



## INVITATION TO BID

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

ADVERT DATE : **19 September 2023**

CLOSING DATE : **24 October 2023**

CLOSING TIME : **12H00**

BID NUMBER : Architect - BUSFACTORY ARCHITECT/CN002

BID DESCRIPTION : **Refurbishment of Bus Factory Offices**

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

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

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

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

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

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

Department: Procurement  
Contact Person: Ms Kgadi Mphela  
Tel: 011 688 7851 Fax: 011 688 7899 E-mail: [kmphela@jda.org.za](mailto:kmphela@jda.org.za)

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

Department: Development Implementation  
Contact Person: Ms C Mouton  
Tel: 011 688 7851 Fax: 011 688 7899 E-mail: [cmouton@jda.org.za](mailto:cmouton@jda.org.za)

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

**OFFER**

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

NAME OF BIDDER .....

BID NUMBER .....

POSTAL ADDRESS .....

STREET ADDRESS .....

CONTACT PERSON .....

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

CELLPHONE NUMBER .....

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

E-MAIL ADDRESS .....

COMPANY REGISTRATION NUMBER .....

NATIONAL CENTRAL SUPPLIER DATABASE NUMBER .....

VAT REGISTRATION NUMBER .....

TAX VERIFICATION PIN NUMBER .....

TOTAL BID PRICE ..... including Value Added Tax

TOTAL BID PRICE in words .....

.....

.....

..... including Value Added Tax

SIGNATURE OF BIDDER .....

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

DATE .....

## **SUPPLIERS DATABASE REGISTRATION**

National Treasury launched the National Central Supplier Database (NCSD) with effect from 1 September 2015.

This will enable prospective suppliers to register their companies on the following website [www.csd.gov.za](http://www.csd.gov.za)

### **Transitional Period (1 September 2015 to 30 June 2016)**

1. During the transitional period suppliers are requested to register on the website where all their essential information such as Tax Clearance Certificates, VAT, Company Registration Numbers and CIPC business status will be verified.
2. When conducting business with the JDA, you will be requested to provide us with the following:
  - Supplier Number and;
  - Supplier Registration Security Code so we can print your real time information;
  - Banking details with bank Stamp and;
  - Certified BBBEE Certificate.

Once a supplier has registered on NCSD, it will no longer be a requirement to provide the JDA with an Original Tax Clearance Certificate or any other registration documents.

### **After Transitional Period 1 July 2016**

Effective 1 July 2016, the JDA will only award business to suppliers who are registered on NCSD and suppliers will no longer be required to provide information as stipulated above.

**For more information on registration, please:**

Ms. Kgadi Mphela on 011 688 7813

**To all our stakeholder**

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

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

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

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

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

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

- Toll free number.....0800 002 587
- Toll free Fax .....0800 007 788
- SMS (charged @ R1.50).....32840
- Email Address:.....anticorruption@tip-offs.com
- 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.

# **JDA Offices**

## **Refurbishment of existing Bus Factory Offices Design & Implementation 2022/23 to 2023/24**

---

---

**REQUEST FOR PROPOSAL FOR :**

**Architect Bus Factory: CN001\_2023/24**

	<b>Page No.</b>
<b>COPY OF ADVERT</b>	
<b>1. INTRODUCTION</b>	<b>8</b>
<b>2. PROJECT INFORMATION</b>	<b>8</b>
2.1. Background	8
2.2. Project Location and Description	8
<b>3. APPOINTMENT</b>	<b>9</b>
3.1. Architects/Urban Designer	9
3.2. Notes	
<b>4. PRICING</b>	<b>10</b>
4.1. Architect	
4.2. Notes	14
<b>5. PROPOSAL CONTENT</b>	<b>15</b>
<b>6. ASSESSMENT CRITERIA</b>	<b>17</b>
7.1 Compliance	17
7.2 Technical	18
7.3 Price and Empowerment	20
7.4 Risk Tolerance	22
<b>8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS</b>	<b>23</b>

#### **ANNEXURES**

- A : Business Declaration
- B : Declaration of Interest
- C : Declaration of Past SCM Practices
- D : Particulars of Contracts Awarded by an Organ of State
- E : MBD9 Certificate of Independent Bid Determination
- F : Declaration on State of Municipal Accounts
- G : Organogram
- H : Schedule of Completed Contracts
- I : MBD 6.1 Preference points claim form

