



INVITATION TO BID

YOU ARE HEREBY INVITED TO BID FOR PROFESSIONAL SERVICES

ADVERT DATE: **18 NOVEMBER 2025**

NON-COMPULSORY BRIEFING DATE AND TIME: **21 NOVEMBER 2025**

TIME: **10H00AM – 11H00AM**

VENUE MS TEAM PLARTFORM ([Join the meeting now](#))

CLOSING DATE: **02 DECEMBER 2025**

CLOSING TIME: **12H00**

BID DESCRIPTION: **RFP: REPAIRS AND ENHANCEMENT OF PUBLIC ART FOR THE COJ BY THE JDA FOR 6 MONTHS**

BID NUMBER: **JDADPF/ R-E PUBLIC ART/11/2025**

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)

¹ * 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.

Department: Development and Facilitation Department

Contact Person: Ms. Mmatsie Nene

Tel: 011 688 7851

Fax: 011 688 7899

E-mail: MNene@jda.org.za

Department: Procurement

Contact Person: Mr. Siyambonga Gcobo

Tel: 011 688 7811

Fax: 011 688 7899

E-mail: sgcobo@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.

RFP: REPAIRS AND ENHANCEMENT OF PUBLIC ART FOR THE COJ BY THE JDA FOR 6 MONTHS

OFFER

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

NAME OF BIDDER
BID DESCRIPTION
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 VAT
REGISTRATION NUMBER
TAX VERIFICATION PIN NUMBER

SUB TOTAL BID PRICE excluding Value Added Tax
15 % VAT
TOTAL BID PRICEincluding Value Added Tax
TOTAL BID PRICE in words
.....
.....
..... excluding Value Added Tax / including Value Added Tax

SIGNATURE OF BIDDER
CAPACITY UNDER WHICH THIS BID IS SIGNED
DATE

RFP: REPAIRS AND ENHANCEMENT OF PUBLIC ART FOR THE COJ BY THE JDA FOR 6 MONTHS**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

RFP: REPAIRS AND ENHANCEMENT OF PUBLIC ART FOR THE COJ BY THE JDA FOR 6 MONTHS**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 (@cojgfs)
- Management Request and referrals: Various Departments and Entities



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

WE ENCOURAGE ALL PEOPLE DOING BUSINESS WITH US TO REPORT ANY CORRUPT OR ILLEGAL PRACTICE

RFP: REPAIRS AND ENHANCEMENT OF PUBLIC ART FOR THE COJ BY THE JDA FOR 6 MONTHS

JOHANNESBURG DEVELOPMENT AGENCY

ADVERT DATE: **18 NOVEMBER 2025**

NON-COMPULSORY BRIEFING DATE AND TIME: **21 NOVEMBER 2025**

TIME: **10H00AM – 11H00AM**

VENUE MS TEAM PLARTFORM ([Join the meeting now](#))

CLOSING DATE: **02 DECEMBER 2025**

CLOSING TIME: **12H00**

BID DESCRIPTION: **RFP: REPAIRS AND ENHANCEMENT OF PUBLIC ART FOR THE COJ BY THE JDA FOR 6 MONTHS**

BID NUMBER: **JDADPF/ R-E PUBLIC ART/11/2025**

November 2025

RFP: REPAIRS AND ENHANCEMENT OF PUBLIC ART FOR THE COJ BY THE JDA FOR 6 MONTHS

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RFP: REPAIRS AND ENHANCEMENT OF PUBLIC ART FOR THE COJ BY THE JDA FOR 6 MONTHS**COPY OF ADVERT****TENDERING PROCEDURES****Tender Notice and Invitation to Tender**

BID DESCRIPTION: **RFP: REPAIRS AND ENHANCEMENT OF PUBLIC ART FOR THE COJ BY THE JDA FOR 6 MONTHS**

BID NUMBER: **JDADPF/ R-E PUBLIC ART/11/2025**

The Johannesburg Development Agency is requesting proposals from qualified and experienced proposals public art curator professionals for the repairs and enhancement of public art for the COJ by the JDA for a period of six (6) months.

Documents can be downloaded from the JDA website: www.jda.org.za and e-Tenders portal www.etenders.gov.za from the **18 November 2025** must only be submitted on the tender documents that are downloaded from the stipulated websites only. 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 on e-mail: sgcobo@jda.org.za or telephone no. 011 – 688 7811.

Technical queries or queries relating to the project may be addressed to Ms.Mmatsie Nene on e-mail: MNene@jda.org.za or telephone no. 011 – 688 7851.

A Non-Compulsory Clarification Meeting with representatives of the Employer will take place on the MS Teams platform (the link is on the tender document) on **21 November 2025, starting at 10H00am –11H00.**

The closing time for receipt of tenders is 12:00pm on 02 December 2025 and must be submitted at the Offices of the Johannesburg Development Agency, 3 Helen Joseph Street (Formerly President Street), The Bus Factory, Newtown, Johannesburg, 2000. Late; Telegraphic, telephonic, telex, facsimile, e- mail and late tenders will not be accepted.

Tenders must only be submitted on the tender documentation that is issued. The retyping of the tender document is not permitted.

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”.

RFP: REPAIRS AND ENHANCEMENT OF PUBLIC ART FOR THE COJ BY THE JDA FOR 6 MONTHS**1. INTRODUCTION**

The Johannesburg Development Agency (JDA) is requesting proposals from qualified, experienced and professional public art curators for the repairs and enhancement of public art for the COJ by the JDA for a period of six (6) months.

The appointee is required to curate and implement an end-to-end immersive community-led process for the JDA. This will include but not limited to :

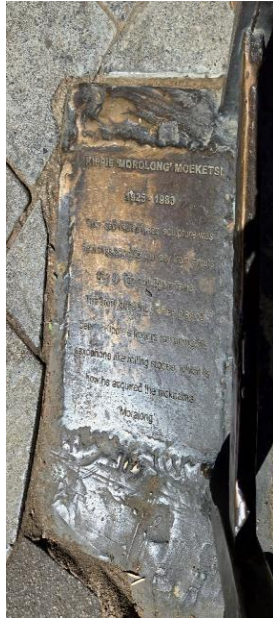
- a participatory project co-ideation phase,
- sourcing and curation of local narratives and visual material in local communities,
- fabrication of art and heritage installations,
- repair and reconstruction of existing public art and heritage assets,
- obtaining necessary regulatory permissions for implementation,
- on-site construction management
- mentoring and upskilling of local artists and artisans through local labour opportunities,
- branding and communications with a strong focus on interactive media communication around project,
- maintenance plans of installed artworks, and,
- a project documentation and handover phase

2. Scope of work**2.1 Services required**

The services required to repair, enhance public art in their respective locations and design , implement install historical storyboards and plaques. The bidder will also be required to fulfil project stakeholder engagement, management, coordination.

