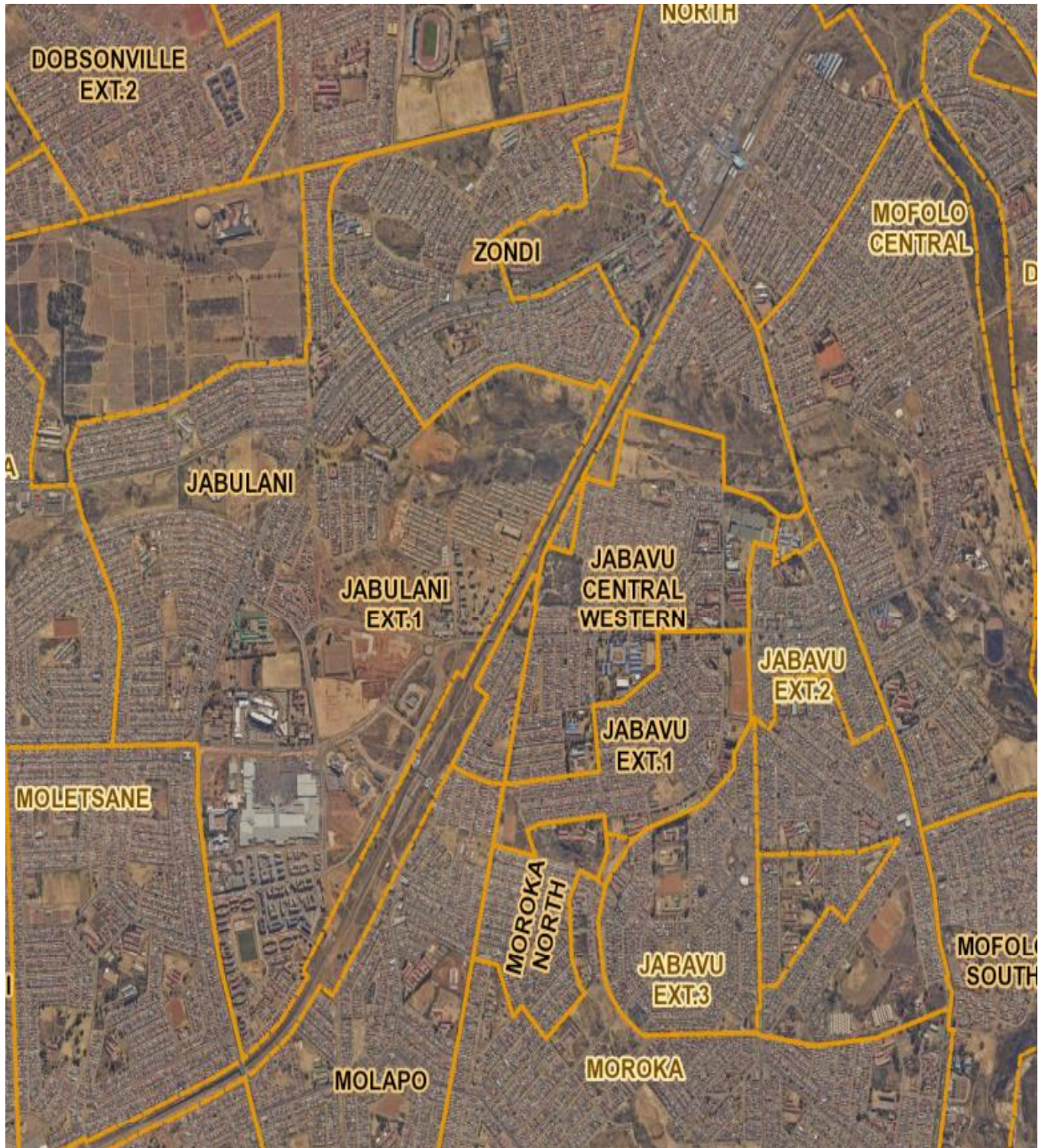
The success of The Jabulani Mall has sparked a renewed interest in developers who are looking at introducing further retail components and other uses and completing a number of medium density residential projects that are already changing the conditions, positively impacting on the entire node. The potential of the node was already highlighted in the Soweto Economic Profile of 2008, where it is proposed that the areas with the most potential to act as catalysts of further development within the region such as the Jabulani Node are selected to be developed first. For this reason, Jabulani has the potential to become a node which thrives economically, with a balanced mix of land-uses and developments that all work in synergy to form a coherent and integrated centre within Soweto. The nodal developments, previous frameworks for the Jabulani Node, and planning concepts such

as the Complete Street, in order to derive guidelines that will best promote positive development whilst preserving the inherent cultural value of Jabulani node.

