



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR CLEANING AND GARDENING SERVICES

ADVERT DATE: 13 MAY 2024

COMPULSORY BRIEFING MEETING DATE: 17 MAY 2024

TIME: 10H00AM-11H00AM

VENUE: The Auditorium, at the Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (formerly known as President) and Newtown,2000

CLOSING DATE: 13 JUNE 2024

CLOSING TIME: 12H00

BID DESCRIPTION: REQUEST FOR PROPOSAL - PROVISION OF CLEANING, GARDENING AND AD-HOC GENERAL SERVICES FOR MARY FITZGERALD SQUARE AND NEWTOWN PARK BY THE JDA FOR 36 MONTHS.

BID NUMBER: JDA/CNG-NEWTOWN/05/2024

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 RFP submissions are delivered timeously to the correct address. If the RFP is late, it will not be accepted for consideration.

NB: NO RFQ SUBMISSION 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: Mr. Siyambonga Gcobo
Tel: 011 688 7811	Fax: 011 688 7899
	E-mail: sgcobo@jda.org.za

ANY REQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:

Department: Development Facilitation	Contact Person: Ms. Mmatsie Mashao
Tel: 011 688 7810	Fax: 011 688 7810
	E-mail: mmashao@jda.org.za

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

OFFER

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

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: RInclusive of Value Added Tax

TOTAL B I D PRICE in words:

.....

.....

..... Inclusive of 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

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:

Mr. Siyambonga Gcobo on 011 688 7813

To all Stake Holders

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.

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: 0800-0025-87 (all official languages)
- Email Address: whistle@joburg.org.za
- Walk in: 48 Ameshhof Street, SAPPI Building, East Wing, 5th Floor
- Social Media Pages: Facebook (Group Forensic and investigation services GFIS) and Twitter (@cojgfis)
- Management Request and referrals: Various Departments and Entities



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

WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE

ADVERT DATE: 13 MAY 2024

COMPULSORY BRIEFING MEETING DATE: 17 MAY 2024

TIME: 10H00AM-11H00AM

VENUE: The Auditorium, at the Johannesburg Development Agency, Ground Floor, The Bus Factory, 3 Helen Joseph Street (formerly known as President) and Newtown,2000

CLOSING DATE: 13 JUNE 2024

CLOSING TIME: 12H00

BID DESCRIPTION: REQUEST FOR PROPOSAL - PROVISION OF CLEANING, GARDENING AND AD-HOC GENERAL SERVICES FOR MARY FITZGERALD SQUARE AND NEWTOWN PARK BY THE JDA FOR 36 MONTHS.

BID NUMBER: JDA/CNG-NEWTOWN/05/2024

MAY 2024

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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

COPY OF ADVERT

COPY OF ADVERT TENDERING PROCEDURES
Tender Notice and Invitation to Tender

BID DESCRIPTION: REQUEST FOR PROPOSAL - PROVISION OF CLEANING, GARDENING AND AD-HOC GENERAL SERVICES FOR MARY FITZGERALD SQUARE AND NEWTOWN PARK FOR 3 YEARS.

BID NUMBER: JDA/CNG-NEWTOWN/05/2024

Johannesburg Development Agency (JDA) is responsible for the management and operations of a portion of the Newtown Precinct. The functionality of the precinct including its cultural programmes and events require a clean, safe and secure environment to improve use of space for recreational purposes. The service provider is required to provide cleaning services primarily but not limited to Mary Fitzgerald Square and Newtown Precinct Park as well as the peripheries of these City owned sites

Documents may be downloaded from the JDA website: www.jda.org.za and e-Tender portal: www.etenders.gov.za on **13 May 2024** Tenders must only be submitted on the tender document that is downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

A Compulsory Clarification Meeting with representatives of the Employer will take place physically at the Auditorium, premises of Johannesburg Development Agency, The Bus Factory, 3 Helen Joseph Street, Newtown on the **17th of May 2024** starting at **10h00am – 11h00am**. The last day for receipt of queries is **10 June 2024**.

Queries relating to procurement matters may be addressed to Mr. Siyambonga Gcobo at tel: (011) 688 7851; fax (011) 688 7899; or e-mail: sgcobo@jda.org.za.

Technical queries or queries relating to the project may be addressed to Ms. Mmatsie Mashao at tel: (011) 688 7851; fax (011) 688 7899; or e-mail: MMashao@jda.org.za.