## **COPY OF ADVERT**

### **TENDERING PROCEDURES**

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

#### **1. Architect Bus Factory / CN001\_2023/24**

##### **for the refurbishment of the JDA Office at the Bus Factory**

The JDA is requesting proposals from experienced companies and joint ventures to render architectural services for the refurbishment of the JDA offices project over three years

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

Technical queries or queries relating to the project may be addressed to Ms Celestine Mouton at (011) 688 7851; fax: (011) 688 7899; or e-mail : [cmouton@jda.org.za](mailto:cmouton@jda.org.za)

Documents may be downloaded from the JDA's website as follows on the 19<sup>th</sup> September 2023: [www.jda.org.za](http://www.jda.org.za) as well as on [www.etenders.gov.za](http://www.etenders.gov.za) from Tenders must only be submitted on the tender documentation that is downloaded from the stipulated websites. The retyping of the tender document is not permitted.

Compulsory briefing to be held at the JDA offices at the JDA Offices, The Bus Factory, no 3 Helen Joseph Street, Newtown from 10h00 to 11h00 on the 27<sup>th</sup> September 2023.

The closing time for receipt of tenders is **12:00pm on 24 October 2023**. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted.

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

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

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

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

## 1. **INTRODUCTION**

The JDA is requesting proposals from experienced companies and joint ventures to render architectural services required for the refurbishment of the JDA offices in the Bus factory.

Proposals for this contract are invited by public tender.

All queries in connection with this document are to be submitted in writing to:  
Celestine Mouton  
E-mail : [cmouton@jda.org.za](mailto:cmouton@jda.org.za)

## 2. **PROJECT INFORMATION**

### 2.1 **Background**

The Bus Factory offices currently houses the Johannesburg Development Agency(JDA). The offices were built in 2006 and completed in 2007. The initial capacity of the offices were to accommodate 50 staff members. Since then the staff exponentially grew, meaning that the current offices cannot accommodate the staff component any longer.

### 2.2 **Project Location and Description**

The scope of works comprises of optimization of the existing building to ensure that the building can accommodate 150 staff compliment. This may consist of but is not limited to;

- Demolition
- Building of new wing (proposed)
- Conversion of boardrooms into offices ect.

## 3. **STATUS QUO**

Currently the offices for the JDA houses approximately 100 staff members. The offices have to be redesigned in order to accommodate the existing staff compliment and future staff. In addition the offices also have to refurbished to comply with current building regulations.

## 4. **APPOINTMENT**

The JDA is requesting proposals from experienced companies and joint ventures to render architectural services required the refurbishment of the JDA Offices.

The professional services required are outlined below. This is followed by **item 4.2 which applicants are required to take careful note of.**

### 4.1 **Architects**

The Architects are required to be registered with South African Council for the Architectural Profession (SACAP) and to have the relevant skills, experience, and capacity to deliver the full scope of services within the required time frame. In this instance the Architects demonstrate experience working in a live



environment . The Architects/Urban Designers should provide the full scope of services for stages 1 to 6.

#### **4.2 Notes**

- 4.2.1 **Appointments for the 2024/25 and 25/26 financial year will be dependent on satisfactory performance and budget availability. An addendum will be issued at the commencement of the new financial year to confirm continued appointment.**
- 4.2.2 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 4.2.3 Tenderers are required to take cognisance of the role of the other professionals and work coherently with them where required.
- 4.2.4 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.
- 4.2.5 Successful tenderers will be required to sign the JDA's Standard Agreement and appendices which are attached as Annexure I for information purposes.
- 4.2.6 Tenderers must note that they will be required as and when necessary to attend (a) presentations to JDA, COJ, and stakeholders; (b) design, progress / site meetings and inspections; and (c) consultations with relevant persons and authorities including site visits. This needs to be taken into consideration in the tenderer's fee proposal.
- 4.2.7 Tenderers must also note that revisions to reports and / or designs may be required following feedback received from relevant stakeholders and / or approving authorities which may necessitate some rework, additional presentations, and meetings. This needs to be taken into consideration in the tenderer's fee proposal.

