



City of Johannesburg  
Johannesburg Development Agency

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## INVITATION TO BID

**YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICE PROVIDERS**

**ADVERT DATE: 07 October 2024**

**CLOSING DATE: 16 October 2024**

**CLOSING TIME: 12H00**

**BID DESCRIPTION: APPOINTMENT OF PROFESSIONALLY REGISTERED CONSTRUCTION MENTOR (PrC MENTOR or CMENTOR) FOR HIKHENSILE CLINIC IN IVORY PARK PHASE 1 FOR 12 MONTHS**

**BID NUMBER: JDA/HIKHENSILE/CM 008**

*BID DOCUMENTS MUST BE DEPOSITED IN THE BID BOX SITUATED AT*

Offices of the Johannesburg Development Agency, 3 Helen Joseph (former 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** Supply Chain Management  
**Contact Person:** Yandisa Dinga  
[YDinga@jda.org.za](mailto:YDinga@jda.org.za)

**ANY ENQUIRIES REGARDING THE PROJECT MAY BE DIRECTED TO:**

**Department** Projects Implementation  
**Contact Person:** Thembelihle Mogapi  
[TMogapi@jda.org.za](mailto:TMogapi@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.**

THE OFFER

|  |      |   |        |  |
|--|------|---|--------|--|
| THE FOLLOWING PARTICULARS MUST BE FURNISHED<br>(FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED) |      |   |        |  |
| BID / RFP NUMBER   |      | JDA/HIKHENSILE/CM 008   |        |  |
| BID / RFP DESCRIPTION  |      | APPOINTMENT OF PROFESSIONALLY REGISTERED<br>CONSTRUCTION MENTOR (PrC MENTOR or<br>CMENTOR) FOR HIKHENSILE CLINIC IN IVORY PARK<br>Phase 1 FOR 12 MONTHS |        |  |
| NAME OF BIDDER   |      |   |        |  |
| POSTAL ADDRESS   |      |   |        |  |
| STREET ADDRESS   |      |   |        |  |
| TELEPHONE NUMBER   | CODE |   | NUMBER |  |
| CELLPHONE NUMBER   | CODE |   | NUMBER |  |
| E-MAIL ADDRESS   |      |   |        |  |
| VAT REGISTRATION NUMBER  |      |   |        |  |
| CSD SUPPLIER NUMBER <sup>1</sup>   |      |   |        |  |
| COMPANY REGISTRATION NUMBER  |      |   |        |  |
| TAX VERIFICATION PIN   |      |   |        |  |
| SUBTOTAL BID PRICE (Excluding Vat)   |      | R   |        |  |
| VAT @15%   |      | R   |        |  |
| TOTAL BID PRICE (including vat)  |      |   |        |  |
| TOTAL BID PRICE IN WORDS<br>(Including Vat)  |      |   |        |  |
| SIGNATURE OF BIDDER  |      |   |        |  |
| CAPACITY UNDER WHICH THIS BID IS<br>SIGNED   |      |   |        |  |
| DATE   |      |   |        |  |

**The following conditions will apply:**

- A valid Tax Pin from SARS must be submitted.
- An original and valid BBBEE status level verification certificate or a certified copy thereof must be submitted.
- An EME must submit a sworn affidavit confirming the following:
  - Annual Turnover Revenue of R10 million or less; and
  - Level of Black ownership
  - Any misrepresentation in terms of bullet point above constitutes a criminal offence as set out in the B-BBEE Act as amended.
- A copy of the bidder's current municipal account in the name of the bidder or alternatively in the names of the directors / partners of the bidding entity must be submitted.
- Price(s) quoted must be valid for at least ninety (90) days from date of your offer.
- Price(s) quoted must be firm and must be exclusive of VAT.
- If the price quoted is above R 30 000 (inclusive of VAT), the quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Framework of 2017 (Act No. 5 of 2000).

**Failure to comply with these conditions may invalidate your offer.**

## To all our stakeholder

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

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

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

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

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

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

- Toll free number.....0800 002 587
- Toll free Fax ..... 0800 007 788
- SMS (charged @ R1.50).....32840
- Email Address:..... anticorruption@tip-offs.com
- Web site:..... www.tip-off.com
- Free post:.....Free post, KZN 138, Umhlanga, 4320



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

APPOINTMENT OF PROFESSIONALLY REGISTERED CONSTRUCTION MENTOR (PrC MENTOR or CMENTOR) FOR HIKHENSILE CLINIC IN IVORY PARK FOR PHASE 1 FOR 12 MONTHS

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## **REQUEST FOR PROPOSALS FROM:**

**PROFESSIONALLY REGISTERED CONSTRUCTION MENTOR**

Contract Number: JDA/HIKHENSILE/CM 008

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## **ANNEXURES**

- A : BUSINESS DECLARATION
- B : DECLARATION OF INTEREST
- C : DECLARATION OF PAST SCM PRACTICES
- D : MBD9 CERTIFICATE OF INDEPENDENT BID DETERMINATION
- E : PARTICULARS OF CONTRACTS AWARDED BY AN ORGAN OF STATE
- F : DECLARATION ON STATE OF MUNICIPAL ACCOUNTS
- G : ORGANOGRAM
- H : SCHEDULE OF SIMILAR COMPLETED CONTRACTS

## TENDERING PROCEDURES

### Tender Notice and Invitation to Tender

#### APPOINTMENT OF PROFESSIONALLY REGISTERED CONSTRUCTION MENTOR (PrC MENTOR or CMENTOR) FOR HIKHENSILE CLINIC IN IVORY PARK FOR PHASE 1 FOR 12 MONTHS

**Contract Number: JDA/HIKHENSC/CM 008**

The JDA is requesting proposals from experienced service providers for Appointment of Professionally registered Construction Mentor for a period of 12 months.