## **1. STUDY AREA**

Jabulani in Soweto is a district node and is located within Region D. Its central location within Soweto makes it a desirable destination for the local community of approximately 1.4 million people. There is a need for improved transport and for Soweto to play a stronger economic role in its dealings with the City of Joburg, creating a mutually beneficial relationship between the South and the broader City region. Jabulani is just under 20km from Joburg CBD and approximately 25km from Sandton metropolitan node. While there is a high rate of unemployment in Soweto, most inhabitants travel into Joburg CBD for employment.

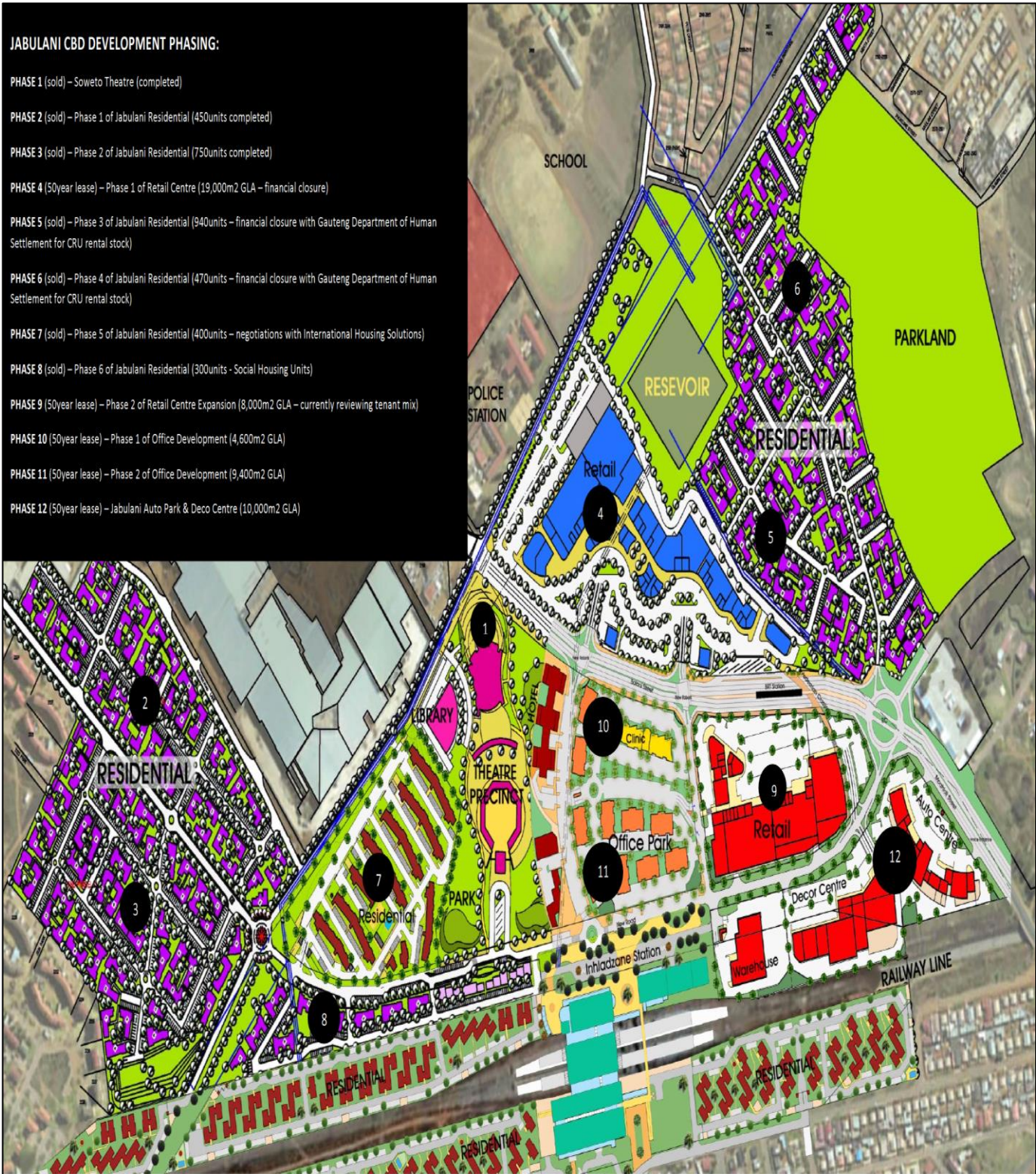
Jabulani is a mixed-use area with the presence of Jabulani Mall, Soweto Theatre, residential, public, and institutional land uses. According to the RSDF and the Nodal Review the node falls within the Growth Management Strategy (GMS) Public Transport Priority Area and is one of the strategic cluster localities in terms of the Soweto Integrated Spatial Development Framework (SISF). The node is defined by Koma Street and the railway line, with most of the development situated along Bolani Road in close proximity to the Inhlazane Train Station. It also includes a significant natural system which at present consists of portions that are largely disconnected from one another. The Jabulani Water Tower as well as the Jabulani Mall and the Soweto Theatre are important landmark features within the area.