The closing date and time for receipt of tenders is the **13th of June 2024** at **12h00**. Telegraphic, telephonic, telex, facsimile, e-mailed and late tenders will not be accepted.

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

Johannesburg Development Agency (JDA) is responsible for the management and operations of a portion of the Newtown Precinct. The functionality of the precinct including its cultural programmes and events require a clean, safe and secure environment to improve use of space for recreational purposes.

The service provider is required to provide cleaning services primarily but not limited to Mary Fitzgerald Square and Newtown Precinct Park as well as the peripheries of these City owned sites. JDA requires all bidders to ensure PPE compliance, be a registered and valid member of any regulatory bodies for cleaning in South Africa such as the National Cleaning Association of South Africa (NCCA) and BEECA to name few accreditation will be required for the duration of the contract.

2. PROJECT INFORMATION

2.1. Background

The appointment period envisioned is for three (3) years/36 months. The renewal of the appointment of this contract is subject to availability of budget and satisfactory performance. The JDA will welcome all proposals which will cover the requirements as set out in this documentation.

3. SCOPE OF WORK

The scope of works required are defined under the follow categories below:

- Personnel – bidder **MUST** ensure staff is PPEE compliant.
- Services and Functions
- Precinct Focus Area
- Cleaning and Gardening Schedule
- Equipment and Materials
- Notes
- Procurement

3.1. Personnel

The service provider must provide the following personnel dedicated to the project and ensure PPEE compliant.

Personnel Type	Number	Frequency
Cleaning	4	Per Day
Gardening	4	Per Day
Site Management / Oversight	1	For Daily / Weekly Oversight / All Site Operational Queries
Account / Client Management	1	For Monthly Project Meetings / Account Queries

3.2. Services and Functions

The service provider must provide the following Services and Functions

Resource Type	Duties	Occurrence	Location
Cleaners	<ul style="list-style-type: none"> Cleaners are expected to ensure that the broader precinct is free from litter and is in good order in the public realm on streets, pavements Cleaners are required to remove and clean any spills 	Week days Weekends Public holidays	The service providers' primary focus is Newtown Precinct Park and Mary Fitzgerald Square; however, services are not limited as services may extend to the broader precinct.
Gardeners	<ul style="list-style-type: none"> Cleaning illegal dumping areas Sand removal on pavements Weeds removal Regular Pavement washing Grass-cutting at Newtown Park and Mary Fitzgerald Square Pavement Reinstatement on Mary Fitzgerald Square Tree felling Planting and other gardening required 	Week days Weekends Public holidays	
Site Management / Oversight	<ul style="list-style-type: none"> to ensure that quality services are rendered on a daily basis and as when required to coordinate site cleaning in line with the requirements of the Coordinator and using the agreed cleaning schedule to act as Operational interface between the cleaning company and the Area Based Management and Coordinator who represents the JDA to be aware of cleaning and gardening environment and advise the Area Based Management and Place Making Coordinator (ABM& PMC) of any adverse situations to advise the JDA of any significant deterioration of the cleaning environment and in consultation with the Coordinator recommend actions to minimise 	NOTE: If the service provider does not provide a monthly report no payment will be made.	

	<ul style="list-style-type: none"> health risk to provide the Area Based Management and Place Making Coordinator (ABM& PMC) with monthly reports of the cleaning, gardening and –ad-hoc services provided and attend all Newtown Improvement district Cleaning 		
Resource Type	Duties	Occurrence	Location
	<ul style="list-style-type: none"> and Security meetings. to ensure that all additional requests from the ABM& PMC are executed To attend monthly meetings will be schedule and conducted by Coordinator of the JDA ensure the collection, storage and disposal of waste as per the requirement of NCCA/BCCA and adhering to health and safety protocols of the City of Johannesburg provide skip bin on site to facilitate the deposit and disposal of waste as per the requirements of the agreed cleaning schedule 		
Account / Client Management	<ul style="list-style-type: none"> to act as Account interface between the cleaning company and the Coordinator who represents the JDA To attend monthly meetings that will be schedule and conducted by the Coordinator of the JDA 		

3.3. Precinct Focus Area

The image below is of the Newtown precinct. The focus area for the service providers are indicated below. The service provider will be required to agree with the client on the allocation of resources within this demarcated precinct and provide co-coordinative support with other service providers operating in the broader Newtown precinct.



