



## INVITATION TO QUOTE

### REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS

**ADVERT DATE:** 21 MAY 2024

**COMPULSORY CLARIFICATION DATE:** 24 MAY 2024

**TIME** 11:00 – 12:00

**VENUE:** 10035 HIGHLAND RD, KENSINGTON, JOHANNESBURG, 2101

**CLOSING DATE:** 28 MAY 2024

**CLOSING TIME:** 12H00

**RFQ DESCRIPTION:** RFQ SUPPLY AND INSTALLATION OF LIGHTNING CONDUCTOR FOR THE SCOTTISH HORSE MEMORIAL FOR A PERIOD OF 1 MONTH

**RFQ NUMBER:** JDADPF/LC-SHM/05/2024

RFQ DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT:

Offices of the Johannesburg Development Agency, 3 Helen Joseph Street, The Bus Factory, Newtown, Johannesburg, 2000

**Bidders should ensure that RFQ submissions are delivered timeously to the correct address. If the RFQ 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 7851

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

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

**Department:** Development Planning and Facilitation

**Contact Person:** Ms. Mmatsie Mashao

**Tel:** 011 688 7810

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

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

May 2024

pg. 1

RFQ SUPPLY AND INSTALLATION OF LIGHTNING CONDUCTOR FOR THE SCOTTISH HORSE MEMORIAL FOR A PERIOD OF 1 MONTH

**OFFER PAGE**

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

BID / RFQ NUMBER .....

BID / RFQ DESCRIPTION .....

.....

NAME OF BIDDER .....

NAME OF CONTACT PERSON.....

POSTAL ADDRESS .....

STREET ADDRESS.....

.....

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

CELLPHONE NUMBER.....

E-MAIL ADDRESS.....

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

VAT REGISTRATION NUMBER.....

CSD SUPPLIER NUMBER.....

COMPANY REGISTRATION NUMBER.....

TAX VERIFICATION PIN.....

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

TOTAL BID PRICE in words.....

.....

.....

..... including Value Added Tax

SIGNATURE OF BIDDER .....

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

DATE .....

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

## To all 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, 5<sup>th</sup> 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**

## 1. INTRODUCTION

The Johannesburg Development Agency (JDA) is requesting quotations from service providers for the supply and installation of a lightning conductor cable at the Scottish Horse Memorial. The project appointment period envisaged is (1) one month.

### 1.1 Background

The Scottish Horse Memorial is a landmark heritage structure located at the top of Caledonia Hill in Kensington. The memorial is in the form of a giant Celtic cross, 7.9 metres high, and commemorates men of the Scottish Horse Regiment who were killed in the Anglo-Boer South African war of 1899-1902 it was erected in 1905.

The monument suffered vandalism and theft on numerous accounts which involving the theft of the lightning conductor and earthing system which exposes the monument to lightning strikes. Lightning strikes pose adverse danger to both human life and economic value of the heritage structure. Therefore service provider is required to provide JDA with effective and efficient installation systems / cables to protect the structure against lightning additionally the service provider is required to spray paint the iron steel gate that secures the monument.

## 2. SCOPE OF WORK AND DELIVERABLES

The monument in figure one (1) below will require the following works :



Figure 1 : Monument

- A. Supply and install lightning conductor
- B. Precisely cut granite to fit insulated lightning contractor wire.
- C. Close and seal the slot with matching granite after installation.
- D. Drill in the ground wire, securing it to the ground.
- E. Supply and erect scaffolding :  
Scaffolding inspector to be onsite and sign off on scaffolding equipment
- F: Spray painting of the metal gate (Height 126cm Width 93cm)

### 3. COMPULSORY CLARIFICATION

10035 Highland Rd, Kensington, Johannesburg, 2101; 24 May 2024 Time 11:00 – 12:00

### 4. APPOINTMENT

The bidding team must include the following professional competencies. Upon installation the professional engineer is required to produce wire mans license

- 1 x Electrical Engineer
- 1 x Technician

### 5. DURATION

The duration of the appointment period will be for 1 months.

### 6. NOTES FOR PRICING

The basis for fee proposals is outlined in item 6.2 below.

This is followed by item 5.3 which applicants are required to take note of.

- 6.1** Tenderers are to complete all the items on the pricing table below and submit as part of their fee proposal to transfer or carry over the total fee to the "Offer" page correctly.