Map 1: Image showing Jabulani Boundary with Surrounding Townships

**JABULANI CBD DEVELOPMENT PHASING:**

- PHASE 1 (sold) – Soweto Theatre (completed)
- PHASE 2 (sold) – Phase 1 of Jabulani Residential (450units completed)
- PHASE 3 (sold) – Phase 2 of Jabulani Residential (750units completed)
- PHASE 4 (50year lease) – Phase 1 of Retail Centre (19,000m2 GLA – financial closure)
- PHASE 5 (sold) – Phase 3 of Jabulani Residential (940units – financial closure with Gauteng Department of Human Settlement for CRU rental stock)
- PHASE 6 (sold) – Phase 4 of Jabulani Residential (470units – financial closure with Gauteng Department of Human Settlement for CRU rental stock)
- PHASE 7 (sold) – Phase 5 of Jabulani Residential (400units – negotiations with International Housing Solutions)
- PHASE 8 (sold) – Phase 6 of Jabulani Residential (300units - Social Housing Units)
- PHASE 9 (50year lease) – Phase 2 of Retail Centre Expansion (8,000m2 GLA – currently reviewing tenant mix)
- PHASE 10 (50year lease) – Phase 1 of Office Development (4,600m2 GLA)
- PHASE 11 (50year lease) – Phase 2 of Office Development (9,400m2 GLA)
- PHASE 12 (50year lease) – Jabulani Auto Park & Deco Centre (10,000m2 GLA)



**2. SCOPE OF WORK AND DELIVERABLES**

The project scope in relation to the appointment is as follows:  
 To prepare consolidated Impact Assessment report, measuring the impact of developments in Jabulani as illustrated in the image above,

The study must be packaged according to the following three categories of analysis that would make up a social, spatial, or economic return on public investment:

| # | Criteria  | Elements (not extensive)  | Data Collection / Sources   |
|---|-----------|---|---|
| 1 | Usability | <ol style="list-style-type: none"> <li>1. Access: How accessible are these spaces and how much diversity is possible in them.</li> <li>2. Attractiveness: How attractive they are.</li> <li>3. Comfort: If people are comfortable while they are spending time in these places.</li> <li>4. Participation: Which type of people does it include?</li> <li>5. Liveliness and dynamism: How much of the space is usable and how possible are the live activities to take place?</li> <li>6. Functionality: How possible are different activities to take place in the space.</li> <li>7. Safety and security: Do these spaces feel safer after the developments that have been constructed with regards to crime and violence and personal injury/accidents?</li> </ol> | <ol style="list-style-type: none"> <li>1.Physical inspection</li> <li>2.Photo essay</li> <li>3.Tour with Urban Management Inspectors</li> </ol> |



| # | Criteria   | Elements (not extensive)   | Data Collection / Sources |
|---|------------|--|---------------------------|
| 2 | Management | <p>8. Are the developments in Jabulani and the in good physical condition e.g., wear and tear on street furniture, surfacing, signage etc.</p> <p>9. Clean, maintained? (Lighting, landscaping etc.)</p> |                           |

| # | Criteria | Elements (not extensive)  | Data Collection / Source   |
|---|----------|---|--|
| 3 | Social   | <p>1. Quality of life Population, demographics</p> <p>2. Community perceptions e.g., mobility, access, safety</p> <p>3. Levels of usage</p> | <p>1. Intercept Surveys</p> <p>2. Social Media Surveys</p> <p>3. Key Informant Interviews and/or focus group interaction with key user groupings</p> <p>4. Participant Observation</p> |