RFP: REPAIRS AND ENHANCEMENT OF PUBLIC ART FOR THE COJ BY THE JDA FOR 6 MONTHS

2.1.1 Repair, Restoration and Refurbishment of Public Artworks

Item	Art	location	Remedial work required
a)	Kippie Moeketsi Statue- Bronze cast sculpture depicting a seated Moeketsi who is holding a saxophone in his right hand, sitting next to an empty chair.	Pedestrian walkway between Miriam Makeba Street and the extension of Gwigwi Mrwebi Street. Immediately to the south of what used to be Kippies, the jazz club in the Market Theatre precinct — along the pedestrian area  	1. The statue is fully intact with no missing or broken pieces. The statue should be cleaned, re-patinated and polished by a bronze specialist. 2. Replacing the bronze plaque which is imbedded in the ground, in order to correct wrong information on the panel. Brief text will be accompanied by a QR code, linking to an online article with detailed information on Kippie Moeketsi. 3. Supply and install new panel, approximately A4 size. Add a QR code and text will be engraved onto a bronze plate, which can be fixed to a simple stainless steel plate. Work on the Kippie Moeketsi statue should be consulted with the original sculptor, Guy du Toit guy.sculpture@gmail.com)

RFP: REPAIRS AND ENHANCEMENT OF PUBLIC ART FOR THE COJ BY THE JDA FOR 6 MONTHS

b)	Restoration of the tribute painting to Margaret Mcingana	138 Lilian Ngoyi St, Newtown, Johannesburg, 2001 	The torn and damaged billboard canvas is to be replaced, and the artwork re-painted, ideally by the original artist, Dbongz.
c)	Paper Pigeons steel sculpture, three (3) metre high pigeons fashioned out of steel sheets, folded together in a way that references the origami paper folding technique. The large origami is homage to the oriental and Chinese community that has played a significant role in the part of the City.	Corner Miriam Makeba Street and Albertina Sisulu Road, Ferreirasdorp 	Re-painting and refurbishing the Paper Pigeons steel sculpture, Revamp of the Paper Pigeons to be consulted with the original artists, Maja Max and Gerhard Marx.
d)	Mohandas Mahatma Gandhi monument.	Opposite the Hamidia Mosque, Jennings Street, Fordsburg Sidewalk	1. Supply and install The vinyl on the "TRUTH

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	The sculpture depicts a 80cm x 1.3m cast iron pot, a “potjie”, similar to the cauldrons in which passes were burned during protests in 1908. The cauldron sits on a 2.2m high steel thaumatrope placed on a concrete base of 1m x 1.5m. The total height of the artwork is 3.2m		2. Replaster cement structure 3. Place cement refuse bin should be placed nearby, for people to throw their litter in. replacing the missing oval-shaped plaque - with the inscription to be supplied by the City Directorate: Arts, Culture & Heritage. Refurbishing of the Gandhi public artwork should be done in consultation with the original artist, Usha Seejarim.
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Table 1: Public Art

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2.1.2 Repair and Enhancement Storyboards and Heritage Signage

Item	Storyboards	location	Remedial work required
a)	First Joburg Chinatown, Ferreirastown	 	1. Replace two double -sided storyboards which have suffered wear, deterioration and sun-damage. 2. Three new double-sided storyboards should be developed and installed in place of the two existing ones. The storyboards are to be manufactured from steel and/or chromad-ek, should be robust and durable, and resistant to uv light. 3. Develop and install a large new brown tourism sign to mark the area of “JOHANNESBURG FIRST CHINATOWN” – This should done be in consultation with Johannesburg Roads Agency to obtain guidelines ,

RFP: REPAIRS AND ENHANCEMENT OF PUBLIC ART FOR THE COJ BY THE JDA FOR 6 MONTHS

			colour chart and wayleave approval.
Heritage Signage			
b)	Mary Fitzgerald Square		Replace sun-damaged steel storyboards on the history of Mary Fitzgerald Square, to be installed at a better-shaded area nearby on the Square. The new signboards will follow the same pattern as the existing ones, and are to be approximately 20 % larger than the present ones. The storyboards should be manufactured of steel and/or chromadek, of robust and durable construction, and should be UV resistant.

Table 1: Storyboards and Heritage Signage

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2.1.4 Repair of 15 blue heritage plaques which have suffered damage and decay.

The fifteen (15) plaques to be replaced using chromadek, which is long-lasting and resistant to vandalism.

Samples of the material and type of plaques required will be provided by the City Directorate of Arts, Culture and Heritage (ACH). The blue heritage plaques should be replaced and installed as per image 1. Refer to annexure 1 which illustrates drawings for Plinth 1, the plinths must be built to accommodate items 4 and 7.



