REQUEST FOR QUOTATION (RFQ)

Request for Quotation	Response Date	Estimated Delivery Period
27 March 2025	**02 April 2025**	**3 days**
RFQ Number	**JDAHR/PM-CDS/03/2025**	
Service Provider Discipline	**Training for Project Managers on the following:** ❑ **OHS construction regulations** ❑ **JBCC and GCC Suite of Contracts and Claims** ❑ **Labour Intensive Construction Methods**	
Project Name	**RFQ – APPOINT A SERVICE PROVIDER TO PROVIDE TRAINING ON OHS; JBCC - GCC AND LABOUR-INTENSIVE CONSTRUCTION METHODS FOR SIX CANDIDATES FOR THE JDA – 3 DAYS**	
Terms and Conditions	• This an open invitation to experience and accredited service providers within the training sector. • Responses are due on or prior to **12h00 on 02 April 2025.** • Responses must be e-mailed - sgcobo@jda.org.za • Procurement related questions must be directed to Mr. Siyabonga Gcobo sgcobo@jda.org.za and technical queries to Ms. Sibongile Makhanye smakhanya@jda.org.za • Service providers will be automatically disqualified for failure to submit the "OFFER PAGE" which must be signed and completed in full. • **BIDDERS SHALL RESPOND FOR ALL OF THE INDICATED MODULES AND FAILURE TO NOT RESPOND IN ALL, YOUR BID SHALL BE DISQUALIFIED IF YOU RESPOND ON A DISCIPLINE.** • JDA will only award business to suppliers who are registered on National Treasury's CSD (Central Supplier Database) and suppliers will no longer be required to provide an Original Tax Clearance Certificate or any other registration documents. Please supply evidence that you are registered on CSD. • That the RFQ is issued in line with the POPI Act • That the RFQ will be evaluated under PPR 2022 • That the RFQ is valid for 90 days • **A copy of the latest municipal rates and taxes must be attached in the submission**	
Requested By	**Sibongile Makhanya** **HR Business Partner** Telephone: +27 11 688 7810 smakhanya@jda.org.za *Kindly address any technical questions via email rather than telephonically so that you may receive a full response in writing	

1. BACKGROUND

The JDA is inviting experienced and accredited service providers to provide training for six (6) Project Managers on OHS construction regulations; JBCC and GCC Suite of Contracts and Claims and Labour-Intensive Construction Methods in order to acquire CPD points and also acquire a certificate after being trained. The training will take place in house (JDA Bus Factory office premises) and dates will be confirmed with the recommended bidder.

2. SCOPE OF WORKS AND DELIVERABLES

The aim of the project is to provide training for six (6) Project Managers on CPD points and also acquire a certificate of attendance after being trained on the following modules:

- **Training of 6 x candidates on OHS construction regulations**
- **Training of 6 x candidates on JBCC and GCC Suite of Contracts and Claims**
- **Training of 6 x candidates on Labour Intensive Construction Methods**

The above training must be CPD accredited.

3. PRICING SCHEDULE

#	ITEM DESCRIPTION	QTY	UNIT PRICE	AMOUNT VAT EXCLUSIVE
1	**OHS construction regulations**	6	R	R
2	**JBCC and GCC Suite of Contracts and Claims**	6	R	R
3	**Labour Intensive Construction Methods**	6	R	R
Sub Total vat exclusive				R
15% VAT				R
TOTAL AMAOUNT VAT INCLUSIVE				**R**

- **Tenderers must ensure that the final <u>TOTAL FEE</u> is correctly calculated and carried to the "Offer" page. Failure to take the final total amount to the offer page will result in the bidder being disqualified.**

4. EVALUATION CRITERIA

4.1 Compliance
4.2 Technical (bidders are to provide proof of previous experience in traing)
4.3. Price and specific goals
4.4. Risk Tolerance

5PRESENTATION OF QUOTATIONS

Submissions are to ONLY consist of the documentation as requested below.

Section Number	Information
1.	Tender OFFER Page, completed in FULL and SIGNED. **FAILING TO SUBMIT A PRICE ON THE OFFER PAGE AND TO SIGN THE OFFER PAGE WILL RESULT IN DISQUALIFICATION.** Service Providers are to complete the pricing table under item #10 herein. **FAILURE TO COMPLETE THE TABLE, PRICE ALL ITEMS AND SUBMIT WILL RESULT IN DISQUALIFICATION.** The cost of the required services must be defined in rand terms. All disbursements, etc. are to be **<u>covered</u>** by / included in the quotation. The basis for fee calculations remains for the duration of the appointment, i.e; any discounts remain should the fee value be adjusted. Applicants must ensure that the **FINAL TOTAL FEE IS CORRECTLY CALCULATED AND TRANSFERRED TO THE OFFER PAGE.**
2.	Copy of CSD: No award will be made to a service provider who is not registered with National Treasury Central Supplier Database. No award will be made to a service provider whose tax matters are not in order with the South African Revenue Services.
3	Prices must be valid for 90 days
4	Having completed compliance checks, the procedure for the evaluation of compliant 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 specific goals as stated in the tender document. These scores are combined to determine an overall score for the tender. The tenderer with the highest score will be considered for acceptance. Points scored will be rounded off to the nearest 2 decimal places. **FORMULA FOR SCORING TENDER PRICE** The following formula will be used to calculate the points for price. $\mathbf{P_s = X\,[1 - (\underline{Pt - P_{min}})]}$

P_{min}

Where

P_s = Points scored for comparative price of tender under consideration

P_t = Comparative price of tender under consideration

P_{min} = Comparative price of lowest acceptable tender

X = Points assigned to price

POINTS AWARDED FOR SPECIFIC GOALS

Bids will be evaluated on an 80/20 (Price / Specific Goals) points basis in terms of the Preferential
Procurement Policy Framework Act of 2000, Preferential Procurement Regulation 2022.

