



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

ADVERT DATE: 05 JULY 2024

COMPULSORY BRIEFING DATE: 09 JULY 2024

TIME: 10H00 – 11H00

VENUE: THE AUDITORIUM, OFFICES OF THE JOHANNESBURG DEVELOPMENT AGENCY, 3 HELEN JOSEPH STREET (FORMERLY PRESIDENT STREET), THE BUS FACTORY, NEWTOWN, JOHANNESBURG, 2000

CLOSING DATE: 19 JULY 2024

CLOSING TIME: 12H00

BID DESCRIPTION: RFP: PROVISION OF AERIAL, GROUND PHOTOGRAPHY AND VIDEO SERVICES FOR THE JDA FOR 36 MONTHS

BID NUMBER: JDAMARKT/AERIAL-PHOTO/ 07/2024

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

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

* MSCM Regulations: "in the service of the state" means to be –

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

ANY ENQUIRIES REGARDING THE BIDDING PROCEDURE MAY BE DIRECTED TO:

Department:	Procurement	Contact Person:	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:	Marketing & Communications	Contact Person:	Mr. Elias Nkabinde
Tel:	011 688 7851	Fax: 011 688 7899	E-mail: enkabinde@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 MAAA.....

VAT REGISTRATION NUMBER

TAX VERIFICATION PIN NUMBER

SUBTOTAL BID PRICE R..... excluding Value Added Tax

15 % VAT R.....

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

TOTAL BID PRICE in words

.....

.....

..... excluding / including Value Added Tax (please circle the relevant one)

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 7811

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

JOHANNESBURG DEVELOPMENT AGENCY

PROJECT IMPLEMENTATION THREE (3 YEARS)

ADVERT DATE: 05 JULY 2024

COMPULSORY BRIEFING DATE: 09 JULY 2024

TIME: 10H00 – 11H00

VENUE: THE AUDITORIUM, OFFICES OF THE JOHANNESBURG DEVELOPMENT AGENCY, 3 HELEN JOSEPH STREET (FORMERLY PRESIDENT STREET), THE BUS FACTORY, NEWTOWN, JOHANNESBURG, 2000

CLOSING DATE: 19 JULY 2024

CLOSING TIME: 12H00

BID DESCRIPTION: RFP: PROVISION OF AERIAL, GROUND PHOTOGRAPHY AND VIDEO SERVICES FOR THE JDA FOR 36 MONTHS

BID NUMBER: JDAMARKT/AERIAL-PHOTO/ 07/2024

JULY 2024

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ANNEXURES

- A : Business Declaration
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- 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 account
- G : Schedule of completed projects
- H : Organogram

**COPY OF ADVERT
TENDERING PROCEDURES
Tender Notice and Invitation to Tender**

BID DESCRIPTION: RFP: PROVISION OF AERIAL, GROUND PHOTOGRAPHY AND VIDEO SERVICES FOR THE JDA FOR 36 MONTHS

BID NUMBER: JDAMARKT/AERIAL-PHOTO/ 07/2024

The JDA is requesting proposals from experienced service providers for the provision of Aerial and Ground Photographic and Video Services for the JDA over three (3) years within the Bus Factory premises at 3 Helen Joseph Street, Newtown.

Documents can be downloaded from the JDA website: www.jda.org.za and e-Tenders portal www.etenders.gov.za from the **05 July 2024**. The retyping of the tender document is not permitted.

Queries relating to the issue of these documents and procurement related issued may be addressed to Mr. Siyambonga Gcobo at tel: (011) 688 7811; fax (011) 688 7899; or e-mail: sgcobo@joburg.org.za

Technical queries or queries relating to the project may be addressed to Elias Nkabinde at (011) 688 7851; fax: (011) 688 7899; or e-mail: enkabinde@jda.org.za

A compulsory tender briefing meeting with representatives of the employer will take place at the Johannesburg Development Agency's Auditorium, The Bus Factory, 3 Helen Joseph Street, Newtown, 2000 on **09 July 2024** starting at **10H00 to 11H00**.