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3.4. Cleaning and Gardening Schedule

The below table outlines the cleaning schedule the service provider is to follow when carrying out duties in the precinct in the morning between the hours of 07:30 until 16:00 in the afternoon.

Note that this table services as a guideline for the preparation of a final agreed version to form an Annexure to the Signed Contract.

Area	Minimum Activities include the Following	Daily (Morning from and Afternoon)	Weekly	As needed
Museum Africa	Remove trash to designed disposal area and empty wastebaskets: <ul style="list-style-type: none"> • Sweeping and vacuuming paving • Grass Cutting • Empty wastebaskets and remove trash to designed disposal area • Remove weeds 	X		
Mary Fitzgerald square	<ul style="list-style-type: none"> • Sweeping and vacuuming paving • Grass Cutting • Empty wastebaskets and remove trash to designed disposal area • Remove weeds • waste picking 	X		
Newtown Park	<ul style="list-style-type: none"> • Grass Cutting • Weed removal • Vacuuming dead leaves • Pruning trees and flowers near the old Market Theatre building • Garden landscaping • Top-dressing and planting new grass/lawn where the grass is dead • Deep cleaning – Urine odour and removing human waste • Waste picking 	X	X	

Vuyani Dance Grass area	<ul style="list-style-type: none"> • Cutting grass • Removing weeds • Vacuuming dead leaves • Cutting small trees and shrubs. • Pruning trees • Empty wastebaskets and remove trash to designed disposal area • Deep cleaning – Urine odor and removing human waste and • waste picking 	X	X	
Sci-Bono Parking area	<ul style="list-style-type: none"> • Remove trash to designed disposal area and empty Wastebaskets 	X		
Streets and Pavements of Helen Joseph, Miriam Makeba, Lilian Ngoyi,	<ul style="list-style-type: none"> • Empty wastebaskets and remove trash to designed disposal area 	X		

Area	Minimum Activities include the Following	Daily (Morning from and Afternoon)	Weekly	As needed
Henry Nxumalo and Albertina Sisulu	<ul style="list-style-type: none"> • Removing weeds • Grass Cutting • Weed removal • Vacuuming dead leaves • Pruning trees and flowers near the old Market Theatre building • Garden landscaping • Top-dressing and planting new grass/lawn where the grass is dead • Deep cleaning – Urine odour and removing human waste • Waste picking 			
Installment of manhole covers at Mary Fitzgerald Square and Newtown Precinct Park	<ul style="list-style-type: none"> • Installment of manhole covers 			X
General	<ul style="list-style-type: none"> • Collect trash and dump it at the landfill • Collect recyclable materials 			X
Disposal Certificate/s	<ul style="list-style-type: none"> • The appointed bidder will be required to produce a disposal certificate/s as proof of appropriately disposing of waste 			Once-off

3.5. Equipment and Materials

The list below outlines the cleaning and gardening equipment the service provider is expected to provide. All Cleaning and gardening equipment must be on site daily the service provider must make its own rental arrangement to store the equipment in the precinct at the Workers Museum. Note that this list services as a guideline for the preparation of a final agreed version to form an Annexure to the Signed Contract.

Equipment	Expected Use
Weed removal chemical	As & when required
Lawn mower	As & when required
Plastic bags	Daily
Deep cleaner 5L	As & when required
Yard machine leaf blower	Daily
Dustpans and brooms	Daily
General tools for cleaning, gardening maintenance of public spaces	As & when required
Personal Protective Equipment (PPE)	Daily
Branded uniform with company logo and name tags	Once -off
Skip Bin	On site daily

3.6. Notes

- 3.6.1.** Appointments for the three years will be dependent on satisfactory performance and budget availability. An addendum will be issued at the commencement of each new financial year to confirm continued appointment.
- 3.6.2.** Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 3.6.3.** Tenderers are required to take cognisance of the role of the other professionals and work coherently with them where required.
- 3.6.4.** 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.
- 3.6.5.** Successful tenderers will be required to sign the JDA's Standard Agreement and appendices which are attached as Annexure I for information purposes.
- 3.6.6.** 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.

3.7. PRICING

Detailed below is information upon which fees must be based on independent proposals on each professional service:

- Tenderers are to replicate the table BELOW and submit as part of their detailed fee proposal [which proposal must show pricing as requested for each of the items] and the total fee for must be carried to the "Offer" page.
- That the RFQ is issued out in line with POPI Act.
- That the RFQ shall be evaluated in accordance with PPR 2022
- Bidders are to factor in a fixed pricing for the next 36 months.
- Detailed below is information upon which fees must be based.