The following table is applicable in terms of specific goals.

SPECIFIC GOAL 1: HDI	**MEANS OF VERIFICATION**	**80/20**
Maximum points:		**20**
Business owned by 51% or more - **Black People**	CSD, Valid BBBEE Certificate / Affidavit Sworn under oath, ID copy of owner/s of the business and Shareholder's certificate.	5
Business owned by 51% or more — **Women**	CSD, ID copy of owner/s of the business and Shareholder's certificate.	10
Enterprises located within the **City of Johannesburg Metropolitan Municipality**.	CSD and proof of municipal account.	5

5. RISK TOLERANCE FRAMEWORK

The JDA has adopted a Risk Tolerance Framework (RTF) which directs 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 or the total value of contracts awarded to a single Contractor/service provider in a particular year.

In terms of the Risk Tolerance Framework, the JDA determine the risk exposure as excessive in instances where the value of the contracts for individual **Professional Service providers e.g. Project manager, Engineers, Quantity Surveyor and Consultants)** is either:

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

And

For **multi-disciplinary professional teams** in instances where the value of the contracts awarded is (e.g. more than one discipline being provided by the same bidder) is either:

1. The greater of **R12 million** or six contracts/ projects in the current financial year or
2. The greater of **R20 million** or nine contracts/projects over two financial years (current year and previous financial year)

A risk analysis shall be undertaken on the bidder with the highest number of points obtained, to determine whether the tenderer does not exceed the JDA's risk framework criteria as stated above, in other words whether it falls within the ambit of the Risk Tolerance Framework as acceptable. JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

Over and above the number of projects and values, bidders will be further evaluated on commercial risks which will included but limited to the following: Financial capability to undertake the project such as capital required to implement the project in line with CIDBs, poor performance on previous projects, available resources for the project, unduly high or unduly low tendered rates, significant arithmetical errors and omissions in the tender offer

The above may impact the outcome of the evaluation. JDA reserves the right to award a contract to a bidder who has exceeded the threshold as stated above.

Shortlisted bidders may be requested to attend interviews should there be a need for clarity.

Bidders are to note that JDA does not bind itself to accept the lowest priced bid.

6. CLOSING DATE AND TIME

CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

"RFQ – APPOINT A SERVICE PROVIDER TO PROVIDE TRAINING ON OHS; JBCC - GCC AND LABOUR-INTENSIVE CONSTRUCTION METHODS FOR SIX CANDIDATES FOR THE JDA – 3 DAYS "

must be written / typed clearly on the envelope.

The envelope must e-mailed to sgcobo@jda.org.za only between the hours of 08H00 and 12H00.

The Tender closes at 12h00 on 2 April 2025

The tender document will be stamped on receipt. There will be a public opening of tenders.

NO LATE / 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:
Ms Sibongile Makhanya
E-mail: smakhanya@jda.org.za
Mr Siyambonga Gcobo
Email: sgcobo@jda.org.za

THE OFFER

THE FOLLOWING PARTICULARS MUST BE FURNISHED **(FAILURE TO DO SO WILL RESULT IN YOUR BID BEING DISQUALIFIED)**				
BID / RFQ NUMBER		**JDAHR/PM-CDS/03/2025**		
BID / RFQ DESCRIPTION		**RFQ – APPOINT A SERVICE PROVIDER TO PROVIDE TRAINING ON OHS; JBCC - GCC AND LABOUR-INTENSIVE CONSTRUCTION METHODS FOR SIX CANDIDATES FOR THE JDA – 3 DAYS**		
NAME OF BIDDER				
POSTAL ADDRESS				
STREET ADDRESS				
EMAIL ADRESS				
TELEPHONE NUMBER	**CODE**		**NUMBER**	
CELLPHONE NUMBER	**CODE**		**NUMBER**	
FACSIMILE NUMBER	**CODE**		**NUMBER**	
CONTACT PERSON NAMES				
VAT REGISTRATION NUMBER				
CSD SUPPLIER NUMBER[1]		**MAAA**		
COMPANY REGISTRATION NUMBER				
TAX VERIFICATION PIN				
SUB TOTAL VAT EXCLUSIVE		**R**		
15 % VAT		**R**		
TOTAL BID PRICE INCLUDING VAT		**R**		
SIGNATURE OF BIDDER				
CAPACITY UNDER WHICH THIS BID IS SIGNED				
DATE				

Effective 1 July 2016, the JDA will only award business to suppliers who are registered on National Treasury's CSD and suppliers will no longer be required to provide an Original Tax Clearance Certificate or any other registration documents.

ANNEXURE A: 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. Company 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
iv.

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

……

……

SIGNATURE: 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: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

_____

for ***Ebhareni Public Transport Facility***

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

PLEASE SUBMIT VALID MUNICIPAL ACCOUNT/S FOR THE COMPANY DIRECTORS