The closing date and time of **the tenders is the 19 July 2024 at 12H00**.

No telegraphic, telephonic, telex, facsimile, e-mail, and late tenders will be accepted.

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

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

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

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

1. INTRODUCTION

The Johannesburg Development Agency (JDA) is requesting proposals from experienced **Aerial, Ground and Photography and Video Service Providers** for the PROVISION OF AERIAL, GROUND PHOTOGRAPHY AND VIDEO SERVICES FOR THE JDA OVER THREE (3) YEARS services to the JDA offices within the Bus Factory premises at 3 Helen Joseph Street, Newtown.

The appointment period envisaged is for three (3) years. The JDA will welcome all proposals which will cover the requirements as set out in this documentation.

Proposals for this appointment are invited by public tender.

2. PROJECT INFORMATION

2.1 BACKGROUND

The Johannesburg Development Agency (JDA) is requesting proposals from Aerial Photographers Service Providers for the provision of aerial photography from the JDA developments in Johannesburg for the Johannesburg Development Agency at Bus Factory premises at 3 Helen Joseph Street, Newtown.

The appointment period envisaged is for three years.

2.1 BACKGROUND

For the past decade, the Johannesburg Development Agency has been aerial photographing its developments for before and after developments. This is to ensure that it keeps track and manage its developments and maintain its projects knowledge.

The JDA therefore invites all interested service providers to submit their proposal for the provision of Aerial, Ground Photography and Video Services over three years.

2.2 CONTRACT OBJECTIVES

The JDA wishes to appoint a professional Aerial Photographer to provide Aerial and on the ground Photographs for various JDA developments and infrastructure projects.

Comprehensive Documentation: The selected service provider must deliver high-quality aerial, ground-level photography, and video footage covering all designated JDA projects. The documentation should provide a detailed visual narrative of the projects' progress, milestones, and impact on the urban landscape.

Accuracy and Detail: Emphasis will be placed on capturing accurate and detailed imagery that showcases the infrastructure, architectural features, and urban environment associated with each project. This includes capturing both macro and micro-level perspectives to provide a comprehensive understanding of the project scope.

Timely Delivery: The service provider must adhere to strict timelines, delivering the required documentation for each set of projects every six months over the duration of the contract. Timely delivery is essential to ensure that the JDA has up-to-date visual records to support project monitoring, evaluation, and communication efforts.

Flexibility and Adaptability: The service provider should demonstrate flexibility and adaptability to accommodate any changes in project schedules, locations, or specific requirements. This includes the ability to adjust capture techniques, equipment, and strategies to effectively document diverse project types and conditions.

Collaboration and Communication: Effective collaboration and communication with the JDA project teams are essential throughout the project duration. The service provider must maintain open lines of communication, provide regular progress updates, and address any concerns or feedback promptly to ensure alignment with project objectives and expectations.

3. SCOPE OF WORK

The scope of work is expected to include the following:

- a) Conduct aerial photography and videography using drones or other suitable aerial platforms to capture high-resolution imagery of designated project sites.
- b) Capture ground-level photography and videography using professional-grade equipment to complement aerial footage and provide detailed close-up perspectives.
- c) Document key milestones, progress updates, and relevant contextual information for each designated project.
- d) Provide editing and post-production services to enhance the quality and visual appeal of captured footage.
- e) Deliver final outputs in digital formats suitable for various uses, including reports, presentations, websites, and social media platforms.
- f) Collaborate closely with JDA project teams to understand project requirements, schedules, and specific deliverables.