Image 1: Blue plaque

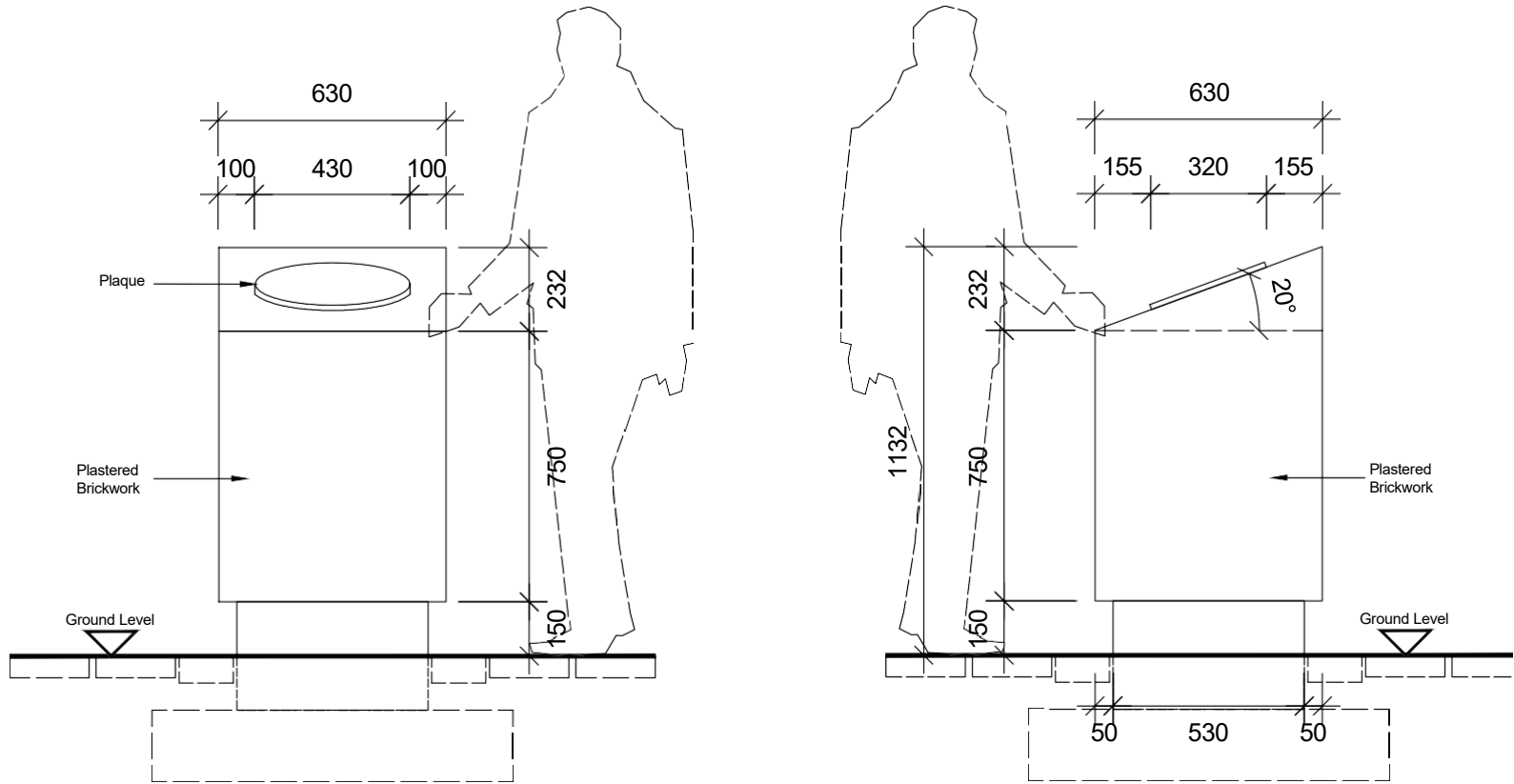
	SITE	ADDRESS	NOTES
1	Chinese United Club Mansions	6 Commissioner Street, Ferreirasdorp.	Blue insert to be replaced. The resin surround remains intact and serviceable.
2	Transvaal Chinese United Club	10 Commissioner Street, Ferreirasdorp.	Blue insert to be replaced. The resin surround remains intact and serviceable.
3	Shlom Eating House	Margaret Mcingana Street, cnr. Rahima Moosa Street, Newtown.	Blue insert to be replaced. The resin surround remains intact and serviceable
4	Mary Fitzgerald Square	Lilian Ngoyi Street, Newtown	Blue insert to be replaced. The resin surround remains intact and serviceable. A new brick plinth, approx. 800 mm high, with an angled top, is to be built by the service provider to receive the plaque. <i>Drawings of the new plinth to be supplied by the City Directorate of Arts, Culture and Heritage.</i>
5	Mahatma Gandhi Pass Burning Public Artwork	Jennings Street, Fordsburg	Insert for oval plaque to be replaced.
6	Battle of Fordsburg Square	Mint Road, cnr Albertina Sisulu Road, Fordsburg. The plaque is affixed to the toilet block at the south-west corner of	Blue insert to be replaced. The resin surround remains intact and serviceable

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		Fordsburg Square.	
7	Red Square, Fordsburg	Oriental plaza South Entrance, Albertina Sisulu Road, Fordsburg	Plaque is intact after having been knocked over, and needs to be re- erected. A new brick plinth, approx. 900 mm high, with an angled top, is to be built by the service provider to receive the plaque. Drawings of the new plinth to be supplied by the City Directorate of Arts, Culture and Heritage.
8.	Engineering Workshops	22 Solomon Street, cnr. Smit Street, Pageview	Plaque to be replaced
9	Bantu Mens' Social Club	2 Eloff Street Extension. The plaque is mounted inside the JMPD Headquarters.	Blue insert to be replaced. The resin surround remains intact and serviceable
10	Carmel Court	16 Diagonal Street	Plaque to be replaced
11	Harmel House	47 High Road, The Gardens	Plaque to be replaced
12	Sophie Masite	376B Crutse Street, White City, Soweto.	Plaque to be replaced
13	Statue of Tsietshi Mashinini	Mputhi Street, Jabavu, Soweto. Near the June 16 Interpretation Centre.	Blue insert to be replaced. The resin surround remains intact and serviceable
14	Kliptown Museum	Walter Sisulu Square of Dedication, Union Street, Kliptown	Missing plaque to be replaced
15	Brixton Tower	Symons Road, Brixton.	The plaque is intact and needs to be mounted on a new plinth to be constructed. A brick plinth, approx. 900 mm high, with an angled top, is to be built to receive the plaque. Drawings of the new plinth to be supplied by the City Directorate of Arts, Culture and Heritage. Wayleave approval from the Joburg Roads Agency for erecting the plinth within the road reserve to be obtained by the service provider.

