



INVITATION TO BID

REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS

ADVERT DATE: 03 MAY 2022

NON-COMPULSORY CLARIFICATION DATE: N/A

CLOSING DATE: 10 MAY 2022

CLOSING TIME: 12H00

BID DESCRIPTION: RFQ – TO APPOINT ARCHITECTS/URBAN DESIGNERS TO ASSIST THE JDA IN CONDUCTING THE IMPACT ASSESSMENT AND REVIEW OF THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE

RFQ NUMBER: JDA/DPF/URBANDESIGNER/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 7904
E-mail: TMabunda@jda.org.za

ANY REQUIRIES REGARDING TECHNICAL INFORMATION MAY BE DIRECTED TO:

Department: Development Planning and Facilitation
Contact Person: Ms. Rhulani Mabasa
Tel: 011 688 7829
E-mail: RMabasa@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

RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESSEMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE

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

RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESSEMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE

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



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

1. INTRODUCTION

The Johannesburg Development Agency (JDA) is requesting proposals from Service providers to assist in conducting an Impact Assessment and Review of the #ArtMyJozi Public Art Project along the Louis Botha Development Corridor Pedestrian Spine and 9th Street in Norwood.

The suitably qualified candidate will assist JDA in undertaking the said Impact Assessment and Review study along the Louis Botha Pedestrian Spine.

2. BACKGROUND

The City of Johannesburg's future spatial vision is based on an economically and socially transformed city that is more sustainable, resilient, and liveable. With the public transport network being the backbone of the City's spatial restructuring strategy, there is an intention to optimise development in and around high intensity movement Transit Oriented Development Corridors – *TOD Corridor Programme*, to create more inclusive and accessible opportunities for the residents of Johannesburg and create economies of scale that are attractive to investors. The corridors as envisioned to be developed into mixed-use nodes with high density accommodation supported by office buildings, retail developments and opportunities for education, leisure, and recreation.

Three Corridors have been prioritised for development focus:

- **TOD Corridor 1:** Soweto to the Johannesburg CBD along Empire/Perth
- **TOD Corridor 2:** Johannesburg CBD to Alexandra along Louis Botha
- **TOD Corridor 3:** Turffontein node and other corridors to be confirmed.

Since 2002/03 the JDA has actively commissioned public art which was financed through allocations from capital budgets for area-based developments. In 2006, CoJ Council approved the Public Art Policy for Johannesburg with the purpose of promoting good management of public art in Johannesburg; encourage new forms of creative expression

whilst creating opportunities for artists; and to provide for ongoing maintenance of public art. The policy offered the rationale for the City of Johannesburg's public art programme, and identified role players, responsibilities, and procedures to be employed in producing public art. In collaboration with the City of Johannesburg's Department of Community Development, the JDA continues to implement the Public Art Programme over the medium term. The need for a comprehensive Public Art Strategy and Implementation Plans has been identified as interventions for the establishment precinct specific identities along the Corridors.

In 2017, the JDA embarked on implementing the #ArtMyJozi Public Art Programme. As part of the JDA's efforts to improve the public realm and its amenities, the JDA undertook to implement their Place Making mandate through the Public Art Programme for the Transit Oriented Development Corridors.

The main objectives of the #ArtMyJozi Programme along the Transit Oriented Development Corridors were to:

- To enhance the public urban environment and profile the image of the city through an on-going and dynamic programme of public art.
- To increase public awareness and enjoyment of the visual arts.
- To stimulate the creation of new works and the growth of arts-related businesses within the city.
- To build an interesting, diverse, and high-quality portfolio of public artworks for the City of Johannesburg by commissioning and installing public art which subsequently:
 - Create interest in the public environment
 - Supports the creation of a neighbourhood and area identity
 - Serves as landmark, gateway, or navigation elements
 - Improve the visual landscape in public space
 - Record, communicate, and celebrate historic events to support the development of the public art industry in South Africa by engaging suitable artists earlier in the process of developing new projects

RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESSEMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE

- Support a community of practice for public art practitioners to encourage shared learning
- Carefully recording and publicizing the processes, results and lessons learnt to establish the City of Johannesburg as a recognized public art patron and Johannesburg as a public art destination for tourists and visitors