*Economic*

| # | Criteria             | Elements (not extensive)  | Data Collection / Source  |
|---|----------------------|---|---|
| 4 | Value for money      | <p>1. Expenditure analysis</p> <p>2. Efficiency and effectiveness</p>   | <p>1. Desktop studies / research gathering</p> <p>2. Minimum of five Interviews with investors, property owners, managers, local businesses</p> <p>3. Photography</p> |
| 5 | Return on Investment | <p>1. Non-state investment</p> <p>2. Quantum of New Investment Attraction</p> <p>3. Type of New Investment</p> <p>4. Investor Perceptions</p> <p>5. Changes in land uses, densification, building stock</p> <p>6. Property indicators</p> |   |

**APPROACH**

The following is the approach / methodology:

| Phase           | Purpose  | Actions / Activities   | Deliverable              |
|-----------------|--|--|--------------------------|
| Inception Phase | Project preparation and planning   | Defining project work-plan and deliverables<br><br>Post project kick-off meeting<br><br>Within 1 week of meeting   | Project Inception Report |
|                 | Understanding the project intention<br><br>Review and reflect on what the JDA has done<br><br>Reflect on what has changed since completion of the developments | Desktop review: <ul style="list-style-type: none"> <li>a. Previous Projects and Plans,</li> <li>b. Crime Data</li> <li>c. Stakeholder Mapping</li> <li>d. Initial identification of important facilities in the area that generate movement with the BRT and NMT activity</li> <li>e. Quality of Life Survey etc</li> <li>f. Property Data Analysis</li> </ul> Selected Pedestrian Counts IF baseline data is available/relevant<br><br>Relevant Existing CGIS layers of Information | Draft report             |

| Phase                       | Purpose   | Actions / Activities   | Deliverable  |
|-----------------------------|---|--|--|
| Engage Phase                | <p>Document what community thinks about this</p> <p>Document what investors, owners and businesses think about such interventions</p> | <p>Intercept Surveys</p> <p>Social Media Surveys</p> <p>Key Informant Interviews and/or focus group interaction with key user groupings</p> <p>Participant Observation</p> <p>Minimum of five interviews with residents,</p> <p>Minimum of three interviews with locally based user-groupings, students, school learners, business owners etc.</p> <p>Minimum of ten interviews with pedestrians</p> <p>3 engagements with informal traders</p> <p>Engagement using existing social media platforms with community groups / forums – e.g., Facebook poll or Instagram call for perceptions</p> <p>Third Party data where applicable, e.g., Crime Stats, GCRO etc</p> | Record of meetings   |
| Analyse and synthesis phase | <p>Document the lessons learnt</p> <p>What worked, what didn't / doesn't</p> <p>Recommendations</p>                                   | <p>Comparison between desktop, survey, and physical information</p> <p>Creative representation of data and findings into infographics</p>  | <p>Analysis and findings</p> <p>Draft infographics</p> <p>Draft presentation</p> |

| Phase          | Purpose          | Actions / Activities  | Deliverable                             |
|----------------|------------------|-----------------------|---|
| Handover phase | Present findings | Workshop / discussion | Presentation to Client and Stakeholders |

### 3. TARGET AUDIENCE FOR STUDY OUTPUT

| Primary  | Secondary                                    |
|--|--|
| <ul style="list-style-type: none"> <li>➤ Johannesburg Development Agency</li> <li>➤ City of Joburg Development Planning / City Transformation</li> <li>➤ Region D: CRUM</li> </ul> | City of Joburg Dept. of Economic Development |

### 4. TIMEFRAMES

This RFQ is regarded as a short assignment.

From appointment, the aim would be much of the assignment should be completed by the 07 June 2022. It is therefore anticipated that this assignment would require between 4-6 weeks.