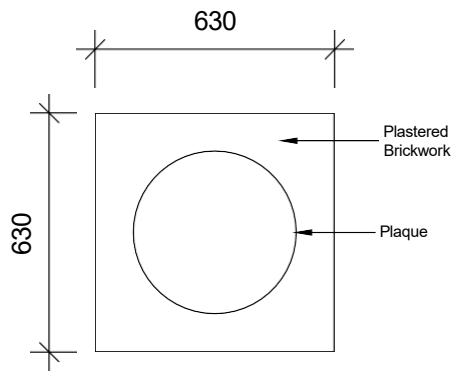
Table 2: Blue plaque

Annexure A : Blue plaque Plinth

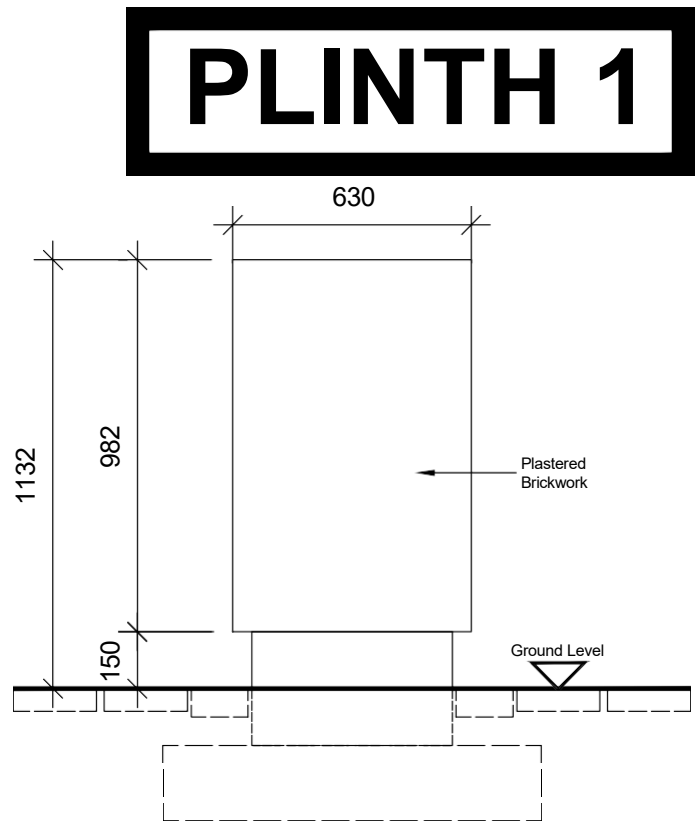


FRONT ELEVATION

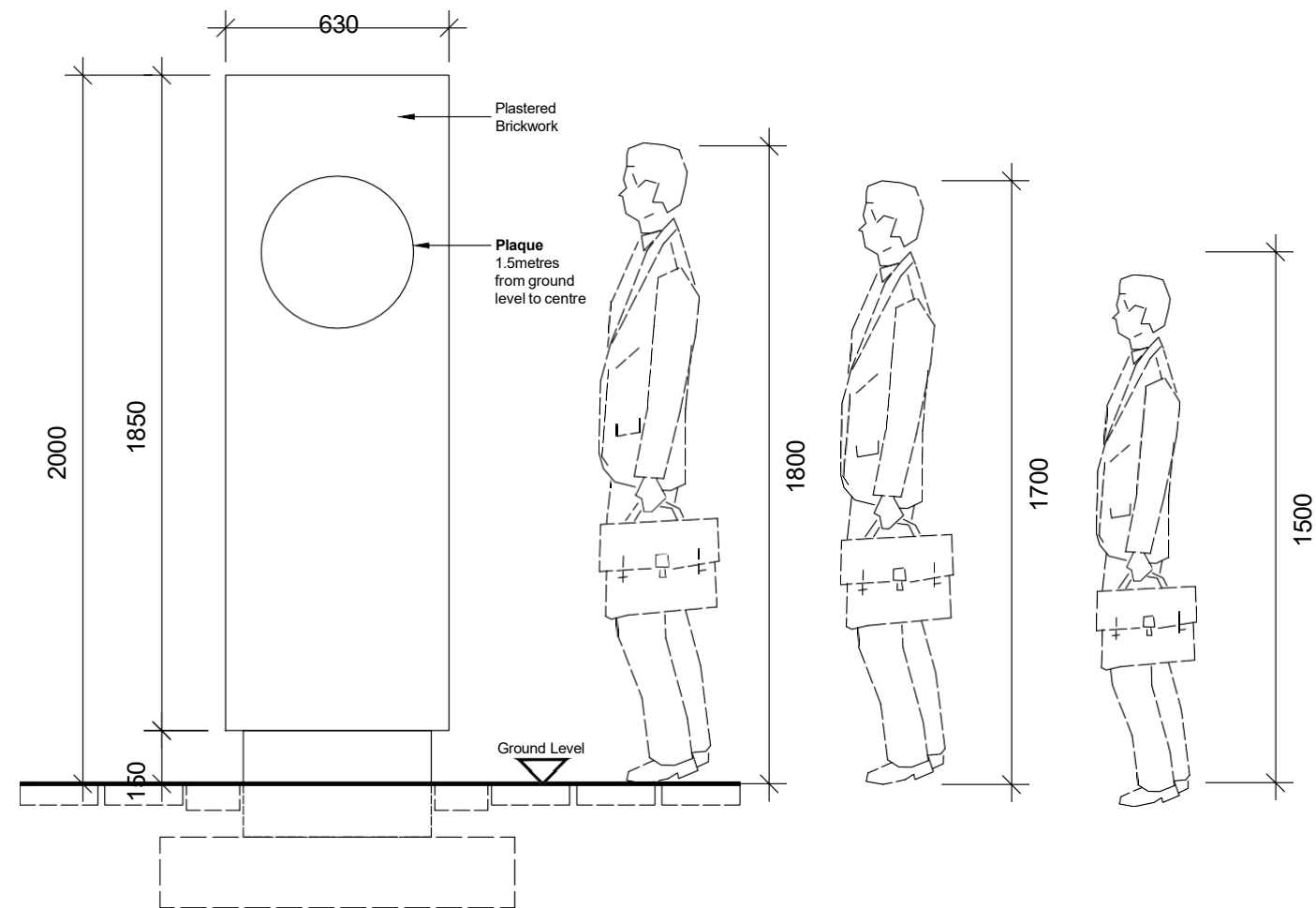
SIDE ELEVATION



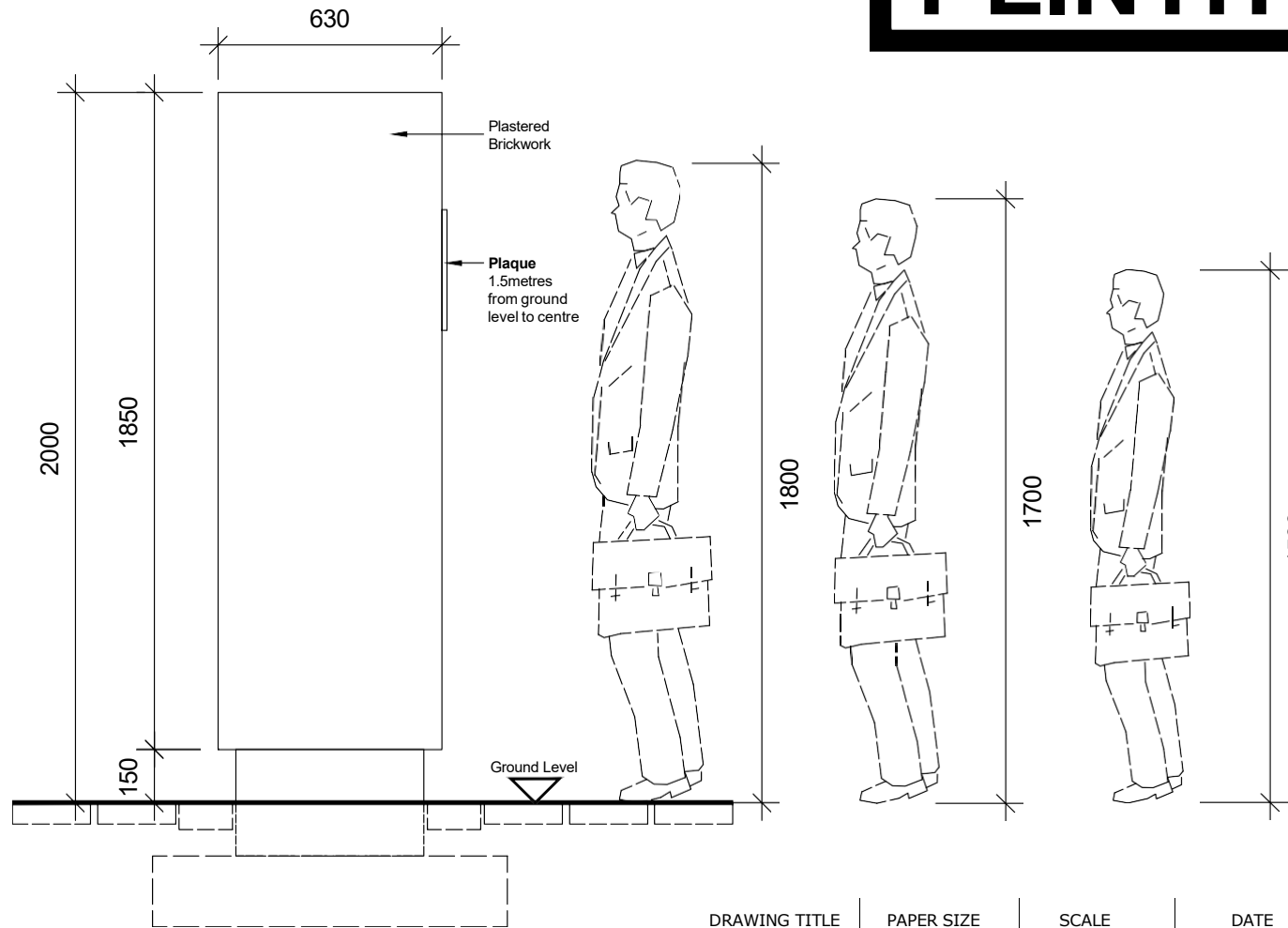
TOP ELEVATION



BACK ELEVATION



FRONT ELEVATION



SIDE ELEVATION

PLINTH 2

DRAWING TITLE	PAPER SIZE	SCALE	DATE
PLINTH	A3	1:20	2025.10.07

2.1.4 Project Duration

The project duration should be six (6) months all installation, repair and refurbishment must be completed within the 6 months period from date of appointment.