Queries relating to procurement matters may be addressed to Yandisa Dinga, e-mail: [YDinga@jda.org.za](mailto:YDinga@jda.org.za)

Technical queries or queries relating to the panel may be addressed to Thembelihle Mogapi, e-mail: [TMogapi@jda.org.za](mailto:TMogapi@jda.org.za)

Documents may be downloaded from the JDA's website as follows: [www.jda.org.za](http://www.jda.org.za) as well as on [www.etenders.gov.za](http://www.etenders.gov.za) from **07 October 2024**. Tenders must only be submitted on the tender document that is downloaded from the stipulated websites only. The retyping of the tender document is not permitted.

The closing time for receipt of tenders is 12:00pm on **16 October 2024**. Telegraphic, telephonic, telex, facsimile, e-mail, and late tenders will not be accepted.

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

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

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

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



## 1. BACKGROUND

### 1.1 Introduction

The City of Johannesburg, Health Department appointed JDA to manage its capital works programme. The City of Johannesburg wishes to improve the conditions of the existing Hikhensile Clinic Phase 1 to extend the facility due to the growing population in Ivory Park.

The project aligns with the City of Johannesburg's 2040 Growth and Development Strategy, to develop new or improve existing health facilities in the City of Johannesburg.

Hikhensile Clinic Phase 1 is an existing Clinic on ERF 8786, Koko Main Road Street, Ivory Park, Midrand, 1693, according to Google records. On the City of Johannesburg GIS, the Clinic's physical address is 11 Ukala Street, corner of Ukala Street and Sisonke Road.

The population in Ivory Park has grown resulted in increased demand at the Clinic.

The City of Johannesburg is planning to extend the Clinic, to serve for the increased demand and upgrade the facility to a dynamic concept with Administration wing, waiting area, Consulting Rooms, Chronic wing, Mother & Child wing, Emergency wing and Parking Area.

The Johannesburg Development Agency therefore requests fee proposals in the form of Request for Proposal (RFP) from suitably qualified and experienced Construction Mentor (CM) to render Construction Mentoring services for the implementation of the Hikhensile Clinic Phase 1.

### 1.2 Purpose of this Request for Proposal

The purpose of this RFQ is to appoint a **PROFESIONALLY REGISTERED CONSTRUCTION MENTOR (PrC Mentor or CMentor)** to offer mentorship for the Hikhensile Clinic Phase 1 SMME's Contractors.

The following steps are generally required to be performed by experienced Construction Mentor Consultants in projects; (please note the "Contractor refers to the SMME contracted to provide services by the main contractor)

The JDA is requesting proposals from experienced companies and joint ventures to render Professional Construction Mentor services required for the implementation of the Hikhensile Clinic Phase 1 for a period of 12 months.

The requirement for the Professionally Registered Construction Mentor is to provide full scope of services for Johannesburg Development Agency (JDA), a Professionally Registered Mentor. The services that the Construction Mentors are to provide to the JDA's contractors the Standard Scope of Services for Construction Mentors Registered in terms of the Project and Construction Management Professions Act No. 48 of 2000. As an additional service, the Mentor is to also bring on board a contracts and cost specialist if they themselves cannot fulfil these roles.

## 2. PROJECT INFORMATION

### 2.1 Location

Hikhensile Clinic is an existing Clinic on ERF 8786, Koko Main Road Street, Ivory Park, Midrand, 1693, according to Google records. On the City of Johannesburg GIS, the Clinic's physical address is 11 Ukala Street, corner of Ukala Street and Sisonke Road.



Figure 1: Ivory Park Map

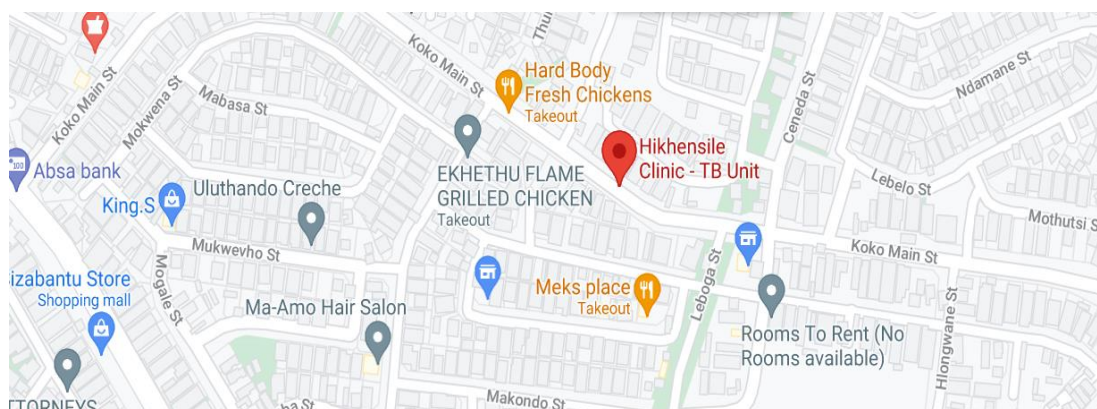




Figure 2: Hikhensile Clinic Map

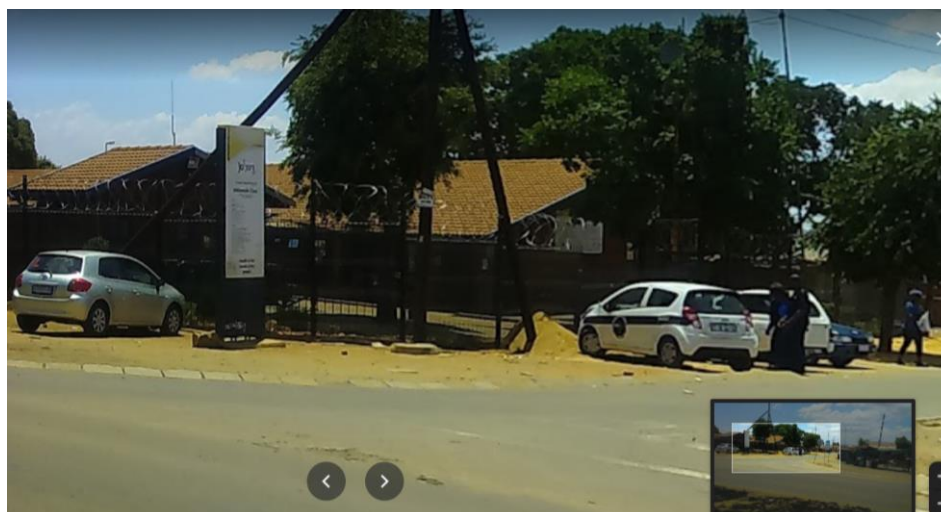


Figure 3: Hikhensile Clinic Street view



## **2.2 Scope of Services:**

### **SCOPE OF SERVICES FOR THE SMME MENTOR**

The following steps are generally required to be performed by experienced Construction Mentor Consultants in projects; (please note the “Contractor refers to the SMME contracted to provide services by the main contractor)