### **5. PRICING**

The **estimated** total construction value is R30m excluding Value Added Tax (VAT).

The **architect must take into consideration that the project might be implemented in phases.**

Detailed below is information upon which fees must be based. This is followed by **item number 5.2 which all applicants are required to take careful note of.**

#### **5.1 Architects**

The architects must submit a detailed fee proposal to render the full scope of services from stages 1 to 6 and must include a price must include for the entire project. In addition the architects must take note that the construction will take place in phases and the contractor might have to work in a live environment. The project might also require more than 1 contractor for the implementation of the works.

##### Heritage Architectural Services

The services of a heritage architect is required to do a heritage assessment which include a detailed scope of work. The heritage specialist required to conduct, apply and facilitate heritage approvals ensuring that valuable historical and cultural assets are conserved, celebrated, and shared with the public in a responsible and sustainable manner

Said proposal **MUST:**

- a) be based on the estimated cost of works of R30m excluding VAT
- b) indicate the fee scale used
- c) indicate the method of calculation used
- d) indicate any discounts applied
- e) discounts applied will be constant for the entire project and will not change as the construction values increases or decreases.

**Tenderers are to complete the table overleaf and submit as part of their detailed fee proposal and the total fee for the full scope of services must be carried to the “Offer” page. The detailed fee proposal must indicate items (a) to (e) as detailed above. Failure to (i) replicate the table, (ii) carry the total to the offer page, and (iii) provide a detailed fee proposal (which indicates ALL items (a) to (e) above) will result in the tender being disqualified for non-compliance. Fees based on an hourly rate will NOT be accepted.**

<b>Architects/Urban Designers</b>	<b>Fee Apportionment</b>	<b>FEE (excluding VAT)</b>
Full Scope of Services for <b>Architects</b> services based on R 30 m ex VAT		R
Stage 1	2%	
Stage 2 :	15%	
Stage 3 :	20%	
Stage 4 :	30%	
Stage 5 :	30%	
Stage 6 :	3%	
<b>Additional Services for</b> <ul style="list-style-type: none"> <li>• <b>As-built drawings</b></li> <li>• <b>Land surveying if required</b></li> <li>• <b>Town planning</b></li> </ul>		<b>R 200 000.00</b>
<b>Sub total A</b>		

<b>Heritage Architectural Services</b>	<b>Rate per Hour</b>	<b>Total</b>
<b>Heritage Feasibility Report-</b> Conduct heritage feasibility of the building	R.....rate/h multiplied by 12 hours	R
<b>Heritage Site Assessment:</b> Conducting surveys and assessments of historic sites, buildings, monuments, artifacts, and other cultural resources to determine their historical and cultural significance	R.....rate/h multiplied by 7 hours	R
<b>Cultural Resource Management:</b> Working with government agencies, non-profit organizations, and other stakeholders to manage and protect cultural resources, often in accordance with legal and regulatory requirements	R.....rate/h multiplied by 36 hours	R
<b>Documentation and Research:</b> Gathering historical data, conducting archival research, and documenting the heritage resources using various methods, including photography, mapping, and written records	R.....rate/h multiplied by 20 hours	R
<b>Obtain Heritage Approvals.</b> - conduct, apply and facilitate heritage approvals ensuring that valuable historical and cultural assets are conserved, celebrated, and shared with the public in a responsible and sustainable manner.	R.....rate/h multiplied by 10 hours	R
<b>Sub Total B</b>		R

<b>Service</b>	<b>Total</b>
<b>Sub total A ( gazetted fees)</b>	R
<b>Sub total B ( heritage services)</b>	R
<b>VAT 15%</b>	
<b>Total to be carried to the office page Including VAT</b>	R

**5.2 Notes**

- 5.2.1 **Tenderers must ensure that the final TOTAL FEE is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services for the complete project period. Failing to price as required per item 4 above will result in the tender being disqualified.**
- 5.2.2 All values are subject to change (increase or decrease) depending on the requirements of the project. However the fee calculation submitted by the tenderers on tendering will determine the

fee due. **The calculation method** including the version of the fee scales applied at the time of tendering, as well as any percentage discounts are to remain fixed irrespective of an increase or decrease in construction value.