2.1.5 Project Management and Coordination

Upon being awarded a project, bidders are required to be responsible for project management and coordination which includes the arrangement of project meetings which may consist of various CoJ departments, municipal entities and other stakeholders. A project steering committee shall be required for every project where the appointed service provider is required to make presentations and table proposals with regards to a project.

The bidder shall perform secretariat duties of minute taking (which shall be approved by the JDA) and dissemination of minutes/meeting notes after each meeting. The bidder shall be expected to produce progress reports and submit them to the steering committee. The Project leader in the project will be responsible for ensuring that project deliverables are achieved in line with the project schedule and ensure that invoices are accompanied by project/ progress reports. The project administration duties are as follows but not limited to:

- Co-ordinate the installation of artwork including
- Regular briefings for the JDA professional team and primary contractor on infrastructure and services required (such as construction of plinths and power points for lighting if necessary), and transport and installation requirements (and monitoring implementation of decisions and instructions)
- Consulting other CoJ departments and entities to achieve all required approvals for events and the installation of the artworks. For example, lighting approvals from City Power and way leave approvals from the Johannesburg Roads Agency, Joints Operations Committee Approvals for events
- Overseeing the actual installation and assuring the quality of the installation (including obtaining certificates of structural compliance signed by a structural engineer if necessary)
- Monitoring the quality and durability of the newly installed artworks for the duration of the contract, and correcting defects or repairing minor damage during this time
- Briefing the JDA and the COJ client departments to ensure that insurance, asset management and maintenance issues are streamlined
- Document all artwork commissioned by the JDA for purposes of both asset management and knowledge-sharing with public and scholarly communities

RFP: THE REPAIR AND ENHANCEMENT OF PUBLIC ART FOR A PERIOD OF 6 MONTHS

- Develop a synthesized and organised electronic filing system containing all project documentation. This should be maintained and updated throughout the project; and copied to the JDA quarterly, with a final transfer of all the catalogued files at the conclusion of the project. Must include all information on appointed SMMEs.

2.1.6 STAKEHOLDER ENGAGEMENT

- Stakeholder Engagement Strategy:
 - Stakeholder identification and compilation of an interested and affected parties (IAP) database
 - Stakeholder engagement stages
 - Detail how stakeholders will be engaged at each stage of the project.
 - Stakeholder engagement approaches and methods
 - Co -production plan
 - The plan must include communication methods as well including use of traditional and social media.
 - Communication Plan detailing workplan, meeting dates, type of meetings, methods of communication, meeting logistics
- Assemble a categorized database of local contacts and maintain and extend this database. This includes local artists and artisans
- Briefing of the Regional Office/s – Citizen Relationship and Urban Management (CRUM) to advise of project
- Briefing of the Ward Councillor/s and / or Ward Committee/s
- Maintenance of the Interested and Affected Parties (IAP) database
- One on one sessions with affected stakeholders
- Conduct focus group meetings
- Ward public meetings
- Quarterly reports on the stakeholder engagement process, issues, and resolutions
- Conduct co-production workshops
- Establishing and running social media platforms as key engagement tool
- Establish Stakeholder and Government forums that meet on regular basis to keep track of project progress including the capacitation of community members and officials to continue these forums beyond the project where required

3. COMPETENCE REQUIREMENTS

Sufficient professional staff with suitable qualifications must be made available by the service provider(s) to undertake the project, as described in this section. The personnel must be knowledgeable and experienced in their fields of expertise and must be currently actively involved in those fields. The tender must include documentary evidence that each proposed professional meets these requirements.

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A detailed project organogram identifying the service provider's management structure and all staff resources to be employed on the project and clearly outlined roles and responsibilities showing the percentage time allocation of the staff to the project. The curricula vitae of the proposed personnel are to accompany the organogram and are to include certificates of professional qualifications and registration where required.

Project Manager to be appointed is required to be Professional registered with the South African Council for the Project and Construction Management Professions (SACPCMP) and to have the relevant skills, experience, and capacity to deliver the full scope of services within the required time frame.

Lead curator and junior curator appointed is required to have the relevant skills, experience, and capacity to deliver the full scope of services within the required time frame

4. NOTES FOR PRICING

The basis for fee proposals is outlined in item 4.2 below. This is followed by item 4.3 which applicants are required to take note of.

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

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

Detailed below is information upon which fees must be based on (refer to item 2 above for detailed scope of work). This is followed by item number 4.3 which ALL applicants are required to take careful note of.

4.2 PRICING TABLE

No.	Description	Quantity	Amount (Excl. VAT)
1.	Repair, Restoration and Refurbishment of Public Artworks		
1.1	Enhancement of Kippie Moeketsi Statue	1	R
1.2	Replacing the bronze plaque and embed QR code	1	R
1.3	Supply and installation of A4 size panel	1	R
1.4	Tribute painting of Margaret Mcingana	1	R

RFP: THE REPAIR AND ENHANCEMENT OF PUBLIC ART FOR A PERIOD OF 6 MONTHS

1.5	Re-painting and refurbishing the Paper Pigeons steel sculpture	3	R
1.6	Refurbishment of the Mohandas Mahatma Gandhi monument	1	R
2.	Repair and Enhancement Storyboards and Heritage Signage		
2.1	Replace and install two (2) double sided storyboards at First Joburg Chinatown, Ferreirstown	2	R
2.2	Replace and install three (3) Heritage Signage at Mary Fitzgerald Square, Newtown,	3	R
2.3	Repair of 15 blue heritage plaques	15	R
3.	Resources		
3.1	Lead / Senior Curator	1	R
3.2	Assistant / Junior Curator	1	R
3.3	Project Manager	1	R
4.	Inception report	1	R
5.	Progress report	3	R
6.	Handover and Maintenance Plan	1	R
7	Stakeholder Engagement /Consultation		
7.1	Briefing of the Regional Office – CRUM to advise of project. Arrange, attendance and record briefings	2	R
7.2	Briefing of the Ward Councillor and / or Ward Committee ; Arrange, attendance and record briefings	2	R
7.3	Stakeholder identification and compilation of an interested and affected parties (IAP) database (Provide a lump sum price to complete the database)	1	R