#### Project Milestones

| Milestone   | Deadline |
|---|----------|
| 1. Inception Phase  | 1 week   |
| 2. Engage Phase & Research Phase                                | 2 weeks  |
| 3. Analyse and Synthesis Phase & Draft Impact Assessment Report | 2 weeks  |
| 4. Final Impact Assessments Report & Handover Phase             | 1 week   |

### 5. KEY REFERENCE DOCUMENTATION

- The outputs need to refer to and where relevant incorporate other plans and structures, including but not limited to:
- Spatial Development Framework 2040 (2016)
- Nodal Review (2020)
- Jabulani Cultural Precinct Plan (2018)
- City of Johannesburg Complete Streets Design Guideline
- Ward Profiles as compiled by CRUM, Region D
- Operational Plan 2017
- Jabulani Transit Oriented Development
- Any other studies done in Jabulani

**6. APPOINTMENT**

The team for this project must include each of the following professional competencies.

- 6.1 1 X Urban Planner/ Town Planner must be registered as a professional with the South African Council for Planners (SACPLAN), and to have the relevant skills, experience, and capacity to deliver the on the scope of work within the required time frame. Consultants for The South African Council for Planners (SACPLAN) is the statutory Council established in terms of the Planning Profession Act, 2002 (Act 36 of 2002)

**7. NON-COMPULSORY CLARIFICATION:**

**Not Applicable**

**8. DURATION**

The duration of the appointment period will be for 6 weeks.

**9. NOTES FOR PRICING**

The basis for fee proposals is outlined in item 9.2 below.

This is followed by item 9.3 which applicants are required to take note of.

- 9.1 Service providers are to complete all the items on the pricing table below and submit as part of their fee proposal to transfer or carry over the total fee to the “Offer” page correctly.

**Failure to complete in full the pricing table and price as required will result in the RFQ submission being disqualified for non-compliance.**

Detailed below is information upon which fees must be based on (refer to item 2 above for detailed scope of work and deliverables).

**9.2 PRICING TABLE**

| No | Description  | Amount (Excl. VAT) |
|----|--|--------------------|
| 1  | Inception Report   | R                  |
| 2  | Engage Phase & Research Phase                                | R                  |
| 3  | Analyze and Synthesis Phase & Draft Impact Assessment Report | R                  |
| 4  | Final Impact Assessments Report & Handover Phase             | R                  |

| No                              | Description | Amount (Excl. VAT) |
|---------------------------------|-------------|--------------------|
| <b>TOTAL<br/>(Excl<br/>VAT)</b> |             |                    |

**TOTAL FEE TO BE TRANSFERRED CORRECTLY TO THE OFFER PAGE**

Service providers 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 quoted amount.

**9.3. Notes**

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

**9.3.2 Fees must include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel, and accommodation, etc.**

**9.3.3 It is the responsibility of the bidder to ensure that they have a local office within the geographical area of City of Johannesburg as the JDA will not be responsible for accommodation and travelling costs.**

**10. PRESENTATION OF QUOTATIONS**

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

The report should **use the same item numbers as below** for the required sections of the report.

The following information must be clearly spelt out:

10.1 **BRIEF** company background, lists of SIMILAR (lap top accessories) projects (including client name, contact person, telephone number, value of the project, and the consulting fee value, nature of the project, required deliverables).

10.2 A copy of a valid SARS Tax Pin Compliant certificate. No award will be made to a service provider whose tax matters are not in order with the South African Revenue Services.

10.3 No award will be made to a service provider who is not registered with National Treasury Central Supplier Database.

10.4 A copy of the tenderer’s latest municipal rates account in the name of the tenderer or alternatively in the names of the Directors / Partners of the tendering entity. Copies of lease agreements **will be accepted.**

- 10.5 An original and valid BBBEE status levels verification certificate or a certified copy thereof, substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. An EME must submit an 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.
- 10.6 An original letter from the tenderer's bank confirming account information.
- 10.7 Bidders are required to submit detailed quotations based on the required deliverables defined in rand terms. Applicants are to illustrate the fee proposal linked to deliverables. All disbursements, etc. are to be **included** in the quotations.
- 10.8 A completed RFQ document with all sections filled in (references in the RFQ to other documentation attached will NOT be considered.)
- 10.9 The forms A to H annexed, must be scrutinized, completed in full and submitted together with your RFQ.