3.1 DELIVERABLES

- g) Aerial photography and videography footage capturing designated project sites from multiple angles and perspectives.
- h) Ground-level photography and videography footage complementing aerial imagery and providing detailed close-up views of project elements.
 - 1min edited video per site (20x units per year)
 - 10 min overview edit for 10 Sites (2x units per year)
 - 3 – 5min corporate video using existing footage including graphics, script and voice over (1x unit per year)
 - Accompanying photographs
 - Corporate shoot for board and exco members
- i) Edited and post-produced footage enhancing visual quality and coherence.
- j) Digital delivery of final outputs in formats suitable for various uses, including high-resolution images and video files.

3.2 DESCRIPTION OF EACH VIDEO CONTEXT:

- k) Multi view aspects of site (Aerial and normal content)
- l) Editing style: fast paced
- m) Colour-graded (Teal and orange)
- n) Each Site must have its own licensed music applicable to all social media and broadcasting platforms

NOTE: It is estimated that an average of 20 projects within the City of Johannesburg will be photographed per year. Each project is expected to have Aerial photographs, ground photographs and a Videos.

4. APPOINTMENT

The JDA is requesting proposals from experienced companies to provide Aerial, ground photography and video services to the JDA. The appointment will be over three (3) years.

Interested service providers must submit a comprehensive proposal addressing the project objectives, scope of services, relevant experience, technical capabilities, pricing, and any additional information deemed necessary.

Proposals must be submitted in accordance with the specified guidelines and deadlines outlined in the tender document.

The selected service provider must adhere to the highest standards of quality and professionalism in all aspects of service delivery.

Regular quality checks and feedback mechanisms will be implemented to ensure that delivered outputs meet the JDA's expectations and requirements.

The services required are outlined in item 2 above. This is followed by item 4.1 below which applicants are required to take note of.

4.1 Notes

- 4.1.1 Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- 4.1.2 Disputes shall be settled in good faith between parties in an effort to resolve the dispute. If the dispute is not resolved at that meeting, the Parties will attempt to settle it by mediation.
- 4.1.3 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.
- 4.1.4 Successful tenderers will be required to sign the JDA's Standard Form Agreement and appendices.
- 4.1.5 **Appointments for year 2 and year 3 will be dependent on satisfactory performance and budget availability.**
- 4.1.6 The JDA reserves the right to ask tenderers to replace any member/s of the proposed team if they do not meet the JDA requirements.
- 4.1.7 No tender will be awarded to a bidder whose tax matters are not in order with SARS.
- 4.1.8 No tender will be awarded to a bidder who is not registered on CSD.

5. PRICING

Table below serves as a guide to pricing required from each bidder as follows.

- 5.1.1 Fees must include standard disbursements such as typing, reproduction, copying, binding of documents, telephonic / electronic and facsimile communications, courier, local travel and accommodation, etc.
- 5.1.3 Tenderers must ensure that the final **TOTAL FEE (Year1+ year2 + year3)** is correctly carried to the “offer” page. The value recorded on the offer page will be regarded as the tendered amount to render services. Failing to price as required will result in the tender being disqualified.
- 5.1.4 That the RFP is issued out inline with the POPI act.
- 5.1.5 That the RFP will be evaluated in accordance with the PPR 2022.
- 5.1.6 Successful tenderers will be remunerated in accordance with JDA’s Standard Form Agreement.

Year 1:

It is estimated that an average of 20 projects within the City of Johannesburg will be photographed per year. Each project is expected to have Aerial photographs, ground photographs and Videos.

- 1min edited video (aerial and ground level content) per site (20x units per year) named as per scope
- 10 min overview compilation edit for 10 Sites (2x units per year) named as per scope
- 3 – 5min corporate video using existing footage including graphics, script and voice over (1x unit per year)
- 1 x corporate shoot for board and exco members
- High resolution photos of all features of completed or developed area
- Edited images should be in line with stock imagery libraries.
- Provide hard drive of all content.
- Image Quality must be as follows:
 - Pictures high definition (300dpi)
 - Video with high definition 1080 resolution (full HD) resolution per area

Year 2

It is estimated that an average of 20 projects within the City of Johannesburg will be photographed per year. Each project is expected to have Aerial photographs, ground photographs and Videos.