### **STAGE 1 = SMME CONTRACTOR SKILLS ASSESSMENT**

Compilation of a skills assessment report on the SMME Contractor, identifying the SMME Contractor’s strength, shortcomings, and operational systems. Determination of the level of input required for each area where a skills shortage is identified.

#### **Standard Services**

1. Completion of a skills audit questionnaire with the SMME Contractor.
2. Determination of the level of skills that the SMME Contractor currently has
3. Determination of areas for the construction Mentor to provide advice.
4. Determination of the provisional estimate of time required by Construction Mentor to bring the Contractor up to the required level of skill.
5. Define and agree preliminary Construction Mentorship Programme and schedule.

#### **Deliverables**

- Preliminary scope of Construction Mentorship Services
- Preliminary Construction Mentorship programme and schedule.

Note: The service provider is to spend a minimum of 18 hours per week for a period of 2 weeks. It is anticipated that there will about 10 number of SMMEs.

### **STAGE 2 = MENTOR ADVISES THE SMME CONTRACTOR AND BUILDS SKILLS**

Advise the SMME Contractor on how best to manage, co coordinate and integrate advice given and skills transfer required within the agreed scope, time, cost, and quality parameters.

#### **Standard Services**

1. Review and recommend practical and cost-effective alternative construction methods which will comply with the project specifications.
2. Review tender documentation together with SMME Contractor to establish any cost-effective alternative solutions.
3. Provide advice on cost control systems as may be required by the SMME Contractor for estimating, budgeting and cost reporting purposes.
4. Provide advice to the SMME Contractor on the Health and Safety requirements during construction.
5. Attend the appropriate planning, coordination, and management meetings as an observer.

6. Monitor skills development progress of the SMME Contractor throughout the Construction Mentorship programme.
7. Provide advice and contact particulars of relevant training courses provided others that are appropriate for the SMME Contractors level of expertise.
8. Advise the SMME Contractor on site establishment including the provision of all, necessary temporary services, storage facilities, security requirements and other site requirements.
9. Advise SMME Contractor on all matters relating to the project.

#### **Deliverables**

- Proposed Construction Method Statement drawn up by the SMME Contractor
- Appropriate cost controls systems implemented within the SMME Contractor 's organization
- Efficient utilization of personnel, materials, and resources in the delivery of the construction works project personnel employed with the requisite competencies and skills for a Contractor of that size.

Note: The service provider is to spend a minimum of 36 hours per week for a period of 4 weeks. It is anticipated that there will about 10 number of SMMEs.

#### **STAGE 3 = MONITORING OF SMME CONTRACTOR SKILLS ASSESSMENT**

The process of establishing and implementing effective and appropriate monitoring systems to measure the development of the Contractor's skills and capabilities.

1. Select, recommend, and agree the monitoring strategy for the SMME Contractor
2. Monitor the preparation and implementation of the Health and Safety requirements the project.
3. Monitor the ability of the SMME Contractor to manage the preparation and submission of a Tender.
4. Monitor the ability of the SMME Contractor to manage and agree the Project Programme including the scheduling of sub-contractors.
5. Monitor the Contractors ability to effectively manage the process for procurement of sub-contractors and suppliers in accordance with agreed procedures, including all for the tenders, evaluation, of tenders, and award of sub-contracts and supplier agreements.

#### **Deliverables**

- Monitoring Strategy
- List of properly appointed subcontractors and suppliers
- Schedule of Health and Safety requirements
- Project programme

Note: The service provider is to spend a minimum of 18 hours per week for a period of 2 weeks. It is anticipated that there will about 10 number of SMMEs.

#### **STAGE 4 = FINANCIAL CONTROLS AND MANAGEMENT**

The process of establishing and implementing effective and appropriate financial controls in order that the SMME Contractor can effectively manage project- level as well as company -level finances.

##### **Standard Services**

1. Analyze project risks and finalize tender submissions.
2. Calculate and determine project cashflow requirements
3. Identify and implement appropriate project cost control measures for different site operations
4. Project financial reporting on a regular basis
5. Composite control of multiple project cashflow requirements from a company perspective.
6. Financial controls required to balance project cashflow requirements on a continuous basis.
7. Preparation of annual financial statements.

##### **Deliverables**

- Project cashflow that relates to the construction programme, costs, and revenue.
- Risk matrix identifying the financial impacts of a project prior to tender submission Project cost control systems appropriate to the nature of the project.
- Regular project cost reports indicating costs, profits, and reasons for any variation from the projected cash flow.
- Monthly reports, financial reconciliation and confirmation of payment to the sub-contractors on a monthly basis
- Annual financial statements for the company.

Note: The service provider is to spend a minimum of 36 hours per week for a period of 4 weeks. It is anticipated that there will about 10 number of SMMEs.

#### **STAGE 5 = THE MANAGEMENT AND ADMINISTRATION OF THE CONSTRUCTION CONTRACTS AND PROCESS.**

Including the preparation and coordination of the necessary documentation to facilitate effective execution of the works.

##### **Standard Services**

1. Assist the SMME Contractor to plan, price, estimate and submit tender proposals.
2. Advise the SMME Contractor on appropriate industry associations that they should join, along with the advantages of membership.
3. Facilitate the SMME Contractor compliance with statutory requirements.
4. Facilitate the management of the preparation and agreements of the Health and Safety Plan with the Client 's Health and Safety Consultants and sub-contractors.
5. Facilitate the establishment and maintenance of regular monitoring of all line, level, and datum of the works.