- 5.2.3 Fees **must** include standard disbursements such as typing, drawings, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.
- 5.2.4 For every tangible deliverable, two hard copies and one electronic copy must be issued to the client [over and above the documentation required for submission to various authorities, to the contractor, etc.], the cost of which **must** be included.
- 5.2.5 Fees for consultation work required to produce deliverables and obtain approvals thereof is deemed to be included in the price (this also includes consultation work required to make revisions, resubmissions, updated presentations, etc. following feedback received from the relevant approving authorities).
- 5.2.6 Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement, Appendix 4 which is included under Annexure I for information purposes.

## 6. PROPOSAL CONTENT

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

The following minimum documentation must be provided :

- 6.1 **THE "OFFER" PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.**
- 6.2 **Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 4 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE "OFFER" PAGE. Any bidder who fails to do so will be disqualified.**
- 6.3 A valid BBBEE status level verification certificate substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. **FAILURE TO SUBMIT A BBBEE STATUS LEVEL CERTIFICATE WILL RESULT IN THE BIDDER SCORING ZERO (0) POINTS FOR BBBEE.**

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

- 6.4 Company registration documents and a copy of a valid tax compliance status (CTS) letter issued by SARS. No tender will be awarded to a bidder whose tax matters are not in order with SARS at the time of award.
- 6.5 A certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value per claim in an insurance period, the applicable excess, and the expiry date. A minimum cover of R2m is required for this project.
- 6.6 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. **If not applicable, an affidavit to this effect is required.** Copies of lease agreements or accounts with lessors will NOT be accepted.
- 6.7 Audited financial statements for the past three years.
- 6.8 Details of directors / partners / members and shareholders with certified copies of their identity documents.
- 6.9 The forms A to F annexed, must be scrutinized, completed in full and signed.
- 6.10 **Complete in full all information required on Annexure G : Organogram**

Provide information on the key personnel required per the organogram who will be assigned to this project.

The following supporting documentation **must** be provided :

- detailed CV's for each resource indicated on Annexure G.  
CV's must note the resources' specific relevant project experience [ie. **project description, role played and responsibilities, project value, start and end dates**]. **The number of years of experience in the required role on building projects with a minimum value of R30m per project must be clearly demonstrated in the CV's to indicate compliance with the minimum requirements.**
  - relevant qualifications and attach certified proof hereof
  - individual memberships to the stipulated professional associations and attach proof hereof
- 6.11 **Complete in full all information required on Annexure H : Schedule of Completed Contracts**

ONLY list a **maximum of 5 projects** completed by the bidding entity in the past 5 years (2018 to 2023) of a similar nature and scale to this project

The following supporting documentation **must** be provided :

- Contactable references : References must be for COMPLETED projects only. References must be on the client's letterhead or on a document with the client's company stamp and signed by the client. The letter / document **must** confirm the name of the project / description of the project (*must be clear that the project was a building and refurbishment projects*), a description of the service rendered (*must be clear that the service rendered is aligned to the service being tendered for ie. project management, or quantity surveying, or civil engineering*), the value of the constructed works (*must be equal to or higher than the minimum values required ie. R30m*), the date when the project was completed (*must be between 2017 and 2023*) and it must rate the service rendered

(eg. good, satisfactory, poor etc. and not just state that the bidder was involved in the project or that they completed the project).

**NOTE :**

6.11.1 Letters of appointment or completion certificates will NOT be accepted as reference letters, NOR will letters from other consultant's on the project serve as reference letters. Only letters from the client or documents signed and stamped by the client will be accepted.

6.11.2 Information contained elsewhere in the submission and / or on other schedules will NOT be considered. Only the information entered on Annexure H will be considered as previous experience and only reference letters related to the projects listed on Annexure G will be considered as supporting documentation.