RFP: THE REPAIR AND ENHANCEMENT OF PUBLIC ART FOR A PERIOD OF 6 MONTHS

7.4	Public Art- Arrange, facilitate and minute Public Art group meetings x3	3	R
7.5	Ward public meetings- Arrange, facilitate and minute ward public meetings (Allow for 3 ward public meetings – 1 to introduce the projects at the different phases and to advise of employment opportunities and 2 to introduce the main contractors	3	R
7.6	Conduct local labour and SMME registrations- Arrange venue, date and time for registrations in consultation with the Ward Clr, Place advertisements and notices for registrations. Receive submissions from 8am to 4pm for a period of 5 days for the ward. Compile databases for skilled, semi-skilled and unskilled labour and for SMME's. Verify compliance to the requirements. Submit CV's for to Ward Governance for shortlisting. Provide a lump sum total price for the entire process	1	R
Sub Total (Excl VAT)			R
VAT @ 15%			R
Total (Inc VAT)			R

Notes

4.3.1 Tenderers must ensure that the final **TOTAL FEE is correctly carried over to the “offer” page.**

The value recorded on the offer page will be regarded as the tendered amount to render services. Failing to price as required will result in the RFP submission being disqualified.

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

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

5. PRESENTATION OF QUOTATIONS

Notes

5.1. For every tangible deliverable, two hard copies and one electronic copy must be issued to the client [over and above the documentation required for submission to various authorities, to the contractor, etc.], the cost of which must be included.

5.2. Successful tenderers will be remunerated in accordance with JDA's Standard Form Agreement

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**.

The following minimum documentation must be provided:

5.3. Company registration documents and a copy of a valid tax pin compliance status (CTS) letter issued by SARS. No tender will be awarded to a bidder whose tax matters are not in order with SARS at the time of award.

5.4. 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. **If not applicable, an affidavit to this effect is required.** Copies of lease agreements or accounts with lessors will NOT be accepted.

5.5. Audited financial statements for the past three years.

5.6. Details of directors / partners / members and shareholders with certified copies of their identity documents.

5.7. The forms A to H annexed, must be scrutinized, completed in full and signed.

5.8. Successful tenderers will be required to sign the JDA's Standard Form Agreement upon appointment.

5.9 No tender will be awarded to a bidder whose tax matters are not in order with SARS.

5.10 No tender will be awarded to a bidder who is not registered on CSD.

5.11 The tender is issued in line with the POPI Act.

5.12 That the tender will be evaluated in accordance with PPR 2022.

5.13 Complete in full all information required on Annexure G: Organogram

Provide information on the key personnel required per the organogram who will be assigned to this project.

The following supporting documentation **must** be provided:

- detailed CV's for each resource indicated on Annexure G AND H.
CV's must note the resources' specific relevant project experience [i.e. **project description, role played and responsibilities, project value, start and end dates**]. **The number of years of experience in the required role in curating per project must be clearly demonstrated in the CV's to indicate compliance with the minimum requirements.**
- relevant qualifications and attach certified proof hereof
- individual memberships to the stipulated professional associations and attach proof hereof

5.14 Complete in full all information required on Annexure G: Schedule of Completed Contracts

ONLY list a **maximum of 5 projects** completed by the bidding entity in the past 5 years of a similar nature and scale to this RFP i.e., public art, place making, heritage projects that consists of **curating components e.g. mural, sculpture, public furniture**

The following supporting documentation **must** be provided:

- Contactable references: References must be for COMPLETED projects only. References must be on the client's letterhead or on a document with the client's company stamp and signed by the client. The letter / document **must** confirm the name of the project / description of the project (*must be clear that the project was a relevant **Public Art/Placemaking/ Heritage curating project***), a description of the service rendered (*must be clear that the service rendered is aligned to the service being tendered for i.e. curator*), the date when the project was started and completed (*must be between 2020 and 2025*) and it must rate the service rendered (e.g. *good, satisfactory, poor etc. and not just state that the bidder was involved in the project or that they completed the project*).

NOTE:

5.15 Letters of appointment or completion certificates will NOT be accepted as reference letters, NOR will letters from other consultant's on the project serve as reference letters. Only letters from the client or documents signed and stamped by the client will be accepted.

5.16 *Information contained elsewhere in the submission and / or on other schedules will NOT be considered. Only the information entered on Annexure H will be considered as previous experience and only reference letters related to the projects listed on Annexure H will be considered as supporting documentation.*

5.17 Tenderers are to submit 2 copies of their proposal (1 original plus 1 soft copy).

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEM 6.1 and 6.2 WILL RESULT IN TENDERERS BEEN DISQUALIFIED FOR NON-COMPLIANCE.

FAILURE TO COMPLY WITH THE REQUIREMENTS IN ITEMS 6 WILL RESULT IN TENDERERS BEEN NEGATIVELY SCORED IN THE TECHNICAL ASSESSMENT.

Note for consortium and joint ventures

- A lead consultant is to be appointed and noted in the submission. JDA will conclude a contract with the lead consultant
- Only the lead consultant is to submit the requisite documents and / or information as requested in items 6.3 to 6.11
- Item 6.6 MUST be addressed by each member of the consortium / joint venture
- An Agreement or Heads of Terms recording the arrangement between the parties to the consortium / joint venture is to be submitted.
- 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.

6. ASSESSMENT CRITERIA

Submissions (responses to item 6 above) will be evaluated on the following criteria:

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

6.1 Compliance

Bidders will be disqualified in the following instances:

- 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 have any directors in the employment of the state;
- No award will be made to any bidder whose tax matters are not in order with the receiver of revenue (SARS);
- No award will be made to any bidder who is not registered on the National Treasury Central Supplier Database (CSD);

Tenderers will have to adhere to the compliance items above in order to be considered further in the evaluation process.

6.2 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 (i.e. experience, qualifications, and memberships to professional associations per Item 6.10 above) and
- (iii) The experience of the company and
- (iv) The contactable reference letters matching item (iii) above.

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.