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

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

This is followed by item number 6.3 which ALL applicants are required to take careful note of.

## 6.2 PRICING TABLE

Item	Description	Quantity	Price excluding VAT
1.	Supply and installation of lightning conductor (7.9 meters high ) and earthing system	2	R
2.	Cut granite to fit insulated lightning contractorwire. 1cm wide x 1cm deep	1	R
3.	Drill of ground wire 50cm deep , securing it tothe ground.	1	R
4.	Spraying metal gate Height 126cm Width 93cm	1	R
5.	Electrical Engineer	1	R
6.	Technician	1	R
<b>Total excluding VAT</b>			R
<b>VAT @15%</b>			R
<b>Total amount including vat. The amount with VAT Inclusive must be carried over to the offer page</b>			R

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

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 quoted amount.

**Failing to price as required will result in the RFQ document being disqualified.**

### 6.3 Notes

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

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

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

**6.3.4** The proposals will be evaluated inline PPR 2022

**6.3.5** The proposal issued out inline with POPI Act.

## **7. PRESENTATION OF QUOTATIONS**

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

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

The following information must be clearly spelt out:

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

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

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

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

**7.5** An original and valid BBBEE status levels verification certificate or a certified copy thereof, substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System (SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. An EME must submit an affidavit confirming the following:

**7.5.1** Annual Turnover Revenue of R10 million or less; and

**7.5.2** Level of Black ownership

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

**7.6** An original letter from the tenderer's bank confirming account information.

**7.7** Bidders are required to submit detailed quotations based on the required deliverables defined in rand terms. Applicants are to illustrate the fee proposal linked to deliverables. All disbursements, etc. are to be **included** in the quotations.

**7.8** A completed RFQ document with all sections filled in (references in the RFQ to other documentation attached will NOT be considered.)

**7.9** The forms A to H annexed, must be scrutinized, completed in full and submitted together with your RFQ.

**Failure to comply with the requirements in item 6 will result in tenderers been negatively scored for responsiveness or disqualified for non-compliance.**

### **Note for consortium and joint ventures**

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

## **8. ASSESSMENT CRITERIA**

Submissions will be evaluated on the criteria to follow

- Compliance
- Technical
- Price and Empowerment
- Risk tolerance

### **8.1 Compliance**

Bidders will be disqualified for:

- Failure to attend compulsory briefing session.
- 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 and the pricing table (i.e. priced, all registration numbers provided and signed);
- Bidders whose quotation document has been completed in pencil;
- Bidders whose document has been faxed;
- Bidders whose quotation document has been received after the closing time;
- Bidders whose quotation 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 6 herein;
- Bidders who have any directors in the employment of the state;
- Bidders whose tax matters are not up to date;
- Bidders whose directors are having municipal accounts that are owing more than 90 days
- Bidders who are not registered with the National Central Supplier Data Base



## 8.2 Technical

Item	Criteria	Total Points
(i)	Key returnable (annexure A-H fully completed and signed)	0
(ii)	Capability of proposed key team members (experience) and qualifications	50
(iii)	Past completed similar projects as experience of the company	50
(iv)	Detailed and signed reference letters which are in line with item (iii)	50
Minimum / Cut -off @ 70%		<b>105</b>
Maximum		<b>150</b>

### a) Submission / Assessment Checklist

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

Variable 2	Total Points	Criteria	Description ofCriteria	Points
(ii) Capability of proposed team detailed CV of Electrical Engineer	<b>25</b>	Electrical Engineer with five years of work experience and more in repair and maintenance of electrical Infrastructure projects	Points will only be allocated for demonstrating the skills required. The bidder is to submit detailed CVs for the team member demonstrating experience in the requisite skills. <b>(Complete annexure G&amp;H)</b>	<b>25</b>
		Electrical Engineer with three to four years of experience in repair and maintenance of electrical Infrastructure projects		<b>15</b>
		Electrical Engineer with one to two years of experience in repair and maintenance of electrical Infrastructure projects		<b>5</b>