6.12 Tenderers are to submit 2 copies of their proposal (1 original plus 1 electronic copy).

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 6.1 and 6.2 WILL RESULT IN TENDERERS BEEN DISQUALIFIED FOR NON-COMPLIANCE.**

**FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 6.3 TO 6.11 WILL RESULT IN TENDERERS BEEN NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.**

**Note for consortium and joint ventures**

- A lead consultant is to be appointed and noted in the submission. JDA will conclude a contract with the lead consultant
- Only the lead consultant is to submit the requisite documents and / or information as requested in items 6.2 to 6.9
- Item 6.11 MUST be addressed by each member of the consortium / joint venture
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- 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.**

## **7. ASSESSMENT CRITERIA**

Submissions (responses to item 6 above) will be evaluated on the following criteria :

- Compliance
- Technical
- Price / BBBEE
- Risk Tolerance

### **7.1 Compliance**

Bidders will be disqualified in the following instances :

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been faxed;
- Bidders whose tender document has been received after the closing time;
- Bidders whose tender document has not been deposited in the tender box at the time of closing;
- Bidders who fail to price as required i.e. as stipulated in item 4 herein;
- Bidders who did not comply with any other requirement as set out in the tender specifications;
- Bidders who failed to attend the compulsory tender briefing session;
- Bidders who have any directors in the employment of the state;
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS);
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD);

Tenderers will have to adhere to the compliance items above in order to be considered further in the evaluation process.

## 7.2 Technical

The technical assessment is based on the criteria set-out below namely (i) key returnable documents, (ii) capability of the proposed key team members (ie. experience, qualifications, and memberships to professional associations per Item 6.10 above) and (iii) the experience of the company (ie. Building and refurbishment projects, above R30m and references per Item 6.11 above).

Tenderers will have to submit compliant documents and score a minimum number of points in the technical evaluation in order to be considered further in the evaluation process.

**The minimum points for the Architects is 175 points out of a possible 250 points or 70%**

Variables	Total Points	Criteria	Description of criteria	Points
KEY RETURNABLE DOCUMENTS per item 6.3 to 6.9 herein		Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 6.3 to 6.9 herein	Y / N
		Company registration documents		Y / N
		CTS letter from SARS		Y / N
		Valid Professional Indemnity Insurance R2m		Y/N
		Current municipal rates account / affidavit		Y / N
		3 Years audited financial statements		Y / N
		Certified copies of identity documents		Y / N
		Annexure A completed in full and signed		Y / N
		Annexure B completed in full and signed		Y / N

		Annexure C completed in full and signed		Y / N
		Annexure D completed in full and signed		Y / N
		Annexure E completed in full and signed		Y / N
		Annexure F completed in full and signed		Y / N
Variables	Total Points	Criteria	Description of criteria	Points
	150	<b>ARCHITECTS</b>		
		<b>Lead / Senior Architects</b> 10 years lead Architect on working in a building projects to the value of R30m	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded. The architect must indicate clearly projects that were in live environment	50
		<b>Lead / Senior Architects</b> A minimum qualification of Hons Degree in Architecture	Certified proof of qualification must be provided to obtain the points	30
		<b>Lead / Senior Architects/</b> Professional registration with SACAP	Proof of registration must be provided to obtain the points	20
		<b>Assistant / Junior Architects</b> 5 years junior Architects/ Urban Designers on building projects min value R15m	CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded The architect must indicate clearly projects that were in live environment	30
		<b>Assistant / Junior Architects</b> A minimum qualification of a Bachelor's Degree in Architecture	Certified proof of qualification must be provided to obtain the points	20



<b>COMPANY EXPERIENCE</b> per item 6.11 and Annexure H	50	<b>SCHEDULE OF COMPLETED PROJECTS</b>		
		Five projects competed	Points will only be allocated for having rendered the required services in a building projects or building refurbishment projects with a minimum value of R30m	50
		Three to four projects completed		30
	One to two projects completed	10		
	50	<b>REFERENCES FOR COMPLETED PROJECTS</b>		
		Five satisfactory project references	Points will only be allocated for having rendered the required services in a building projects or building refurbishment projects with a minimum value of R30m:  <b>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.</b>  If any of the required information is not contained in the reference then zero points will be awarded	50
		Three to four satisfactory project references		30
	One to two satisfactory project references	10		

### 7.3 Price and Empowerment

Having completed compliance checks, the procedure for the evaluation of compliant 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 specific goals as stated in the tender document. These scores are combined to determine an overall score for the tender. The tenderer with the highest score will be considered for acceptance.

Points scored will be rounded off to the nearest 2 decimal places.