6. Facilitate the continuous monitoring the compliance by the site management of the Health and Safety Plan.
7. Advise the SMME Contractor on the provision of the necessary documentation as required by Health and Safety Consultant for the Health and Safety File.
8. Advise the SMME Contractor on the implementation of the requirements of the Environmental Management Plan.
9. Advise the SMME Contractor on how to appoint subcontractors and suppliers including the finalization of all agreements.
10. Facilitate the receipt, co-ordination, review, and approval of all contract Documentation provided by the sub-contractors and suppliers for compliance with all of the contract requirements.
11. Advise the SMME Contractor on how best to monitor the ongoing projects Insurance requirements.
12. Advise the SMME Contractor on how to facilitate and manage the establishment of sub-contractors on the site.
13. Advise the SMME Contractor on hoe to finalize and agree the Quality Assurance Plan with the design consultants and sub- contractors.
14. Advise the SMME Contractor on how to continuously monitor the compliance of the quality of the works in accordance with the agreed Quality Assurance Plan.
15. Advise the Contractor on how to establish and co-ordinate the formal and Informal communication structure and procedures for the construction process.
16. Advise the SMME Contractor on how to regularly facilitate and record the necessary construction management meetings including sub-contractors, supplies, programme, progress, and cost meetings.
17. Advise the SMME Contractor on how to finalize and agree the contract proppramme and revisions thereof as necessary.
18. Advise the Contractor on how to prepare and finalize the detailed Construction Programme including resources planning.
19. Advise the SMME Contractor on how to prepare and agree an Information Schedule for timeous implementation of construction.
20. Advise the SMME Contractor on how to continuously manage the review of construction documentation and information for clarity of construction requirements.
21. Advise the SMME Contractor on how to manage and administer the distribution of Construction information to all relevant parties.
22. Advise the SMME Contractor on how to continuously monitor the construction progress.
23. Advise the SMME Contractor on how to manage the review and approval of all necessary shop details and product proprietary by the design sub- contractors.
24. Advise the SMME Contractor on how to review and substantiate circumstances and entitlements that may arise from any changes required to the Contract Programme.
25. Advise the SMME Contractor on how to establish procedures for and monitor all scope and cost variations.
26. Advise the SMME Contractor on hoe to receive, review and substantiate any contractual claims within the prescribed period.
27. Advise the SMME Contractor on how to regularly prepare and submit a Construction Status Report, including construction financial status report.
28. Advise the SMME Contractor on how to manage, co- ordinate and supervise all work on and off site.

29. Advise the SMME Contractor on how to manage and co-ordinate the requirements of the direct contractors if required to do so.
30. Advise the SMME Contractor on how to manage, co- ordinate and monitor all necessary testing and commissioning.
31. Advise the SMME Contractor on how to co-ordinate, monitor and expedite the timeous rectifications of all defects for the achievement of Practical Completion.

### **Deliverables**

- Health and Safety Plan Site Establishment Plan
- Signed Sub- Contractor Agreements Quality Assurance Plan.
- Construction Communications Organogram Record of Construction Meetings
- Agreed Contract Programmed.
- Agreed Construction Documentation Schedule.
- Detailed Construction Programme including Resource Plan.
- Design drawings, shop details and proprietary information Monthly progress payment claims.
- Ascertain that the conditions of contracts between the employer and principal contractor are duplicated between the principal contractor and sub-contractors.
- Construction Status Reports.

Note: The service provider is to spend a minimum of 36 hours per week for a period of 4 weeks. It is anticipated that there will about 10 number of SMMEs.

### **STAGE 6 = PROJECT CLOSE OUT**

The process of managing and administering the project close out, including preparation and co - ordination of the necessary documentation to facilitate the effective operation of the project.

### **Standard Services**

1. Co- ordinate, monitor and expedite the timeous rectification of all defects for the achievement of Works Completion.
2. Manage, coordinate, and expedite the preparation by the relevant sub-contractors of all as built drawings and construction documentation.
3. Manage and expedite the procurement of all operating and maintenance manuals as well as all warranties and guarantees.
4. Manage and expedite the procurement of applicable statutory compliance certificates and documentation.
5. Manage the finalization of the Health and Safety file for submission to the Health and Safety Consultant.
6. Co-ordinate, monitor and manage the rectification of defects during the Defects Liability Period.
7. Manage, co-ordinate and expedite the preparation and agreement of the final accounts with the cost consultants and all subcontractors.
8. Co-ordinate, monitor and expedite the timeous rectification of all defects for the achievements of Final Completion.



9. Prepare and present Contractor Closeout Report.
10. Advise the Contractor on how to upgrade their CIDB Contractor Grading Designation.

### **Deliverables**

- Health and Safety File
- Contractor Close Out Report that will have final account for each subcontractor contracted on the project.

Note: The service provider is to spend a minimum of 36 hours per week for a period of 4 weeks. It is anticipated that there will about 10 number of SMMEs.

### **3. Targeted Audience for Output**

| • Primary   | • Secondary   |
|---|---|
| <ul style="list-style-type: none"> <li>• Johannesburg Development Agency</li> <li>• City of Johannesburg Health Department</li> <li>• Johannesburg Property Company</li> <li>• Johannesburg Water</li> <li>• Johannesburg Road Agency</li> <li>• Johannesburg City Power</li> </ul> | <ul style="list-style-type: none"> <li>• Ward councillors</li> <li>• Community members</li> <li>• Key Developers Stakeholders in the area</li> <li>• Other governments departments</li> </ul> |

### **4. Timeframes**

The construction mentor for the Hikhensile Clinic Phase 1 will be appointed for the duration of 12 months.

