



**INVITATION TO QUOTE**

**REQUEST FOR FORMAL WRITTEN PRICED QUOTATIONS**

**ADVERT DATE:** 24 MAY 2024

**COMPULSORY CLARIFICATION MEETING DATE:** 27 MAY 2024 **TIME:** 10H00 – 11H00  
**VENUE:** THE AUDITORIUM, OFFICES OF THE JOHANNESBURG DEVELOPMENT AGENCY, 3 HELEN JOSEPH STREET, THE BUS FACTORY, NEWTOWN, JOHANNESBURG, 2000

**CLOSING DATE:** 31 MAY 2024 **CLOSING TIME:** 12H00

**RFQ DESCRIPTION:** RFQ – RESTORATIONS AND REPARATIONS OF PUBLIC ART AT JHB INNER CITY FOR THE JDA FOR 1 MONTHS

**RFQ NUMBER:** JDADFP/PUBLIC ART/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:**

<b>Department:</b>	Procurement	<b>Contact Person:</b>	Mr. Siyambonga Gcobo
<b>Tel:</b>	011 688 7811	<b>E-mail:</b>	<a href="mailto:sgcobo@jda.org.za">sgcobo@jda.org.za</a>

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

<b>Department:</b>	Development Planning and Facilitation	<b>Contact Person:</b>	Ms. Mmatsie Mashao
<b>Tel:</b>	011 688 7810	<b>E-mail:</b>	<a href="mailto:Mmashao@jda.org.za">Mmashao@jda.org.za</a>

**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**

**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](mailto: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 (@cojgfs)
- 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 public art curators to submit quotations for the restoration and repair of public artworks across various locations around the City of Johannesburg. Where possible include the original artists to carry out the works.

### 1.1 **Background**

Public artworks in the City of Johannesburg enrich the built environment and invigorate public spaces. Moreover it reflects and reveals our society, adds meaning to our city and uniqueness to our communities. Johannesburg has a large concentration of public art in and around the historic Inner City areas of the city. A number of these artworks have suffered damage and deterioration over time, and require repair and rejuvenation.

## 2. **PROJECT SCOPE OF WORK**

The following artwork require immediate restoration and repair :

### 2.1.1 ) **Resting Mosaic Cows**

The resting mosaic cows are located in Transport Square (Enkomeni Taxi Rank ) 3-5 Angle Road, New Doornfontein.. The cows are made from steel frames shaped with chicken wire and covered in concrete and tiled in mosaics. Structurally the cows are intact however there is minor damage to ears ,horns and repainting of the cows that is required.



*Image 1 : Artist : Andile Maswangelwa, Kwena Jacob Ramaboya and Spaza Art Gallery*

### 2.1.2 ) Four Mosaic Pillars

The Four Mosaic pillars were designed by Andrew Lindsay and Spaza Art Gallery located at 15 Joe Slovo Drive, New Doornfontein.. Boards on which mosaics are mounted the road pillar structure are coming away from the concrete structure. Curator is required to restore the mosaics including the following :

- a) South West Pillar – replace missing pieces of the mosaics.
- b) South East Pillar -repair water damage.
- c) East Middle Pillar - repair water damage.
- d) West Middle Pillar – replace missing pieces of the mosaics.
- e) North West Pillar - remove burn marks.



*Image 2: Artists - Andrew Lindsay and Spaza Art Gallery.*

### 2.1.3) Angel of the North

Artwork created by Winston Ntuli site located in 19-25 Kotze St, Braamfontein. Made from concrete, the sculpture is elevated on a concrete base which is inscribed with the words 'liberty', 'equality' and 'fraternity' translated into the multitude of local, continental and international languages spoken in the 'Afropolitan' suburb of Hillbrow, Johannesburg.



*Images 3: Artists : Winston Ntuli*

Visible burn marks at the base of the artwork which hinders on the visibility of the embedded wording . Curator is required to redo Inscription on the burned part ensure it is legible. ***Inscription to be provided by the artist Winston Lithuli / Department of Arts, Culture and Heritage.***

#### **2.1.4) Mother and Child Sculpture**

The mother and child sculpture is located at 190-170 Lilian Ngoyi St, Newtown, Johannesburg, 2113, made of steelwelded sculpture of mother, at 2.3m, with arm wrapped around child who stands approximately 1.6m. Base plinth concrete and steel frame is Intact with no signs of damage. The boy sculpture is showing signs of surface rust at the feet.. There is visible age related wear on the steel. The - statue is covered in rust and graffiti, therefore the curator is required to restore and treat the statue, remove graffiti and apply anti-graffiti protection.