- 1min edited video (aerial and ground level content) per site (20x units per year) named as per scope
- 10 min overview compilation edit for 10 Sites (2x units per year) named as per scope
- 3 – 5min corporate video using existing footage including graphics, script and voice over (1x unit per year)
- 1 x corporate shoot for board and exco members
- High resolution photos of all features of completed or developed area
- Edited images should be in line with stock imagery libraries.

- Provide hard drive of all content.
- Image Quality must be as follows:
 - Pictures high definition (300dpi)
 - Video with high definition 1080 resolution (full HD) resolution per area

Year 3

It is estimated that an average of 20 projects within the City of Johannesburg will be photographed per year. Each project is expected to have Aerial photographs, ground photographs and Videos.

- 1min edited video (aerial and ground level content) per site (20x units per year) named as per scope
- 10 min overview compilation edit for 10 Sites (2x units per year) named as per scope
- 3 – 5min corporate video using existing footage including graphics, script and voice over (1x unit per year)
- 1 x corporate shoot for board and exco members
- High resolution photos of all features of completed or developed area
- Edited images should be in line with stock imagery libraries.
- Provide hard drive of all content.
- Image Quality must be as follows:
 - Pictures high definition (300dpi)
 - Video with high definition 1080 resolution (full HD) resolution per area

The above Aerial and ground photography and video services to be supplied by the service provider as stipulated.

AERIAL AND GROUND PHOTOGRAPHY AND VIDEO SERVICES		
YEAR	DESCRIPTION	FEE (excluding VAT)
(Year 1)	Coverage of 20 projects per year with; <ul style="list-style-type: none"> • Aerial video and pictures per project. • Ground-level video and photograph per project. • Hard drive of all material. • 1min edited video (20x units) • 10 min overview compilation edit (2x units) • 3-5min corporate video incl. script and voice over • 1 x corporate shoot for board and exco members 	R..... R..... R..... R..... R.....
Total for Year 1		R

(Year 2)	<p>Coverage of 20 projects per year with;</p> <ul style="list-style-type: none"> • Aerial video and pictures per project. • Ground-level video and photograph per project. • Hard drive of all material. • 1min edited video (20x units) • 10 min overview compilation edit (2x units) • 3-5min corporate video incl. script and voice over • 1 x corporate shoot for board and exco members 	<p>R.....</p> <p>R.....</p> <p>R.....</p>
Total for Year 2		R
(Year 3)	<p>Coverage of 20 projects per year with;</p> <ul style="list-style-type: none"> • Aerial video and pictures per project. • Ground-level video and photograph per project. • Hard drive of all material. • 1min edited video (20x units) • 10 min overview compilation edit (2x units) • 3-5min corporate video incl. script and voice over • 1 x corporate shoot for board and exco members 	<p>R.....</p> <p>R.....</p> <p>R.....</p>
Sub Total for Year 3 (excluding VAT)		R
15 % VAT		R

TOTAL FEE FOR YEAR 1+YEAR 2+YEAR 3 (excluding VAT)	R
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Tenderers are to replicate the above table and submit as part of their fee proposal.

The Total Fee for ALL THREE (3) YEARS must be carried over to the “Offer” page. Failure to price as indicated above will lead to tenderers bids being disqualified.

6. NOTES

- 6.1. 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, using numbered dividers.