3.7.1 Pricing table

No. of Resources	Cleaning and Gardening Team	Year 1		Year 2		Year 3		TOTAL
		Fee/Amount including VAT per Month	Total Year 1 (12 Months)	Fee/Amount including VAT per Month	Total Year 2 (12 Months)	Fee/Amount including VAT per Month	Total Year 3 (12 Months)	Year 1 + 2 + 3
4	Cleaners	R	R	R	R	R	R	R
4	Gardeners	R	R	R	R	R	R	R
1	Site Management / Oversight	R	R	R	R	R	R	R
1	Account / Client Management	R	R	R	R	R	R	R
							Sub Total (A)	R
	Equipment and material	R	R	R	R	R	R	R
							Sub Total (B)	R
							TOTAL FEE (A+B)	R
Total Price excl.vat								R
Vat @ 15%								R
TOTAL AMOUNT INCLUDING VAT TO BE TRANSFERRED CORRECTLY TO THE OFFER PAGE								R

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

NB: BIDDER MAY REPLICATE THE PRICING TABLE CORRECTLY AND ATTACH ON THEIR SUBMISSION.

3.8. Notes

- 3.8.1.** Tenderers must ensure that the final TOTAL FEE (A + B) 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 3 above will result in the tender being disqualified.
- 3.8.2.** 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.
- 3.8.3.** Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes
- 3.8.4.** 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.
- 3.8.5.** Tenderers must note that they will be required as and when necessary to attend (a) presentations to JDA, and stakeholders; (b) 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. **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.

- 4.1. THE "OFFER" PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.
- 4.2. Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 3 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.
- 4.3. 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.

- 4.4. 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.
- 4.5. 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 R1m is required for this project.
- 4.6. 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.
- 4.7. Audited financial statements for the past three years.
- 4.8. Details of directors / partners / members and shareholders with certified copies of their identity documents.

4.9. The forms A to G annexed, must be scrutinized, completed in full and signed.

4.10. 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:

- For each resource indicated on Annexure G.
 - Role/s and responsibility/ies on this project
 - Relevant qualifications and attach proof hereof
 - Number of years of relevant experience in the industry and in the proposed role
 - CV's for each member of the team noting their specific relevant project experience [project description, role and responsibilities, project value]
 - Please indicate any project experience on cleaning, gardening and ad-hoc services of public open spaces
- List projects completed by the bidding entity in the past **5 years** of a similar nature and scale to this project, i.e. Cleaning, gardening and ad-hoc services of public open spaces. The following details must be included on the schedule:
 - Description of the project
 - Service rendered
 - Name of employer / client and their representative's contact details (CONTACTABLE)
 - Cost of the project/services
 - Fee obtained for services
 - Date of completion
 - Letter of reference on the client's letterhead or with the client's company stamp that confirms project scope of work, service rendered and project value
 - Supporting contactable references documentation must be provided
 - 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 a description of the services rendered (must be clear that the service rendered is aligned to the service being tendered)
 - A rating of the service rendered (e.g. good, satisfactory, poor etc. and not just state that the bidder was involved in the project or that they completed the project).

4.11. NOTE:

- 4.11.1.** 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.
- 4.11.2.** Information contained elsewhere in the submission and / or on other schedules will NOT be considered. Only the information entered on Annexure G will be considered as previous experience and only reference letters related to the projects listed on Annexure G will be considered as supporting documentation.
- 4.11.3.** Tenderers are to submit 2 copies of their proposal (1 original plus 1 copy).

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 3 and 4 WILL RESULT IN TENDERERS BEEN DISQUALIFIED FOR NON-COMPLIANCE.

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 3 TO 4 WILL RESULT IN TENDERERS BEEN NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.

4.12. 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 4
- Item 4 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.

5. ASSESSMENT CRITERIA

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

- Compliance
- Technical
- Price and specific goals
- Risk Tolerance

5.1. 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.
- If a bidder did not submit an accreditation certificate (valid) with the cleaning and gardening / landscaping bodies e.g. NCCA.
- If a bidder did not submit a valid waste transportation permit.
- Bidder must submit valid, certified and current Proof of Unemployment Insurance Fund (UIF).
- 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 3 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.