#### FORMULA FOR SCORING TENDER PRICE

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

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

Where

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

$P_t$  = Comparative price of tender under consideration

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

$X$  = Points assigned to price

#### POINTS AWARDED FOR SPECIFIC GOALS

Bids will be evaluated on an 80/20 (Price / Specific Goals) points basis in terms of the Preferential Procurement Policy Framework Act of 2000, Preferential Procurement Regulation 2022.

The following table is applicable in terms of specific goals.

SPECIFIC GOAL 1: HDI	MEANS OF VERIFICATION	80/20
<b>Maximum points:</b>		<b>10</b>
Business owned by 51% or more - <b>Black People</b>	CSD, Valid BBBEE Certificate / Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate.	5
Business owned by 51% or more — <b>Women</b>	CSD, ID copy of owner/s of the business and Shareholder's certificate.	5

<b>SPECIFIC GOAL 2: PROMOTION OF LOCAL ECONOMY</b>	<b>MEANS OF VERIFICATION</b>	<b>80/20</b>
<b>Maximum points:</b>		<b>10</b>
SMMEs (An EME or QSE)	CSD and BBBEE Certificate / Affidavit Sworn under oath	5
Enterprises located within the City of Johannesburg Metropolitan Municipality.	CSD and proof of municipal account.	5

  

	<b>POINTS</b>
PRICE	80
SPECIFIC GOALS	20
TARGETED GROUP	
Business owned by 51% or more - <b>Black People</b>	5
Business owned by 51% or more — <b>Women</b>	5
SMMEs (An EME or QSE)	
Enterprises located within the City of Johannesburg <b>Metropolitan Municipality</b>	10
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

#### 7.4 Risk Tolerance

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

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

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

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

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

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

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

## **8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS**

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

**Architect CN001\_2023/24**

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 President Street), Newtown** only between the hours of 08H00 and 12H00.

**The Tender closes at 12h00 on 24 October 2023.**

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

**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 particular tender and no correspondence will be entered into.

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

The tender offer validity period for this tender is 90 days .

Queries can be addressed in writing to:

Celestine Mouton

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

**ANNEXURE A : BUSINESS DECLARATION**

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

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

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

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

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

.....

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

.....

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

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

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

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

**Company/enterprise Income**

**Tax Reference Number** : .....  
(Insert personal income tax number if a one person business and personal income tax numbers of all partners if a partnership)

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

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

**1. Type of firm**

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

(Tick one box)

**2. Principal business activities**

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

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

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

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

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

- Yes
- No

(Tick one box)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**10. Banking details**

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

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

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

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

**BANK** : .....

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

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

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

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



**ANNEXURE B : DECLARATION OF INTEREST**

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

- 3.1 Full Name: .....
- 3.2 Identity Number: .....
- 3.3 Position occupied in the company (director, trustees, shareholder\*\*) .....
- 3.4 Company Registration Number: .....
- 3.5 Tax Reference Number: .....
- 3.6 VAT Registration Number: .....
- 3.7 The names of all directors / trustees / shareholders / members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid? **YES / NO**

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

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

FULL NAME	IDENTITY NUMBER	STATE EMPLOYEE NUMBER

**CERTIFICATION**

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

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

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

.....  
 Signature

.....  
 Position

.....  
 Name of Bidder

.....  
 Date

\* MSCM Regulations: "in the service of the state" means to be –  
 (a) a member of –  
     (i) any municipal council;  
     (ii) any provincial legislature; or  
     (iii) the national Assembly or the national Council of provinces;  
 (b) a member of the board of directors of any municipal entity;  
 (c) an official of any municipality or municipal entity;  
 (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);  
 (e) a member of the accounting authority of any national or provincial public entity; or  
 (f) an employee of Parliament or a provincial legislature.

\*\* "Stakeholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.