*Image 4: Artist - Simon Mthimkhulu, Ezekiel Budeli and Tshidiso Makhete*

#### **2.1.5 ) Jewel City Gateway**

6.5 m high artwork is located at 20 Ambrose St, City and Suburban, Johannesburg, 2094. It is constructed from a combination of cut granite and carved wood, taking the shape of an elongated diamond. Mosaics on the traffic island (created by the Spaza collective) provide a colourful framing for the artwork.

Plinth structure is intact with no visible signs of structural damage. However the artwork has suffered visible water damage at the base of the timber mostly surface and lamination separation related therefore not compromising integrity.

Artwork timber requires maintenance treatment, removal of graffiti on granite, and repair of surface plaster on top of base plinth that has deteriorated and is falling off.



*Image 5 : Artist - Shepherd Ndudzo*

### **3. APPOINTMENT**

The bidding team must include the following professional competencies in curating the project.

The bidder will only be evaluated on the lead Public Art Curator as per item number 2.

- 1X Lead Public Art Curator
- 1X Assistance Public art Curator
- 1 X Heritage specialist
- 1 X Mosaic artists

### **4. DURATION**

This project will be carried out within a maximum period of 1 months.

### **5. NOTES FOR PRICING**

The basis for fee proposals is outlined in item 5.2 below.

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

5.1 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 5.3 which ALL applicants are required to take careful note of.

## 5.2 PRICING TABLE

Item	Description	QTY	Price including VAT
1.	Project Inception Report	1	R
2.	Resting Mosaic Cows	7	R
3.	Mosaic Pillars	2	R
4.	Angel of the North	1	R
5.	Mother and Child Sculpture	1	R
6.	Jewel City Gateway	1	R
7.	Maintenance plan of and project Handover report	1	R
<b>Subtotal price of vat exclusive</b>			R
<b>15 % value added price</b>			R
<b>Total price vat inclusive to be correctly 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.**

### **6.1 Notes**

**6.1.1** 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.**

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

**6.1.3** 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. 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:

- 6.1 **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).
- 6.2 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.
- 6.3 No award will be made to a service provider who is not registered with National Treasury Central Supplier Database.
- 6.4 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**.
- 6.5 An original and valid BBBEE status levels verification certificate or a certified copy thereof, substantiating the bidding entities BBBEE rating. Only certificates issued by verification agencies accredited by the South African Accreditation System

(SANAS), or by registered auditors approved by the Independent Regulatory Board of Auditors (IRBA) will be accepted. An EME must submit an affidavit confirming the following:

- Annual Turnover Revenue of R10 million or less; and
- Level of Black ownership
- Any misrepresentation in terms of bullet point above constitutes a criminal offences setout in the B-BBEE Act as amended.

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

6.7 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.

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

6.9 That the RFQ will be evaluated in accordance with PPR 2022

6.10 That the RFQ is issued inline with the POPI ACT

6.11 The forms A to I 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 specific goals
- Risk Tolerance

### a. Compliance

Bidders will be disqualified for:

- 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
- Attend compulsory briefing session

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

**Bidders are expected to score a minimum of 66 points , 60 % ( out of 110 maximum points on scoring table).**

8.1

Item	Criteria	Total Points
(i)	Key returnable (annexure A-H fully completed and signed)	N/A
(ii)	Capability of proposed key team members qualification and experience	60
(iii)	Past completed similar projects as experience of the company	20
(iv)	Detailed and signed reference letters which are in line with item (iii)	30
	<b>Minimum / Cut –off @ 60%</b>	<b>66</b>
	<b>Maximum</b>	<b>110</b>

a) Submission / Assessment Checklist

Category	Criteria	Description of Criteria	Points
<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		Y/N
	7. CTS letter from SARS (Tax pin)		Y/N
	8. Valid BBBEE certificate/s		Y/N
	9. A statement from an independent auditor/accountant regarding the service provider financial standing to undertake this project		Y/N
	10. Up-to-date Municipal rates account showing no arrears (90 days) or affidavit if not applicable for the directors		Y/N
	Annexures A to G all completed in full and signed		0

<b>B: TECHNICAL</b>	<b>Lead / Senior Curator</b>			<b>Points</b>
<b>Variables</b>	<b>Points</b>	<b>Qualifications:</b>	<b>Description of criteria</b>	
<b>B .1 Capability of Proposed Team per  Total Points 60</b>	<b>30</b>	<b>NQF Level 7 and Above in Visual Arts, Fine Arts or Design</b>	<b>Evidence: Bidder must attach certified copy of the qualification OR academic transcript issued by the relevant education institution. Uncertified copies will be scored zero.</b>	<b>30</b>
		<b>NQF Level 7 and Above in other</b>		<b>15</b>