Bidders are expected to score a minimum of **168 points**, 60% (out of 280 maximum points)

Variables	Total Points	Criteria	Description of criteria	Max Points
KEY RETURNABLE DOCUMENTS per item 6.3 to 6.19 herein	20	Valid BBBEE status level certificate	Points will only be allocated for key returnable documents submitted as required / stipulated in item 6.3 to 6.13 herein	N/A
		Company registration documents		N/A
		CTS letter from SARS		N/A
		Valid Professional Indemnity Insurance R2m		N/A
		Current municipal rates account / affidavit		N/A
		3 Years audited financial statements		N/A
		Certified copies of identity documents		N/A
		Annexure A (in full and signed)		N/A
		Annexure B completed in full and signed		N/A
		Annexure C completed in full and signed		N/A
		Annexure D completed in full and signed		N/A
		Annexure E completed in full and signed		N/A
		Annexure F completed in full and signed		N/A
		Annexure G & H completed in full	Point will only be awarded if all tables are completed in full and includes relevant Project Experience	
		• Organogram		2
		• Table 1: CV Template Lead Curator Info & Experience		4
		• Table 2: CV Template of Project Manager • Table 3 : CV Template of Assistant/ Junior Curator Info & Experience		4
		Annexure G completed in full Company Completed Projects		10

VARIABLES	CRITERIA	POINTS
CAPABILITY OF PROPOSED TEAM per item 6 and Annexure H	LEAD / SENIOR CURATOR	
	Qualifications:	
	Evidence: To earn points bidders must attach a certified copy (in the last 3 months) of a certificate OR by the relevant education institution. Uncertified copies will be scored Zero. Please provide SAQA for qualifications outside south Africa. No SAQA zero points will be allocated	
	Degree - NQF level 7 and above in Visual Arts, Fine Arts or Design.	30
	Years of Work Experience:	
	Evidence: To earn points bidders must attach a CV using the JDA template specified in this tender	
	8 years or more work experience related to curating projects	30
	Between 4 and 7 years of work experience related to curating projects	20
	Less than 4 years work experience related to curating projects	10
	ASSISTANT / JUNIOR CURATOR	
	Qualifications:	
	Evidence: To earn points bidders must attach a certified copy (in the last 3 months) of a certificate OR by the relevant education institution. Uncertified copies will be scored Zero. Please provide SAQA for qualifications outside south Africa. No SAQA zero points will be allocated	
	Diploma - NQF level 6 and above in Visual Arts, Fine Arts or Design	20
	Years of Work Experience:	
	Evidence: To earn points bidders must attach a CV using the JDA template specified in this tender	
	5 years or more work experience related to curating projects	30
	Between 3 and 4 years work experience related to curating projects	20
	2 years work experience related to curating projects	10
	PROJECT MANAGER	
	Qualifications:	
	Evidence: To earn points, bidders must attach a certified copy (in the last 3 months) of a certificate OR academic transcript issued by the relevant education institution. Uncertified copies will be scored Zero. Please provide SAQA for qualifications outside south Africa. No SAQA zero points will be allocated	
	Degree (NQF level 7) and above in Project Management and registered with South African Council for Project and Construction Management Professions (SACPCMP) to obtain points.	20
	Years of Work Experience:	
	Evidence: To earn points bidders must attach a CV using the JDA template specified in this	
	5 years or more work experience related to curating projects	30
	Between 3 and 4 years work experience related to curating projects	20
	2 years work experience related to curating projects	10

(iii) COMPANY EXPERIENCE	Total Points	Criteria	Description of criteria	Points
Please populate annexure D	50	5 and more Similar projects completed in the past five years	(Projects can include co-production with local communities, work with local artists and artisans, mapping and research related to public art, heritage and placemaking, public art programme development and implementation)	50
		3 - 4 Similar projects completed in the past five years		30
		1 - 2 Similar projects completed in the past five years		10
(iv) CONTACTABLE REFERENCE LETTERS	Total Points	Description of criteria	Description of criteria	Points
	50	5 and more contactable reference letters on similar projects completed in the past five years	(Admissible reference letters must be in the letter head of the client, show project name and project description, project duration (start date and end date) and value of the project and must be signed or have a client date stamp)	50
		3 - 4 contactable reference letters on similar projects completed in the past five years		30
		1 - 2 contactable reference letters on similar projects completed in the past five years		10

6.3 Price and Empowerment

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

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

Price shall be scored as follows:

$$P_s = 80 \times (1 - (P_t - P_{min}))$$

P_{min}

Where: P_s is the number of points scored for price;

P_t is the price of the tender under consideration.

P_{min} is the price of the lowest responsive tender.

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

TABLE 1: AWARD UP TO 50M (VAT INCLUSIVE)

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Evidence
Race – people who are Black, Coloured or Indian (ownership)* More than 51% black ownership	5	• B-BBEE certificate or QSE/EME Affidavit; • CIPC • Certified ID • CSD report
Gender is women (ownership)* More than 51% women's ownership	10	• B-BBEE certificate or QSE/EME Affidavit; • CIPC • Certified ID • CSD report
SMME – EME or QSE	5	B-BBEE certificate or QSE/EME Affidavit;
Total Points	20	Failure to attach evidence will lead to scoring zero points

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

The Preference Point System will be applied as follows:

For tenders up to R50 million

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

Points scored will be rounded off to the nearest 2 decimal places.

Schedule 3:

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS

2022

Notes:

8.3.1.1 "B-BBEE status level of contributor" means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act (Act No.53 of 2003).

8.3.1.4 The submission of such certificates must comply with the requirements of instructions and guidelines issued by the National Treasury and be in accordance with notices published by the Department of Trade and Industry in the Government Gazette.

8.3.1.5 A trust, consortium, or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits its B-BBEE status level certificate.

8.3.1.6 A trust, consortium, or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits its consolidated B-BBEE scorecard as if it were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate tender.

8.3.1.7 A person will not be awarded points for B-BBEE status level if it is indicated in the tender documents that such a tenderer intends sub-contracting more than 25% of the value of the contract to any other enterprise that does

not qualify for at least the points that such a tenderer qualifies for.

8.3.1.8 A person awarded a contract will not be permitted to subcontract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned.

8.3.1.9 No tender will be awarded to a bidder whose tax matters are not in order with SARS.

8.3.1.10 No tender will be awarded to a bidder who is not registered on CSD.

8.3.2 Formula for scoring tender price.

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

$$Ps = X [1 - \frac{(Pt - Pmin)}{Pmin}]$$

Pmin

Where

Ps = Points scored for comparative price of tender under consideration

Pt = Comparative price of tender under consideration

Pmin = Comparative price of the lowest acceptable tender

X = Points assigned to price

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

$$PP = Ps + Pbee \text{ Where}$$

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

Ps is the points scored for the comparative price of the tenderer, and

Pbee is the number of points awarded to the tenderer based on their certified B-BBEE status level.

6.4 Risk Tolerance

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).

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.

7. CLOSING DATE, TIME AND VENUE FOR SUBMISSIONS

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

“RFP: REPAIRS AND ENHANCEMENT OF PUBLIC ART FOR THE COJ BY THE JDA FOR 6 MONTHS”

must be written / typed clearly on the envelope.