Thus forth, the purpose of this project is to undertake an impact assessment and review of the #ArtMyJozi Public Art project. Through this impact assessment, the JDA is set to review the public art interventions in order to draw lessons as well as develop best practices for implementing impactful public art to improve the public realm and its amenities. The Louis Botha Pedestrian Spine 400-meter-long residential wall along Louis Botha Ave (TOD Corridor 2) as identified by the City of Joburg's Department of Transport, for a major mural artwork, will be adopted as a main study area. The wall forms part of the overall programme of upgrades attendant to the Rea Vaya, BRT Station infrastructure. The mural wall offers a substantial canvas to reflect on and celebrate the history, heritage, and movement along Louis Botha to date. Though confined in terms of study area, context and local history, the impact assessment will recognize the regional importance of the Louis Botha Development Corridor as well as the public artwork as a critical connector and pilot which celebrate historic events, promote public art, curate area identity, improve public realm beyond Greater Johannesburg.

3. STUDY AREA

The #ArtMyJozi impact assessment will be undertaken along the Louis Botha Development Corridor Pedestrian Spine which extends from the 400-meter-long residential wall along Louis Botha Avenue, to Paterson Park and Paterson Park Multipurpose Centre along 9th Street/ Paterson Road in Norwood.

RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESSEMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE



Figure 1: Map indicating Louis Botha Pedestrian Spine (Mural Wall including 9th street)

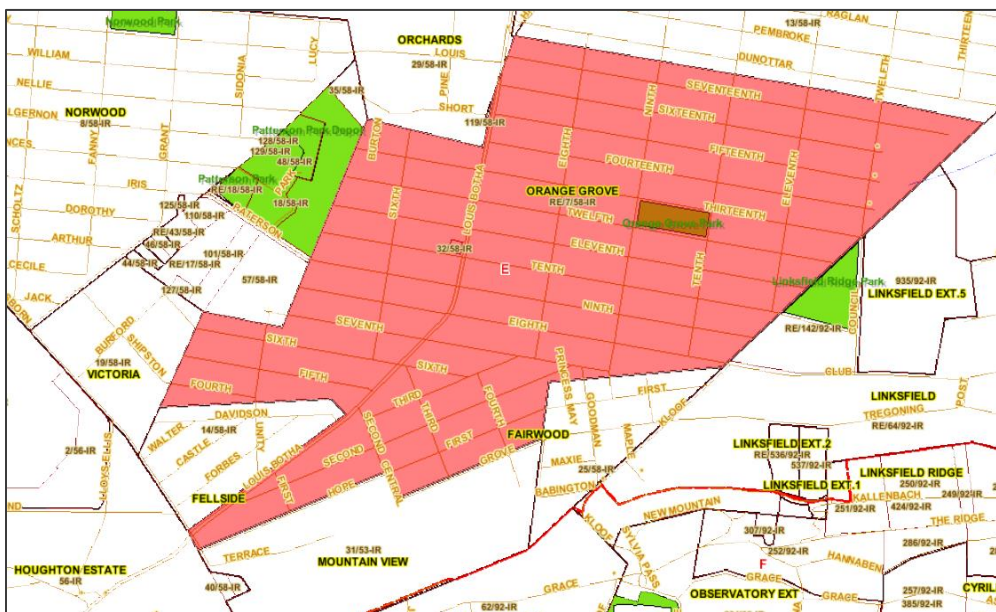


Figure 2: Map of Orange Grove

4. PROJECT PURPOSE

The purpose of this project is to undertake the impact assessment of public art to understand:

- 1) **City Image:** how public art alters people's perceptions of the Corridor and the City as a whole.
- 2) **Heritage and Identity:** how the artwork celebrates a city's history as well as reinforce residents' identity, meaning and memory in the city.
- 3) **Place Making:** How does placement of public art as a place-making element attract businesses/people to the area.
- 4) **Job Creation:** how the collaboration with local artists is instrumental in creating employment.
- 5) **Safety and security:** how has the placement of public art impacted residents' safety in the area.
- 6) **Economic Impact:** how have property values changed since the placement of public art in the area?
- 7) **Community Social Impact:** how has the community achieved ownership of space through community participation
- 8) **Nature of NMT:** how has the placement of public art improved the nature and quality of movement and access to spaces around the corridor.
- 9) **Tourism activity:** how public art contributes to Johannesburg's level of attractiveness.
- 10) **Diverse Portfolio:** how the Public Art Programme accurately promoted diversification of art and strengthened the value and interest in Johannesburg's arts and culture scenery.