**Note for consortium and joint ventures**

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

**11. ASSESSMENT CRITERIA**

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical and
- Price / BBBEE

**11.1 Compliance**

Bidders' will be disqualified:

- 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 9.2 and 9.3 herein,
- Bidders who have any directors that are in the employment of the state,
- Bidders whose municipal accounts are owing more than 90 days,
- 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 bidders whose tax matters are not in good standing with SARS

## 11.2 Technical

| Item                     | Criteria   | Total Points |
|--------------------------|--|--------------|
| (i)                      | Key returnable documents Annexure                                      | 20           |
| (ii)                     | Capability of proposed key team members and qualifications             | 50           |
| (iii)                    | List of completed similar projects                                     | 50           |
| (iv)                     | Detailed and signed reference letters which are in line with item(iii) | 50           |
| Minimum / Cut –off @ 60% |  | <b>102</b>   |
| Maximum                  |  | <b>170</b>   |

### a) Submission / Assessment Checklist

| (i). KEY RETURNABLE DOCUMENTS | Total Points | Criteria                                    | Description of criteria  | Points | Points |
|-------------------------------|--------------|---|--|--------|--------|
| <b>Annexure A – H</b>         | <b>20</b>    | Valid BBBEE status level certificate        | Points will only be allocated for key returnable documents submitted as required / stipulated herein | N/A    | Y / N  |
|                               |              | Company registration documents              |  | N/A    | Y / N  |
|                               |              | CTS letter from SARS                        |  | N/A    | Y / N  |
|                               |              | Valid Professional Indemnity Insurance R2m  |  | N/A    | Y / N  |
|                               |              | Current municipal rates account / affidavit |  | N/A    | Y / N  |
|                               |              | 3 Years audited financial statements        |  | N/A    | Y / N  |
|                               |              | Certified copies of identity documents      |  | N/A    | Y / N  |
|                               |              | Annexure A completed in full and signed     |  | N/A    | Y / N  |
|                               |              | Annexure B completed in full and signed     |  | N/A    | Y / N  |
|                               |              | Annexure C completed in full and signed     |  | N/A    | Y / N  |
|                               |              | Annexure D completed in full and signed     |  | N/A    | Y / N  |



RFQ – TO APPOINT AN URBAN PLANNER/ TOWN PLANNER TO PREPARE THE JABULANI IMPACT ASSESSMENT FOR 6 WEEKS

|  |                     |  |   |     |               |
|--|---------------------|--|---|-----|---------------|
|  |                     | Annexure E completed in full and signed  |   | N/A | Y / N         |
|  |                     | Annexure F completed in full and signed  |   | N/A | Y / N         |
|  |                     | Annexure G completed in full   | Organogram completed in full as prescribed <b>Zero points will be awarded if Annexure G is not completed</b>  | 10  | 10            |
|  |                     | Annexure H completed in full   | JDA CV Template completed in full as prescribed <b>Zero points will be awarded if Annexure H is not completed</b><br><br><b>Points will not be allocated for making reference to CV</b>   | 10  | 10            |
| <b>(ii). CAPABILITY OF THE PROPOSED KEY PERSONNEL</b>                              | <b>Total Points</b> | <b>Criteria</b>  | <b>Description of criteria</b>  |     | <b>Points</b> |
| <b>1 x Urban Planner/Town Planner (complete Annexure G and H)</b>                  |                     |  |   |     |               |
| <b>Qualifications</b>  |                     | Completed Postgraduate (Masters) degree in Town and Regional Planning or Urban Planning  | Certified Copies of Completed Academic Qualifications (This item is all or nothing, meaning all document must be submitted or zero points will be allocated)  |     | 10            |
| <b>Professional Registration</b>   |                     | Valid Proof of Professional Registration with Relevant Structures and or Bodies not limited to SACPLAN                                 | Certified Copies of Professional Registration (This item is all or nothing, meaning all document must be submitted or zero points will be allocated)  |     | 10            |
| <b>Working Experience of the personnel</b>   | <b>50</b>           | 6 years or more public space design experience as Urban Planner/Town Planning in Public Environment projects                           | CV's must show projects, roles played and period. If any information is not contained in the CV then zero points will be awarded.<br><br><ul style="list-style-type: none"> <li>Projects experience must be in Town planning projects (Areas of public use e.g. Impact assessments; Feasibility Reports; Precinct Plans etc. )</li> </ul> |     | 30            |
|  |                     | 4-5 years public space design experience as Urban Planner/Town Planning in Public Environment projects.                                |   |     | 20            |
|  |                     | Less than 3 years public space design experience as Urban Planner/Town Planning in Public Environment projects                         |   |     | 10            |
| <b>(iii) COMPANY EXPERIENCE</b>  | <b>Total Points</b> | <b>Criteria</b>  | <b>Description of criteria</b>  |     | <b>Points</b> |
| <b>List of completed projects in the industry or similar (complete Annexure D)</b> | <b>50</b>           | Five and more planning public space design experience as Urban Planner/Town Planning in Public Environment projects project completed. | Points will only be allocated for having rendered the required services on Public Environment Projects (Areas of public use e.g., parks developments; NMT; Multipurpose/ Recreational areas etc or similar completed project experience.  |     | 50            |
|  |                     | Three to Four planning public space design experience as Urban Planner/Town Planning in Public Environment projects                    |   |     | 35            |
|  |                     | Two to three planning public space design experience as Urban Planner/Town Planning in Public Environment projects                     |   |     | 25            |
|  |                     | One - Two planning public space design experience as Urban Planner/Town Planning in Public Environment projects                        |   |     | 10            |
| <b>(iv) REFERENCES FOR COMPLETED PROJECTS</b>                                      | <b>Total Points</b> | <b>Criteria</b>  | <b>Description of criteria</b>  |     | <b>Points</b> |