5.2. Technical

The technical assessment is based on the criteria set out below namely:

- (i) Key returnable documents
- (ii) Capability of proposed key team members (i.e. experience, as per Item 4. above) and
- (iii) List on annexure D the experience of the company accompanied by the signed reference letters on company letter head/s, indicating the project scope, duration, value of the contract and signed-all or nothing. (i.e. gardening and ad-hoc general services as per Item 3 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 total points 2000, the cut off 140 which translates to 70%

Variables	Total Points
(i) KEY RETURNABLE DOCUMENTS	N/A
(ii) CAPABILITY OF PROPOSED TEAM MEMBER	100
(iii) COMPANY EXPERIENCE AND REFERENCE LETTERS (all or nothing)	100
Total	200
Cut off	140
70% Technical Threshold	

Part (i): KEY RETURNABLE DOCUMENTS

Variables	Total Points	Criteria	Description of criteria	Points
(i) KEY RETURNABLE DOCUMENTS	N/A	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 5.3 to 5.9 herein	N/A
		Company registration documents		N/A
		CTS letter from SARS		N/A
		Valid Professional Indemnity Insurance R1m		N/A
		Current municipal rates account / affidavit		N/A
		3 Years audited financial statements		N/A
		Certified copies of identity documents		N/A
		Annexure A - G completed in full and signed		N/A

Part (ii): CAPABILITY OF PROPOSED TEAM MEMBERS

1. Accounts Manager				
Variable	Total Points	Criteria	Description of Criteria	Points
(ii) CAPABILITY Detailed CV demonstrating experience as an Accounts Manager in cleaning and gardening services / managing public open spaces (MUST BE projects of similar nature).	50	Accounts Manager of public open spaces. CV clearly illustrate Accounts Managers Experience: must show projects, values, roles played and period. If any information is not contained in the CV or Annexure G then zero points will be awarded	Greater than 5 years proven work experience as Accounts Manager of similar projects	50
			4 years proven work experience as Accounts Manager of similar projects	40
			3 years proven work experience as Accounts Manager of similar projects	30
			2 years proven work experience as Accounts Manager of similar projects	20
			1 years proven work experience as Accounts Manager of similar projects	10
2. Site Manager				
Variable	Total Points	Criteria	Description of Criteria	Points
(ii) CAPABILITY Detailed CV demonstrating experience of Site Manager in cleaning and gardening services / managing public open spaces (MUST BE projects of similar nature)	50	Site Manager of public open spaces CV clearly illustrate Site Manager: must show projects, values, roles played and period. If any information is not contained in the CV or Annexure G, then zero points will be awarded	5 or more years proven work experience as Site Manager of similar projects and	50
			4 years proven work experience as Site Manager of similar projects	40
			3 years proven work experience as Site Manager of similar projects	30
			2 years proven work experience as Site Manager of similar projects	20
			1 years proven work experience as Site Manager of similar projects	10

Points will only be allocated for demonstration of experience on similar projects.

If any of the following information is not provided, zero points will be awarded:

- CV's provided must be as per the resources recorded on the organogram
- CV's must clearly show project experience and number of years' experience
- CV's must clearly show the role executed by the resource on said projects

Part (iii): COMPANY EXPERIENCE AND REFERENCE LETTERS (all or nothing)

Variable	Total Points	Criteria	Description of Criteria	Points
(iii) The company experience as listed on annexure D, accompanied by corresponding contactable references of the company with a Track record (which indicates the company experience) on provision of Cleaning, gardening and ad- hoc services in public open space- ANNEXURE D	100	Five or more completed projects in Cleaning, gardening and ad- hoc services in public open space or similar	Points will only be allocated if the references attached correspond with ANNEXURE D indicating the company experience otherwise zero points will be award.	100
		Four completed projects Cleaning, gardening and ad- hoc services of public open space or similar		80
		Three completed projects Cleaning, gardening and ad- hoc services of public open space or similar	Points will only be allocated for cleaning and gardening services in precincts / related projects bidder are to ensure company experience mentioned in the scope. References and company experience <u>must</u> talk to each other or zero points would be awarded.	60
		2 completed Projects in Cleaning, gardening and ad- hoc services of public open space or similar		40
		1 completed project in Cleaning, gardening and ad- hoc services Of public open space or similar		20