5. SCOPE OF WORK AND DELIVERABLES

The recommended service provider will be rendering the following services:

Phase	Actions/ Description	Deliverables	Duration
Phase 1: Inception and Planning	Project Inception Meeting for Appraisal and Definition of Scope with Client	- Inception report, with approach and methodology and Work Plan	1 Week
Phase 2: Research and Engagement	High-level assessment of the study area in relation to the art programme and objectives of the project - Data collection through interviews/surveys/ focus group meetings. Themes of investigation 1) Place making, City Image, Heritage, and Identity 2) Economic Impact, Job Creation, and Tourism activity 3) Diverse art portfolio 4) Community Social Impact, Nature of the NMT and Safety and security - Research and review of all relevant frameworks and area-based reports,	- Draft Impact Assessment Report	2 Weeks
Phase 3: Analysis of Findings	- Contextual analysis of the public environment and quality of the built relating to the public art objectives in the study area Analysis of the findings – relating to the impact which the objectives of the project Themes of Analysis	- Final Impact Assessment Report	2 Weeks

RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESSEMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE

Phase	Actions/ Description	Deliverables	Duration
	<ul style="list-style-type: none"> 1) Place making, City Image, Heritage, and Identity 2) Economic Impact, Job Creation, and Tourism activity 3) Diverse art portfolio 4) Community Social Impact, Nature of the NMT and Safety and security 		
Phase 4: Project close out	<ul style="list-style-type: none"> - Present the Close-out report which among other contents will contain the methodology used to undertake the project as well as lessons learnt. - Handover of all relevant project documentation 	<ul style="list-style-type: none"> - A full close-out report with annexures <ul style="list-style-type: none"> o Annexure 1: Inception Report o Annexure 2: Draft Impact Assessment Report o Annexure 3: Draft Impact Assessment Report - Records of all interviews undertaken for the projects: Including all Raw/ Native files (i.e. for maps, photographs, list of all source documentation, all presentations) - Soft copy report in Microsoft Word, PowerPoint, and PDF formats. - Any relevant and/or additional material gathered in the process, i.e., media clips, photographs etc 	1 Week

RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE

The service provider must have a good sufficient research experience aswell as a good understanding of public art and the role it plays in public spaces.

APPOINTMENT

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

- 1 X Architect/Urban Designer with sufficient research experience (areas of experience e.g., non-motorised transits, squares, markets, recreational parks, transport, multi-purpose centres etc)

TARGETED STAKEHOLDERS

Table 2: List of Targeted Stakeholders

Primary	Secondary
<ul style="list-style-type: none"> • Jo'burg Development Agency • CoJ Development Planning • Johannesburg City Parks and Zoo • CoJ Transport • Johannesburg Road Agency • Rea Vaya Station Management • Paterson Park Multipurpose Centre Management 	<ul style="list-style-type: none"> • Organised formal and informal business • Key stakeholders in the area i.e. Paterson Park Primary School • Rea Vaya Commuters • Property Owners • Tourists • Pedestrians • Recyclers and Homeless • Local Artists – (area based), and any others

KEY REFERENCE DOCUMENTATION

The outputs need to refer to and where relevant incorporate other plans and structures, including but not limited to:

- a) Spatial Development Framework 2040 (2016)
- b) Nodal Review (2020)
- c) City of Johannesburg Public Art Policy (2007)
- d) City of Johannesburg Complete Streets Design Guideline

6. NON-COMPULSORY CLARIFICATION:

Not Applicable

7. DURATION

This project will be carried out within a maximum period of 6-weeks commencing from the inception meeting.