### **5. Pricing**

5.1 The **estimated** construction period for:

Phase 1: 12 months

Detailed below is information upon which fees must be based. This is followed by **item number 5.2 which ALL applicants are required to take careful note of. No disbursement table**

5.2 It is important to note the following:

- a) The table to follow must be completed and submitted together with the Offer Page. A price must be submitted for each item listed in the table.
- b) No hourly rates will be accepted.
- c) Failing to price as required will result in the RFQ being disqualified.
- d) For every tangible deliverable, two hard copies and one electronic copy must be issued, the cost of which must be included in the offer price.
- e) Please also be reminded as per the original tender for the panel of Engineering service providers that:

|       |   |
|-------|---|
| 5.2.1 | Standard disbursements such as typing, drawings, reproduction, copying, and binding of documents, telephonic/electronic and facsimile communications, and courier should be accrued by a service provider. Additional disbursements must have the prior written agreement of the JDA, unless specifically contained in an agreed IPW / RFP. |
| 5.2.2 | The amounts in the below pricing schedules must be inclusive of travelling and printing.  |
| 5.2.3 | No disbursement costs (such as local travel and accommodation) should be accrued by a service provider without prior written agreement of the JDA, unless specifically contained in by an agreed IPW / RFP  |

**Tenderers are to replicate the table below and submit as part of their detailed fee proposal and the total fee for the full scope of services must be carried to the "Offer" page. The detailed fee proposal must indicate the fee scales used and the method of calculation used to determine the fee including any discounts applied if applicable. Failure to (i) replicate the table, (ii) carry the total to the offer page, and (iii) provide a detailed fee proposal (which indicates the fee scales used and the method of calculation used to determine the fee including any discounts applied) will result in the tender being disqualified for non-compliance. Fees based on an hourly rate will NOT be accepted.**

Please check the notes on deliverables, specifying the minimum number of hours to be spent per deliverable:

**For Stage 1 and Stage 3:**

Note: The service provider is to spend a minimum of 18 hours per week for a period of 2 weeks. It is anticipated that there will about 10 number of SMMEs.

**For Stage 2, Stage 4, Stage 5 and Stage 6:**

Note: The service provider is to spend a minimum of 36 hours per week for a period of 4 weeks. It is anticipated that there will about 10 number of SMMEs.

REQUEST FOR PROPOSALS: APPOINTMENT OF PROFESSIONALLY REGISTERED CONSTRUCTION MENTOR (PrC MENTOR or CMENTOR) FOR HIKHENSILE CLINIC IN IVORY PARK FOR PHASE 1 FOR 12 MONTHS

Table 1: The following table indicates fee for the Construction Mentor Services for Phase 1

| <b>(A) PRICING FOR PHASE 1</b> |   |           |          |      |       |
|--------------------------------|---|-----------|----------|------|-------|
| No                             | DESCRIPTION   | UNIT      | QUANTITY | RATE | TOTAL |
| <b>1</b>                       | <b>SMME SUB-CONTRACTOR SKILLS ASSESSMENT</b>  |           |          |      |       |
|                                | Assessment and Compilation of a skills assessment report  | Unit/Item | 1        |      |       |
|                                |   |           |          |      |       |
| <b>2</b>                       | <b>MENTOR ADVISES CONTRACTOR</b>  |           |          |      |       |
| 2.1                            | Review of tender documentation to establish any Cost-effective solutions  | Unit/Item | 1        |      |       |
| 2.2                            | Provide advice on Health and Safety requirements  | months    | 12       |      |       |
| 2.3                            | Provide advice on cost control systems as required for estimating, budgeting and cost reporting   | months    | 12       |      |       |
| 2.4                            | Attend appropriate planning coordination and Management meetings as an observer   | months    | 12       |      |       |
| 2.5                            | Monitor skills development and progress of the subcontract or through the mentorship  | months    | 12       |      |       |
| 2.6                            | Communicate via WhatsApp portal (group)   | months    | 12       |      |       |
| 2.7                            | Provide advice and assist with referrals on relevant training   | Unit/Item | 1        |      |       |
|                                |   |           |          |      |       |
| <b>3</b>                       | <b>MONITOR SUB-CONTRACTOR SKILLS</b>  |           |          |      |       |
|                                | The process of establishing and implementing effective and appropriate monitoring systems. to measure the development of contractor's skills and capabilities | months    | 12       |      |       |
|                                |   |           |          |      |       |
| <b>4</b>                       | <b>FINANCIAL CONTROLS AND MANAGEMENT</b>  |           |          |      |       |

**REQUEST FOR PROPOSALS: APPOINTMENT OF PROFESSIONALLY REGISTERED CONSTRUCTION MENTOR (PrC MENTOR or CMENTOR) FOR HIKHENSILE CLINIC IN IVORY PARK FOR PHASE 1 FOR 12 MONTHS**

|           |  |           |    |  |  |
|-----------|--|-----------|----|--|--|
| 4.1       | The process of establishing and implementing effective and appropriate financial controls in order for the contractor to efficiently manage the project and company finances.  | months    | 12 |  |  |
|           |  |           |    |  |  |
| <b>5</b>  | <b>MANAGEMENT AND ADMINISTRATION OF CONTRACTS AND PROCESS</b>  |           |    |  |  |
| 5.1       | Preparation and co-ordination of necessary documentation to facilitate the works, especially certification   | months    | 12 |  |  |
|           |  |           |    |  |  |
| <b>6</b>  | <b>PROJECT CLOSE OUT</b>   |           |    |  |  |
| 6.1       | Manage and administer close out, preparing necessary documentation including final account completion certificate and snags, assist with CIDB upgrade and all other documentation to facilitate proper close out and record keeping<br><br>(Number of SMME's estimated to not be more than 15) | Unit/Item | 1  |  |  |
|           |  |           |    |  |  |
| <b>7</b>  | <b>Monthly Reports to Client</b>   | Unit      | 12 |  |  |
|           |  |           |    |  |  |
| <b>8</b>  | <b>Attend 2x monthly meetings onsite</b>   | Unit      | 24 |  |  |
|           |  |           |    |  |  |
| <b>9</b>  | <b>Subtotal (Excluding Vat)</b>  |           |    |  |  |
|           |  |           |    |  |  |
| <b>10</b> | <b>VAT @15%</b>  |           |    |  |  |
|           |  |           |    |  |  |
| <b>11</b> | <b>TOTAL FEE: Including VAT to be carried to the "Offer" page</b>  |           |    |  |  |

**Service Providers 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.**

## 6. APPOINTMENT

The JDA is requesting proposals from the following professional services.