<b>B2: Capability of Proposed Team</b>	<b>Points</b>	<b>Description of criteria</b>	<b>Points</b>
<b>Years of work experience:</b>	<b>30</b>	<b>8 Years or more experience related to curating projects</b>	<b>Evidence : To earn points bidders must attach a comprehensive</b>
		<b>Between 4 and 7 Years of work experience related to curating projects</b>	<b>CV using the JDA template specified in this RFQ.</b>
		<b>Less than 4 years work experience related to curating projects</b>	
			<b>30</b>
			<b>20</b>
			<b>10</b>

<b>C: Company experience</b>	<b>Points</b>	<b>Description of criteria</b>	<b>Points</b>
<b>Company schedule of completed projects</b>	<b>20</b>	<b>5 or more relevant Projects</b>	<b>(projects can include co-production with local communities, work with local artists and artisans, mapping and research related to public art programme development and implementation Evidence required for scoring : 1. Projects start date and project completion 2. Project name 3 Project Location 4. Project Funder / client 5. Project purpose 6. Role and services provided by the curator in his /</b>
			<b>20</b>

			her personal capacity or of the company.	
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		3-4 Relevant Projects	15
		1-2 Relevant Projects	10

REFERENCE LETTERS	Points	Description of criteria	Points
C. REFERENCE LETTERS	30	Five and more relevant references for projects completed.	30
		Reference must be on client letterhead or document stamped and signed by the client and must include the name / description of the project, it must confirm the service rendered , the value of the constructed works, the date completed and a comment of the level of satisfaction with the service. References must be for projects lists above under the project experience , and relevant to this project only. Appointment letters, Purchase Orders etc. will NOT be considered as references. If any of the required information is	



| | | not contained |

			in reference, the zero points will be awarded.	
		Three and four relevant reference for projects completed.		20
		One and two relevant reference for projects completed.		10

### 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:

$$Ps = 80 \left( 1 + \frac{Pt - Pmax}{Pmax} \right)$$

Where-

Ps = Points scored for price of tender under consideration;

Pt = 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:

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

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

*The words* “RFQ – RESTORATIONS AND REPARATIONS OF PUBLIC ART AT JHB INNER CITY FOR THE JDA FOR 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 4 April 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.

The Johannesburg Development Agency does not bind itself to accept any RFQ submission and no correspondence will be entered into.

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

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

Queries can be addressed  
in writing to: Mmatsie  
Mashao  
E-mail: [MMashao@jda.org.za](mailto:MMashao@jda.org.za)

**ANNEXURE A: BUSINESS DECLARATION**

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

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

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

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

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

.....

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

.....

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

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

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

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

**Company/enterprise Income**

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

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

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

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

**1. Type of firm**

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

(Tick one box)

**2. Principal business activities**

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

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

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

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

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

- Yes
- No

(Tick one box)

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

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

Full Time : .....

Part Time : .....

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

Full Time : .....

Part Time : .....

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

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 authorized 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

.....  
.....



**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"/>
4.4	Does the bidder or any of its directors owe any 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:		
4.3.1	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 - 1: PARTICULARS OF CONTRACTS AWARDED BY AN ORGAN OF STATE\*\*\* DURING THE LAST 5 YEARS**

(In the event of insufficient space, kindly attach documentation)

EMPLOYER	CONSULTANT	SIMILAR NATURE OF WORK	VALUE OF WORK	YEAR COMPLETE D

**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



## City of Johannesburg

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### Johannesburg Development Agency

No 3 Helen	PO Box	Tel +27(0) 11 688
Joseph Street	61877	7851 (O)
The Bus	Marshallt	Fax +27(0) 11 688
Factory Newtown	own2107	7899/63
Johannesburg,		E-mail:
2000		info@jda.org.za

**[www.jda.org.za](http://www.jda.org.za)**  
**[www.joburg.org.za](http://www.joburg.org.za)**



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

I, the undersigned, in submitting the accompanying bid:

**RFQ: SUPPLY AND INSTALLATION OF AUDIO VISUAL CONTROL PANEL AT THE HECTOR PIETERSON MUSEUM & MEMORIAL FOR A PERIOD OF 1 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:

---

(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 3months)
- 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 8.1 HEREIN**

The service provider shall list below the key personnel proposed for this project in the discipline and designation being tendered for as per 8.1 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	

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

**ANNEXURE I: SCHEDULE OF COMPLETED CONTRACTS**

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

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

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

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

.....  
Signature

.....  
Date

.....  
Name of bidder

.....  
Position