Table 3: Project Milestones

Milestone	Deadline
1. Inception Report	Week 1
2. Draft Impact Assessment Report	Week 3
3. Final Impact Assessment Report	Week 5
4. Close-Out Report	Week 6

8. NOTES FOR PRICING

The basis for fee proposals is outlined in item 8.2 below.

This is followed by item 8.3 which applicants are required to take note of.

- 8.1** 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 5. above for detailed scope of work**).

This is followed by **item number 8.2 and 8.3 which ALL service providers are required to take careful note of.**

8.2 PRICING TABLE

No	Description	Amount (Excl. VAT)
1	Inception Report	R
2	Draft Impact Assessment Report	R
3	Final Impact Assessment Report	R
4	Close-Out Report	R
TOTAL (Excl VAT)		

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.

8.3 Notes

- 8.3.1** 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.**
- 8.3.2** Fees **must** include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel, and accommodation, etc.
- 8.3.3** 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.

9. PRESENTATION OF QUOTATIONS

Submissions are to consist of a short (**not to exceed 10 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:

- 9.1 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).
- 9.2** 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.
- 9.3** No award will be made to a service provider who is not registered with National Treasury Central Supplier Database.
- 9.4** 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**.
- 9.5** 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.
- 9.6** An original letter from the tenderer's bank confirming account information.
- 9.7** 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.
- 9.8** A completed RFQ document with all sections filled in (references in the RFQ to other documentation attached will NOT be considered.)
- 9.9** The forms A to F 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.

10. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

- Compliance
- Technical and
- Price / BBBEE

10.1 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 8.2 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),

RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE

- No award will be made to bidders whose tax matters are not in good standing with SARS

10.2 Technical

Item	Criteria	Total Points
(i)	Key returnable documents (Annexure A-H)	16
(ii)	Capability of proposed key team members and qualifications	80
(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%		117.6
Maximum		196

a) Submission / Assessment Checklist

Category	Criteria	Description of Criteria	
(i) Key returnable documents	Returnable Documents Required are as follows	Documents must be correctly completed and signed.	
	1. Company background / brochure		Y/N
	2. List of similar contracts currently awarded by organ of state		Y/N
	3. List of completed contracts of similar nature		Y/N
	4. Details of directors and shareholders with certified copies of ID's		Y/N
	5. Professional Indemnity Insurance (Max Claim and Expiry Date) minimum value R2m		Y/N
	6. Company registration documents		Y/N
	7. CTS letter from SARS (Tax pin)		Y/N
	8. Valid BBBEE certificate/s		Y/N
	9. A statement from an independent auditor/ accountant regarding the service providers financial standing to undertake this project		Y/N
	10. Up-to-date Municipal rates account showing no arrears (90 days) or affidavit if not applicable for the directors		Y/N
	Annexures A to H all completed in full and signed		16

RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESSEMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE

Category	Criteria		Description of Criteria	
<p align="center">(ii -A) Capability of proposed team detailed CV's</p>	<p align="center">Lead Consultant</p>	<p>5 or more years of Architecture/ Urban design experience in conducting Research and Impact Assessment Studies for Public Open Spaces, Non-Motorised Transit aswell as Public Art</p>	<p>Points will only be allocated for demonstrating the skills required</p>	<p align="center">50</p>
		<p>3 to 4 years of Architecture/ Urban design experience in conducting Research and Impact Assessment Studies for Public Open Spaces, Non-Motorised Transit aswell as Public Art</p>	<p>The bidder is to submit detailed CVs for all team members demonstrating experience</p>	<p align="center">30</p>
		<p>1 to 2 years of Architecture/ Urban design experience in conducting Research and Impact Assessment Studies for Public Open Spaces, Non-Motorised Transit aswell as Public Art</p>	<p>in the requisite skills. (Complete annexure G&H)</p>	<p align="center">20</p>

RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESSEMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE

Category	Criteria		Description of Criteria	
<p>(ii-B) Qualifications of the Capability of proposed team detailed CV's</p>	<p>Lead Consultant</p>	<p>A Master's Degree in the relevant discipline Architecture/ Urban design and a valid professional membership.</p>	<p>Certified copies of Qualifications including a valid professional membership should be included in the bidder's submission. (Complete annexure G&H)</p> <p>This item is all or nothing, meaning all documents must be submitted or zero points will be allocated.</p>	<p>30</p>
		<p>(iii) List of completed similar projects</p>	<p>Five or more impact assessment projects demonstrating research knowledge and experience in working with public spaces, non-motorised transit as well as public art.</p>	
<p>Three to four impact assessment projects demonstrating research knowledge and experience in working with public spaces, non-motorised transit as well as public art.</p>				<p>30</p>
<p>One to two impact assessment projects demonstrating research knowledge and experience in working with public spaces, non-</p>				<p>10</p>

RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESSEMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE

Category	Criteria	Description of Criteria	
		motorised transit as well as public art.	
(iv) Contactable references in line with item (iii) Each reference must be on client letter head and be signed – with attached sample of report produced		Five or more references for research services in public spaces, non-motorised transit as well as public art services.	50
		Three to four references for research services in public spaces, non-motorised transit as well as public art services.	30
		One to two references for research services in public spaces, non-motorised transit as well as public art services.	10
		Points will only be allocated for references on (Research and assessment projects) References must be on the client's letterhead or on a document stamped by the client and must confirm the project description, services rendered to obtain the points. If any of the required information does not appear in the reference, zero points will be awarded.	
	Total Maximum Score =		196
	Minimum Score to Proceed (60%) =		117.6

10.3 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
Non-Compliant contributor	0

Notes:

- 10.3.1 “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).
- 10.3.2 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.
- 10.3.3 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.
- 10.3.4 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.
- 10.3.5 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.
- 10.3.6 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.

10.3.7 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.

10.3.8 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.

10.4 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:

- 80 points are assigned to price
- Up to 20 points are assigned to BBBEE status per the table under item 10.3.

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

PP = P_s + P_{bee} Where

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

P_s is the points scored for the comparative price of the tenderer, and

P_{bee} is the number of points awarded to the tenderer based on his certified B-BBEE status level

Formula for scoring tender price

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

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

Where

P_s = Points scored for comparative price of tender under consideration

P_t = Comparative price of tender under consideration

RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESSEMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE

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

X = Points assigned to price

11. CLOSING DATE, TIME, AND VENUE FOR SUBMISSIONS

The words “**RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESSEMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE**” 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 10 May 2022.

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

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

Queries can be addressed in writing to:
Rhulani Mabasa
E-mail: RMabasa@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 :

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

RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESSEMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE

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

.....
.....

RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESSEMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE

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

RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESSEMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE

If yes, furnish particulars

.....
 ...

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

If yes, furnish particulars

.....
 ...

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

If yes, furnish particulars

.....
 ...

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESSEMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE

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? (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).	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)? (To access this Register enter the National Treasury’s website, www.treasury.gov.za, click on the icon “Register for Tender Defaulters” or submit your written request for a hard copy of the Register to facsimile number (012) 3265445).	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		

RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESSEMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE

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

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

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....

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

RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESSEMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE

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

RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESSEMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE

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 ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESSEMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE

.....
Name of Bidder

.....
Date



RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESSEMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE
Page | 27

ANNEXURE E: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

RFQ – TO APPOINT AN ARCHITECT/ URBAN DESIGNER TO UNDERTAKE AN IMPACT ASSESSEMENT AND REVIEW FOR THE #ARTMYJOZI PUBLIC ART PROJECT ALONG THE LOUIS BOTHA DEVELOPMENT CORRIDOR PEDESTRIAN SPINE

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 service provider 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: LEAD CONSULTANT

Key Resource Information	
Designation:	Lead Consultant
Name & Surname	
Nationality	
ID / Passport Number	
First Qualification Name Incl. Date of Qualification and Institution	
Highest Qualification Name Incl. Date of Qualification and Institution	
Years' Experience after initial relevant Qualification	
Professional Registration Body / Institution	
Date of Professional Registration	
Professional Registration Number	

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

1. LEAD CONSULTANT		
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
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.	
PREVIOUS EMPLOYER 1		
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.	
PREVIOUS EMPLOYER 2		
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.	
PREVIOUS EMPLOYER 3		
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