- Professionally registered Construction Mentor

The scope and nature of works anticipated to be undertaken under this appointment includes the services as required for civil, building, and structural engineering projects and studies.

### 6.1 Notes

- Multi-year appointments will be dependent on satisfactory performance and budget availability.
- Applicants are to ensure that they have adequate resources to undertake the work under stringent timeframes.
- The JDA reserves the right to ask the tenderer to replace any member/s of the proposed members of the service provider if they do not meet the JDA requirements.
- Successful tenderer will be required to sign the JDA's Standard Form Agreement and appendices which are attached as Annexure J for information purposes.
- The JDA reserves the right to invite any bidder to an interview. The interview will form part of the tender evaluation process.
- Tenderers must note that they will be required, at short notice, as and when necessary to attend (a) presentations at the JDA, COJ, and other local stakeholders; (b) consultations with relevant persons and authorities including site visits. This needs to be taken into consideration in the tenderer's fee proposal.
- Tenderers must also note that revisions to any deliverable may be required following feedback received from relevant stakeholders and / or approving authorities which may necessitate some rework, additional presentations, and meetings. This needs to be taken into consideration in the tenderer's fee proposal.
- Tenderers will be required to take cognisance of the role of the other professionals as described in this proposal call and work coherently with them where required.
- All milestone products in addition to the final document and all associated map work, models and statistical work will become the property of the Johannesburg Development Agent and City of Joburg.
- Regarding any conflict of interest, the JDA abides by National Treasury SCM regulations<sup>1</sup>:

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<sup>1</sup> <http://www.treasury.gov.za/divisions/ocpo/sc/Guidelines/SCM%20Jan900-Guidelines.pdf>

- Consultants are required to provide professional, objective and impartial advice at all times and hold the client's interests paramount, without any consideration for future work and strictly avoid conflicts with other assignments or their own corporate interests. Consultants should not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the State. Without limitation on the generality of this rule, consultants should not be hired under the following circumstances:
  - A firm, which has been engaged by the accounting officer/authority to provide goods or works for a project and any of its affiliates, should be disqualified from providing consulting services for the same project. Similarly, a firm hired to provide consulting services for the preparation or implementation of a project and any of its affiliates, should be disqualified from subsequently providing goods or works or services related to the initial assignment (other than a continuation of the firm's earlier consulting services as described below) for the same project, unless the various firms (consultants, contractors, or suppliers) are performing the contractor's obligations under a turnkey or design-and-build contract;
  - Consultants or any of their affiliates should not be hired for any assignment which, by its nature, may be in conflict with another assignment of the consultants. As an example, consultants hired to prepare an engineering design for an infrastructure project should not be engaged to prepare an independent environmental assessment for the same project, and consultants assisting a client in the privatization of public assets should not purchase, nor advise purchasers of such assets.
- Unsuccessful bidders will have the opportunity to query the award within 14 working days of the publication of the successful bidder on the JDA website.

## 7. PROPOSAL CONTENT

The bidder's submission must provide the JDA with sufficient information to enable the Employer to make a sound and fair evaluation of the proposal. It must clearly indicate the experience, capability and capacity of the bidding entity to undertake the project/s.

The following minimum documentation and information must be provided.

- 4.1 On appointment a certified copy of the bidder's Professional Indemnity Insurance certificate indicating the maximum value of a claim in an insurance period, the applicable excess and the expiry date.
- 4.2 A latest copy of the bidding entity's municipal rates account in the name of the bidding entity or alternatively in the names of the directors / partners of the bidding entity.
- 4.3 A statement from an independent auditor / accountant regarding the tenderer's financial standing to undertake this project AND audited financial statements for the past three years.
- 4.4 Details of Director's/Partner's/Members and Shareholders.
- 4.5 A schedule of completed contracts of a similar nature. Details to be provided in the schedule must include:
  - Description of the project
  - Name of Employer/Client and representative with contact details (company email Address and on company letter head))
  - Cost of the works
  - Fee for services
  - Date of completion
- 4.6 A schedule of current contracts of a similar nature with details as enumerated.
- 4.7 A schedule of contracts awarded by an organ of state during the past five (5) years with details.
- 4.8 A detailed project organogram identifying the entity's management structure and all staff resources to be employed on the project/s and the percentage time allocation of the staff to the project/s. The curricula vitae of the proposed personnel are to accompany the organogram and are to include certificates of professional qualifications.
- 4.9 Company registration documents.
- 4.10 The forms A to K annexed, must be scrutinized and completed in full.
- 4.11 Tenderers are to submit 2 copies of their proposal/s (1 original plus 1 electronic copy)

### Notes in respect of Consortiums and Joint Ventures

- Each party to a Consortium and Joint Venture is to submit the requisite document and/or information requested in items above.
- An Agreement or Heads of Terms recording the arrangement between the parties to the Consortium/Joint Venture is to be submitted with the proposal.
- The lead consultant must be identified in the proposal.

## **8. ASSESSMENT CRITERIA**

Submissions will be evaluated on the following criteria:

- Compliance
- Technical
- Price and BBBEE
- Risk tolerance

### **8.1 Compliance**

Bidder's will be disqualified for the following cases:

- ☐ If any of its directors are listed on the JDA register of defaulters.
- ☐ In the case of a bidder who during the last five years has been terminated on previous contracts with the JDA.
- ☐ Who did not complete, in full, the tender offer page (ie. priced, all registration numbers provided and signed).
- ☐ Who's tender document has been completed in pencil;
- ☐ Who's tender document has been faxed;
- ☐ Who's tender document has been received after the closing time;
- ☐ Who's tender document has not been deposited in the tender box at the time of closing;
- ☐ Who did not comply with any other requirement as set out in the tender specifications.
- ☐ Who is in the employment of the state.