|  |    |   |  |    |
|--|----|---|--|----|
| To relate to the item (iii) above in line with (complete Annexure D) | 50 | Five and more reference letters in planning public space design experience as Urban Planner/Town Planning in Public Environment projects project completed. | References must be on client letterhead or document stamped and signed by the client and must include the name / description of the project, it must confirm the service rendered, the value of the constructed works, the date completed and a comment of the level of satisfaction with the service. References must be for projects listed above under project experience, and relevant to this project only. Appointment letters, Purchase Orders etc. will NOT be considered as references.<br><br>If any of the required information is not contained in the reference, then zero points will be awarded | 50 |
|  |    | Three to Four reference letters in planning public space design experience as Urban Planner/Town Planning in Public Environment projects project completed. |  | 35 |
|  |    | Two to three reference letters in planning public spaces experience as Urban Planner /Town Planning in Public Environment projects project completed.       |  | 25 |
|  |    | One - Two reference letters in planning public space experience as Urban Planner/Town Planning in Public Environment projects project completed.            |  | 10 |

### 11.3 BBEE Status

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

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

Notes:

- 11.3.1 “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).
- 11.3.2 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.
- 11.3.3 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.

- 11.3.4 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.
- 11.3.5 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.
- 11.3.6 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.
- 11.3.7 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.
- 11.3.8 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.

#### 11.4 Price and Empowerment

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying bidders is Method 2 (Price and Preferences).

The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's BBBEE status. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

- 80 points are assigned to price
- Up to 20 points are assigned to BBBEE status per the table under item 11.3.

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

**PP = P<sub>s</sub> + P<sub>bee</sub> Where**

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

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

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

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<sub>s</sub>** = Points scored for comparative price of tender under consideration

**P<sub>t</sub>** = Comparative price of tender under consideration

$P_{\min}$  = Comparative price of lowest acceptable tender

$X$  = **Points** assigned to price

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

The words “**RFQ – TO APPOINT AN URBAN PLANNER/ TOWN PLANNER TO PREPARE THE JABULANI IMPACT ASSESSMENT FOR 6 WEEKS.**” must be written / typed clearly on the envelope.

The envelope must be deposited in the tender box at the Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (formerly known as President) and Newtown, 2000 only between the hours of 08H00 and 17H00

**The RFQ closes at 12h00 on 28 April 2022.**

**NO E-MAILED/ NO LATE / TELEPHONIC / FAXED / POSTAL RFQ SUBMISSION 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 RFQ submission and no correspondence will be entered into.

Queries can be addressed in writing to:  
Zilungile Chonco  
E-mail: ZChonco@jda.org.za

**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** : .....



**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

.....  
.....



\*\* “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?<br><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<br><input type="checkbox"/> | No<br><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)?<br><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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.2.1 | 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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| <b>Item</b> | <b>Question</b>  | <b>Yes</b>                      | <b>No</b>                      |
| 4.4.1       | 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<br><input type="checkbox"/> | No<br><input 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 or non-comply with the contract?                        | Yes<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.3.1       | If so, furnish particulars:  |                                 |                                |
| 4.7.1       | If so, furnish particulars:  |                                 |                                |
|             |  |                                 |                                |

**CERTIFICATION**

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

.....