Variable	Total Points	Criteria	Description ofCriteria	Points
(ii-B) Qualifications of the Capability of proposed team detailed CV's of Electrical Engineer.	<b>25</b>	A minimum of Diploma, Degree or Higher in electrical Engineering.	Certified copies of Qualifications and proof of registration with Professional body of Engineering Council of South Africa ( <b>ECSA</b> ). Both copies should be included in the bidder's submission to achieve points. If either of the above is not submitted zero points will be awarded	<b>25</b>
<b>Variable 3</b>	<b>Total Points</b>	<b>Criteria</b>	<b>Description ofCriteria</b>	<b>Points</b>
(iii) List of completed similar projects	<b>50</b>	Five or more projects demonstrating knowledge and experience in repair and maintenance of Heritage monuments / assets or similar structures	Points will only be allocated for a relevant /similar completed project experience <b>(Complete annexure D)</b>	<b>50</b>
		Three to four projects demonstrating knowledge and experience in repair and maintenance of Heritage monuments / assets or similar structures		<b>30</b>
		One to two projects demonstrating knowledge and experience in repair and maintenance of Heritage monuments / asset or similar structures		<b>10</b>

Variable 4	Total Points	Criteria	Description of Criteria	
<b>(iv) Contactable references in line with item iii</b>	<b>50</b>	Five or more satisfactory references for repair and maintenance of Heritage monuments / assets	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 project, the date of project completion and a comment of the level of satisfaction with the service provided.  If any of the required information is not contained in the reference then zero points will be awarded	<b>50</b>
		Three to four satisfactory references for repair and maintenance of Heritage monuments / assets		<b>30</b>
		One to two satisfactory references for repair and maintenance of Heritage monuments / assets		<b>10</b>

### 8.3 Price and Empowerment

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

The 80/20 preference point system will apply to this tender and the lowest acceptable tender will be used to determine the applicable preference point system. The 80/20 price/preference points system will be applied to the evaluation of responsive tenders up to and including a Rand value of R50'000'000 (all applicable taxes included), whereby the order(s) will be placed with the tenderer(s) scoring the highest total number of adjudication points.

Price shall be scored as formula under 8.4

#### 8.4 Preference points shall be based on the Specific Goal as per below:

- (a) The following formula must be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

$$P_s = 80 \left( 1 + \frac{P_t - P_{max}}{P_{max}} \right)$$

Where-

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

$P_t$  = Price of tender under consideration; and

Pmax = Price of highest acceptable tender.

- (b) A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.
- (c) The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- (d) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points

### 8.5 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:

The specific goals allocated points in terms of this tender	Number of points allocated (80/20)	Evidence
Business owned by 51% or more - <b>Black People</b>	<b>5</b>	CSD, Valid BBEE Certificate / Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate
Business owned by 51% or more – <b>Black Youth</b>	<b>10</b>	CSD, Valid BBEE Certificate / Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate.
SMME (QSE or EME)	<b>5</b>	CSD, Valid BBEE Certificate / Affidavit Sworn under oath
Total Points	<b>20</b>	Failure to attach evidence 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.

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

Notes:

- 8.5.1 "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).
- 8.5.2 Tenderers must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating. Certificates issued by either verification agencies accredited by the South African Accreditation System (SANAS) or by

registered auditors approved by the Independent Regulatory Board for Auditors (IRBA) are acceptable.

- 8.5.3 An EME must submit a sworn affidavit confirming the following:
- Annual Turnover Revenue of R10 million or less; and
  - Level of Black ownership
  - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- 8.5.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.
- 8.5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 8.5.6 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.
- 8.5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a tenderer qualifies for.
- A person awarded a contract will not be permitted to sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned

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

***The words "RFQ SUPPLY AND INSTALLATION OF LIGHTNING CONDUCTOR FOR THE SCOTTISH HORSE MEMORIAL FOR A PERIOD OF 1 MONTHS"***

must be written / typed clearly on the envelope.

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

**The RFQ closes at 12h00 on 28 May 2024 at 12:00**

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

The Johannesburg Development Agency's selection of qualifying tenders shall be in the Johannesburg Development Agency's sole discretion and shall be final.

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:  
Mmatsie Mashao  
E-mail: [MMashao@ida.org.za](mailto:MMashao@ida.org.za)

**ANNEXURE A: BUSINESS DECLARATION**

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

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

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

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

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

.....

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

.....

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

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

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

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

**Company/enterprise Income**

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

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

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

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

**1. Type of firm**

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

(Tick one box)

**2. Principal business activities**

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

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

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

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

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

- Yes
- No

(Tick one box)

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

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

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

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

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

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

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

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

R ..... Year: .....