### **8.2 Technical**

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

- (i) key returnable documents,
- (ii) capability of the proposed key team members (ie. experience, qualifications, and professional registration and
- (iii) the experience of the company, and references

*Note that duplication of resources / personnel on the designations indicated in the criteria will result in zero points being awarded for one criteria.*



Tenderers will have to submit compliant documents and score a minimum of **70 points (70%) out of possible 100 points** in the technical evaluation in order to be considered further in the evaluation process.

Points will only be allocated for key returnable documents submitted.

**APPOINTMENT OF PROFESSIONALLY REGISTERED CONSTRUCTION MENTOR FOR HIKHENSILE CLINIC IN IVORY PARK FOR PHASE 1**

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| <b>A. Key Returnable Documents</b>          | <b>Points</b> |
|---|---------------|
| Valid BBBEE status level certificate        | No            |
| Company registration documents              | No            |
| CTS letter from SARS                        | No            |
| Current municipal rates account / affidavit | No            |
| 2 Years audited financial statements        | No            |
| Certified copies of identity documents      | No            |
| Annexure A completed in full and signed     | No            |
| Annexure B completed in full and signed     | No            |
| Annexure C completed in full and signed     | No            |
| Annexure D completed in full and signed     | No            |
| Annexure E completed in full and signed     | No            |
| Annexure F completed in full and signed     | No            |

| <b>COMMUNITY PARTICIPATION CONSULTANT EXPERIENCE &amp; QUALIFICATIONS</b>   |   | <b>Points</b> |
|---|---|---------------|
| <b>Lead / Senior Construction Mentor</b><br><br>CV's must show projects, values, roles played and period. If any information is not contained in the CV then zero points will be awarded. | 10 Years' or greater in built environment on complex projects.  | <b>50</b>     |
| <b>Lead / Senior Construction Mentor</b><br><br>Pr. C Mentor  | Professionally registered as Construction Mentor  |               |
| <b>Lead / Senior Construction Mentor</b><br>NQF level 7 and above in a related field Built Environment  | Proof of qualification must be provided to obtain the points.<br>Certificates of Attendance to Courses related to skills mention herein to be included in the submission. |               |
|   | <b>SUB-TOTAL</b>  | <b>50</b>     |
| <b>PROFESSIONALLY REGISTERED CONSTRUCTION MENTOR PROJECTS &amp; REFERENCES</b>  |   |               |
| <b>Completed Projects with References</b>   | 5 projects  | 50            |
|   | 4 projects  | 40            |

REQUEST FOR PROPOSALS: APPOINTMENT OF PROFESSIONALLY REGISTERED CONSTRUCTION MENTOR (PrC MENTOR or CMENTOR) FOR HIKHENSILE CLINIC IN IVORY PARK FOR PHASE 1 FOR 12 MONTHS

|   |                  |            |
|---|------------------|------------|
| Professionally registered Construction Mentor providing services on projects.   | 3 projects       | 30         |
|   | 2 projects       | 20         |
|   | 1 project        | 10         |
|   | 0 project        | 0          |
| Points will only be allocated for having rendered the required services on completed projects.  |                  |            |
| Reference letters must be on a client letterhead, or a document stamped and signed by the client and must include the name / description of the project and it must confirm the services rendered on the above, the value of the works <b>from a minimum of R 20 million</b> , the date completed and a comment of the level of satisfaction with the service. The letter should also have an email address of the Client Representative. The JDA will be conducting a reference check via email, to ascertain veracity of the submitted letters. |                  |            |
| If any of the required information is not contained in the reference then zero points will be awarded   |                  |            |
|   | <b>SUB-TOTAL</b> | <b>50</b>  |
|   | <b>TOTAL</b>     | <b>100</b> |

### 5.3 Price and Empowerment

The Preference Point System will be applied as follows:

- 80 points are assigned to price
- Up to 20 points are assigned to BBBEE status per the table under item 6

The total preference points for a tender are calculated with the formula

$$PP = P_s + P_{bee} \text{ Where}$$

**PP** is the total number of preference points scored by the tenderer.

**P<sub>s</sub>** is the points scored for the comparative price of the tenderer, and

**P<sub>bee</sub>** is the number of points awarded to the tenderer based on his certified B-BBEE status level.

Formula for scoring tender price.

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

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

Where

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

**P<sub>t</sub>** = Comparative price of tender under consideration

**P<sub>min</sub>** = Comparative price of lowest acceptable tender

**X = Points** assigned to price

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

Table B1: Awards UP TO R50 mil (VAT Inclusive)

| The specific goals allocated points in terms of this tender | Number of points allocated (80/20 system)<br><br>(To be completed by the organ of state) | Number of points claimed (80/20 system)<br><br>(To be completed by the tenderer) | Evidence |
|---|--|--|----------|
|---|--|--|----------|

**REQUEST FOR PROPOSALS: APPOINTMENT OF PROFESSIONALLY REGISTERED CONSTRUCTION MENTOR (PrC MENTOR or CMENTOR) FOR HIKHENSILE CLINIC IN IVORY PARK FOR PHASE 1 FOR 12 MONTHS**

|   |           |  |   |
|---|-----------|--|---|
| Race – people who are Black, Coloured or Indian (ownership)*<br><br>More than 50% black ownership = 10 points; 0% black ownership = 0 points                  | 5         |  | <ul style="list-style-type: none"> <li>• B-BBEE certificate or QSE/EME Affidavit;</li> <li>• Company Registration Certification</li> <li>• Certified Identification Documentation.</li> <li>• CSD report</li> </ul> |
| Gender are women (ownership)*<br><br>More than 50% women ownership = 4 points; Less than 50% women ownership = 2 points;<br><br>0% women ownership = 0 points | 5         |  | <ul style="list-style-type: none"> <li>• Company Registration Certification</li> <li>• Certified Identification Documentation</li> <li>• CSD report</li> </ul>  |
| Enterprises located within the City of Johannesburg Metropolitan Municipality   | 5         |  | Municipal rates statement<br><br>Office physical address  |
| SMME<br><br>(EME or QSE)  | 5         |  | <ul style="list-style-type: none"> <li>• BBBEE Certificate / Affidavit</li> <li>• CSD registration</li> </ul>   |
| <b>Total Points</b>   | <b>20</b> |  | <b>Failure to attach evidence will lead to scoring zero points</b>  |

## **9. RISK TOLERANCE FRAMEWORK**

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.