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

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

.....  
Signature Position

.....  
Name of Bidder Date



ANNEXURE D - 2: PARTICULARS OF CONTRACTS AWARDED BY NOT AN ORGAN OF STATE\*\*\* DURING THE LAST 5 YEARS  
cont.

| EMPLOYER | CONSULTANT | SIMILAR 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

.....

.....

---

RFQ – TO APPOINT AN URBAN PLANNER/ TOWN PLANNER TO PREPARE THE JABULANI IMPACT ASSESSMENT FOR 6 WEEKS

Name of Bidder

Date





RFQ – TO APPOINT AN URBAN PLANNER/ TOWN PLANNER TO PREPARE THE JABULANI IMPACT ASSESSMENT FOR 6 WEEKS

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

I, the undersigned, in submitting the accompanying bid:

**RFQ – TO APPOINT AN URBAN PLANNER/ TOWN PLANNER TO PREPARE THE JABULANI IMPACT ASSESSMENT FOR 6 WEEKS.**

in response to the invitation for the bid made by:

*Johannesburg Development Agency*

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

I certify, on behalf of:

\_\_\_\_\_  
(Name of Bidder)

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: ORGANOGRAM (COMPULSORY) THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 11.2 HEREIN**

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for as per 11.2 herein.

**TABLE 1: URBAN PLANNER/ TOWN PLANNER**

| <b>Key Resource Information</b>   |                                    |
|---|------------------------------------|
| <b>Designation:</b>   | <b>Urban Planner/ Town Planner</b> |
| Name & Surname  |                                    |
| Nationality   |                                    |
| ID / Passport Number  |                                    |
| First Qualification Name<br>Incl. Date of Qualification and Institution   |                                    |
| Highest Qualification Name<br>Incl. Date of Qualification and Institution |                                    |
| Years' Experience after initial relevant<br>Qualification                 |                                    |
| Professional Registration Body /<br>Institution                           |                                    |
| Date of Professional Registration   |                                    |
| Professional Registration Number  |                                    |

**ANNEXURE H – JDA CV TEMPLATE TO BE COMPLETED BY THE BIDDER (COMPULSORY)**

| <b>1. URBAN PLANNER/ TOWN PLANNER</b>                |  |  |
|--|--|--|
| FULL NAME AND SURNAME                                |  |  |
| TITLE (e.g., Ms./Mr./Dr/Prof)                        |  |  |
| PROFESSIONAL QUALIFICATIONS (Degrees, Diplomas, etc) | YEAR OBTAINED                                    | CERTIFIED ACADEMIC CERTIFICATE MUST BE ATTACHED AND LISTED |
|  |  |  |
|  |  |  |
| <b>CURRENT EMPLOYER</b>                              |  |  |
| CURRENT EMPLOYER                                     |  |  |
| CURRENT ROLE/TITLE                                   |  |  |
| NO. OF Yrs AND Mnths SERVED                          |  |  |
| LIST OF PROJECTS RELEVANT TO THIS SCOPE              | INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT |  |
| 1.   | 1.   |  |
| 2.   | 2.   |  |
| 3.   | 3.   |  |
| <b>PREVIOUS EMPLOYER 1</b>                           |  |  |
| ROLE/TITLE   |  |  |
| NO. OF YEARS AND MONTHS IN THIS ROLE                 |  |  |
| LIST OF PROJECTS RELEVANT TO THIS SCOPE              | INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT |  |
| 1.   | 1.   |  |
| 2.   | 2.   |  |
| 3.   | 3.   |  |
| <b>PREVIOUS EMPLOYER 2</b>                           |  |  |
| ROLE/TITLE   |  |  |
| NO. OF YEARS AND MONTHS IN THIS ROLE                 |  |  |
| LIST OF PROJECTS RELEVANT TO THIS SCOPE              | INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT |  |
| 1.   | 1.   |  |
| 2.   | 2.   |  |
| 3.   | 3.   |  |
| <b>PREVIOUS EMPLOYER 3</b>                           |  |  |
| ROLE/TITLE   |  |  |
| NO. OF YEARS AND MONTHS IN THIS ROLE                 |  |  |
| LIST OF PROJECTS RELEVANT TO THIS SCOPE              | INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT |  |
| 1.   | 1.   |  |
| 2.   | 2.   |  |
| 3.   | 3.   |  |

\*\*\* PLEASE CONTINUE TO ADD YOUR PREVIOUS EMPLOYMENT ROLES (3, 4, 5 etc.) USING FORMAT ABOVE