The following minimum documentation must be provided:

- 6.2 **THE "OFFER" PAGE MUST BE COMPLETED IN FULL AND SIGNED. Any bidder who fails to do so will be disqualified.**
- 6.3 **Tenderers are required to submit a detailed fee proposal based on the requirements set out in item 5 above and to ensure that the final TOTAL FEE IS CORRECTLY TRANSFERRED TO THE "OFFER" PAGE. Any bidder who fails to do so will be disqualified.**

- 6.4 An original valid BBEE status level verification certificate substantiating the bidding entities BBEE rating or a certified copy thereof. 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 a sworn affidavit confirming the following:

- **Annual turnover revenue of R10 million or less; and**
- **Level of black ownership**

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

- 6.5 Company registration documents.
- 6.6 A copy of the bidding entity's current municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity. A lease agreement will also suffice
- 6.7 Details of directors / partners / members and shareholders with certified copies of their identity.
- 6.8 The bidding entity's certificate of professional membership/s to industry bodies.
- 6.9 The forms A to H annexed, must be scrutinized completely in full and submitted together with your quotation.
- 6.10 A corporate brochure alternatively a brief summary of the entity's background.
- 6.11 Provide information on the individuals who will be assigned to this project (NOT the entire company). The following must be addressed:
- Organogram
 - 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
- detailed CV's for each member of the team noting their specific relevant project experience **[project description, role and responsibilities, project value]**
- individual memberships to professional associations and attach proof hereof

6.12 A schedule of completed contracts of a similar nature to this project. 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
- Cost of the works
- 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.

TENDERERS ARE TO SUBMIT 2 COPIES OF THEIR PROPOSAL (1 ORIGINAL PLUS 1 COPY).

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 6 ABOVE WILL RESULT IN TENDERERS BEING DISQUALIFIED FOR NON-COMPLIANCE OR NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.

Note for consortium and joint ventures

- **EACH** party to a consortium and joint venture is to submit the requisite documents and / or information as requested in item 6 (ie.6.1.4 - 6.1.9, and 6.1.11 - 6.1.12)
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- A lead consultant is to be appointed and noted in the submission.
- A trust, consortium or joint venture will qualify for points for their BBBEE status level as an unincorporated entity, provided that the entity submits their consolidated BBBEE scorecard as if they were a group structure and that such a consolidated BBBEE scorecard is prepared for every separate tender.

Failure to comply with these conditions may invalidate your offer.

7. ASSESSMENT CRITERIA

Submissions will be evaluated on the criteria to follow:

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

7.1 Compliance

Bidders' will be disqualified:

- If any of its directors are listed on the register of defaulters;
- In the case of a bidder who during the last five years has failed to perform satisfactorily on previous contracts with the JDA or any other organ of state after written notice was given to that bidder that performance was unsatisfactory;
- Bidders who did not complete, in full, the tender offer page (i.e. priced, all registration numbers provided and signed);
- Bidders whose tender document has been completed in pencil;
- Bidders whose document has been faxed;
- Bidders whose tender document has been received after the closing time;
- Bidders whose tender document has not been deposited in the tender box at the time of closing;
- Bidders who fail to price as required i.e. as stipulated in item 5 herein;
- Bidders who failed to attend the compulsory tender briefing session;
- Bidders who have any directors that are in the employment of the state.
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD);

7.2 Technical

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.

Total points 116, Minimum points required 69 which is 60%.

(i) KEY RETURNABLE DOCUMENTS	Total Points	Criteria	Description of Criteria	Points
A	16	Original or Certified Copy of BBBEE Certificate	Points will only be allocated for key returnable documents submitted	N/A
		Company registration documents		N/A
		Current municipal account		N/A
		Forms A - H completed in full and signed		16
(ii) Capabilities	Total Points	Criteria	Description of criteria	Points