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 may be required to attend interviews should there be a need for clarity.

## **10. CLOSING DATE TIME AND VENUE FOR SUBMISSIONS**

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

The words / Ref:

---

**BID DESCRIPTION: APPOINTMENT OF PROFESSIONALLY REGISTERED CONSTRUCTION MENTOR FOR HIKHENSILE CLINIC IN IVORY PARK FOR PHASE 1**

**: JDA/HIKHENSILE/CM 008- 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, but at 12H00 on the day of closure.

**This tender will close on the 16 October 2024**

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

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

Queries can be addressed in writing to:

|                        |   |
|------------------------|---|
| <b>Department:</b>     | Supply Chain Management   |
| <b>Contact Person:</b> | Yandisa Dinga <a href="mailto:YDinga@jda.org.za">YDinga@jda.org.za</a>        |
| <b>Department:</b>     | Projects Implementation   |
| <b>Contact Person:</b> | Thembelihle Mogapi <a href="mailto:TMogapi@jda.org.za">TMogapi@jda.org.za</a> |

**Form A: Business Declaration**

Tender/RFP Number : .....

Tender/RFP Description : .....

Name of Company : .....

Postal Address : .....

Physical Address : .....

Telephone : .....

Fax : .....

Contact Person : .....

Cell Phone 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 firm 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. What is the enterprise's latest annual turnover (excl. VAT): R.....

8. List the personnel or firms who provide the following services:

| SERVICE    | NAME | CONTACT PERSON | TELEPHONE |
|------------|------|----------------|-----------|
| ACCOUNTING |      |                |           |
| LEGAL      |      |                |           |
| AUDITING   |      |                |           |
| BANKING    |      |                |           |
| INSURANCE  |      |                |           |

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

| CONTRACT DESCRIPTION | LOCATION | COMPANY/ EMPLOYER | CONTRACT AMOUNT | EXPECTED COMPLETION ( MONTH & YEAR) |
|----------------------|----------|-------------------|-----------------|-------------------------------------|
|                      |          |                   |                 |                                     |
|                      |          |                   |                 |                                     |
|                      |          |                   |                 |                                     |
|                      |          |                   |                 |                                     |
|                      |          |                   |                 |                                     |
|                      |          |                   |                 |                                     |
|                      |          |                   |                 |                                     |

SIGNATURE : .....

NAME IN FULL : .....

CAPACITY : .....

DULY AUTHORIZED TO SIGN ON BEHALF OF: .....

DATE : .....

#### BANK 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: .....

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

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

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

**FORM 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.

## FORM 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?<br><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<br><input type="checkbox"/> | No<br><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)?<br><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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.2.1 | If so, furnish particulars:  |                                 |                                |

REQUEST FOR PROPOSALS: APPOINTMENT OF PROFESSIONALLY REGISTERED CONSTRUCTION MENTOR (PrC MENTOR or CMENTOR) FOR HIKHENSILE CLINIC IN IVORY PARK FOR PHASE 1 FOR 12 MONTHS

|             |  |                                 |                                |
|-------------|--|---------------------------------|--------------------------------|
| 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<br><input type="checkbox"/> | No<br><input type="checkbox"/> |
| 4.3.1       | If so, furnish particulars:  |                                 |                                |
| <b>Item</b> | <b>Question</b>  | <b>Yes</b>                      | <b>No</b>                      |
| 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<br><input type="checkbox"/> | No<br><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<br><input type="checkbox"/> | No<br><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 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**

.....  
**DATE**

.....  
**POSITION**

.....  
**NAME OF BIDDER**





**FORM D: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying bid:

\_\_\_\_\_  
(Bid Number and Description)

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
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<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 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

.....  
Date

.....  
Position

.....  
Name of Bidder

**FORM E: Particulars of all Contracts awarded by an Organ of State during the last 5 years (in the event of insufficient space, attach additional information in supplementary document)**

[illegible]

REQUEST FOR PROPOSALS: APPOINTMENT OF PROFESSIONALLY REGISTERED CONSTRUCTION MENTOR (PrC MENTOR or CMENTOR) FOR HIKHENSILE CLINIC IN IVORY PARK FOR PHASE 1 FOR 12 MONTHS

| EMPLOYER | COMMUNITY PARTICIPATION CONSULTANT | NATURE OF WORK | VALUE OF WORK | YEAR OF COMPLETION |
|----------|------------------------------------|----------------|---------------|--------------------|
|          |                                    |                |               |                    |
|          |                                    |                |               |                    |
|          |                                    |                |               |                    |
|          |                                    |                |               |                    |
|          |                                    |                |               |                    |
|          |                                    |                |               |                    |

.....  
**SIGNATURE** **DATE**  
 (of person authorised to sign on behalf of the Tenderer)

**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

## **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:.....

REQUEST FOR PROPOSALS: APPOINTMENT OF PROFESSIONALLY REGISTERED CONSTRUCTION MENTOR  
(PrC MENTOR or CMENTOR) FOR HIKHENSILE CLINIC IN IVORY PARK FOR PHASE 1  
FOR 12 MONTHS

---

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

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

|                           | DESIGNATION  | NAME AND NATIONALITY | SUMMARY OF QUALIFICATIONS & EXPERIENCE |
|---------------------------|--|----------------------|--|
| Professionally Registered | Lead / Senior Construction Mentor<br>1 resource required |                      |  |

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

.....  
Signature

.....  
Position

.....  
Name of Bidder

.....  
Date



**ANNEXURE H: SCHEDULE OF COMPANY 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<br>Company name and contact person's<br>name, tel, cell & e-mail address | PROJECT<br>Name and description | SERVICE RENDERED | CONSTRUCTION<br>VALUE | COMPLETION<br>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