**ANNEXURE C : DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

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

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

Item	Question	Yes	No
4.3	Was the bidder or any of its directors convicted by a court of law (including a court of law outside the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Does the bidder or any of its directors owe any municipal rates and taxes or municipal charges to the municipality / municipal entity, or to any other municipality / municipal entity, that is in arrears for more than three months?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		
4.5	Was any contract between the bidder and the municipality / municipal entity or any other organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.7.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

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

.....  
 Signature

.....  
 Position

.....  
 Name of Bidder

.....  
 Date



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

EMPLOYER	CONSULTING ENGINEER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

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

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

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

.....  
 Position

.....  
 Name of Bidder

.....  
 Date

---

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

I, the undersigned, in submitting the accompanying bid:

---

*for  
JDA Offices Bus Factory*

in response to the invitation for the bid made by:

*Johannesburg Development Agency*

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

I certify, on behalf of:

\_\_\_\_\_ that:  
(Name of Bidder)

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



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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

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

**A Any bid will be rejected if:**

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

**B Bid Information**

- i. Name of bidder: .....
- ii. Registration Number: .....
- iii. Municipality where business is situated: .....
- iv. Municipal account number for rates: .....
- v. Municipal account number for water and electricity: .....
- vi. Names of all directors, their ID numbers and municipal account number.
  - 1. ....
  - 2. ....
  - 3. ....
  - 4. ....
  - 5. ....
  - 6. ....

**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** THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 7.2 HEREIN

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for as per 6.10 and 7.2 herein.

	DESIGNATION	NAME AND NATIONALITY	SUMMARY OF QUALIFICATIONS & EXPERIENCE
Architects	<b>Lead / Senior</b> 1 resource required		
	<b>Assistant Architect</b> 1 resource required		

**NOTE: Detailed Curriculum Vitae (CV's) of the above proposed candidates must be provided. Said CV's MUST indicate the name and description of the project, role played in the project, project value, and the start and end dates of the project. In addition certified proof of relevant qualifications and proof of memberships to stipulated professional associations must also be provided for the above proposed personnel.**

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

**ANNEXURE H: SCHEDULE OF COMPLETED CONTRACTS**

**THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED**

The tenderer shall list below a **maximum of 5 projects of a similar nature and scale** to this project

CLIENT Company name and contact person's name, tel, cell & e-mail address	PROJECT Name and description	SERVICE RENDERED	CONSTRUCTION VALUE	COMPLETION DATE

**NOTE: Contactable references for the above listed projects must be provided. Said references MUST be on the client's letter head or on a document stamped and signed by client and must confirm the name of the project, description of the project, description of the service rendered, the value of the project, the completion date, and it must rate the service rendered.**

.....  
 Signature

.....  
 Position

.....  
 Name of Bidder

.....  
 Date

---

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS  
2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

---

**1. GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 **To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 **To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	
<b>SPECIFIC GOALS</b>	
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

**2. DEFINITIONS**

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;

- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

### 3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

#### 3.1. POINTS AWARDED FOR PRICE

##### 3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) & \mathbf{or} & P_s = 90 \left( 1 - \frac{P_t - P_{min}}{P_{min}} \right) \end{array}$$

Where

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

P<sub>t</sub> = Price of tender under consideration

P<sub>min</sub> = Price of lowest acceptable tender

#### 3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

##### 3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\ P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) & \mathbf{or} & P_s = 90 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right) \end{array}$$

Where

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

P<sub>t</sub> = Price of tender under consideration

P<sub>max</sub> = Price of highest acceptable tender

### 4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
  - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

***(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.***

***Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)***

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Business owned by 51% or more - <b>Black People</b>	N/A	5	N/A	
Business owned by 51% or more — <b>Women</b>	N/A	5	N/A	
SMMEs (An EME or QSE)	N/A	5	N/A	
Enterprises located within the City of Johannesburg <b>Metropolitan Municipality</b>	N/A	5	N/A	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.3. Name of company/firm.....

4.4. Company registration number: .....

4.5. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
  - One-person business/sole propriety
  - Close corporation
  - Public Company
  - Personal Liability Company
  - (Pty) Limited
  - Non-Profit Company
  - State Owned Company
- [TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct;
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
  - (a) disqualify the person from the tendering process;
  - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
  - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
  - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
  - (e) forward the matter for criminal prosecution, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....



PLEASE INSERT YOUR **COMPANY'S BBBEE**  
**CERTIFICATE OR SWORN AFFIDAVIT** HERE

PLEASE INSERT YOUR **COMPANY'S BBBEE**  
**CERTIFICATE OR SWORN AFFIDAVIT** HERE

PLEASE INSERT VALID PROOF OF **ID COPY OF OWNER/S** HERE

PLEASE INSERT VALID PROOF OF **MUNICIPAL ACCOUNT** HERE