B 1 Capability Of the Proposed key personnel	10	Accounts Manager: Proposed key personnel must have a minimum of 10 years' experience, in drone operations, videography and editing, for infrastructure/ property/ planning developments for municipal and government departments	CVs of key proposed personnel must clearly show experience in drone operations, videography and editing for infrastructure/ property/ planning developments for municipal and government departments.	10
		10+ years		
		5 – 9 years		
		1 – 5 years		
(iii) Company experience	Total Points	Criteria	Description of criteria	Points
C 1 Company experience and a track record in drone operations, videography and editing for infrastructure/ property/ planning developments for municipal and government departments.	50	Five or more projects completed	Points will only be allocated for experience in related projects and must talk to Annexure G . Project information contained elsewhere in the tender submission will not be considered.	50
		Three to four projects completed		30
		One to two project completed		10
C2 Contactable references (on client letter head) showcasing experience in drone operations, videography and editing.	40	Five or more satisfactory references	Points will only be allocated for references on projects as listed in C1 (Annexure G) References must be on the client's letterhead or on a document stamped by the client and must confirm the project description, services rendered in order to obtain the points. If any of the required information does not appear in the reference, zero points will be awarded.	40

7.3 Price and Empowerment

5.3 Price and Empowerment

Having completed a technical evaluation, the procedure for the evaluation of technically qualifying tenders is Method 2 (Price and Preferences). The Preference Point System assigns a score to each tenderer based on the tender price and on the tenderer's BBBEE status. These scores are combined to determine an overall score for the tender. The tender with the highest score will be considered for acceptance.

The Preference Point System will be applied as follows:

- For tenders up to R50 million
 - 80 points are assigned to price
 - Up to 20 points are assigned to BBBEE status per the table under item 5.3.1
- Points scored will be rounded off to the nearest 2 decimal places

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.

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

Awards up to 50mil (VAT Inclusive)

The specific goals allocated points in terms of this RFP	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence
Business owned by 51% or more – Black Women	5	<ul style="list-style-type: none"> • Valid BBBEE certificate / Affidavit Sworn under oath • Company Registration Certification • CSD report
SMMEs (An EME or QSE)	5	<ul style="list-style-type: none"> • Valid BBBEE certificate / Affidavit Sworn under oath • Company Registration Certification • CSD report
Business owned by 51% or more – Black Youth	10	<ul style="list-style-type: none"> • Valid BBBEE certificate / Affidavit Sworn under oath • Company Registration Certification • CSD report
Total Points	20	Failure to attach evidence will lead to scoring zero points

7.4 Risk Tolerance

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

In terms of the Risk Tolerance Framework, the JDA determines the risk exposure as excessive in instances where the value of the contracts is:

1. The greater of R 8million 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).

7.4.2 A risk analysis will also be undertaken on the tenderer having the highest ranking / number of points to ascertain if any of the following will not present any unacceptable commercial risk to the JDA in line with the JDA's risk tolerance framework;

- a) Unduly high or unduly low tendered rates, significant arithmetical errors and omissions in the tender offer;
- b) the tenderer has insufficient financial capability to perform the contract;
- c) total value and number of contracts awarded to a single contractor/service provider in a particular 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.

Bidders will be requested to attend interview should there be a need for clarity.

8. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

RFP: PROVISION OF AERIAL, GROUND PHOTOGRAPHY AND VIDEO SERVICES FOR THE JDA OVER THREE (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, Newtown** only between the hours of 08H00 and 17H00.

The Tender closes at 12h00 on the 19th of July 2024.

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

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

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

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

The tender offer validity period for this tender is 120 days.

Queries can be addressed in writing to:

Elias Nkabinde

E-mail: enkabinde@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 2015 to 30 June 2016 (excl. VAT):

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 :

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? (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

*** Organ of State means-

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

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

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE E : CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

For

RFP: PROVISIONING OF AERIAL, GROUND PHOTOGRAPHY AND VIDEO SERVICES FOR THREE (3) YEARS

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: SCHEDULE OF COMPLETED CONTRACTS

The tenderer shall list below a **maximum of 5 projects completed in the past 5 years 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

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE H : ORGANOGRAM

The tenderer shall list below the key personnel proposed for this project in the discipline and designation being tendered for.

DESIGNATION	NAME AND NATIONALITY	SUMMARY OF QUALIFICATIONS & EXPERIENCE
Account Manager/ Client Liaison Officer: 1 resource required		

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