R ..... Year: .....

R ..... Year: .....

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

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

**10. Banking details**

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

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

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

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



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

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

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

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

**ANNEXURE B: DECLARATION OF INTEREST**

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

3.1 Full Name: .....

3.2 Identity Number: .....

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

3.4 Company Registration Number: .....

3.5 Tax Reference Number: .....

3.6 VAT Registration Number: .....

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

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

If yes, furnish particulars

.....  
.....

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

If yes, furnish particulars

.....  
.....

3.10 Do you, have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and or adjudication of this bid?

**YES / NO**

If yes, furnish particulars

.....  
.....

3.11 Are you, aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and or adjudication of this bid?

**YES / NO**

If yes, furnish particulars

.....  
.....

3.12 Are any of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

**YES / NO**

If yes, furnish particulars

.....  
.....

3.13 Are any spouse, child or parent of the company's directors, trustees, managers, principle shareholders or stakeholders in service of the state?

**YES / NO**

If yes, furnish particulars

.....  
.....

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

**YES / NO**

If yes, furnish particulars

.....  
.....

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

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:		

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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"/>
4.5.1	If so, furnish particulars:		

**CERTIFICATION**

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

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date



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

EMPLOYER	CONSULTANT	SIMILAR NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

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

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

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

.....  
Position

.....  
Name of Bidder

.....  
Date



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

I, the undersigned, in submitting the accompanying bid:

**RFQ: RFQ SUPPLY AND INSTALLATION OF LIGHTNING CONDUCTOR FOR THE SCOTTISH HORSE MEMORIAL FOR A PERIOD OF 1 MONTH**

in response to the invitation for the bid made by:

*Johannesburg Development Agency*

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

I certify, on behalf of:

---

(Name of Bidder)

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

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date

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

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

B Bid Information

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

C Documents to be attached.

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

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

.....  
.....

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**ANNEXURE G: ORGANOGRAM (COMPULSORY) THIS ANNEXURE IS CRITICAL FOR THE TECHNICAL EVALUATION AS DETAILED UNDER ITEM 8.2 HEREIN**

The service provider shall list below the key personnel proposed for this project in the discipline and designation being tendered for as per 8.2 herein.

**TABLE 1: ELECTRICAL ENGINEER**

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

**TABLE 2: TECHNICIAN**

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



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

<b>1. ELECTRICAL ENGINEER</b>		
FULL NAME AND SURNAME		
TITLE (e.g., Ms./Mr./Dr/Prof)		
PROFESSIONAL QUALIFICATIONS ( Certificats , Degrees, Diplomas, etc)	YEAR OBTAINED	CERTIFIED ACADEMIC CERTIFICATE MUST BE ATTACHED AND LISTED
<b>CURRENT EMPLOYER</b>		
CURRENT ROLE/TITLE		
NO. OF Yrs AND Mnths SERVED		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
<b>PREVIOUS EMPLOYER 1</b>		
ROLE/TITLE		
NO. OF YEARS AND MONTH IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
<b>PREVIOUS EMPLOYER 2</b>		
ROLE/TITLE		
NO. OF YEARS AND MONTH IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
<b>PREVIOUS EMPLOYER 3</b>		
ROLE/TITLE		
NO. OF YEARS AND MONTH IN THIS ROLE		
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT	
1.	1.	
2.	2.	
3.	3.	
***		
PLEASE CONTINUE TO ADD YOUR PREVIOUS EMPLOYMENT ROLES (3, 4, 5 etc.)USING FORMAT ABOVE ***		

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

NO. OF YEARS AND MONTH IN THIS ROLE	
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT
1.	1.
2.	2.
3.	3.
<b>PREVIOUS EMPLOYER 3</b>	
ROLE/TITLE	
NO. OF YEARS AND MONTH IN THIS ROLE	
LIST OF PROJECTS RELEVANT TO THIS SCOPE	INDIVIDUAL'S ROLE/RESPONSIBILITY IN EACH PROJECT
1.	1.
2.	2.
3.	3.
*** PLEASE CONTINUE TO ADD YOUR PREVIOUS EMPLOYMENT ROLES (3, 4, 5 etc.) USING FORMAT ABOVE ***	



**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	PROJECT 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

.....  
Date

.....  
Name of bidder

.....  
Position