5.3. Price and Empowerment

Price and Preference

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:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be complete d by the organ of state)	Number of points claimed (80/20 system) (To be complete d by the tenderer)	Means of Verification
Business owned by 51% or more – Black People	5		<ul style="list-style-type: none"> • B-BBEE certificate or QSE/EME Affidavit; • Company Registration Certification • Certified Identification Documentation. • CSD report
Business owned by 51% or more — Women	10		<ul style="list-style-type: none"> • Company Registration Certification • Certified Identification Documentation • CSD report, B-BBEE certificate or QSE/EME Affidavit;
Enterprise located within the City Of Johannesburg Metropolitan Municipality	5		<ul style="list-style-type: none"> • Valid BBEE certificate / Affidavit Sworn under oath • Company Registration Certification • CSD report • Municipal Account
Total Points	20		Failure to attach documents for verification will lead to scoring zero points

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 preference points. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

For tenders up to R50 million 80 points are assigned to price

Up to 20 points are assigned to preference status per the table under item Points

scored will be rounded off to the nearest 2 decimal places

Schedule 3:

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

Notes:

8.3.1.1 "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act (Act No.53 of 2003).

6.RISK TOLERANCE

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

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

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

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

7.CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

“REQUEST FOR PROPOSAL - PROVISION OF CLEANING, GARDENING AND AD-HOC GENERAL SERVICES FOR MARY FITZGERALD SQUARE AND NEWTOWN PARK FOR 3 YEARS”

- 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 16H00.

The Tender closes at 12H00 on 13 June 2024

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

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

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

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

The tender offer validity period for this tender is 120 days. Queries can be addressed in writing to

Mmatsie Mashao
Coordinator
Telephone: +27 11 688 7800
Email: mmashao@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 :

COMPANY STAMP

ANNEXURE B : DECLARATION OF INTEREST

- 1. No bid will be accepted from persons in the service of the state*.

- 2. Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid. In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.

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

3.1 Full Name:

3.2 Identity Number:

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

3.4 Company Registration Number:

3.5 Tax Reference Number:

3.6 VAT Registration Number:

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

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

If yes, furnish particulars

.....
.....

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

YES / NO

If yes, furnish particulars

.....
.....

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

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 member of –
 - (i) any municipal council;
 - (ii) any provincial legislature; or
 - (iii) the national Assembly or the national Council of provinces;
 - ⊖ a member of the board of directors of any municipal entity;
 - ⊖ an official of any municipality or municipal entity;
 - ⊖ 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);
 - ⊖ a member of the accounting authority of any national or provincial public entity; or
 - ⊖ 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:		
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	ROLE	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 Position
(of person authorised to sign on behalf of the organisation)

Name of Bidder Date

ANNEXURE E : CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

*For
Provision of Cleaning, gardening and ad-hoc general services for the Newtown Precinct including the Mary
Fitzgerald Square and Newtown Park for 36 months*

in response to the invitation for the bid made by:

Johannesburg Development Agency

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

on behalf of:

_____ that:
(Name of Bidder)

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

-
- (b) geographical area where product or service will be rendered (market allocation);
 - (c) methods, factors or formulas used to calculate prices;
 - (d) the intention or decision to submit or not to submit a bid;
 - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
 - (f) bidding with the intention not to win the bid.

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

Signature:

Position:.....

.....
Name of Bidder

.....
Date

ANNEXURE F : DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

A Any bid will be rejected if:

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

B Bid Information

- i. Name of bidder:
- ii. Registration Number:
- iii. Municipality where business is situated:
- iv. Municipal account number for rates:
- v. Municipal account number for water and electricity:
- vi. Names of all directors, their ID numbers and municipal account number.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.

C Documents to be attached

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

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

.....
.....

Signature:.....

Date:.....

ANNEXURE G : ORGANOGRAM THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 5.2 HEREIN

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for as per 5.10 and 5.2 herein.

DESIGNATION	NO.	NAME AND NATIONALITY	SUMMARY OF QUALIFICATIONS <i>(as per proof of qualification provided)</i>	EXPERIENCE <i>(in particular project experience in gardening and cleaning services as per technical criteria under 5)</i>
Cleaner	1			
Cleaner	2			
Cleaner	3			
Cleaner	4			
Gardener	1			
Gardener	2			
Gardener	3			
Gardener	4			
Site Manager	1			
Account / Client Manager	1			

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 only for the Site Manager and Account / Client Manager.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