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

The Tender closes at 12h00 on 02 December 2025

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

NO LATE /NO EMAILED / 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:

Mmatsie Nene

E-mail: MNene@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** :**CSD 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/adjudging 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 ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
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 ☐	No ☐
4.7.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

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

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

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

ANNEXURE D : PARTICULARS OF CONTRACTS AWARDED BY AN ORGAN OF STATE* DURING THE LAST 5 YEARS**

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

CLIENT	ACCOUNT MANAGER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

ANNEXURE D : PARTICULARS OF CONTRACTS AWARDED NOT BY AN ORGAN OF STATE* DURING THE LAST 5 YEARS**

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

CLIENT	ACCOUNT MANAGER	NATURE OF WORK	VALUE OF WORK	YEAR COMPLETED

*** Organ of State means-

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

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

.....
Position

.....
Name of Bidder

.....
Date

RFP: REPAIR AND ENHANCEMENT OF PUBLIC ART FOR A PERIOD OF 6 MONTHS

ANNEXURE E : CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

For

"RFP: REPAIRS AND ENHANCEMENT OF PUBLIC ART FOR THE COJ BY THE JDA FOR 6 MONTHS"

in response to the invitation for the bid made by:

Johannesburg Development Agency

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

I certify, on behalf of:

_____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.

RFP: REPAIR AND ENHANCEMENT OF PUBLIC ART FOR A PERIOD OF 6 MONTHS

-
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

RFP: REPAIR AND ENHANCEMENT OF PUBLIC ART FOR A PERIOD OF 6 MONTHS

ANNEXURE F: DECLARATION ON STATE OF MUNICIPAL ACCOUNTS

- A Any bid will be rejected if:
Any municipal rates and taxes or municipal service charges owed by the bidder or any of the directors to the municipality or a municipal entity, or to any other municipality or municipal entity, are in arrears for more than three months.
- B Bid Information
- i. Name of bidder:
 - ii. Registration Number:
 - iii. Municipality where business is situated
 - iv. Municipal account number for rates:
 - v. Municipal account number for water and electricity:
 - vi. Names of all directors, their ID numbers and municipal account number.
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
- C Documents to be attached.
- i. A copy of municipal account mentioned in B (iv) & (v) (Not older than 3 months)
 - ii. A copy of municipal accounts of all directors mentioned in B(vi) (Not older than 3 months)
 - iii. Proof of directors

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

.....

Signature

Date

ANNEXURE G : ORGANOGRAM

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

DESIGNATION	NAME AND SURNAME	DETAILED CV

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.

.....
Signature

.....
Position

.....
Name of Bidder

.....
Date

Failure to comply with these conditions may invalidate your offer.

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

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

2. Project Manager

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

PLEASE CONTINUE TO ADD YOUR PREVIOUS EMPLOYMENT ROLES (3, 4, 5 etc.) USING FORMAT ABOVE ***

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

ANNEXURE I – POPI ACT

Form B14: CONSENT AND ACKNOWLEDGMENTS IN TERMS OF THE PROTECTION OF PERSONAL INFORMATION ACT 2013 (POPI)

This section sets out how personal information will be collected, used and protected by Johannesburg Development Agency hereinafter referred to as “JDA”, as required by the Protection of Personal Information Act. The use of the words “the individual” for the purposes of this document shall be a reference to any individual (bidder) communicating with JDA and/or concluding any agreement, registration or application, with the inclusion of each of those individuals referred to or included in terms of such agreement, registration or application.

1. What is personal information?

The personal information that JDA requires relate to names and surnames, birth dates, identity numbers, passport numbers, demographic information, education information, occupation information, health information, addresses, memberships, personal and work email and contact details.

2. What is the purpose of the collection, use and disclosure (the processing) of personal information?

JDA is legally obligated to collect, use and disclose personal information for the purposes of:

- reporting initiatives to the City of Johannesburg Municipality;
 - reporting to National Treasury all contracts awarded;
 - obtaining information related to Tax Compliance information from SARS;
 - verifying information on the National Treasury database of defaulters;
 - evaluating and processing applications for registration on the database;
 - compiling statistics and other reports;
 - providing personalised communications;
 - complying with the law; and/or
 - for a purpose that is ancillary to the above and as may be directed by our POPI manual/Policy.
- Personal information will not be processed for a purpose other than what is identified (the purpose) above without obtaining consent beforehand.

3. How will JDA process personal information?

JDA will only collect personal information for the purpose as stated above and for such specific purpose. Information will be collected in the following manner:

- directly from the individual;
- from service providers who provided with services or goods to JDA;
- from JDA’s own records relating to previous supply of services or goods; and/or
- from a relevant public or equivalent entity.

4. To whom will personal information be disclosed?

JDA

The personal information may be disclosed to other relevant public or other entities on whose behalf we act as intermediaries, other third parties referred to above in relation to the purpose or who are sources of personal information, service providers such as professional bodies who operate across the borders of this country (transborder flow of information) where personal information must be sent in order to provide the information and/or services and/or benefits requested or applied for. In the event of another party/ies acquiring all of or a portion of JDA's mandate or functions, personal information will be disclosed to that party but they will equally be obliged as we are, to protect personal information in terms of this policy and the law.

5. Consent and Permission to process personal information:

I hereby agree with the policy and provide authorisation to JDA to process the personal information provided for the purpose stated:

- I understand that withholding of or failure to disclose personal information will result in JDA being unable to perform its functions and/or any services or benefits I may require from JDA.
- Where I shared personal information of individuals other than myself with JDA, I hereby provide consent on their behalf to the collection, use and disclosure of their personal information in terms of this personal information policy and I warrant that I am authorised to give this consent on their behalf.
- To this end, I indemnify and hold JDA not responsible in respect of any claims by any other person on whose behalf I have consented, against JDA should they claim that I was not so authorised.
- I understand that in terms of POPIA and other laws of the country, there are instances where my express consent is not necessary in order to permit the processing of personal information, which may be related to police investigations, litigation or when personal information is publicly available.
- I will not hold JDA responsible for any improper or unauthorised use of personal information that is beyond its reasonable control.

6. Rights regarding the processing of personal information:

- The individual may withdraw consent to the processing of personal information at any time, and should they wish to do so, must provide JDA with reasonable notice to this effect. Please note that withdrawal of consent is still subject to the terms and conditions of any contract that is in place. Should the withdrawal of consent result in the interference of legal obligations, then such withdrawal will only be effective if JDA agrees to same in writing. JDA specifically draws to the attention that the withdrawal of consent may result in it being unable to provide the requested information and/or services and/or financial or other benefits.
- In order to withdraw consent, please contact the JDA Information Officer/SCM
- A copy of the full JDA policy is available.
- Individuals are encouraged to ensure that where personal information has changed in any respect to notify JDA so that our records may be updated. JDA will largely rely on the individual to ensure that personal information is correct and accurate.

The individual has the right to access their personal information that JDA may have in its possession and are entitled to request the identity of which third parties have received and/or processed

JDA

personal information for the purpose. Please note however, that any request in this regard may be declined if:

- the information comes under legal privilege in the course of litigation,
- the disclosure of personal information in the form that it is processed may result in the disclosure of confidential or proprietary information,
- giving access may cause a third party to refuse to provide similar information to JDA,
- the information was collected in furtherance of an investigation or legal dispute, instituted or being contemplated,
- the information as it is disclosed may result in the disclosure of another person's information,
- the information contains an opinion about another person and that person has not consented, and/or
- the disclosure is prohibited by law.

7. Queries relating to breach of personal information:

- Please submit queries relating to the breach of personal information to the JDA's information officer and SCM in writing as soon as the breach is discovered.

Bidder Signature:	Date:
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